

MINUTES

SOCIETY OF MODEL AERONAUTICAL ENGINEERS LIMITED

(T/A British Model Flying Association)

Minutes of the Executive Meeting held on 7th January 2011 at Chacksfield House, 31 St Andrews Road, Leicester LE2 8RE.

Provisional until confirmed at the next Executive Meeting.

PRESENT

Robin Gowler FSMAE	Chairman
Chris Moynihan	Vice-Chairman
Robin Sleight MBE	Honorary Secretary
Keith Lomax FSMAE	Honorary Treasurer
Jo Halman FSMAE	Competition Secretary
Peter Halman FSMAE	FAI Delegate
Nigel Barker	PRO
John French	Records Officer
Dave Phipps	CEO
Liz Boswell	Minutes Clerk

AGENDA

1. Apologies for absence.
2. Correction and Adoption of the Minutes of the Executive Meeting held on 31st October 2010.
3. Matters/Actions Arising from the Meeting of 31st October 2010 which are not included elsewhere on this Agenda.
4. To receive reports from the Executive.
5. To review AGM/Dinner-Dance and Prize-giving.
- 5a. Trust Funds.
- 5b. Council Agenda Review
6. Safety.
7. Chacksfield House.
8. Any Other Business.
9. Date of next meeting.

MINUTES

E918/01/11 (1) Apologies for absence.

Apologies were received from Chris Bromley FSMAE (Technical Secretary).

E919/01/11 (2) Correction and Adoption of the Minutes of the Executive Meeting held on the 31st October 2010.

Page 4

- Fifth paragraph, first line, to amend
From "SRC"
To "ASRC"

Page 5

- Second paragraph, second line, to amend
From "piper cup"
To "Piper Cub"

- Third paragraph, third and fourth line, post meeting note
"It has been subsequently found that the fire on Ashdown Common was not connected with Free Flight and therefore no action is relevant."

- Fourth paragraph, first line, to amend
From "offered"
To "nominated for"

Page 6

- Second paragraph, fifth line, to amend
From "These funded"
To "The fully funded"

- Tenth paragraph, to amend
From "The FAI Delegate reported that he had attended the funeral of Ron Moulton. The founder of APC Propellers Fred Bergdorf has died. The FAI Delegate had also attended the funeral of Professor Gordon Blair of Belfast University. Professor Blair had worked on the theory of design of two stroke engines since the 1950s."

To "The FAI Delegate reported that he had attended the funerals of Gordon Yeldham and Ron Moulton FSMAE. He also reported that the founder of APC propellers Fred Bergdorf has died, and that Professor Gordon Blair had also died. Professor Blair had worked on the theory of the design of two stroke engines since the 1950's. The work which he had done contributed to the design of all our modern model aircraft two stroke engines."

Page 8

- Seventh paragraph, third line, to amend
From "meeting room"
To "Conference Room"

The Vice Chairman proposed that the Minutes of the Executive Meeting held on the 31st October 2010 be accepted as a true record.

Seconded by the FAI Delegate.

Vote: For: 9
Ags: 0
Abs: 0

Carried by a unanimous vote.

E920/01/11 (3) Matters/Actions Arising from the meeting of 31st October 2010 which are not included elsewhere on this Agenda.

Page 3

- **Sixth paragraph, Wildlife Study** – The CEO advised that the revised report has not yet been received.
Action: To follow up the revised report - CEO
When the final report is received this is to be circulated in the form of a DVD or a précis - CEO
- **Seventh paragraph, 2010 Flight Challenge** – The CEO reported that the contact at the Moto Arena Silverstone is no longer available. It has since been established that costs of using the site would be more significant than at first thought. Other venues and the future format of the event are being considered.
Action: It was agreed that an event should take place in 2011 - CEO
- **Sixth paragraph, CEO Report Honours Boards** – The Honours Boards were to be unveiled at the January Council Meeting. The CEO reported that the sign writers had not been happy with the quality of the print and therefore the work has been re-done. It was questionable as to whether they would be ready for tomorrow.

Page 4

- **Third paragraph, FAI Delegate Report, Website and Database** –The FAI licence information is now on the FAI website, but the database is currently offline due to security issues.
- **Fourth paragraph, Honorary Secretary Report, Access Issues** – The CEO reported that the issue of access rights to Spitalgate is on going. The Royal Logistics Corps are to be contacted directly for further advice if the site is to be used for future bookings.
- **Sixth paragraph, CEO Report, Source for Legal Advice** – The CEO reported that various options for future legal advice are being considered. The Club Support Officer is going through renewal cards. If no suitable applicants are found, an advertisement will be put in the BMFA News. Currently access to legal advice is available via the CCPR and if necessary advice can be sought from Business Link.
Action: CEO
- **Seventh paragraph, CEO Report, Director's Reports** – The Chairman reported that little response has been received from the Directors who did not submit a report.
- **Eighth paragraph, CEO Report, Exhibitions** – The meeting discussed recent Exhibitions that had been attended by representatives of the BMFA. It was agreed that attendance at more events and appropriate publicity are to be considered during 2011.
- **Tenth paragraph, Chairman Report, Rule Book changes** – The CEO is looking at the logistics of ensuring that the master copy for all BMFA documents is held centrally. A formal proposal is due to go to Council.

Page 5

- **Eighth paragraph, FAI Licence Cards** – The CEO and Competition Secretary reported that a machine to print new credit card style FAI Licence Cards has

been identified. Samples are awaited. It is envisaged that the new Licence Cards will be in use by 2012.

Proposed by the Public Relations Officer that a budget for the production of the cards should be set at £2000.00.

Seconded by the Records Officer

Vote: For: 9
Ags 0
Abs: 0

Carried by a unanimous vote.

- **Tenth paragraph, Travel Facilitation Letters** – The Competition Secretary reported that the request for travel facilitation letters via the RAeC is in progress.

Page 6

- **Ninth paragraph, Trophy Guidelines** - The Records Officer reported that he had discussed the matter of trophy guidelines with the CEO, but had not yet produced a draft document.

Action: The meeting requested the guidelines be produced for the provision of new trophies – RECORDS OFFICER

Page 7

- **First paragraph, BMFA News Advertisers** – Reported that there have been a number of incidents where monies have not been received for BFMA News adverts. To rectify the situation pro-forma invoices are being issued to news advertisers and methods of preventing repeat non payers are being investigated.

Page 8

- **Fifth paragraph, Mid Beds**

Action: A meeting is still to be arranged with the Treasurer of the Flying Club to look at the accounts. The Chairman will write to the Executive to notify them of the outcome – CHAIRMAN

- **Eighth paragraph, Chacksfield House** – It had been resolved at the last Executive Meeting to hold the next meeting at the Premier Inn as a trial to test the suitability of the venue. However concerns regarding the cost of the meeting and the hope that the honours boards would be ready had postponed the transfer of venue.

Proposed that it is recommended to Council that the May Meeting be held at the Premier Inn on a trial basis.

Vote: For: 7
Ags 1 - PRO
Abs: 1

Carried by the vote.

Page 9

- **First paragraph, RAeC Certificates for British Records** – The matter of RAeC Certificates for British Records is still ongoing.

Action: For the CEO to forward the spreadsheet to the Records Officer and then the Records Officer can enter the details of the recipients that require RAeC Certificates from 2009 onwards.

- **Eighth paragraph, Internet Bank Link for Credit Cards** – The CEO reported that the proposal to install the Pay Pal system has not been successful; the

organisation has proven to be most un-cooperative. An offer from Barclays has given the opportunity of similar rates as Pay Pal and therefore the Barclay system is to be implemented.

Action: To report on progress to the next meeting – CEO

- **Eleventh paragraph, 2011 AGM and Dinner** – The Annual General Meeting amended the Council proposal and resolved that the 2011 AGM and Dinner should be held as usual on the third Saturday of November. However, the hotel is fully booked for this date and therefore the second Saturday is to be booked for 2011 and the third Saturday for 2012.

Action: To book as soon as possible the second Saturday for the AGM and Dinner in 2011 and the third Saturday in 2012 – CHAIRMAN / CEO

Action: To put a notice in the BMFA News to explain the issue – CHAIRMAN / CEO

Page 10

- **Second paragraph, Appointment of Vice President** – A suitable candidate for appointment of Vice President will be proposed to the May Meeting.

This concluded Matters Arising.

E921/01/11 (4) To receive reports from the Executive.

Vice-Chairman

The Vice Chairman attended the AGM and undertook the MC role at the Annual Dinner.

The Vice Chairman reported that he had been looking at site options with the CEO for holding the Silent Flight Nationals. Arena UK at Allington near Grantham, has been considered. There are some potential issues. A report is awaited from Arena UK on potential costings.

Competition Secretary

The Competition Secretary reported that she has ratified the teams, reserves and manager for the F1ABC team.

At FAI Level the No.1 Bulletins are not coming out as early as usual, this may impact on how the work of the teams is commenced in January.

The Competition Secretary has commissioned a new design for the Championship Badges. This will be put into motion as soon as possible.

Public Relations Officer

The Public Relations Officer attended the British Microlight Association Flying Show at the NEC. The show was very busy and a lot of interest in the BMFA was generated.

He had attended the F5P Electric Indoor Masters Competition at Bradford, the show was excellent, however methods of liaising with the public need to be investigated.

Records Officer

No report.

Honorary Treasurer

The Honorary Treasurer reported that with effect from 1 January 2011 mileage rates will be raised by 3 pence per mile for each level up to the Inland Revenue maximum of 40 pence per mile.

The BMFA currently has funds invested in timed deposit accounts with the Bank of Ireland. As the investments mature, they will be re-invested in accounts held at Barclays.

An issue has been raised that meals may be being provided for non participants in committee meetings. All Chairmen and Committee Secretaries are to be reminded of the Council rules for the provision of refreshments.

Action: To remind all Chairmen and Committee Secretaries of the Council rules for the provision of refreshments. - Hon Treasurer

FAI Delegate

The FAI Delegate is to put a proposal to Council for an alternative FAI Delegate; to host the F3D Pylon Racing Technical Meeting.

Honorary Secretary

The Honorary Secretary reported that the Annual Meeting of the CAA reiterated the point in principal to include aero tow sites on the aero charts. The Scale Glider Association is to highlight sites that would merit charting and then a formal request can be made to the CAA.

There has been some discord in the Devon sub area. A new committee has been appointed. A proposal has been put on the Council agenda to clear some issues arising from the Devon AGM.

The Honorary Secretary is working to ensure that the master copy of all documents is kept in the office.

The Honorary Secretary reported that he was working on completing the Precedent List and creating the draft Hand Book. Then a meeting can be arranged. It was discussed that the Precedent List should be started from meetings held in January 2011 and the information from previous meetings put into the new document.

Action: The Precedent List is to be started from meetings held in January 2011 – HON SEC

The Vice Chairman left the meeting at this point.

CEO

The CEO reported that he had attended the Club Chairman's Conference in Northern Ireland. The next Chairman's Conference is to be held on the 12 March 2011 at Husbands Bosworth.

The CEO attended the British Microlight Association flying show at the NEC and the Indoor Masters at Bradford. He had also visited Arena UK at Allington with regards to finding a venue for the 2011 Silent Flight Challenge.

Chairman

The Chairman reported that he had attended the Club Chairman's Conference in Northern Ireland. He had also attended the Flying Show at the NEC, at which a number of enquiries were made with regards to hiring the flight simulator.

E922/01/11 (5) To review AGM/Dinner-Dance and Prize-giving

The Chairman reported that the AGM and Dinner Dance had been successful events. The Records Officer stated that Mrs Goldby had done a good job of the prize giving. Some issues had occurred with the administration of the trophies and awards, the procedures will be looked at in preparation for next year. A number of matters are to be taken up with the hotel including late access and the setting up of the dining room.

At the AGM it was suggested that the BMFA should look into long term strategic plans to obtain a permanent flying site or other core projects. It would need to be established whether or not there is a will within the organisation for the acquisition of a national flying site.

Action: For the Executive, at their March meeting, to work on the broad outlines of a declaration of intent that will be submitted to the May Council Meeting.

E923/01/11 (5a) Trust Funds

No action has yet been undertaken. A date is still to be arranged to discuss the Trust Funds.

Action: CEO/CHAIRMAN/VICE-CHAIRMAN/HONORARY TREASURER

E924/01/11 (5b) Review of Council Agenda

A review took place of the Full Council Agenda for the meeting on the 8th January.

E925/01/11 (6) Safety

The Annual Safety Review Committee meeting has been held. A three and a half page report was inserted within the AGM documentation. No further incidents have been reported since the report was compiled.

E926/01/11 (7) Chacksfield House

The carpet has been fitted in the Back Office upstairs. The Accounts Department has relocated. Sian has sent her thanks to the Executive for authorising the work that has been undertaken. Work is underway on setting up the archive facility in the Tom Whittle Library. A joiner has been approached to provide a quotation for putting up a removable partition in the Conference Room

E927/01/11 (8) Any Other Business

None

E928/01/11 (9) Date of next meeting.

The next meeting is scheduled for Saturday 5th March 2011.

Transcribed from notes and recording by Liz Boswell, Minutes Clerk.

The Chairman closed the meeting at 5.12pm.

CIRCULATION:

All Council Members
Fellows (Selected)

COPIES TO:

All Area Chairmen
All Tech Comm Chair
Flying Site Adviser
BMFA News Editor
PAS/SFAS Controller