**BMAA COUNCIL MEETING Minutes**
**Adderbury, 17 June 2024**

Attendance

| | |
|---|---|
| Tim Burrow (TB) | Chairman |
| Cath Spence (CS) | (elected Vice-Chair during the meeting) |
| Rob Grimwood (RG) | |
| John Waite (JW) | |
| Giles Fowler (GF) | |
| Derek Lamb (DL) | [by zoom] |
| Rob Hughes (RH) | CEO |

1. **Welcome**
SH had offered his apologies in advance.

DL had accepted a new voluntary position at the RAeC Trust.

CS had been appointed a Fellow at Reuben College, Oxford

**2. Code of Conduct for Directors *(Cath Spence)***
CS shared the Institute of Directors Guide for Directors and asked directors to absorb its contents.

There followed an extensive discussion about how the council and CEO could work more effectively together, peculiarly regarding inter-meeting communications.
Some initial proposals were set out to streamline the email communication process between meetings
- Mark emails as FOR INFORMATION or DECISION REQUIRED by <deadline>
- Ensure all email decisions are recorded & ratified at the next meeting
- External help would be valuable in working through the outstanding issues

It was proposed that we engage the services of Peninsula as an external professional advisor to assist mediate the current challenges for all parties
APPROVED, action CS to contact Peninsula and arrange to engage the mediation team.

**3. Agenda approval, additional items**
None

**4. Approval of previous minutes (18 March 2024 & Post-AGM)**
The date of the next Council meeting was moved from 30 Sept to 7 Oct.

**Minutes**:
18 March: Proposed by GF, seconded by JW, unanimously approved with TB abstaining.
Post-AGM: Proposed by TB, seconded by JW, unanimously approved.

*a. Matters arising*
Agreed for

a) minutes to be available rapidly after a meeting (no timeframe proposed), and
b) directors to review minutes as soon they are issued and raise any concerns immediately

**5. Roles and Responsibilities 2024/25**
The list of roles and responsibilities was reviewed, updated and agreed at the meeting

- GF added to Training
- GF added to Social Media & TB removed
- GF requested access to the social media policy
  ACTION: RH to share Social Medial policy with CS & GF
- JW will support Build a Plane – lead remains with RH
- CS requested assistance with the identification of additional suitable people from the membership to add to the Wings team
- GF added to SSDR
- SH to lead on Articles and rules
- RG, GF & CS on bursary
  Agreed that the bursary team remit should be expanded to cover both Instructor bursary and any re-imagined youth bursary with a brief discussion about the use of selection events
- SH chair of finance sub-committee (with RH, TB & DL)
  * After meeting note: need to resolve this now DL has resigned *

CS was elected Vice-Chair. The list of roles and responsibilities was agreed.

Rotation of election cycle – tabled to future meeting.
ACTION 614: TB to formulate proposal.

**6. Action list**
** 598: New Horizons
NO confirmed home for next build yet. Issues with people pulling out – with RH to pursue
Concerns about previous system

- time taken to deliver
- need for a technician to support the build
- mechanism for getting PR for BMMA during build (not just build team)

Positives in last build (air cadets)

- approx. 100 cadets involved
- high level of engagement across Air Cadets and VIP visitors
- lots of interest generated for Air Cadets

Still strong interest in doing this for positive PR, investment in youth & small cost-benefit
Recommendations: Consider putting a contract in place to manage the build
ACTION: RH to continue to pursue and update at next meeting

605 – no progress
Minimal need so not a priority at the moment. CS offered to follow up with the solicitor if provided with current docs and intro to the solicitor

606 – Still not complete at CAA end
We discussed implications of escalating this as a complaint, noting that the initial complaint procedure was initiated by CAA's GA unit themselves and not by BMAA
The consensus was we should proceed cautiously via an email to Rob BISHDEN, insisting that this action is completed
ACTION: RH to send email as above

611 GF agreed to produce videos and social media to appeal to lightweight flyers.
GF to create action plan, as per 611 on the action list.

7. **Reports**:
*a. Chief Executive Officer*

Roger Pattrick announced his semi-retirement (*to 16hr/week)*
It is now expected that he will continue to hold the AD458 which removes the pressure to appoint someone to fulfil that; RH has been unable to find someone who could hold AD458 so far after extensive search.

The council discussed the tech office situation at length noting RP expects to be more efficient at home. However, business risk of RP as a 'single point of failure' remains of concern.
Consensus was that employing TWO people (rather than ONE senior previously agreed) at a more junior level was now the best approach. This would be cost neutral due to reduced hours for RP. Junior staff could then developed over time to the required standard.

As an immediate mitigation of risk, it was proposed that we should ask that Guy GRATTON be added to the list (currently includes Dave SIMPSON & Paul WALSH) for 'in extremis' situations.

ACTION: RH to add Guy

There was further discussion on how to develop and restabilise the tech office.

- proposed Mark Bailey (MB) be developed to CTO over the next year.
  A suitable project was identified for him to demonstrate the technical skills required to CAA. RH to ensure RP mentors MB to complete this

*NOTE: AFTER the meeting, MB tendered his resignation, so this now not going to happen*

- Proposed that RH to look into appointing someone to take on triage of the tech office work to ensure engineers are not chasing admin tasks

*NOTE: AFTER the meeting, Carole Shepherd (CS) has taken on this task*
There was a brief discussion about whether we should consider creating a commercial division of the Tech Office and sell extra capacity to others – risky, dependent on attracting staff members. (Request to consider came from member input)
The consensus was that we did not have enough information about the workload in the tech office to pursue this in the foreseeable future and that we needed to focus on key work until the tech office was at full strength again.

The tech office is believed to be cost-neutral, as manufacturers pay for the work delivered. Members receive a discounted rate on technical services. This message could be better advertised as part of better PR from the Tech Office regarding their work and processes.

More information is needed regarding statistics, particularly about throughput and costs.
This has not been collected systematically in the past
MB has done some work in this area and CIVI is now used to some extent.
*[Afternote; now being addressed by CS].*

*Council requested a summary prior to this meeting, which RH had been unable to respond to in the timeframe available due to lack of easily accessible data. Requested for October meeting*

*It was also noted that we may need to decline new work in the short term unless it is work we are obliged to do.*
*ACTION: RH will provide a summary of the tech office's workload and capacity as requested by TB for the October meeting.*

*i. CAA Complaint stage 3 – decision requested*
See notes ref 606 above.
*ii. Impact of Part 21-L – opinions requested*
RH asked Council members to become better aware of Part 21-L due to the potential impact on the organisation in the future.
Council requested a technical briefing on this topic. RH confirmed that currently no published material yet to allow council to familiarise themselves at this stage.

*iii. Panel of Examiners & FTL position – advice requested*
There is a perceived gap between FI and FICI. Council had already agreed some time ago to support a workshop/seminar to be organised by RG and Marcus Dalgety. No progress.

The Safety Officer was waiting for RG to agree a time/date to progress the FI(R) and FICI guidance material and syllabus. Council agreed to consider any proposed budget and to award a contract of work to a suitable person to carry out the updates, in collaboration with the Safety Officer.

RG proposed the creation of industry standard instructor briefing material. RG indicated members of the panel of examiners (including himself) would be willing to complete the work for a fee. Council agreed to consider any proposal before awarding a contract to a suitable person(s).

It was suggested that we might approach Pooleys to see if they would sponsor this activity. Initial estimates were around 100 hours work. This would be looked at during the winter season & Chloe would do more safety work until then.
ACTION 615: Rob G to investigate and make proposal.

A current instructor asked if there is financial assistance for potential FICI candidates to contribute towards mentorship or other preparations. There was a reminder that, on successful initial interviews, the BMAA offers to pay candidates' application fees, but the Council expressed the expectation that candidates should finance their own preparation. BMAA support is available after successful initial interviews.

*iv. Recruitment and longer-term Technical Office strategy – support and advice requested*
Council members to consider.

*v. Non-member MF articles – decision requested*
Concerns about the content of some recent articles were raised. The view was that MF should not routinely accept non-member content for publication but rather take a value judgment on a case-by-case basis.
ACTION: DL to inform the Microlight Flying team.

*b. Treasurer*
No comments.

*c. Chief Technical Officer*
No comments.

*d. Chief Inspector (continued airworthiness)*
No comments.

*e. FTL&SO*
The pilot involved in a recent accident was happy to write up his accident in Microlight Flying.

*f. Administration / PR & promotion*
*I. Aero Kids Flying Academy – decision requested*

There were concerns regarding the legality of the activity. Students must be 14 before they can be charged for training. Only NPPL instructors can be remunerated for trial flights. It may be possible to charge for ground school and then offer free flights but that would need to be clarified legally before the BMAA could endorse.
ACTION: KT to speak to the Aerokids team about this concern but to maintain a dialogue with them

Council wanted to see details of the marketing activity that Kelly Thacker was leading. Info not always obvious from the combined report.
CS asked for Kelly Thacker to prepare a separate marketing report. ACTION: KT

*g. Events*
No comments.

*h. Activity graphs*
No comments.

8. **Activities**
*a. Wings – Cath Spence*

Good engagement by Micro Training with some great pictures on their website. New courses they have run have been added as skills.
CS requested assistance in finding people to help with Wings.

*b. Publications – Derek Lamb*
*i. N Burr retirement and replacement plans – proposal requested*

Norman is retiring in February 2025. Geoff Hill is actively engaged in replacing Norman and is looking at various options.
Consensus that appointment for replacement is desirable

Council queried if we had to advertise or if we could appoint directly as this is a subcontract role
There had been one suggested candidate. Background check requested and DL to bring update
ACTION: DL – check & update at October meeting

*c. Competitions / Open Series – Tim Burrow*
*i. WMC2024 update*

Preparations are going well with 12 countries/63 aircraft/96 crew.

Method statements and risk assessments were in hand. Owain Johns forecasted a gross surplus of 11% by the start of the event. RH had met Owain the previous week and was satisfied with preparations.

*ii. BMAA 'sponsorship' of British Team*
Contribution of £5500 for Team GB; expectation to good PR in return
RH to ascertain team members' willingness to be BMAA brand ambassadors and to share social media output.
ACTION: RH as above
Note: Owain will be unable to do this himself & no BMAA staff due to be present for duration of event; RH will be present both weekends & KT during training week.
GF may be present but uncertain at this point. If so, he will take videos.
Suggestions were around

- Why we do it?
- Promotion of the sport – interview with RH & Team GB

Owain Johns has asked RH to be part of the opening/closing ceremony at WMC

*iii. Temporary membership for Championship entrants – decision requested*

Approved unanimously as per the paper provided by Karen Judd. (Ratified email correspondence)

*d. Airspace – Simon Heyes*

RH reports no updates from SH on this and questions whether SH has sufficient availability.
Council agreed this is an area of significance to membership but cannot be done by one volunteer
Noted that member of GA alliance has developed a graphical user interface for Airspace Change Proposals; this person is currently contracted for 1 day per month
We don't have enough resource – query as to use of Chole's spare time to look at this until the FICI work comes on stream in October
Should this be a paid role? Alternatives are to pay someone c. £25 ph to work on this
Or consider contribution of c. £10k to GA alliance pot to employ someone collectively to cover this
ACTION: TB to discuss with SH to establish availability
ACTION: Add as an Agenda item for October.

*e. New Horizons*
*i. Leicestershire candidate – decision requested*
The candidate had not provided the necessary information; RH to follow up.

**9. Round table**
None

**10. Any other business**

*a. GASCo donation 2024 – decision requested*

Decision had already been made previously: £1000 donation plus three further donations, each of £500 if GASCo organise microlight-specific events.

*b. Shared Airspace Council mandate*

The terms of reference of the SAC were considered. SAC does not represent the BMAA and its position and therefore the terms could not be approved.

**11. Date & time of next meetings:**

*7 Oct (Adderbury)*
*20 Jan 25 (Zoom, including budget)*
*24 Mar 25 (Adderbury, including AGM preparation)*

*Council Airwaves rota:*
*July - Derek*
*September - Giles*
*November - Simon*
*January - Cath*
*March - John*
*May - Rob G*

The meeting closed at 1630.