MINUTES OF COUNCIL MEETING

Held at BMMA HQ, Adderbury

22nd September 2025 09:30

1. Welcome: *roll call, conflicts and confidentiality*

Present:	Apologies:
Tim Burrow (Chair)	None
Brendan Digney	
Giles Fowler	
Rob Grindwood	
Simon Heyes (Treasurer)	
Owain Johns (CEO)	
Cath Spence (Vice chair) – via Teams	
John Waite	

New conflict declared by TB – now acting as director of the Royal Aero Club

ACTION: All directors complete annual conflict declaration before next meeting

All directors were reminded of their duty to maintain confidentiality

2. Agenda Approval, additional items

Agreed with no additional items

3. Approval of previous minutes 21st July 2025

Approved unanimously

No matters arising not covered elsewhere in the agenda.

4. Action list from previous meetings

Proposed and agreed that we should address the Action list from the previous meeting at the end of the agenda and capture any outstanding items plus new ones together at that point.

5. Reports

a. CEO report – Owain Johns

(Author: Owain Johns – Presented: Owain Johns)

New format of CEO report to align with the March 2025 strategy paper.

Council expressed their support for this approach and their appreciation of the significant progress to date.

1: Leadership & Management

Received & noted

2: Finance and Resources

Received & noted

Council supported the approach of redeploying the savings made by the renegotiation of contracts and proposals to items which would speed up delivery of other areas of strategy.

The proposal was made to use some of the funds saved by the revision of the Civi/Drupal project to upgrade the simulator to a full VR rig and to add screens on the front of the trailer to show in flight footage (est. cost £16k)

DECISION: ALL agreed to proceed with simulator upgrade as proposed
ACTION: OJ to initiate this – tech office project

There was a discussion on re-alignment of 390kg and 450kg fees (previously agreed but not implemented), balancing the merits of gradual change vs the simplification of administration, given both permits require the same amount of work

DECISION: ALL Agreed that we should resume the implementation of a two-step change to achieve permit cost alignment by 2027

ACTION: OJ to put this into action

3	**Engagement and Membership**
Including 1. Ambition, 2. Communication, 13. Community Engagement	

The board were all supportive of the proposed events plan for 2026

There was a discussion about implementing a more formal complaints procedure

DECISION: ALL agreed more formal complaints procedure be implemented
ACTION: OJ to draft a complaints procedure and share before next meeting

The board discussed how best to proceed for next New Horizons ‘Build a Plane’ project (2026) noting that there were a number of applications already in progress and with a plan to make an open call for others.
JW suggested extending the timeframe for applications – agreed to extend by 1 wk.

ACTION: Working group (BD, CS & JW) formed to look at improvements to the process (including social media, promotion of the objectives of the project, timeframes, T&Cs)

There was a discussion about the timeframe for the new project start and whether a second kit should be purchased, given the level of interest

DECISION: ALL agreed willingness to consider the purchase a second kit if strong bids were received but that the Rugby aircraft to be sold prior to the purchase of any additional kits.

4.	**Community**
Including 3. Clubs and schools, 4. Competitions, events & Pilot Development, 12. SSDR & Sub 70 Flexwing	

All noted, and congratulations offered to TeamGB

There was a discussion about Royal Aero Club engagement, noting that the BMAA has a relatively low-key engagement compared to some other members. Plan to investigate changing this approach and looking at how we might use the awards event to promote BMAA members' achievements, with a possible route of BMAA awards winners being nominated for the Royal Aero Club to raise the profile of microlighting across the aviation community.

ACTION: Gather information on the Royal Aero Club nomination process, timeframe and criteria to present back to Council for further discussion (OJ/TB

Discussed the summer internship in relation to a sponsorship request received from Bath University Rocket team (connection through our summer intern). It was agreed that this was a good low-cost approach to strengthen ties with the University sector.

ACTION: OJ to proceed with Rocket team sponsorship

5.	**Flight Training & Safety**
Including 5. Training / Licensing / Medical, 6. Safety	

Noted very positive progress with supporting Panel of Examiners and good engagement with CAA to clarify details around the licensing changes in force from 1st October.

It was proposed that we adopt a licence renewal reminder as a member service, in a similar way to permit renewals at 6 months and one month prior.

ACTION: OJ to investigate feasibility and work with AB on a workable solution.

6.	**Technical**
Including 8. Inspector system, 9 Technical office	

Cross-reference to the CTO / CI report

Noted the strong positive progress in the tech office and improvements in levels of service.

Discussed the 5 projects still incomplete after 12 weeks, noting that a number of these projects had technical reasons for delays in processing.

Council discussed the importance of ensuring good communication to owners/manufacturers on progress and around managing expectations on levels of service. OJ indicated that this was already in the Tech Office development plans.

Tech office capacity & staffing needs were discussed in detail.
Discussion on the merits of graduate vs experienced engineers was useful in identifying the priorities of the tech office and where risks may occur in the future.

DECISION: ALL agreed to proceed with a general advert to see what interest there was in the roles at the various levels with a view to recruiting the best fit

There was further discussion about the need to implement a career progression for all staff in the tech office to encourage development and retention.

ACTION: OJ and SH to prepare a paper showing the expected cost of living increases as well as an incremental structure which acknowledges and rewards staff progression.

The matter of the Eurostar fleet's 'orphan' status was raised. There was a discussion on how the BMAA could best support owners beyond completion of the recent MPD / SB.

Several ideas were suggested for creating more effective long-term support processes, as this represents a significantly larger fleet compared to other orphaned aircraft.

ACTION: all to consider possible approaches to assist with this matter and bring to proposals for future board meeting for discussion & decision

7.	**Regulation & Representation**
Including 10. Regulatory Policy, 11 Representation	

OJ asked for views on current approach to regulatory matters and prioritisation

Following discussion, the board agreed that initial focus should be on Airspace and Planning matters (e.g. loss of airfield or adjacent development impacts)

DECISION: Plan to form or facilitate a Planning/Airfield Operations forum targeting a seminar in 2027 to enable good practice to be shared on, e.g. risk assessments, planning challenges and insurance matters.

ACTION: Owner/lead needed for this – TB to allocate

b. Treasurers report

(Author: Simon Heyes – Presented: Simon Heyes)

Board received the July report.

Finances are running around budgeted levels with some savings (IT costs & Events) being offset by higher than expected consultancy fees. NO concerns raised.

Investment accounts continue to perform well and are well spread to maximise FCS protection, although a very small percentage fall outside the £85k per institution protection. Where this is the case, the banks are AAA rated, so the level of exposure is considered acceptable risk balanced against the reward of higher interest payments.

The forthcoming budget for 2027 will be submitted for approval at the next meeting. OJ and SH are working on simplifying cost centres to make the accounts clearer.

Bank mandates have been updated, and improved financial controls are now in place.

ACTION: for future agenda – formalise an SOP for this

SH submitted a detailed paper proposing a Reserves Policy defining the minimum reserves the BMAA would need in the event of change of business, a significant event or a worse case scenario.

DECISION: ALL agreed to adopt the Reserves Policy as proposed

The board discussed how best to use available reserves and ensure that this reinvestment was justified and aligned with development plans. It was suggested that we should move to a fully costed budget with a 3-year plan.

ACTION: OJ & SH to look towards a 3yr budget plan

c. CTO/CI report

(Author: Rob Mott – Presented: Owain Johns)

Received and noted

SH noted the change in format was very valuable in providing much more of the critical information to the Board.

d. Admin & Business manager report – plus membership survey data

(Author: Kelly Thacker – Presented: Owain Johns)

Again, the quality of the report was acknowledged.

SH requested more detailed data on membership numbers to understand seasonal trends and joiners and leavers.

A discussion followed on AL new role and OJ clarified AL's current roles and responsibilities now and next year.

The feedback from the membership surveys was discussed and trends/patterns analysed.

ACTION: OJ to request KT prepare detailed in-depth membership data as above

6. Review of Risk Register

Rewrite in progress and not yet available for review

ACTION: SH to complete Risk Register rewrite for board review

7. Review of Actions Register

Updated with status and next actions

8. Any other Business

No AOB

Meeting closed at 17:35pm

9. Date & time of next meetings:

17th November 2025 – in person (Adderbury)

19th January 2026 – Virtual

16th March 2026 – in person (Adderbury)

Appendix – summary of CEO report

1: Leadership & Management

- Established a routine of regular Operational meetings at Adderbury
- Fortnightly catch up meetings with OJ & TB in place.
- RM as CTO has proved an effective appointment and good progress been made. Feedback from LAA rally and manufacturers was positive.
- Budget planning in progress & on schedule for November meeting.
- Membership development work has started
  Working group established (KT, KJ & OJ)
  focus on retention, recruitment and inspiring.
- Staffing structure has been improved to enable better communication and line management.
- New HR staff management software in place.
- Consistent hybrid working policy in place from Oct 1st. Will review in 6 months

AI has worked with the team on site and plans to work in October on 2026 events with KT and OJ <<< don't know what this means

- Recruitment for new positions to go live 26th Sept

2: Finance and Resources

- OJ has met with a number of the larger suppliers to refine quotes for next year's budget. Some significant savings achieved – plan to spend saving in accelerating other areas in line with strategy
- IT programmes with Es-Tech, server replacement and 365 / SharePoint migration now in place and will be complete by November 2025.
- Civi CRM / Drupal project has been reevaluated and significant savings achieved.
- Insurance renewal completed using a single company
  New policies have increased liability cover, contractors are now explicitly covered.
  and a new cyber insurance policy added; OJ thanked SH for his support with this
  New company has delivered excellent customer service as well as significant savings
- OJ is already working closely with the MF team and has met with the Editor and the publishers.
- Photo library is now on 'Flickr' to enable improved editing, save time and be available to a wider audience.
- Initial work done on looking at areas of simplification to processes

3	Engagement and Membership
Including 1. Ambition, 2. Communication, 13. Community Engagement	

- OJ presented a proposal for 2026 calendar of events with more member focus
- New inspector conference to run prior to instructor seminar
- New BMAA Awards evening (March 2026)

- Reduced presence at LAA rally with effort redistributed to other events
- Repeat of county shows – aiming at 4/5 with similar approach and format
- The addition of SleapKosh to the programme
- Communications to all members direct from HQ to be a more regular feature
  Improvements already made noted by the board
- Outline steps for comms to wider audiences presented
- Initial upgrades to the website are in progress, starting with the tech office.
  Aiming for ease of navigation and clarity
- Horizon Build a Plane project now recovered to Flylight for completion and subsequent sale
  Guidance and application process now in place to accept a wider age range and also encourage applications from universities.
- Initial work in progress on case studies to promote the benefits of Light sport microlights vs traditional 152's and PA28s, etc. to Group A flying schools
- Very positive member engagement over the summer e.g. county shows & project work. OJ expressed thanks for help & support to a number of individuals

4.	**Community**
Including 3. Clubs and schools, 4. Competitions, events & Pilot Development, 12. SSDR & Sub 70 Flexwing	

- OJ arranged to visit 3 clubs so far.
- WMC2025 successful. Team GB finished in 4th place – good competitive showing, MF presence, and promotion positive. All within budget.
- Last Open series event planned for Sept at Damyns Hall.
- CIMA – meeting in February.
  CAT 2 event in Czech in early July
  Possible WMC in Poland in 2027.
- Royal Aero Club – BMAA has quite low key engagement compared to some other members. Plan to investigate changing this approach and looking at how we might use the awards event to promote BMAA members' achievements
  Possible route of BMAA awards winners being nominated for the Royal Aero Club to raise the profile of microlighting across the aviation community.
- Sponsorship request received from Bath Rocket team (connection through our summer intern).

5.	**Flight Training & Safety**
Including 5. Training / licencing / Medical, 6. Safety	

- OJ met with Panel of Examiners (POE) & separately with FL (20th Sept at Compton Abbas) to discuss closer working with the BMAA team
- Received positively and panel working group established to work on the FICI syllabus and guide over the winter in collaboration with BMAA. Aaron to support admin.

- OJ has been working with CAA to clarify details around licensing changes
- Member updates to follow ahead of the 1st October licensing change implementation

6.	**Technical**
Including 8. Inspector system, 9 Technical office	

See CTO / CI report

- Positive progress in the tech office and improvements in levels of service.
- 5 projects still over 12 weeks but a number of these projects had technical reasons for delays in processing.
- RG suggested improved communication on deadlines was crucial
- Next steps are around managing expectations on levels of service with members and this will form part of the Tech Office development plans.
- Liaison and work with CAA had been positive and OJ & RM working well together.

7.	**Regulation & Representation**
Including 10. Regulatory Policy, 11 Representation	

- OJ had spoken to a number of stakeholders at the LAA rally to make initial contact.
- OJ asked for views on current approach to regulatory matters