BMAA COUNCIL MEETING MINUTES
Adderbury, 24 March 2025, starting at 09:30

Attendance

Tim Burrow (TB)	Chairman
Cath Spence (CS)	Vice-Chair
Rob Grimwood (RG)	
John Waite (JW) (by Zoom)	
Giles Fowler (GF) (by Zoom – part time)	
Simon Heyes (SH)	Treasurer
(CEO post gapped)	

1. Welcome

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

2. Agenda approval, additional items
No additional items.

3. Approval of previous minutes (Jan 2025)
No changes. Proposed by RG, seconded by TB.

a. *Matters arising*
None.

4. Action list
As per the action list.

5. Reports:

a. *Chief Executive Officer (SH in lieu of CEO)*

- HSBC - KT can currently approve up to £30k. She needs to be added back on to telephone banking.
- Flagstone – SH now nominated user.
- Companies House – CS has registered for account and has changed password
- Adding contractors to the exposition – Paul Welsh and Dave Simpson are already on the exposition. SH to review current contract arrangements (if any). Paul has suggested willingness to mentor staff in Tech Office
- Vivek and Lloyd have both completed probation. Letters to them confirming this to be issued.
- An advertisement has been issued for recruitment of part-time permits role to admin team.
- [redacted]
- Although Geoff Weighell is currently covering the Accountable Manager role and the new CEO will take this on once recruited, it was agreed to have a second substitute available. SH to investigate taking this on.
- During audit, the most recent Risk Register was requested. Noted that it is some year since last reviewed, and advised that it is revisited at next Council meeting.

b. *Accountable Manager (Geoff Weighell submission)*
  - AM is responsible to the CAA for the negotiation on behalf of the BMAA of all policy matters, the subsequent Procedures and the overall operation of the BMAA Airworthiness Scheme.
    6.1.3 Is responsible for management of the operation of all aspects of the BMAA Airworthiness Scheme and staff administering it.
  - Noted that the CTO situation is a significant risk to the BMAA.
  - GW noted that he will need to be included in the BMAA's professional indemnity insurance, despite being a contractor. ACTION: SH to review BMAA insurances and add GW to appropriate category.

c. *Treasurer*

i. *HSBC*
  - Restoring the full range of services is a priority. Current challenge is the lack of a Primary User and no access to telephone banking. Both will be addressed as a priority.

ii. *Audit FY2024*
  - Audit for FY 24 is currently underway. Initial report expected later this week. Will be available for AGM.

iii. *Review of FY2024 from Xero report*
  - Trading Income £10.7k below budget, but Cost of Sales £29.5 k below budget and Operating Expenses £20.8k below budget, so Net Profit of £70.2k was £39.6k ahead of budget.

d. *Chief Technical Officer*
  - RP noted that continuing workload challenges in Tech Office.
  - RP will attend Popham event for both days, which will give opportunity to meet directly with manufacturers.

e. *Chief Inspector (continued airworthiness)*
  - Preparing a proposal for Major Mod signatory capacity.
  - Trello project management software being introduced for all projects to give a dashboard. CiviCRM database will not be displaced and will run in parallel.

f. *FTL&SO*
  - Post is currently gapped. Agreed to seek interest in the Safety Officer only part of the role and to seek Panel views on the Flight Training Liaison element.

g. *Administration / PR & promotion*
  - Council noted that the National Youth Week replaced the Youth bursary Scheme. Council will consider resurrecting the scheme in future if a suitable proposal submitted, which might be supported by external grant funding.
  - Membership survey has led to some very positive statements towards BMAA staff and services.

h. *Events*

A separate meeting will be held with KT on 25 Mar 2025 to discuss the schedule for the 4 x County Shows, the schools committed to these, the National Youth Week progress and how to encourage more clubs and schools to engage.

i. *Activity graphs*

No comment.

6. Activities

a. *Wings – Cath Spence*

Volunteers to be recruited to assist with grant applications and Wings scheme. Also to support the BMAA trailer at the 4 x County Shows.

b. *Publications – Giles Fowler*

i. *MF magazine*

GF to promote engagement with Geoff Hill and become more active in representing Council.

ii. *Video production action plan*

No progress. Strategy to determine BMAA's requirements.

c. *Competitions / Open Series – Tim Burrow*

Calendar already built. Colin and Owain have had meetings about ANRs new form of task.

A potential visit to France to test WMC2025 systems in advance of the event itself. Numbers may be restricted.

d. *Airspace – Vacant*

Noted that this does not lend itself to volunteer work. BMAA will reengage with the peer group associations and the agreed collaboration for addressing.

e. *New Horizons*

No update of aircraft still unfinished in Rugby. ACTION: SH to speak to New Horizons project lead in Rugby and obtain an update on G-WEPW aircraft status.

Council then to decide if it may be necessary for BMAA to reclaim the project and commission Flylight to complete.

Also agreed not to launch any new projects in 2025 until G-WEPW competed and BMAA are confident that Tech Office has capacity to support as required.

7. Budget FY25.

Proposed budget was discussed.

a. *Additional member of Admin team*

It was agreed to include the cost of a part-time (25 hrs per week) new member of the Admin Team, to lead on processing permits, now that Carole has permanently transferred to a new role in Tech Office.

b. *Increase in permit fees and commercial hourly rates (effective immediately)*

It was agreed to apply a 2.5% increase to these fees, with a small number increased at a higher rate where charges do not cover costs.

c. *Recommendation for Increase in membership fees (effective after AGM, if approved by membership)*

It was agreed to recommend to membership a 3.5% increase in membership fees of all categories.

8. Aero 2025 Friedrichshafen BMAA attendance

It was agreed that Rob Mott should still attend for BMAA Tech Office.

9. BMAA Council election results
   JW was for re-election. There were also 2 x vacancies on Council. Only 1 x application was received, from Brendan Digney. Therefore, JW was re-elected unopposed and Brendan Digney was elected unopposed. Brendan will take up his appointment immediately following the BMAA AGM 2025.

10. National Youth Week update
    Kelly Thacker had noted 1 x school has shown interest to date. To be discussed in greater detail in meeting 25 May 2025.

11. BMAA Exhibition Trailer Events Calendar 2025
    Noted that the simulator does not currently work. The intention to have a Popham and 4 x County Shows was agreed. Choreography of transporting to the different events to be planned. Noted that there is currently 1 x booking fro the trailer outside the BMAA's needs.

12. AGM Preparation
    The documentation required in advance was agreed as well as the mechanism for sharing with membership.

13. Any Other Business

a. [redacted]

[redacted]

b. *CEO post recruitment update*
The CEO post as been advertised and applications are being received. Interviews will be held on 1 May 2025 at Adderbury. Interview panel members were agreed.

c. *Flexwing Instructor Bursary website and information revision (Giles Fowler)*

Kelly has updated the BMAA's electronic system, so that individuals who have applied can be tracked. Availability to be advertised for 3 x applicants.

ACTION: GF to prepare social media piece to advertise availability of flexwing instructor bursaries.

d. *Matters Reserved for Board*
SH had prepared a draft proposal paper for board consideration of "Matters Reserved for Board", setting out those matters which any executive manager or director of the BMAA must seek board approval for before implementing or initiating.

In addition to the 13 matters suggested (which were agreed), it was also agreed to include:

- This schedule
- Any matters relating to pension schemes for employees
- Any consideration of potential or proposed mergers and acquisitions of any kind

14. Date & time of next meetings:
    - 3 May 2025 in-person (Popham) Post-AGM
    - 12 May 2025 Zoom Board Pack
    - 21 Jul 2025 in-person (Adderbury)
    - 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.

15. Council Airwaves rota:
    - Jun - (TBA)
    - July - (TBA)
    - Aug - (TBA)