BMAA COUNCIL MEETING MINUTES

Adderbury, 21st July 2025.

1. Welcome

a. Roll call, apologies, conflicts of interest, confidentiality

All directors present
No new conflicts declared.
Owain Johns (CEO designate - present as observer)
TB reminded all of the importance of confidentiality

2. Agenda approval, additional items

Agreed with no additional items

3. Approval of previous minutes (May 2025)

a. Correction of one typographic error – Reference to Rob G as RON
   Approval proposed CS; Seconded JW **DECISION: Approved unanimously**
b. No Matters arising not covered elsewhere in agenda

4. Action list review

598: New Horizons – Update on current build
Aircraft still at Rugby (since 2018)
SH reviewed at visit in April & reported the need to retrieve aircraft to complete the build
Rob Mott has asked Paul Dewhurst to visit Rugby for an assessment of work to complete. OJ will attend with him next week. PD expects to remove aircraft to Flylight for completion. Rugby aware of this possible outcome.

ACTION: OJ to report back next meeting on estimated cost & time for PD to complete

Key learning points from current project:

I. Lack of clarity historically on the purpose of New Horizons – collectively agreed that the aim is to inspire young people about aviation-related careers
II. Not well known among BMAA members & very little PR for BMAA has arisen from the projects. This needs much closer management, perhaps a monthly update required from the build team.
    Air Cadets have had a lot of positive publicity from the build, but little has filtered through to BMAA. BMAA needs to be clear about what we require in this area
III. Clear T&Cs for next project should
    a. Place onus on proposer of new projects to show how they will achieve completion
    b. Have expectation of completion in under 2 years (500-600 hours of work)
    c. Should demonstrate STEM education impact

IV. Target a start date of Sept 26 and end date no later than 2 years after that.
V. We may choose to have more than one kit in build at any time if we have a rigorous process in place

Next build

ACTION: BMAA to formally order a kit ready for Sept 26 start (current lead time 5m+)

ACTION: Set up a project team – CS, BD & JW volunteered
Team to initiate conversations with universities offering aeronautical engineering and/or pilot studies for Sept 26 start. Suggestion was that we begin with those within a reasonable distance of HQ for oversight – Hertford, Brunel, UWE (Bath) on initial list

ACTION: OJ to review what requests have been received to date and consider if these are viable propositions.

611: Spreading the BMAA message to lightweight flyers
Giles is now looking into creating a video for awareness of how to move from paramotor to sub 70 and beyond

619: Grants and fundraising volunteer
Some obvious wins in areas of STEM education & youth to pursue
Board will review this further; lower priority than other staffing at this stage
Likely on a commission basis rather than a voluntary role.
Propose an MF article to see if there is anyone among the membership interested & capable of taking this on

620: Safety Officer & FTLO

Current plan to advertise this role (MF & Facebook pages)
1 day per week covering Safety only but with possible extension to FTLO for a suitable candidate. CS proposed an individual who had expressed interest. OJ to follow up
ACTION: OJ & TB to prepare advert for the role

FTLO role will develop/change as major licensing changes come into place later in the year. Purpose of FTLO role is to support work of Panel of Examiners

5. Welcome to Owain

a. matters reserved for the board document
   OJ welcomed by TB who presented a summary of current matters reserved
   It is likely that some clarifications will be needed
   OJ will be added as a director from official appointment date of 28/7/25
b. current format of board meetings
   TB highlighted the importance of this being kept under regular review between board and CEO. TB & OJ have established a pattern of regular meetings to support OJ's appointment. The expectation remains of having 6 board meetings

per year with reports to 4 plus 2 for more strategic matters. OJ keen to propose 'away day/weekend' approach to the strategy discussions.
Plan not to have a Company Secretary at this stage (no longer legal requirement)

6. Reports (no board pack required for this meeting):

a. in lieu of CEO report (OJ)

i. Events

LAA rally fully staffed for August 25
BMAA trade show review

- Possibility of BMAA hosting a BBQ on the Saturday evening
- Review of accommodation. Red Lion is not suitable

ACTION: OJ to investigate more suitable accommodation

ii. Bank account

Ongoing issue of bank mandate changes still unresolved
Increasing disquiet expressed about the competence of the current bank to complete this simple task.
ACTION: SH to make one final attempt with the current bank but to seek an alternative banking provider if this fails.

iii. Tech office

OJ intends to spend time getting a clear understanding of the finances. Aim is to get greater clarity of cost of each of the tech office activities. OJ will work towards establishing a Service Level Agreement (SLA) so members & manufacturers have a clearer understanding of what is reasonable and what to expect in interactions with the tech office.
Staffing issues are improving but not yet fully resolved.
Possible need for new Chief Inspector if RM successful in CTO interview. Agreed that the CI role could be hybrid (3 days in/2 days out)
ACTION: OJ to begin assessment of the costs of tech office operations and to work towards SLA in agreement with staff

iv. Hybrid working

Current working agreements are inconsistent across the office. Board agreed that there should be flexibility suited to the actual role with agreed core days (Tue-Thurs) where all required in HQ
ACTION: OJ to review hybrid policy with a view to developing an equitable approach across the organisation

v. MF – magazine

All agreed importance of strong positive relationship with the editor

ACTION: OJ to meet Geoff as soon as possible

b. Treasurer's report
   Finance report received with no concerns raised

c. SH handover updates
   Articles of Association have now been fully updated at Companies House to include the changes at May 25 AGM as well as previously agreed items which had not been registered

7. Tech Office Update

a. Rob Mott – Candidate for CTO – Decision Required (Owain Johns)

OJ, SH & TB have observed that RM has displayed significant leadership skills in the tech office over the past few months and appears to be a viable candidate for the CTO role. Roger Patrick (Current CTO is very happy that RM be considered for this which would allow him to transition to a part-time Senior Engineer role)
DECISION: Board agreed that RM should be invited to interview for CTO role

(NOTE: post-meeting has interviewed successfully and has been appointed CTO; the CAA have approved & signed off this change)

c. CI Role, should RM become CTO (Owain Johns)

RM currently in Chief Inspector role which would need to be filled if he is successful in the interview for CTO. The board expect that the CAA will allow a period of him holding both roles on paper until an appointment could be made but we would need to seek a suitable candidate.

ACTION: If RM is appointed CTO OJ/RM to look for suitable candidates

c. Professor, Cranfield University - potential senior engineer – Decision Required (Owain Johns)
   An individual has been identified with potential for a Senior engineering role.
   DECISION: Board agreed that OJ should arrange interview and appoint if suitable

   (NOTE: post-meeting candidate interviewed but was not suited to the role)

8. Panel of Examiners (POE)

Directors discussed the work of POE at some length to ensure common understanding, specifically that while POE works on behalf of the CAA, it is vital to the BMAA. The board unanimously considered that a strong relationship with the POE was of utmost importance and will proactively offer support & assistance.

Some concerns have been raised from BMAA membership about the numbers of new instructors & examiners coming through POE.

Good to see two new members join POE this year – membership requires FICI as minimum qualification. Board discussed what the BMAA could offer to support POE & help with succession planning and development for the future.

RG identified a number of issues which make it unattractive for people to put themselves forward for FICI.

CAA now require any school wishing to teach instructors to be registered at a cost of £1k per school. This makes a significant impact on the costs to be passed on to prospective candidates making the FICI qualification less attractive. CAA are supposed to do an annual audit (c. 3-4hrs work) of the school as part of this but this is not happening.
Board asked if it is within the POE remit to do the school approvals themselves as the work is already competed during the FICI assessment process and would need only about 1hr of additional work.
Board proposed that we should ask the CAA to allow the POE to do the approvals at a significantly lower cost.

As an alternative to having individual schools approved, board proposed that we should seek approval for the BMAA to be the approved organisation as the process already allows for teaching to take place at different locations and with various instructors. Aaron is already looking into this possibility on behalf of POE.

RG offered an approach which might improve instructor, examiner, FICI & FICE (?) training. Suggestion was that three should be a schedule of two courses per year for instructor & examiner training. Prospective FICI/Es would attend a first course & observe then be examined on suitability followed by attendance at a second one where they would be examined for the qualification.

The outcome would be

- more courses available for instructors and examiners to attend
- common approach across courses leading to greater standardisation & consistency of training at all levels
- opportunity for FICI/E interviews and assessments twice per year

The board was very supportive of this approach

There was a discussion about the representations made to members of the board and via an MF article about FICI assessments. It was felt that above approach would significantly improve the opportunities for candidates at all levels

It was further discussed that we should implement a complaints system as airing of grievances in MF of in social media is not the best way to address concerns

ACTION: A formal complaints procedure to be implemented to make it easier for members to raise matters of concern - OJ

b. FTLO post, scope of work

c. BMAA role within POE succession planning and recruitment training courses

9. Review of BMAA Risk Register – (Simon Heyes)

Document requires major revision. Not ready for this meeting.

ACTION: SH will complete ahead of Sept meeting (table format)

10. BMAA National Youth Week initiative – update (Tim Burrow)

Disappointing engagement but limited resource this year to support it.

Amanda Lord brought in to lead this but still a lack of traction with clubs and schools. Noted that many airfields in South are working with British Young Pilots

Kernan are writing the materials to deliver themselves but ideally this should have been centrally provided but there was no resource available to do this in current year. May be a suitable FTLO task for future years.

Support & guidance for Safeguarding also required, particularly in Northern Ireland where rules are more onerous than in rest of UK

All agreed that the principle of Youth Week was good but that future years required

- More resources to engage schools & clubs
- Centrally provided materials for all schools/clubs to access
- Supply of merchandise for clubs to give to participants
- More assistance for clubs in recruiting young people to participate

Will go ahead at pilot scale this year and we will review & gather learning for next year. Recommendations already are

- Parents to remain on site for duration (they are key 'customers')
- Longer window for running this – more than one week
- More resource/backup from HQ required
- Key areas to target are Clubs (rather than flight schools)
- Need absolute clarity with regard to any flight element (ages, qualifications etc)

11. Refurbishment of BMAA trailer

This is considered rather low tech and very labour intensive although effective. The board discussed the need for an upgrade to something VR based. Proposal is that we proceed initially with a software update and look into the possibility of some great flying footage for the back screens of the trailer. Further discussion at a later date.

12. BMAA Insurances – Due Sept 2025 – Decision Required

Need clarity on insurances required

DECISION: OJ to investigate and action what needs to be renewed in Sept

ACTION: OJ to document all current and previous insurances for subsequent review

13. Activities

a. Wings – Cath Spence
   Ongoing low level of activity. Needs more engagement with clubs & schools to promote
b. Publications – Giles Fowler
   Video production action plan in progress
c. Competitions / Open Series – Tim Burrow / Owain Johns
   OJ preparing to depart for WMC in France
   Smaller team than last year
d. Airspace – Vacant
   There is a need to find someone to cover this but likely as an employed role as the task is too large for volunteers
e. New Horizons – Owain Johns
   i. Current status of G-WEPW and new applicants for scheme
   ii. Scheme Overhaul
      Already covered above
f. Flexwing Instructor Bursary website and information revision - Giles Fowler
   GF has proposed changes

14. Any other business

a. CAA Electronic Conspicuity Technical Group update
   Group met 25/6/25
   Considered proposals of mandatory EC in some class G < 140kts using 1090MHz approach
   All proposals differ from those of EU
b. CAA GA Pilot Licensing Review Wave 2 Consultation

15. Date & time of next meetings:

15 Sep 2025 in-person (Adderbury) Board pack

17 Nov 2025 in-person (Adderbury) Board pack. Budget FY26

19 Jan 2026 Zoom

16 Mar 2026 in-person (Adderbury) Board pack

The meetings will take place at the BMAA headquarters unless otherwise stated:

6 Somerville Court, Banbury Business Park, Adderbury, OX17 3SN.

16. Council Airwaves rota:

- Aug 25 Rob G
- Sep 25 Tim
- Oct 25 Cath
- Nov 25 Tim
- Dec 25 Simon
- Jan 26 Tim
- Feb 26 John
- Mar 26 Tim
- Apr 26 Giles