

MINUTES

SOCIETY OF MODEL AERONAUTICAL ENGINEERS LTD.

(T/A British Model Flying Association)

Minutes of the Board Meeting held on the 13th January 2024 at 11am
via Zoom Conferencing

Provisional until confirmed at the next Board Meeting.

PRESENT

Ian Pallister FSMAE	Chairman
Keith Lomax FSMAE	Vice-Chairman
Mike Woodhouse FSMAE	Financial Director
Mark Benns	Sporting Director
Paul Hoey	Honorary Secretary
Simon Vaitkevicius	Technical Director
Helen Jones	Outreach Director
Duncan McClure	Members Director
Dave Phipps	CEO
Brian Seymour	Non-Executive Director
John McNamara	Non-Executive Director
Pete Disney	Non-Executive Director
Allan Belcher	Non-Executive Director

In Attendance

Linda Harding	Office Manager / Minutes Secretary
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AGENDA

- 1 Apologies for Absence.
- 2 Request for permission to be absent.
- 3 To formally receive the Non-Executive Directors.
- 4 To verify the voting strength of the meeting.
- 5 Ratify Executive Directors co-opted since the last meeting.
- 6 To re-verify the voting strength of the meeting.
- 7 To:~
 - a Ratify Membership of the Areas Council.
 - b Note the names of the Area Chairmen.
 - c Ratify Membership of the Technical Council.
 - d Note the names of the Technical Committee Chairmen.
 - e Ratify the BMFA Delegates to other organisations.
 - f Ratify Board-appointed sub-committees and re-confirm membership.
 - g Ratify Board-appointed posts.

- 8 Correction and Adoption of the Minutes of the Full Council Meeting held on 30th September 2023.
- 9 Matters/Actions Arising from the meeting on 30th September 2023 that are not included elsewhere on this Agenda.
- 10 Strategic and Topical Matters:
 - a Junior membership
 - b Rolling membership
 - c Recruitment Strategy
- 11 To receive a report from the Finance Director to include:
 - a Membership and Financial position.
- 12 To receive a report from the Chairman.
- 13 To receive a report from the CEO to include:
 - a National Centre Update.
 - b CAA Team report.
 - c Computer Sub-Committee report.
 - d Club Support Officer's report.
 - e General Aviation Alliance (GAA).
 - f European Model Flying Union (EMFU).
 - g Airprox
 - h Sport & Recreation Alliance
 - i GAAC
- 14 To receive a report from the Vice-Chairman to include:
 - a Summary of reportable incidents.
 - b Report from the Safety Review Committee.
 - c Royal Aero Club.
 - d GASCo
- 15 To receive a report from the Honorary Secretary.
- 16 To receive a report from the Members Director.
- 17 To receive a report from the Technical Director.
- 18 To receive a report from the Sporting Director to include:
 - a National Championships.
 - b UK Hosted World or European Championships.
 - c UK Hosted FAI World Cup or Open Internationals.
- 19 To receive a report from the Outreach Director to include:
 - a Education Working Group.
 - b Payload Challenge.
- 20 To receive a proposal from any other source – *There are no proposals.*
- 21 To receive any reports from the following personnel (reports should be brief, preferably in writing and in advance):
 - a BMFA News Publishers.
 - b BMFA Archivist.

22 Any Other Business.

Please note: Items for Any Other Business should be sent by email to the Chairman or the Office Manager before the meeting commences.

Any questions to be asked under AOB that require detailed answers should be previously advised to the Office Manager to allow preparation of replies.

23 Date of next meeting.

MINUTES

Before proceeding, the Chairman asked that the minutes record our gratitude to former BMFA Chairman, Robin Gowler FSMAE who sadly passed away on 8th December 2023 for the many years of dedication and service he gave to the Society.

2477/01/24 (1) Apologies for Absence.

There were no apologies.

2478/01/24 (2) Request for permission to be absent.

There were no requests for permission to be absent.

2479/01/24 (3) To formally receive the Non-Executive Directors.

The four Non-Executive Directors were received as:

Brian Seymour (South Midland Area), John McNamara (Northern Area), Allan Belcher (Wales Area), Peter Disney (South-West Area).

Thanks were recorded to retiring NEDs Stuart Willis and Martyn Kinder for their contribution during their term.

2480/01/24 (4) To verify the voting strength of the meeting.

The voting strength of the meeting is 13 (Thirteen) members eligible to vote.

2481/01/24 (5) Ratify Executive Directors co-opted since the last meeting.

The Honorary Secretary proposed that we re-ratify Simon Vaitkevicius (Technical Director) onto the Board.

Seconded by the Outreach Director and carried unanimously.

2482/01/24 (6) To re-verify the voting strength of the meeting.

The re-verification of voting strength of the meeting is 13 (Thirteen) members eligible to vote.

2483/01/24 (7) To Receive, ratify and note the following, in conjunction with the 'Information for January Agenda' Booklet.

a Ratify membership of Areas Council

MEMBERS DIRECTOR	Duncan McClure (Chairman)
OUTREACH DIRECTOR	Helen Jones
EAST ANGLIA	Alan Paul
LONDON	Martin Dilly FSMAE
MIDLAND	Steve Mason
NORTHERN	John McNamara
NORTH EAST	Gary Armstrong
NORTH WEST	Martyn Kinder
SOUTH MIDLAND	Brian Seymour
SOUTH EAST	Stuart Willis
SOUTHERN	David Smith
WESTERN	John Harris
WALES	Allan Belcher
SOUTH WEST	
(Incorporating RNMAA)	Peter Disney
NORTHERN IRELAND	Peter Edmondson
RAFMAA	Gareth Hughes
SCOTLAND	Iain Nicol

b Note Area Chairmen

EAST ANGLIA	Paul Hoey
LONDON	Steve Brett
MIDLAND	Colin Bernard
NORTHERN	Tim Haigh
NORTH EAST	Martin Johnson
NORTH WEST	Martyn Kinder
SOUTH MIDLAND	Martin Fairchild
SOUTH EAST	Stuart Willis
SOUTHERN	David Smith
WESTERN	Stephen Kirby
WALES	Mike Tiley
SOUTH WEST	Felix Marten
NORTHERN IRELAND	Maurice Doyle
RAFMAA	Michael Matthias
SCOTLAND	Sir Brian Donohoe

c Ratify membership of Technical Council

TECHNICAL DIRECTOR	Simon Vaitkevicius (Chairman)
SPORTING DIRECTOR	Mark Bennis
FAI DELEGATE	Julie Fisher
FAI DELEGATE ALT.	Mark Bennis
TROPHIES OFFICER	Steve Philpott
FREE FLIGHT	Ian Kaynes FSMAE
CONTROL LINE	David Wiseman
R/C SILENT FLIGHT	Jon Edison
SCALE	Stephen Jackson
INDOOR	David Whitehouse
R/C POWER	Kevin Caton

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<i>.../Cont Receive, Ratify, Note names</i>	d Note Technical Committee Chairmen	
	FREE FLIGHT	Mike Woodhouse FSMAE
	CONTROL LINE	Mervyn Jones
	SILENT FLIGHT	Jon Edison
	SCALE	Stephen Jackson
	INDOOR	David Whitehouse
	R/C POWER	Kevin Caton

e Ratify BMFA Delegates to other Organisations.

Royal Aero Club	Keith Lomax FSMAE
GASCo	Keith Lomax FSMAE
Airprox	Manny Williamson Development Officer
Sport & Recreation Alliance	Dave Phipps CEO
General Aviation Awareness Council (GAAC)	Dave Phipps CEO
European Model Flying Union (EMFU)	Dave Phipps CEO
General Aviation Alliance (GAA)	Dave Phipps CEO

The CEO also represents the BMFA, by invitation rather than appointment, for the following organisations:

1. CHIRP – GA Advisory Board
2. CHIRP – Drone/UAS Advisory Board
(CHIRP: Confidential Human Factors Incident Reporting Programme.)
3. National Police Chiefs Council – Counter UAS panel (NPCC CUAS).
4. The Shared Airspace Council
5. Europe Air Sports – Technical Officer for unmanned aircraft.

f Ratify Board Appointed Sub-Committees

Safety Review Committee

Vice Chairman (Committee Chairman)

Technical Director

CEO

Development Officer

Club Support Officer

Members of ESAG – List separately in future, as a sub-cttee for ratification **See below.

One Representative from the ASRC - **AS Controller to confirm at next Board Meeting**

Drone Support Officer (Chris Bradbury)

One Representative from Areas Council (Brian Seymour)

**AS
CONTROLLER**

Cont/...

ESAG

It was confirmed that ESAG as a group no longer exists and should be removed from the list of sub-committees.

OFFICE MGR

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Item 7f

Awards Committee

Vice Chairman & RAeC Delegate (Keith Lomax FSMAE)
(Chair)

Alternate RAeC Delegate (Mark Bennis)

Jim Wright FSMAE (*standing down after two terms*)

Ian Pallister FSMAE ** see below

Vernon Hunt FSMAE ** see below

(*Rep for Tech Council*) TBC

(*Rep for Areas Council*) Brian Seymour

** Chairman of the Awards Committee (Keith Lomax FSMAE)
will be writing to Fellows seeking nominations to determine
candidates and re-align with the rotation requirements.

VICE-CHAIR

Vacancies to be confirmed and ratified at the next Board
meeting.

BMFA News Publishers

Keith Lomax FSMAE

Dave Phipps CEO

The Executive (Eight elected Executives and the CEO)

Ian Pallister FSMAE (Chairman)

Keith Lomax FSMAE (Vice-Chairman)

Mike Woodhouse FSMAE (Finance Director)

Paul Hoey (Honorary Secretary)

Mark Bennis (Sporting Director)

Simon Vaitkevicius (Technical Director)

Helen Jones (Outreach Director)

Duncan McClure (Members Director)

Dave Phipps (Chief Executive Officer)

Ratify Board appointed posts.

g Archivist

Doug Hunt

Andrew Riley (Deputy Archivist)

CAA

CEO

BMFA Chairman (as required)

Club Support Officer

Drone Support Officer

UKRCC

Development Officer

Computer Sub Committee

Dave Phipps – CEO (Committee Chairman)

Andy Symons – Club Support Officer

Stuart Willis – South-East Area Delegate

Helen Feaver – Membership Secretary

Linda Harding – Office Manager

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Item 7g

Trophy Officer

Steve Philpott

Election of Achievement Scheme Controller (AS)

Duncan McClure – unopposed and appointed for 1 year.

Note: New ToR apply for the AS Controller. Current incumbent retires end of 2024. Seek nominations for 2-year term from 2025.

h Note names of ASRC

Kevin Watson, Charlie Cox, Russ Bowey, Chris Bradbury, Joe Kemp, John Harris, Simon Wood.

The Sporting Director proposed we accept all the above (items 7a-h) en bloc, seconded by Brian Seymour (NED) and carried unanimously.

2484/01/24 (8) Correction and Adoption of the Minutes of the Full Council Meeting held on 30th September 2023.

There were no corrections.

Proposed by Pete Disney (NED) that the Minutes of the Board Meeting held on 30th September 2023 be accepted as a true record.

Seconded by the Honorary Secretary
Carried 11 in favour, 2 abstentions.

2485/01/24 (9) Matters/Actions Arising from the meetings on 30th September 2023.

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Matters/Actions Arising

- **Ratification of Trophy Officer, Steve Philpott** – Completed at this meeting.

The Chairman recorded his appreciation to Steve for his assistance with the transfer of the trophies to the National Centre.

- **Archive Team ‘Principles Statement’ incorporated into the Governance Handbook** – Work in progress, Honorary Secretary.

HON SEC

Pg 8

- **Appointment of Gemma Garrett to the Accounts Department**

– Gemma is settling in very well and working alongside Sian Sargeant, who retires in February.

Cont/...

The Board recorded thanks to Sian Sargeant, retiring Accounts Manager for her many years of sterling service to the BMFA.

- **BMFA News Editor replacement** – Chris Bradbury (Drone Support Officer) is continuing as Editor on a temporary basis but has shown an interest in taking on the job on a permanent basis.

Chris will be considered along with other candidates that applied for the post.

Notes for Office Manager

- Include "Review of formal policy documents" as standard agenda item for each Board Meeting, to follow "Strategic and Topical Matters".

- Include AS Controller or Chairman ASRC Report for future Agenda items under heading "To receive any reports from the following Delegates and Personnel."

OFFICE MGR

2486/01/24 (10) Strategic and Topical Matters

a & c Junior membership / Recruitment strategy.

The Board took an action from the AGM in November 2023 to review junior membership, the costs thereof and what we might offer.

The CEO first proposed some changes to junior membership 2 years ago. The concept at the time was to introduce a lower tier of junior membership which included a kit and packaged to look more like a gift, rather than just a straightforward membership and hopefully make it more inviting for parents/grandparents to buy for their children to get them started in model flying.

The Board discussed at length various options and agreed that free junior membership wouldn't be of benefit but the provision of something in addition to membership for juniors, would be.

The Board accepted that when the Senior Staff have their Strategy Meeting scheduled for 24th January, they will look at the practicalities of how we implement Junior membership and our Recruitment Strategy and recommend a course of action (covers items a & c).

b Rolling Membership

We discussed this at length and various viewpoints were aired. The Board agreed that we leave this on the table for further discussion.

2487/01/24 (11) To receive a report from the Finance Director

***** **Written Report (APPENDIX A)**

For full report see appendix.

The Finance Director met with Sian Sargeant (Accounts Manager) who is retiring in February, and her replacement, Gemma Garrett. All is going well.

The BMFA News Publisher is monitoring numbers for subscriptions to receive a printed copy of the BMFA News, currently 1,447 subscribers.

Going forward we will be looking to simplify the accounting process utilising the reporting functions within Sage.

Currently, and has been the case for many years, $\frac{3}{4}$ of our membership fees and $\frac{3}{4}$ of our insurance costs are carried forward into the subsequent financial year. The Accounts Team are seeking a decision from the Board to keep the funds and expenditure in the year in which they are taken.

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The consensus view and instruction from the Board is to continue with the status quo and at the end of the financial year the Finance Director will discuss with the Accounts Team and the Auditor how we take this forward.

The Finance Director recommended we increase the threshold for capitalisation assets.

The Finance Director formally proposed that the threshold for capitalisation of assets is increased from the current value of £300 to a minimum of £1000 plus VAT.

Seconded by the CEO and carried unanimously,

2488/01/24 (12) To receive a report from the Chairman

***** **Written Report (APPENDIX B)**

For full report see appendix.

The Chairman sought guidance from the Board on an idea to separate the AGM and Dinner/Prizegiving, which could save considerable costs on Staff/Executive overnight accommodation and travel, if the AGM was held wholly online.

The consensus was in favour of separating the two functions. The Chairman thanked the Board for their comments. The Chairman and Office Manager will review the quotes to ascertain and difference in costs.

One of the milestone decisions the Association has made is the move to produce the BMFA News magazine online, but to publish and distribute one printed copy at the start of the year, to include to include essential updates for all members as well as membership stickers. Thereafter those wishing to receive a printed copy would have to 'opt in' and pay the additional printing and distribution costs (£10 for 3 issues). It will be interesting to see the response. We will review the process before the end of the year after seeing what the final take-up is.

2489/01/24 (13) To receive a report from the CEO.

***** **Written Report (APPENDIX C) which includes:**

National Centre Update
CAA Team report
Computer Sub-Committee report
Club Support Officer's report
General Aviation Alliance (GAA)
European Model Flying Union (EMFU)
Airprox
Sport & Recreation Alliance
GAAC

For full report see appendix.

The CEO highlighted a few salient points.

Cont/....

Insurance - Colette Eustace has picked up the reins on our account at Tysers and has done an excellent job for us with our renewals. Colette attended our Prizegiving Dinner for the first time, along with Ian Naven.

PR – There is some disquiet amongst the advertisers in BMFA News magazine because the online publication of the magazine is far less attractive to them as advertisers.

We are in discussion about measures to mitigate this, potentially be offering advertisers a ‘package’ whereby we promote them through our social media channels and website in addition to within the online magazine. This will mean that we will have to look at the inclusion of advertising on our websites which we have always limited in the past to banner adverts on the BMFA Classifieds website.

Chacksfield House – We are almost clear at Chacksfield House and we are settling in at Merus Court. There is still some work to do including installation of some partitioning, which should be completed this weekend. All the moving was done with the help the staff.

CAA - The CAA are proposing an 8.3% increase in Operator Registration Fees to £11.19 (from £10.33). The huge response they received from members to the annual consultation last year resulted in a change in policy, so increases are no longer rounded up to the next £1.

The CAA have also launched a consultation on proposals for changes to the existing regulations and the introduction of Remote I.D. which seems to have created further unrest and negativity within some elements of the membership.

<https://bmfa.org/caa-review-of-uk-unmanned-aircraft-systems-uas-regulations-bmfa-lma-response>. We invited members to respond, which yielded a very good response.

2490/01/24 (14) To receive a report from the Vice-Chairman

**Written Report (APPENDIX D) which includes:
Summary of reportable incidents
Report from the Safety Review Committee
Royal Aero Club
GASCo**

For full report see appendix.

The Vice-Chairman highlighted a few salient points.

Awards - The Society’s nominations have been submitted to the Royal Aero Club. Subsequently in conversation with Peter Halman FSMAE, previous Vice-Chairman, he advised that normally a pilot achieving the success of Sharon Robinson-Calver, who jointly received the BMFA Pilot of the Year trophy, would also be nominated for a RAeC award.

The Awards Committee unanimously supported this proposal but due to timescales there was not time to consult the Board. The Vice-Chairman was seeking retrospective approval from the Board today for the nomination. The Board unanimously agreed with a show of hands.

Safety Review Committee – The Vice-Chairman decided not to hold a meeting in the Autumn as he felt it would be better to do so in this quarter, so that we can review a full year’s incidents.

Cont/...

There is a slight concern, which we were made aware of, relating to one of the reports not applying the full facts. This has highlighted that we have no way of knowing if the reports are factual and is something we need to consider going forward.

In October we were contacted by Alan Perrin who has recently been appointed RPAS Technical Inspector in the General Aircraft and Remotely Piloted System unit of the Civil Aviation Authority.

Alan is a lifelong aeromodeller and BMFA member, so it is great to have an informed person in that role. Alan will review all recent and any new incident reports.

GASCo – There has been one meeting of GASCo since our last meeting. The hot topic is still electronic conspicuity.

General – He was asked by the Sporting Director to support the Scale Technical Committee with their bid to host the Scale World Championships in 2026. The Vice Chairman recorded his thanks to the Board for their support in tight timescales last November. The bid has been submitted to the FAI and the Scale Technical Committee has called a meeting to move the project to its next phase.

BMFA News – Due to other pressures, interviews are still to be scheduled for those who applied for the vacant editor's position. The Vice-Chairman is co-ordinating this with the CEO to fix a date within the next few weeks so that we can get a permanent solution in place in time for the next issue.

2491/01/24 (15) To receive a report from the Honorary Secretary

******* Written Report (APPENDIX E)**

For full report see appendix.

The Honorary Secretary guided the meeting through his report with the aid of screen sharing and highlighted some points to note.

Governance Handbook - The Honorary Secretary reminded all Directors to complete their edits by the end of February, or sooner, for the handbook to be adopted at the May Board meeting.

Honorary Secretary and Chairman to meet to scrutinise the handbook before the May Board meeting.

It is the policies and practices that ultimately guide the Governance Handbook and the intention is to bring them all into one place and create an online library for key documents, for which the Board is responsible either directly or indirectly. The library will have a single point of access to make it easy to quickly access the documents. Honorary Secretary and Club Support Officer to progress.

Review of Policies – Currently two policies are under review: Equality, Diversity and Inclusion Policy and Safeguarding Policy.

A copy of the revised Equality, Diversity and Inclusion Policy is provided in Appendix B of the Honorary Secretary report.

**ALL
DIRECTORS**

**HON SEC /
CHAIR**

**HON SEC /
CSO**

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Hon Sec
Report

The Honorary Secretary proposed the Board accept the revised Policy as outlined.

Seconded by the Sporting Director and carried unanimously.

Meeting Management and 2024 Key Dates – Honorary Secretary and Office Manager to amend accordingly.

AGM planning – Honorary Secretary, Office Manager and CEO to review AGM documents and election process.

The proposed date scheduled for the September Board meeting (14th) clashes with the Scale Nationals. After due consideration, it was necessary to split the September meeting into two, the first to discuss and approve the Budget & Accounts.

The Board agreed the dates of the September Board meetings will be **Tuesday 17th September to discuss Accounts and Thursday 19th September to cover the rest of the agenda.**

The Executive will hold their pre-Board meeting on **Tuesday 10th September.**

**HON SEC /
OFFICE MGR
HON SEC /
OFFICE MGR /
CEO**

ALL

2492/01/24 (16) To receive a report from the Members Director

Written Report (APPENDIX F)

For full report see appendix.

The Members Director highlighted a few salient points.

The call for members to respond to the latest CAA consultation on the UK UAS regulations has unfortunately caused a predictable amount of uninformed and negative responses because members do not seem to appreciate the level of work that goes on behind the scenes to protect our Sport. It's a difficult one but something we need to think about to do more to communicate the good work the CEO does.

The point was laboured at the recent Areas Council meeting for Areas to take back to their Clubs to try and educate them and make them more aware.

BMFA Scotland is now fully established, having conducted their first AGM last November. The Area continues to 'find its feet'.

He assisted with drafting the ToR for NED's (Non-Executive Directors).

2493/01/24 (17) to receive a report from the Technical Director

Written Report (APPENDIX G)

For full report see appendix.

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The recent Technical Council Meeting was held earlier in the week and was very productive.

The Rule books have been completed and published on the website. An issue was noted with the RC Power rulebook where last year's updates had not been completely reflected in the PDF version as MS Word did not handle the conversion to PDF 100% accurately. Having purchased a new version of Word the Technical Director will begin the process of updating all the rule books to the latest version of Word and ensure the page numbering and contents list, update correctly and automatically.

2494/01/24 (18) To receive a report from the Sporting Director

Written Report (APPENDIX H) including:

- a **National Championships** – All disciplines have arranged their independent Nationals.
- b **UK Hosted World/Euro Champs** – The Scale World Championship bid to host the 2026 event has been submitted to the FAI and we are hopeful for a successful outcome.
- c **UK Hosted FAI World Cup or Open Internationals** – These are all published on the FAI calendar.

For full report see appendix.

Since the September Board Meeting the Sporting Director's focus has principally been preparing the 'system' and budget allocation for the Competition 2024 season.

He was pleased to report that Team GBR F1D (Indoor Duration) comprising Toy Hebb, Hans Staartjes and Mark Benns competed hard to successfully bring back a European team Silver Medal the Romanian Salt Mines.

The Team managers Guide is a comprehensive and ever evolving document that is about to be reissued and sent to each of the Technical Committees and Specialist Bodies following a few updates for 2024. Thanks go to the Chairman, Outreach Director and Honorary Secretary for their assistance with some of the wording.

As part of cost savings throughout the BMFA's annual budget last year the Training & Excellence Budget was cut for 2024/45. This was discussed at length this week at Technical Council. It is hoped by all that improved budget/climate in future years may see this important resource return.

The Chairman sought guidance from the Board whether he should again apply to RAF Cranwell for the use of Barkston for the Free Flight Nationals this year, or to wait until next year and the possibility of a change of management.

The consensus was to wait until next year.

2495/01/24 (19) To receive a report from the Outreach Director

Written Report (APPENDIX I) to include:

- a **Education Working Group** – There has been no Working Group Meeting due to workload, which is disappointing.
- b **Payload Challenge** – This will take place at the National Centre 12th to 13th June with all five challenges. It was

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launched in November last year, later than expected due to Manny Williamson (National Centre Manager) having to wait on confirmation of sponsorship.

To encourage schools to take part, Clubs through the Areas network will be asked to contact the schools in their localities to discuss entering. The Home School network is also being explored as a possible source of entrants. The Air League has also been contacted to see if some Air Cade Squadrons would also like to compete.

For full report see appendix.

The Outreach Director expressed her disappointment that things have slowed down a little, due to staff involvement with the move from Chacksfield House and the editing of the BMFA News.

However, it is work in progress and there are various leads to follow up on.

Through the Outreach Coordinators there will be an increased push to get clubs to work together to put on events and to go into their communities to promote model flying wherever possible.

Recently there has been support and information given to a junior member from the Dark Peak Cub. He and his team have entered the Lego League Challenge. As part of their presentation, they have chosen to look at how to encourage more young people to take up model flying. They have designed a flight simulator app and built a model, with support from the club. The team are also considering entering the Payload Egg Challenge.

Enquiries are ongoing to explore the possibility of having a BMFA stand at the IET (Institute of Engineering and Technology) STEM Conference.

Mike Colling FSMAE is our CIAM Education delegate, and he has advised that there are currently no plans for an in-person meeting this year. The Rookie Postal Challenge has been launched although the administration for this is not fully organised to due there not being a coordinator.

There has been a response from the London Area from a man called Daniel Humphries. He has been putting together a bootcamp. He has his own flying field and is planning to run weekend activities during the summer to attract more members. He has also managed to secure sponsorship. The information has been passed on to the CEO and CSO to check out the insurance aspects.

Thanks were recorded to everyone for their enthusiasm and support.

The Sporting Director complimented the Outreach Director on how far she has come. He reassured her that everything takes time to evolve and to keep up the good work.

2496/01/24 (20) To receive a proposal from any other source

None Received.

2497/01/24 (21) To receive any reports from the following personnel.

- a BMFA News Publishers – Included in the CEO and Vice-Chairman's report.
- b BMFA Archivist

Until today no one had officially been appointed as Archivist. It was agreed the Office Manager would arrange to have Doug Hunt, the newly appointed Archivist, to be added to the email run for Agenda/Minutes.

OFFICE MGR

The Chairman thanked the NED's for their input today. A question had been raised at the time we were receiving the Annual Reports whether NED's are required to provide a report. The conclusion was that we would continue to seek reports from all the Area delegates on Area activities and that an additional annual report from those appointed as NEDs was not mandatory.

As far as the Board is concerned, and in terms of the NED ToR currently being drafted, the input the Board is looking for is to stand firm and true on any decision making required, to bring your own views and opinions to the Board and, whilst reflecting the views of the membership, not necessarily be bound by direction from your individual Areas.

2498/01/24 (22) Any Other Business

There was a discussion as to whether we want to consider appointing a new Vice-President, since the death of Kath Watson FSMAE (former BMFA Chairman, Vice-President and Archivist).

Current Vice-Presidents are Air Cdre Bob McAlpine and Martin Dilly FSMAE.

Previous discussion with the CEO and the other Vice-Presidents suggesting names, came up with Roger Hopkinson MBE at the top of the list. He was Guest of Honour at our annual dinner a few years ago. Roger is current Vice-Chairman of the Royal Aero Club and President of the Light Aircraft Association and a long-term BMFA member (now an Honorary Member). He is significantly influential and has a lot to offer. We think he would make a good ambassador for the BMFA.

The Board wholeheartedly agreed that we should invite Roger as a Vice-President.

CHAIRMAN

The Chairman advised that he had heard nothing further yet from the Palace about the reallocation of patronages.

For the benefit of any new Directors, the Chairman wrote to the new Duke of Edinburgh shortly after he was appointed, and received a polite response saying that he was too busy to consider it at present, but that the late Duke of Edinburgh's patronages would be up for discussion, and that we would be considered.

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AOB

Alan Belcher advised that he raised this issue with one of his neighbours, who happens to be the Lord Lieutenant of West Glamorgan and as the King's Representative she offered to help in any way she could. The Chairman also commented that we have a good friend in the Lord Lieutenant of Leicester, if he is still willing to help.

2499/01/24 (23) Date of next meeting.

The next meeting was confirmed as **Tuesday 14th May 2024 @ 6.30pm** via Zoom Conferencing.

The Chairman closed the meeting at 4.20pm.

PROVISIONAL

Finance director January 2024 report**Financial update**

Since my report to the 2023 AGM actions have taken place.

	AGM 2023	January 2024
2023/24 surplus/deficit	(118,214)	(122,295)
2024/25 surplus/deficit	4,483	17,176

The 2023/24 change is mainly due to the cost of office space at the BGA office of £800 per month.

The charge to 2024/25 is the additional from the £2.00 fee increase less the cost of a one off printed BMFA News.

Accounts Manager

I have met with Sian Sergeant and Gemma Garrett regarding the move and Sian's retirement all is going well.

BMFA News

A decision was taken to provide printed subscription copy based upon 2,500 copies per issue (3 issues for a fee of £10.00). A break even of 1,720 subscriptions is required. Currently we have 1,447 subscribers, the publisher is monitoring. The budget for 2024/25 provided for all future issues to be on-line. January issue would be a printed issue at a cost of £25,000.

Chacksfield House.

There will be offsetting expenses regarding the sale of Chacksfield House including:

- Written down value of Chacksfield House £116,269 - £76,279 = £39,990
- Tax liability on the profit
- Moving of equipment to the BGA office and Buckminster
- Re instatement of Office space at both the BGA and Buckminster

The net value will be transferred to a specific reserve.

Membership numbers

- The membership fee carry over from year to year will be adjusted to include an element for rolling membership fees.
- An appropriate prepayment of the member insurance will be made.
- The year calculation carry over will be on a simplified basis. However, we will continue collecting fee data on the current method as a backup.
- Helen will isolate and show the movement of the rolling membership
- Membership numbers are down against 2023. It is too soon to see a trend.

Other items

- Stock valuation of items that have little or no value – Dart paper and “100” clothing and painting. We have to arrange for a stock taking.
- We appear to have a myriad of reserves that need rationalisation.
- Area funding, the budget for 2024/25 is £15,000. I am discussing the allocation with Duncan McClure. I am proposing withholding funding to areas pending the submission of previous years accounts (2022/23)
- I propose all future mileage claims must include copies of fuel receipts.
- Fees for Buckminster services are being reviewed and the schedule of incomes will be adjusted to match. Jim Wright is discussing with Manny.
- All administration costs be they at BGA or Buckminster will be scheduled in a single set of accounts. The all-in cost at the BGA is £800 per month, there is no long-term commitment.
- I need to ascertain the precise capital and depreciation values. An initial perusal suggest that we have many items listed as fully written off and some that may well have been disposed of.

- The allocated sums for the centre have been spent. We need to simply roll up as part of the general reserve.
- Future capital expenditure must be through the submission of the cost and benefits proposal to the board. If agreed a project will be set to record and managed as applicable. We need to reconsider the capitalised value of items, currently £300, I propose £1,000. All other expenses to be treated as revenue.

Future

There is the decision of how we collect fees. I need to look at in some detail what we currently do and the options we have.

There is the proposal for management accounts. I will go through our chart of accounts and simplify. There are reporting functions within Sage that we could use. This will evolve as we simplify the accounting process.

Michael J. Woodhouse - January 2024

Chairman's report to the Executive & Board Meetings – January 2024

Robin Gowler FSMAE

I was saddened to learn of the death of former BMFA Chairman, Robin Gowler FSMAE on 8th December. Robin was a long-time friend and mentor to me having first met him when I was Competition Secretary of the RAFMAA in the early 1980s. Robin (and his predecessor Kath Watson FSMAE) were both great supporters of the RAFMAA Championships and helped to cement the strong bond between the two Associations before the RAFMAA became an Area in its own right. Robin was one of the two Area Chief Examiners who awarded me my B Certificate in 1987.

AGM and Awards Dinner

Whilst the number attending was slightly down on previous years, the AGM and Awards Dinner at the Voco St John's Hotel in Solihull on 18th November was another successful event. The well-intentioned proposal from the floor to increase membership fees by an additional £2 above that recommended by the Board was passed by a majority after considerable debate, despite considered arguments against. I sincerely hope that this does not have a detrimental effect on renewals with many members facing a challenging cost of living.

Whilst the Board had proposed reverting to an on-line AGM in 2024 as a savings measure, a straw poll on the day indicated significant support for at least some physical presence. Having chaired an AGM on-line during the COVID lockdown I would personally prefer that the AGM is conducted from a more formal setting than my home office and at least in the presence of the Minutes Secretary and CEO. This could potentially be done from Buckminster or even the Merus Court conference room if held on a different day from the Awards Dinner. Separating the two events would minimise the need for two nights of overnight hotel accommodation for staff and official helpers which could potentially reduce the overall costs. A decision will be needed soon as hotel quotations are time-limited.

Strategic Matters

I have written an extensive piece for publication in the next BMFA News to explain to members the rationale behind recent strategic decisions and to quell some of the misinformed on-line scaremongering with a more reasoned interpretation of the facts. I commend the CEO and LMA on their extensive and thoughtful work to respond to the recent CAA consultation. I managed to get my own submission in just in time! I will publish the text of my BMFA News draft on the Board Forum.

2026 Scale World Championships

I was pleased that the Board voted to support the bid by the Scale Tech Committee for GBR to host the World Championships at Buckminster in 2026. This has taken a lot of hard work by the team to get this far but they recognise that the real work starts now dependent, of course, to approval by CIAM in April. I look forward to the first meeting of the STC planning committee.

Ian Pallister FSMAE BMFA Chairman

CEO Report to the Board – January 2024

I'll start with a few general points:

Scottish Aeromodellers

Relations with the SAA remain cordial, and we have continued to hold regular meetings (with another scheduled for next week). The arrangements we put in place for 2023 will be continuing for 2024 (subject to an increase in fees).

Large Model Association

At their AGM in November, the LMA decided not to come on-board with the BMFA as a Specialist Body/Associate Body for the time being.

Whilst becoming part of the BMFA would have yielded some cost savings, these were slightly less than hoped as the underwriter would not incorporate the LMA into our policy without an additional charge which we would have passed on.

We will continue to work in close liaison, and it is possible that the arrangements may proceed at some point in the future.

Tysers Insurance

It remains very much business as usual for us with Tysers following the departure of several key personnel in 2023. Colette Eustace has picked up the reins on our account and has done a great job for us with our renewals. Colette attended our Prizegiving Dinner for the first time, along with Ian Naven.

At a time when many insurers have been raising their premiums, Colette has managed to keep our policies on level terms for 2024 which is quite an achievement.

I will continue to review arrangements for 2025 and beyond though and we do have a number of potential options to further explore.

Finance and Admin Support Officer

I am pleased to report that following our meeting in September 2023, Gemma Garrett has joined the staff on a part time basis as Accounts Manager in waiting, to ensure an effective handover from Sian Sargeant who will be retiring in February.

Gemma G has worked very well with Sian (and Gemma Sargeant) and everything is on course for a seamless handover. Gemma G will be based primarily at the National Centre but will travel over to Merus Court periodically to meet with Gemma S. Greater use will be made of electronic systems and it is hoped that the accounts can be streamlined and simplified for the next financial year.

Photocopier

As raised at the last meeting, the office photocopier has now been replaced with a new machine on lease with reduced running costs. The new machine is based at Buckminster. Staff at Merus Court will be able to utilise the copiers belonging to the BGA and/or BHPA at cost.

Shows/PR

Along with the Chairman, and Drone Support Officer, I attended the LMA show at Gaydon in October.

I have been assisting Martin Thompson in his search to find an alternative venue for Wings & Wheels which can no longer be held at North Weald (car boot sales are more profitable apparently).

I will be holding a meeting in the next couple of weeks with Andy, Manny, Chris and Paul to discuss the strategies for PR and recruitment in 2024.

One of the issues we are faced with is the loss of advertising revenue, as a number of the regular advertisers in the BMFA NEWS are unhappy with the move to an online publication. We are in discussion about measures to mitigate this, potentially by offering advertisers a 'package' whereby we promote them through our social media channels and website in addition to within the online magazine. This will mean that we will have to look at the inclusion of advertising on our websites which we have always limited in the past to banner adverts on the BMFA Classifieds website.

Chacksfield House

The sale of Chacksfield House is complete with contracts exchanged on 3rd January.

Thanks to the tremendous efforts of the entire staff, who went above and beyond the call of duty, we managed to clear Chacksfield House prior to Christmas. The clearance and removal process was undertaken entirely by the staff who also managed to continue processing membership renewals and continuing 'business as usual' amidst the mayhem. We delivered and set up furniture and equipment to Merus Court in order to facilitate staff commencing work there on the 2nd January. There is still some work to do to complete this project, including the installation of some partitioning which should be completed this weekend.

We terminated the contract with our cleaner, with effect from the end of December representing a saving of over £2K/yr which will help offset the costs of renting space at Merus Court, which is all inclusive.

The Moynihan Room at the National Centre has now been reconfigured as an office, and Manny and his team have done a magnificent job in absorbing the remaining contents of Chacksfield House, including the saleable goods and trophies.

BMFA Members Handbook

The Handbook and its annexes were updated for 2023 and further amendments will be incorporated for a 2024 update which I hope to publish in the next few weeks.

BMFA Staff Handbook and Contracts

The Honorary Solicitor, Nick Marshall, provided support and guidance (and staff resource) to assist with the updating of policies and contracts for staff to ensure compliance with the latest regulations. Staff will be issued with updated contracts shortly.

In terms of specific Board Agenda items:

a. National Centre Update

Work has progressed well with the development of the 'café' facility which will be ready to open in the Spring for the forthcoming season.

Manny and his team have done a great deal of work to prepare for the move from Chacksfield House and have created a new office facility along with dedicated storage areas for trophies and saleable goods.

The centre has received strong bookings for 2024, so there should be a good level of utilisation (hoping that we'll get better weather than last season). You can preview planned activities here: <https://nationalcentre.bmfa.org/wp-content/uploads/2023/12/Buckminster-Calendar-2024.pdf>

The latest Auction took place (online only) on January 6th and generated a gross commission of around £5.5K. The commission rates for both buyers and sellers have been increased slightly but are still far less than commercial auction houses.

b. CAA Team report

We invited members to respond to the CAA consultation on fees. The CAA are proposing an 8.3% increase in Operator Registration Fees to £11.19 (from £10.33). The huge response they received from members to the annual consultation last year resulted in a change in policy, so increases are no longer rounded up to the next £1. We notified members but didn't launch a call to action on the basis that we didn't think we could gain an effective change and in the knowledge that there was a more significant consultation on its way.

The CAA have once again refused to issue a NOTAM renewal for the National Centre on the basis that it was already listed in the AIP, despite the AirProx with the Red Arrows in June. The AirProx Board accept that failure to issue a NOTAM was a contributory factor in the occurrence but have not recorded this in their report. Their view is that there is a bigger issue to address in terms of ensuring greater awareness and utilisation of the data within the AIP and the focus should not be a reliance on NOTAMs.

I have been involved in a number of meetings with the CAA, including their Safety Leadership Group, a meeting with Alan Perrin (a model flyer who has joined their UAS team), and a meeting with the Policy Team to discuss their thoughts on exemptions from the proposed Remote I.D. requirements. I will shortly be participating in some 'pathfinder' work in the development of their ACOMS system (Airspace Coordination and Obstacle Management Service) which will hopefully be of use in making model flying sites conspicuous for both Remote I.D. and electronic conspicuity purposes.

The CAA have also launched a consultation on proposals for changes to the existing regulations and the introduction of Remote I.D. which seems to have created further unrest and negativity within some elements of the membership. <https://bmfa.org/caa-review-of-uk-unmanned-aircraft-systems-uas-regulations-bmfa-lma-response>. As of 2 January, the CAA had received around 1300 responses to the consultation which closed on 10 January. During November I completed the annual application for our Article 16 Authorisation which was issued to us and circulated to members just before Christmas. I was delayed in submitting the application, because the CAA were updating their application process. I tried to get some amendments for the control line community included, but this is not a straightforward process and would represent a 'Technical Variation' which unfortunately required too much work within the limited timescale and an additional fee. It is something I will try to resolve for 2025. Whilst the Article 16 Authorisation was issued and is in place, the CAA have also requested some additional information and documentation which I am in the process of preparing.

c. Computer Sub-Committee report.

Our project to issue CAA Flyer I.D.s is still not completed unfortunately, primarily due to delays at the CAA end.

d. Club Support Officer's report.**Club Support Officers Report January 2024 – Andy Symons**

I attended the AGM in November, I am pleased to say that the technology to host the hybrid AGM seemed to work perfectly, the acquisition of a couple of podium microphones resolving some sound issues from previous years.

I also assisted at the National Centre running the IT side of the 2 auctions which have both been a success.

The project to gather location information for any model flying sites regularly used by our members is ongoing, currently we have 524 sites listed, the original intention for this project was to enable us to know any sites that would be affected by any potential airspace changes to the users could be consulted. However, with the recent CAA Consultation and the spectre of Remote ID, this data can also form the basis of a list to submit for flying sites exempt from Remote ID requirements, if Remote ID is introduced. I will be contacting all clubs again to ask them to submit data before then contacting all technical committees and specialist bodies for input.

We issued a Call to Action in December to members to respond to the CAA review of UAS regulations review, the consultation itself has generated a huge number of emails and telephone calls from members, many very concerned about the effects on our activities of the proposals, this prompted a further Call to action that hopefully calmed some of the doom-mongery that was taking place. It is essential that we keep hammering the message home that very little has changed for our members and that there is nothing contained in the CAA proposals that will prevent model aircraft flying taking place in much the same way that it always has for the vast majority of us.

2024 Renewals

The renewals process is working well, this is the first year where we have had automatic renewal for BMFA membership available, BDF members have had the facility since we launches the BDF. We currently have around 4000 members signed up to auto renew. There was an issue this year in that I had forgotten to change the email template on the notice regarding auto renewal to the BMFA template rather than BDF template which caused some confusion amongst some. That has been corrected, I have also increased the time between the auto renewal notice being sent and the payment being taken. The majority of the auto-renewals were successful, however there is a small number of failed payments where I will be working with the ladies in the office to establish a protocol to contact the members to resolve the issue.

CAA Operator ID renewals

This process is also working well for the majority, however issues occur if the member for whatever reason has renewed the previous year either direct with the CAA or through another association, this is caused by our system not being aware of their current expiry date and permitting a member to request renewal when it is not due. This creates a reasonable amount of work either issuing refunds or establishing the expiry so the renewal request can be resubmitted. Unfortunately the process for issuing Flyer ID's is still not finalised, the delays primarily coming from the CAA side, I am pushing for an urgent meeting with their team to get this resolved quickly.

Club Re-affiliation process

This process was overhauled for this year with the process moving on to the JustGo portal, it seems to have gone well and it should result in the club officer roles being more accurate on the reports available to the Areas.e

General Aviation Alliance (GAA).

The GAA work has continued in dealing with airspace change proposals which are swamping us all. Unfortunately, I was unable to attend their AGM in November as it coincided with the EMFU General Assembly. The GAA has been undertaking a review of its structure and activities in preparation for anticipated changes in personnel in the future.

f. European Model Flying Union (EMFU).

The EMFU General Assembly for 2023 took place in Vienna on the 25/26 November. The Chairman was able to join us online for some of the meeting. I was re-elected as President for another two-year term but gave delegates the 'heads up' that I was considering standing down at the end of this term.

I attended the Europe Air Sports Technical Meeting in Dubendorf, Switzerland on the 10/11 November as EAS Technical Officer/EMFU President. I was accompanied by Jürgen Lefevere (EMFU Board / Swiss Aeromodelling Federation) who lived close by. I hope that Jürgen will pick up the reins when I decide to step down. The EMFU General Assembly for 2024 will also be taking place in Dubendorf (potentially in October).

Arrangements are progressing well for the 2024 Europe Air Sports General Conference which will be hosted by the RAeC (with most of the organisation being done by Marc Asquith and BHPA staff) next March. The venue will be in the Lake District.

g. Airprox

The draft Airprox report for the incident involving the Red Arrows at the National Centre in June has been circulated as mentioned in b.

h. Sport & Recreation Alliance

There is nothing to report at this time but there will be a meeting coming up with the Outdoor Pursuits Division in the spring.

i. General Aviation Awareness Council (GAAC).

I attended a GAAC meeting at the Royal Aeronautical Society on December 14th.

Most of the discussion related to the future viability of the GAAC and succession planning with Charles Henry wanting to stand back. The issue remains that Charles is very well connected and there is no obvious successor.

The main issue they face is that the beneficiaries of their work don't recognise the value with their contributions, and the same is probably true in terms of recent work that their planning expert has done for a couple of BMFA Clubs.

I asked the Secretary of State for Defence through the GAAC whether there was anything he could do to assist with easing access to MOD sites for model flying. He responded to me to say that *"I have done a bit of digging and there's a reason why the activity can't occur which I'm not actually able to articulate, which is rather frustrating. It's a technical security issue, rather than just some bureaucratic or legal red tape"*.

Dave Phipps. 11 January 2024

Vice Chairman's Report to Board Meeting January 2024

Awards Committee

Subsequent to the presentation of the annual awards, I have submitted the Society's nominations to the Royal Aero Club. After the AGM, I was contacted by Peter Halman Fellow, previous Vice Chairman who advised that normally a pilot achieving the success of Sharon Robinson-Calver, who jointly received the Pilot of the Year trophy, would also be nominated for a RAeC award. The Awards Committee unanimously supported this proposal. Due to timescales I did not consult the Board before doing this, so I would like your retrospective approval for this nomination. (If you do not support this the nomination can be withdrawn).

Royal Aero Club

The annual meeting of the Medals and Awards Committee and the next Board meeting are both due to be held next week.

Safety Review Committee

I did not hold a meeting in the Autumn as I decided that it would be better to do so in this quarter so that we can review a full year's incidents.

In October we were contacted by Alan Perrin who has recently been appointed RPAS Technical Inspector in the General Aviation and Remotely Piloted Aircraft System Unit of the Civil Aviation Authority. Alan is a lifelong aeromodeller and BMFA member so it is great to have an informed person in that role. Alan will review all recent and any new incident reports. One area that he has already raised is where control is lost and model aircraft end up in residential areas. He asked for further information on three incidents:

- Lee-on-Solent club fly on a full size airfield with houses just outside the airfield boundary. The club's normal flight pattern is to stand between the houses and the runway and to fly beyond the runway line. This loss of control resulted in damage to a neighbour's gutter.
- One report was in the West Midlands, and the pilot included the nearest postcode as the location of the crash, but further review of the report showed that the actual crash location was a few hundred metres from the nearest house, the postcode was given as a reference.
- The third had a Scottish postcode and did not show in our database, so I presume that it was an SAA report.

General Aviation Safety Council

There has been one meeting of GASCo since our last meeting. The hot topic is still electronic conspicuity.

Scale World Championship Bid

As you know, I was asked by the Sporting Director to support Scale Technical Committee with their bid, and I thank the Board for their support in tight timescales last November. The bid has been submitted and the STC has called a meeting at the end of this month to move the project to its next phase. I will give them whatever support they need that I can provide.

BMFA News

Due to other pressures, Dave and I have been unable to schedule interviews with those who applied for the vacant editor's position. Chris Bradbury has again been asked to edit the next issue, which is due to be printed next week. I have asked Dave to try and fix a date in the next few weeks so we can get a permanent solution in place in time for the next issue.

Keith Lomax FSMAE
Vice Chairman

Honorary Secretary Report to Board Meeting 13 January 2024.

This report covers a number of areas of work relating to my role as Honorary Secretary and the governance of the BMFA.

1. Governance Handbook

The edits and amendments to the body of the Handbook covering Composition of the Board, Meetings, Meeting Rules and Procedure and Other Rules and Responsibilities are complete subject to final review.

The appendices continue to be a 'work in progress' as Directors review those relating to their areas of responsibility. A hard deadline for completion is the end of February which allows a small working group to review a full draft and formal adoption of the handbook at the 4 May Board meeting.

With the change of focus from the previous Council Handbook to Governance and the responsibilities of Directors ([see](#)) it is proposed to create an on line library of key documents for which the Board is responsible either directly or indirectly. The Library will have a single point of access to make it easy to quickly access key documents.

The initial list of Library contents is in Appendix A of this report. Directors will note that the list references a Financial Reserves Policy and a Register of Strategic Risks both of which are intended to mitigate risks and safeguard the SMAE Ltd.

The Financial Director and I have discussed the need for a Reserves Policy highlighted by the capital receipt from the sale of Chacksfield House and the Risk Register arising from the discussions on reversing the downward membership trend.

2. Review of Policies

Currently 2 policies are under review. The first is the Equality, Diversity and Inclusion Policy. A copy of the revised policy is in Appendix B. The most significant change is inclusion of the Disability Act 2021 which places a duty on employers and service providers to make reasonable adjustments for people with disabilities.

The second is the Safeguarding Policy. As has been previously reported the current policy is directed towards clubs for their adoption. However, the BMFA is a direct provider through, for example, Buckminster, International Teams with Junior members and outreach activities and therefore, requires a specific company policy. A meeting is scheduled to discuss this aspect of safeguarding.

The GDPR Policy review is complete, but it is aimed at staff/officials rather than members.

Members are subject to some separate policies which relate to the use of our membership system and the opt ins they agree to when using the JustGo portal. These policies are generated by Azolve and will be included in the Governance Library.

5. Meeting Management and 2024 Key Dates

Appendix C sets out an expanded timeline for the management for Board, Areas Council and Technical Council introducing a pre agenda meeting to agree the agenda and reduce the pressure on meeting the 21 day distribution deadline.

The Appendix also includes the schedule of dates for the AGM and will include the copy/publication dates for BMFA News.

6. 2023 AGM and 2024 planning

Having now experienced, as Honorary Secretary, the back office cycle and then actual AGM it was apparent there are some aspects which would benefit prospective elected officers, clubs and members if they were clarified. I intend to work with the CEO and Office Manager to review the back office cycle and documentation prior to this year's AGM.

7. 2026 F4 Scale World Championship planning.

I will be joining the planning team for the 2026 F4 Scale World Championships with a first meeting towards the end of this month.

8. Affiliated Clubs

As of 5 January, 2024 395 clubs had reaffiliated as opposed to 399 last year. There are 8 affiliated youth groups this year as opposed to 2 last year.

9. Board Meeting dates

The next Board meeting is Saturday 4 May.

However, the September meeting scheduled for 14 September clashes with the Scale Nationals and an alternative date of 21 September is also unsuitable for some Board members. Consequently, the September meeting needs to be rescheduled.

Paul Hoey
10 January, 2024

Appendix A

Document	Review date	Comment
Board Core Documents		
Articles of Association	Revised 2022	
Governance Handbook	2023/24	Total revision of Council Handbook to align with
Reserves Policy		To be drafted
Risk Register		
Policies:		
Equality, Diversity and Inclusion	Under review	The Policy is a statement of intent, we are vulnerable without evidence of how the policy is implemented
SMAE Ltd Safeguarding		New Policy to be drafted for BMFA direct delivery to children and vulnerable adults.
Club Safeguarding	Under Review	
Data Protection		
Azolve Data Protection Policy		
Azolve Privacy Policy		
Staffing		
Staff Contract of Employment		
Staff Handbook		
Staff Privacy Statement		
Areas Council		
Areas Constitution		
Area Committee guidance		
ASRC Documentation		
Technical Council		
Rule books		
Guidance for Championship teams and Team Managers		
Contracts		
Buckminster Lease		
GoMembership Contract		
Buckminster utilities and service contracts		

Appendix B

British Model Flying Association

EQUALITY, DIVERSITY AND INCLUSION

The inclusive model flying experience

Our Commitment

The BMFA values a diverse membership and the contribution each individual makes. We are committed to promoting equality, diversity and inclusion in model flying, our policies, practices and procedures.

We also recognise the need to identify where and why inequality exists and how we can play our part in addressing it. Increasing diversity demonstrates that we are an Association capable of developing to meet the requirements of a changing world.

The Policy

This policy applies to the BMFA's dealings with all its members as well as others by or who work with the Society.

The BMFA believes in treating everyone equally and with the same attention, courtesy and respect regardless of gender, gender reassignment, pregnancy and maternity, race (including ethnic origin, colour, nationality and national origin) disability, religion, belief and age.

Regulation and Legislation

The BMFA is committed to complying with all applicable anti-discrimination legislation and associated Codes of Practice, including the Equalities Act 2010 and the Disability Act 2021 in developing and implementing this policy.

Appropriate Behaviour

It is expected that every member, employee, or person associated with the BMFA will conduct themselves in an appropriate manner, which can be characterised by;

- treating others with dignity and respect;
- having an awareness of the effects one's behaviour may have on others;
- communicating openly and honestly; and
- helping each other to achieve objectives.

Directors, Council Members, Fellows and Staff are expected to set an appropriate standard of behaviour and to lead by example, encouraging others to adhere to the Association's policy and promote our aims and objectives in relation equality, diversity and inclusion.

Promoting and Communicating Equality and Diversity

This policy is published on the Association's website (<http://www.bmfa.org>). All those who act on the BMFA's behalf will be informed of this policy and will be expected to comply with it.

In all its dealings with others, the BMFA will seek to promote the principles of equality, diversity and inclusion.

The BMFA will make every effort to reflect its commitment to equality, diversity and inclusion in its marketing and communication activities where appropriate.

The BMA will investigate any complaints of discrimination by members, employees or other third parties in relation to the BMFA and take action where appropriate. All complaints will be investigated in accordance with the BMFA grievance or complaints procedure, and the complainant will be informed of the outcome.

Appendix C

**BMFA Governance
Key Dates 2024**

Event	Pre Agenda Mtg	Agenda * Published no later than;	Meeting Date	Actions published**	Draft Minutes*** Published no later than;
Technical Council			10 January		30 January
Areas Council			11 January		31 January
Board			13 January	22 January	2 February
Technical Council		27 February	20 March		10 April
Executive Board			25 April		16 May
Board	Week beginning ¹ 1 April	12 April	4 May		24 May
Technical Council		16 April	8 May		29 May
Areas Council		17 April	9 May		30 May
Technical Council		21 August	11 September		2 October
Board	Week beginning 19 August	30 August	21 September		11 October
77th AGM					16 November

Agenda* published no less 21 days before the meeting

Action** published no more 7 days after the meeting

Draft minutes*** published no more 21 days after the meeting

AGM Schedule²

Activity	Completion Date	Notes
AGM 1: Invitation to nominate for elected posts	5 July	
Elected Officers advised if they need to be re-elected if they wish to stand	5 July	
Directors reminded of deadline for their Annual report	5 July	
Deadline for receipt of Award nominations	1 August	
Deadline for receipt of nominations	5 August	Propose to extend subject to AGM 2 despatch
End of year Director's reports deadline	16 August	
AGM 2 despatch	30 August	
Absolute deadline for end of year Director's reports		
AGM 3 despatch	11 October	
Voting deadline	4 November	
77 th AGM	16 th November	

BMFA News Publication Schedule

Month	Print/Digital ³	Copy Deadline	Publication Date
Edition 1			
Edition 2			
Edition 3			
Edition 4			
Edition 5			
Edition 6			

Members Director Report to Board, January 2024

- I hosted the most recent Areas Council meeting on the 11th January, and delayed this report to enable inclusion of the outcome of this meeting.
- The call for members to respond to the latest CAA consultation on the UK UAS regulations, has (unfortunately!) caused a predictable amount of uninformed and negative responses. It's depressing that members don't seem to appreciate the level of work that goes on behind the scenes to protect our Sport. Do we need to do more to communicate the good work the CEO and others do here?
- I received a complaint from two individuals who's personal information had been shared widely with clubs by an Area Committee. In their defence, the Area Committee had simply passed on the information it had received from the office, thinking this was OK. Suitable apologies have been made and the matter is closed, but we obviously need to put in place a system to avoid such occurrences in the future.
- **BMFA Scotland** is now fully established, having conducted its first AGM in November last year. The Area continues to 'find its feet', but now functions largely independently and requires little routine input from the Club support officer and or myself. Importantly, the Achievement Scheme appears to be functioning effectively and enthusiastically.
- Following a lengthy but constructive debate regarding rolling membership on the AC Forum, I prepared and circulated what I see as the key collective thoughts and questions to aid further comment and discussion. Rolling membership his continues to be an emotive subject, to which Areas and clubs report opposition. However, there is recognition that there remains a degree of misunderstanding over what's involved.
- I have completed the revision of the ASRC Section of the Governance Handbook and I'm currently working on the Areas Council section. I have also completed the first draft of the ToR for the Non-executive Directors, which I've now passed on to the Hon. Sec. and Chairman for consideration.
- The next Areas Council meeting will be on the 2nd May 2024, ahead of the rescheduled Board meeting scheduled for the 4th. I need to stress that AC members find such date changes very frustrating, as they have a significant knock-on effect in the organisation of their meetings and those of their clubs. If we are going to change the date of the September Board meeting, we ought to do it sooner rather than later, to avoid unnecessary inconvenience.

Duncan R McClure
Members Director, Jan 2024

Technical Director report to the Board – January 2024

Please find the following update for the Board meeting from Technical Council.

The last few months of 2023 were busy and productive with Technical Council matters. Following the last Technical Council meeting on the 10th January 2024, I have received positive feedback and the minutes are already being proof read and prepared for the draft version to be released to Technical Council in the next few days. I must extend my thanks to Ed Mason for compiling the minutes quickly and concisely. The Technical council meeting was held this Wednesday evening and had a full attendance with all disciplines represented. Subject matters discussed included the new rule books, preparation for the FAI CIAM agenda meeting in March, Nationals arrangements, Competition matters and a rule change all of which will be described in more detail when the minutes are circulated.

One issue which was brought up highlighted the issues with email and forum distribution lists which I am in the process of addressing and streamlining.

I am pleased to report all of the 2024 rule books have been updated and were issued on the 2nd January 2024 on the BMFA website. I thank all who have been involved with the exercise and thanks for the prompt and timely turnaround of updates and checking of files.

I will report a minor issue which will need attention in 2024 to the word documents containing the rule books. An issue was noted with the RC Power rulebook where last year's updates had not been completely reflected in the PDF version from the master Word version when the PDF was saved. I initially thought this was due to an error I had created when not saving work however further investigation showed the original MS Word document was very old (It may have been a Word-perfect file way back!) and was not 100% compatible with my newer version of MS Word and did not handle the review option within word 100% accurately. The net effect of the above issues was that when you saved the document as a PDF some updates were lost.

I have purchased a new version of word and will be in the process during 2024 of updating all the rule books to the latest version of word and ensure the page numbering and contents list update correctly and automatically. I will also involve the technical committees who use the relevant documents to review the files before storing them for any updates next year.

I was pleased to attend the AGM and dinner in Solihull and would like to extend my thanks to Steve Philpott and all the team around him for handing out the trophies and awards. From a personal perspective it did seem a little strange being at the dinner and not having to hand out the trophies after 10 years of being responsible however I enjoyed the event and was happy to support Steve where I could.

Simon Vaitkevicius
Technical Director – January 2024

Sporting Director Report to January Board Meeting, January 2024

Since September Board Meeting my focus has principally been preparing the `system' and budget allocation for the Competition 2024 season. Combined with this I am pleased to report that Team GBR F1D (Indoor Duration) competed hard and successfully in mid December to bring back a European team Silver Medal the Romanian Salt Mines. (The Team of Tony Hebb, Hans Staartjes and Mark Benns)

The Scale 2026 World Championships bid to be held at Buckminster was successfully submitted by the deadline and has been received by the Fai Aeromodelling Commission (CIAM). We are due to present the proposal in April.

The Team managers Guide is a comprehensive and ever evolving document that I am about to reissue and send to each of the Technical Committees and Specialist Bodies following a few updates for 2024. Throughout the year I will be hosting a string of team managers briefings/ Q&A sessions for the TMs & ATMs to discuss their travels/ arrangements.

As part of cost savings throughout the BMFA's annual budget last year the Training & Excellence Budget was cut for 2024/45. This was discussed at length this week at Technical Council. It is hoped by all that improved budget/ climate in future years may see this important resource return.

I am very pleased to report that we will be sending a good number of Teams to there respective, European or Worlds Championships. The list is incomplete at this moment however I will circulate the complete list when compiled in due course to all Board members. Teams that have already been submitted to me were ratified at this weeks Technical Council.

FAI World Cup Events have been submitted to CIAM for inclusion in the 2024 Calendar. Pylon Racing is still to confirm its arrangements. Many thanks to Julie Fisher & Ian Kaynes who have assisted with this process.

Competition based queries are always welcome and have been received from a number of the Tech. Committees which I believe are all now resolved/ answered.

I can also advise that at Technical Council this week all Technical Committees and Specialist Bodies advised that arrangements for their respective Nationals are in Place. All were urged to publish the dates as soon as possible to encourage good attendance.

Mark Benns
BMFA Sporting Director

Outreach Director Report to the Executive January 2024

Following on from the AGM in November things have slowed a little due to staff involvement with the move from Chacksfield House to Buckminster and the editing of the BMFA News.

At the last working group meeting it was agreed that H Jones would send some of the AMA activities for Chris Bradbury to look at and then design our own BMFA activity sheets. When Chris then looked at these in more detail he suggested that it would be best to book some days at Buckminster to create our own photos/ videos and then he could create the documents using our own images etc. In the meantime as an interim measure we would add some of those activities for Clubs and organisations to use. At all points the AMA will be acknowledged in the documents.

In addition to this our existing model offer and equipment listings should also be added to the website.

Payload Challenge

This will take place at Buckminster 12 to 13th June with all five challenges.

The Payload Challenge launched in November. This was later than expected, due Manny having to wait upon confirmation of sponsorship for the event. This year's sponsors are: Rolls Royce, BAE Systems, RAF Engineering and RAF Model Aircraft.

All the 2023 contestants have been contacted. H Jones is currently contacting Colleges and Universities with Aviation courses to get direct contact details of department heads rather than emails going to a generic inbox and being ignored.

In order to encourage Schools to take part Clubs through the Areas network will be asked to make contact with the schools in their localities to discuss entering in June. The Home School network is also being explored as a possible source of entrants too.

The Air League has also been contacted to see if some Air Cadet Squadrons would also like to compete; as yet there has not been a response.

CIAM

Mike Colling is our CIAM Education delegate. He reports that there are currently no plans for an in person meeting this year. The Rookie Postal Challenge has also been launched; although the administration for this is not fully organised due to a coordinator not being in place. Again this will be circulated through to the Clubs via the Areas Forum.

Safeguarding

The policy has been updated and is awaiting a final discussion to ensure that it meets the needs of the BMFA. The NSPCC has also been contacted to discuss setting up training for relevant staff. It is also proposed that an additional document is produced to support Clubs running events. The overall review of safeguarding documentation will also include updated guidance for competition events that include junior team members.

Areas/Clubs

The news of our Outreach initiative is beginning to become more widely known. Individual clubs and members are making contact to discuss their events and visits to schools and youth groups. Where requested we have been sending packs of the stickers, pens and badges to give out. These are vital as they increase our profile at the event and beyond. Our network of members who freely give their time and expertise to support these events cannot be underestimated.

Through the Area Outreach Coordinators there will be an increased “push” to get Clubs to work together to put on events and to go into their communities to promote model flying wherever possible.

Recently there has been support and information given to a junior member from the Dark Peak Club. He and his team have entered the Lego League Challenge. As part of their presentation they have chosen to look at how to encourage more young people to take up model flying. They have designed a flight simulator app and built a model with support from the Dark Peak club.

It has also been suggested that the team also enter the Payload Egg Challenge and they are thinking seriously about this.

The final is in Harrogate at the Conference Centre as part of the IET [Institute of Engineering and Technology] STEM Conference. Enquires are ongoing to see if it is possible for the BMFA to have a stand and what that would entail regarding costs etc.

Thanks again to everyone for their unfailing enthusiasm and support.

Helen Jones
January 24