

BMFA Achievement Scheme Review Committee Meeting

Minutes of the meeting of Saturday 10th June 2017, at the BMFA National Centre, Buckminster

Those present:	Area	Role
Peter Willis (PW)	Southern	CE Chairman
Duncan McClure (DM)	South Midland	RC P&SF Controller & Sec.
Andy Symons (AS)	Northern	ASC & Club Support Officer (non-voting)
Brian Cooper (BC)	South Midland	CE
John Harris (JH)	Western	ACE
Chris Bradbury (CB)	Southern	CE
Peter Jenkins (PJ)	East Anglia	CE
Mark Bennis (MB)		Hon. Sec.

ITEM

ACTION

1 Welcome & Apologies for absence:

The Chairman thanked everyone for attending, **DM** reported that Terry Rounce and Dick Whitehead had sent their apologies. The Hon. Sec. joined the meeting at approx. 13.00

2 Minutes of the meeting of 1st April 2017:

There were no corrections and the minutes were accepted as an accurate record of the meeting. Voting: 5 for, 1 abstention, 0 against.

3 Matters arising – progress on actions:

Item (3) – ASRC Facebook page

AS reported that to date 196 members have been signed up to the Achievement Scheme Facebook group. General behaviour remains good and most of the discussions sensible.

Item (5) – Video Guidance

PW reported that he had brought his recording equipment, with the intention of shooting some footage (weather permitting!) for the FW 'A' over the weekend, with assistance from **CB** and **DM**. It was agreed that it was important to make a start, so we could report positive progress, although further filming would likely be required, probably at Popham, primarily because of convenience of proximity for **PW**, **CB** & **DM**. **PJ** circulated copies of some diagrams that had been prepared for the manoeuvres of the FW 'B' certificate. There was general agreement that with appropriate adaption's these could provide a useful graphical supplement to the guidance. Some minor modifications to elements of the wording were suggested.

PW, CB & DM

Item (6) – Roadshow feedback & Action Plan

PW reported that he had compiled a short (approx. 1 hr) ASRC club night talk from the various presentations delivered at the Roadshows. He and **DM** had trialled it at a local club recently and he proposed to make some minor changes (to reduce duplication) before posting it on the scheme website. The intention is that this will provide a standard and consistent message for use when speaking to clubs etc.

DM indicated that he thought the Action Plan prepared from the Roadshow feedback was an important 'living' document to help guide committee activities, as well as being a key element of the ASRC Communications strategy. **PW** Agreed to update and circulate the Action Plan to all committee members. **PW**

There was general agreement that we should run another Roadshow in the autumn at the National Centre, and the date of Saturday 14th October was chosen and logged in the NC diary. All committee members to attend, where possible. **ALL**

Item (7) – **Communication Strategy**

DM Invited comments on the Comms. document circulated with the calling notice. He indicated that he was happy to receive any comments at the meeting or afterwards via e-mail. There was general agreement that the document was now in a suitable format and should be utilised. **DM** reported that in an attempt to improve communications with Club Examiners, he had arranged for the office to e-mail copies of the ASRC Report to Council to all Club Examiners for whom they have e-mail addresses. **PJ** and **CB** both noted that they had received copies via this route. The office has compiled the e-mail distribution list, which captures 650 of the approximately 1000 Club Examiners registered for 2017. The intention is to request Club Examiner e-mail details on the annual club re-affiliations forms, in order to compile a more complete list for 2018. **AS** indicated that he would automatically register all of the examiners captured so far, on the scheme website. **DM** recorded his thanks to the office for their assistance in this, and noted that for future issues, he will write a brief explanatory introduction to go out with the e-mails.

AS & DM

DM observed that there are still a few elements in the Comms document without 'owners'. He also indicated that he would add BMFA News copy deadline dates for 2017 to section (15). The BMFA News copy deadline dates for the remainder of 2017 are; **20th June, 5th September** and the **21st November**. The various articles that had been agreed previously were discussed (see list below). **PJ** offered to provide copy for the next issue (June) as part of his action to 'stimulate' Examiner attendance at workshops. **PW** suggested an encouraging and 'make them feel they missed out' flavour to the article, rather than criticise.

Agreed topics for articles in upcoming issues of BMFA News, with owners;

- Report on scheme activities at the National Centre event on 10th & 11th June – **AS**, June issue
- Article on importance and value of workshops for Examiners and Instructors – **PJ**, June issue
- Advert for October AS Roadshow event at the National Centre – **DM**, June & September issues
- News on developments of FW 'A' Video guidance – **PW/CB**, June issue
- Article explaining the AS annual document review process – **DM**, September issue
- Front cover 'Notice', with supporting article, on reviewed documents (inc. any significant changes) for 2018 – **DM/PW**, November issue

Item (8) – **EASA/CAA**

After a short discussion, it was agreed that we would continue to maintain a watching brief on the developments relating to the EASA Prototype Rules.

Item (9) – **Matters from the Scheme Controller**

DM reported that he had written to both the Club and the Club Examiner to inform them of the decision of the committee. He also reported that he was aware that the arrangements for the individual to be re-tested were in hand.

Item (10) – **AoB Items from the Club Support Officer**

There was a discussion on the proposal relating to scheme tests conducted at the National Centre, which we had debated at the previous meeting. It was agreed that **DM** would draft a formal proposal for consideration at the Areas Council meeting on the 8th July. Proposed **PW**, Seconded **DM**, For 6, Against 0, Abstentions 0. It was agreed that the focus of the proposal should be the special status of the National Centre, rather than granting ACEs any form of special privilege. The proposal should also contain a clear statement that Club Examiner tests must still follow the established process, with all requests to the Area Co-ordinator, as at present. **DM** The proposal made at the last meeting to ask Clubs to administer and issue the certification for their Registered Instructors was discussed. **AS** suggested that because any new system will need to be integrated with the development of the new office database system - which wouldn't be completed for some time - that the formulation and presentation of any formal proposal should be put on hold, pending completion of this work, which was agreed.

4 **AoB:**

The Club Support Officer (**AS**) expressed his concerns regarding the inaccuracy of Area minutes that included erroneous reports of scheme activities. These appear to have originated and or been stimulated from their delegate's attendance at Full Council. The Areas in question are **Mid-West** and **North West**.

AS read out the relevant content from the **Mid-West Area** minutes. The general feeling was that whilst the content was potentially misleading, it wasn't seriously in error and it was easy to see how the delegate had arrived at the wrong interpretation. It was agreed that no further action was required.

AS then read out the relevant content from the **North West Area** minutes. Unfortunately, as well as several errors and the use of inaccurate and sloppy terminology, these minutes contain serious mis-information, the propagation of which could potentially be highly detrimental to the scheme and the association. There was unanimous agreement that action needed to be taken. Due to the serious nature of the matter, the **Hon. Sec.** felt that it warranted his attention, and undertook to write to the **North West Area** committee to seek clarification. **Hon. Sec.**

The **Hon. Sec.** reminded the committee that the East Anglia Area proposal that 'Club Examiners' be re-named 'BMFA Examiners' had been submitted for formal consideration and vote at the Areas Council meeting on the 8th July. There was a brief discussion, during which the majority of the committee expressed their concerns regarding the potential ramifications of such a change. **AS** indicated that he couldn't see the need or any benefit that might come from this change, and stressed that whatever happened, it was imperative that the word 'Club' must remain in the title somewhere. There was general support for this view and an understanding that Clubs represented the only sensible mechanism for the control and administration of Club Examiners.

PJ indicated that he would relay these thoughts back to the Area, but noted that ultimately it would be up to the EA committee to decide how to proceed. **DM** stressed the need to make it very clear to Areas Council that this proposal hadn't come from the ASRC and that the ASRC as a committee doesn't support the proposal. The **Hon. Sec.** noted this.

JH flagged that the **Western Area** had submitted a proposal to add an extra member to the ASRC.

5 **Date of next meeting:**

This was set for Saturday the **4th November** at Leicester.

6 **Tour of NC Facilities:**

The committee were impressed with the facilities and discussed options of how they could be used for scheme activities and events in the future. It was agreed that we would hold at least one ASRC meeting at the centre each year, probably associated with a scheme event. It was agreed that we would hold a further Roadshow at the Centre on the 14th October. There was also some discussion on (and general support for) the potential of offering training on a commercial basis at the Centre in the future, although this would require further thought and effort.