

SOCIETY OF MODEL AERONAUTICAL ENGINEERS LTD

(T/A British Model Flying Association)

TO ALL BOARD MEMBERS

There will be a Meeting of the Board on Tuesday 17th September and Thursday 19th
September 2024
at 19.00 hrs
via Zoom Conferencing

Board meeting part 1 – 17 Sept 7pm

<https://us06web.zoom.us/j/86993633822?pwd=o7XnHsS5NYWvBsOldmKV8foV7d2eWa.1>

Board meeting part 2 – 19 Sept 7pm

<https://us06web.zoom.us/j/84333975623?pwd=A62Yl6XO0JJk1LPStsQp5p1NloKoX.1>

A G E N D A

- 1 Apologies for Absence.
- 2 Request for permission to be absent.
- 3 To verify the voting strength of the meeting.
- 4 Correction and Adoption of the Minutes of the Board Meeting held on 14th May 2024 (*Corrections not already notified should be posted on the Council Forum as soon as possible*).
- 5 Matters/Actions Arising from the meeting on 14th May 2024 that are not included elsewhere on this Agenda. (*Updates on actions and questions for Matters Arising should be posted on the Board Forum as soon as possible*).
- 6 To receive a Membership and Financial report from the Finance Director to include:
 - a The progress towards the 23/24 year end Accounts.
 - b Progress towards drafting the 2025/26 Budget and setting the 2025 membership fees.

At this point the Board will adjourn and continue at 7pm on Thursday 19th September unless there is time to cover further agenda items.

- 7 Strategic and Topical Matters
 - a Review of Strategic Priorities
 - b Strategic Risk Assessment
- 8 To receive a report from the Chairman to include.
 - a To include arrangements for the AGM & Awards Dinner
 - b Air Cadets and Youth Groups.

- 9 To receive a report from the Chief Executive Officer to include:
 - c National Centre Update.
 - d CAA Team report.
 - e Computer Sub-Committee report
 - f Club Support Officer's report.
 - g General Aviation Alliance (GAA).
 - h European Model Flying Union (EMFU).
 - i General Aviation Awareness Council (GAAC).
- 10 To receive a report from the Vice-Chairman to include:
 - a Report from the Safety Review Committee inc summary of reportable incidents & Air Prox.
 - b Nominations for BMFA Honours and Awards (Ref. Governance Handbook Appendix W)
 - c Royal Aero Club.
 - d General Aviation Safety Council (GASCo)
- 11 To receive a report from the Honorary Secretary to include:
 - a To note receipt of Affiliated Clubs.
 - b The receipt of the dates for Board Meetings in the year 2025 (*Will be uploaded to the Board Forum in advance of the meeting*).
 - c To determine the eligibility of any Elected Officers (having served for ten or more years in their current position) to stand for re-election. *There are none.*
- 12 To receive a report from the Technical Director to include:
 - a Report of recent CIAM Meetings
- 13 To receive a report from the Sporting Director to include:
 - a Team GB performance at 2024 World and European Championships
 - b The receipt and ratification of any contests for next year's FAI Calendar
 - c Updated briefings and reports from the Technical Committees for all the BMFA National Championships
- 14 To receive a report from the Members Director.
- 15 To receive a report from the Outreach Director to include:
 - a Youth Engagement and Education Strategy
 - b Payload Challenge
- 16 To receive any proposals received for determination *There are none.*
- 17 Annual Formal Review of Policy Documents to include:
 - a Safeguarding Children & Vulnerable Adults
 - b Equality, Diversity & Inclusion (ED&I)
 - c GDPR

18 To receive any reports from the following Delegates and Personnel (*reports should be brief, in writing and in advance to the Office Manager linda@bmfa.org as a word document for posting onto the Board Forum*).

- a PR Consultant
- b Sport & Recreation Alliance
- c BMFA News Publishers
- d BMFA Archivist
- e AS Controller

19 Any Other Business.

Please note: Items for Any Other Business should be handed in writing to the Chairman of the Meeting or posted on the Board Forum before the start of the meeting. Any Other Business is normally intended for information items or for important matters that have arisen within the 4 weeks prior to the meeting.

20 Date of next meeting.

Note to the Board: It is likely a single item agenda meeting will be required before Friday 11th October to agree the 2025/26 Budget and 2025 Membership fees to be proposed to the AGM on Saturday 2nd November. The Articles of Association requires the future budget and membership fees be made available to members 3 weeks before the AGM.

Linda Harding
Office Manager
23rd August 2024

Circulation: All Board Members (Including Non-Executive Directors)

Note: Provisional Minutes will be circulated no later than 21 days after the Board Meeting and will be published on the website within three working days of the Minutes being available.