

Skydive Chatteris Club Limited

Club AGM – Minutes

Minutes of the AGM held on
29 November 2020 at 1400
Via Zoom

In Attendance:

Jon Payne – Committee Member
Chris Beattie – Committee Member
Martin Crossley- Honorary member
Si Chipp – Club Member
Kevin Dynan – Committee Member
2019

Graham Ablett – Club Member
Dave Edmondson – Club Member
Tony Labbadia – Club Member

1 - Apologies for Absence

Gary Small – Club Chairman (Sends his apologies but family commitments prevented him from attending the meeting)

As the Club Chairman was unable to attend the meeting, Kev Dynan was asked to Chair the meeting. Any references to the 'Chairman' refer to the Chair of the meeting and not the Club Chairman.

2- Declarations of interest

The Chairman welcomed everyone to the meeting and asked that any declarations of interest be raised at the appropriate agenda item. There were none.

3 - Resignation and Election of Directors

As per the Club Articles of Association the Chairman asked that the current Directors formally stand down to permit the election of the club Directors for 2021.

There had been 3 nominations for the Club Committee and therefore, the following people are therefore elected to the Club Committee as Directors:

Chris Beattie, Jon Payne and Dave Edmonson.

Kevin Dynan and Gary Small were standing down at the meeting for personal reasons.

4 - Election of Officers

The Chairman and called for nominations for the following positions:

Chairman: Chris Beattie
Proposed: Gary Small (by proxy)
Seconded: Jon Payne

For / Against: Elected Unanimously

Vice Chair: Jon Payne
Proposed: Gary Small (by proxy)
Seconded: Chris Beattie

For / Against: Elected Unanimously

Honorary Secretary: Chris Beattie
Proposed: Gary Small (by proxy)
Seconded: Tony Labbadia

For / Against: Elected Unanimously

Treasurer: Martin Crossley co-opted
(in a non-voting role and accountable to the club committee)
Proposed: Gary Small (by proxy)
Seconded: Chris Beattie

For / Against: Elected Unanimously

Development: Dave Edmondson
Proposed: Gary Small (by proxy)
Seconded: Jon Payne

For / Against: Elected Unanimously

Social Secretary: Jon Payne
Proposed: Gary Small (by proxy)
Seconded: Dave Edmondson
For / Against: Elected Unanimously

5 - Matters arising from previous minutes

There were none.

6 - Club Chairman's report

The meeting Chair then read out the Club Chairman's report previously prepared by Gary.

"Chairman's report SCCL 2020

Annus horribilis for those of you unlike me that don't speak Latin is a Latin phrase, meaning "horrible year". It is complementary to annus mirabilis, which

means "wonderful year". It is the only phrase that I can use to describe the unprecedented events that have affected skydiving this year.

Despite the poor weather and pandemic restrictions, this year we have completed some **2735** descents, approximately **1348** being Tandem jumps and **1387** descents completed by experienced club jumpers.

Two new students have qualified during the year, Byron and Luke. Other notable achievements have included Stephen Bailey qualifying for his B-Licence and Lawrence Fansa achieving his CP coach rating.

The instructors have had heated discussions about this year's student of the year and after much debate have voted for Byron Bowden Pickstock. Byron demonstrated considerable commitment to his training, attending the centre on every possible opportunity. He demonstrated considerable commitment to his training which did not go unnoticed by their instructors.

In the hotly contested competition for student of the year, special mention must also go to Luke Blower, who the instructors nominated as a worthy runner up.

Moving on now to the Chairman's awards recognising the Most Improved Club Jumper as well as Club Member of the Year.

Dave Edmondson has achieved a lot this year. Dave has shown considerable commitment to the club this year and despite the restrictions placed on fun jumping, Dave has attended the centre at every opportunity, working hard to achieve his FS coach rating. He was also the only club member to meet the cheaper jumps threshold! We would therefore like to bestow both the awards to Dave. In recognition for being the Most Improved Club Jumper and Club Member of the Year I'd like to present Dave with two jump tickets.

I would also like to pay tribute to all members of the staff. The restrictions placed on us by the pandemic have meant that the staff has been forced to make significant changes to the dropzone, the aircraft and the way we work. A dedicated core of staff members worked hard during the enforced lockdown to design protocols, make adaptations to the buildings and aircraft and update risk assessments so that we could open again and recommence parachuting. Following our return to operations, all the staff have worked hard to maintain the COVID security protocols put in place to help keep us all safe and I would like to thank you both personally and on behalf of the airfield owner and operator for your tremendous efforts despite challenging circumstances and very occasionally, difficult (obstructive) customers.

Finally, I regret to inform you that I have decided to stand down as your Chairman this year for personal reasons. I am very proud to have held this position for the last few years and would like to thank the club for the opportunity to serve you as Chairman. I wish my successor Chris well and all members of the 2021 committee the best of luck for the new season.

So all that remains is for me to thank you all for your help this year and to wish you all a very Merry Christmas and a SAFE New Year."

Kevin then handed the Chair to Chris but he suggested that Kevin continue as Chairman.

7 - Treasurer's report

Martin had presented the meeting with a formal report which is detailed below, which is intended to give a formal overview of the club's financial position and assist the committee members.

He went on to state that 2020 had been a real struggle for the club financially due to the challenges presented and hoped that we will be able to return to normality next year. He thanked all the club members for bearing with us given the changes and restrictions placed on us in order to keep safe and the operation profitable.

"Treasurers report of 29th November 2020

Background

SCCL Operate skydiving flights for SCCL members.

Everyone making jumps with SCCL must be club members – this includes tandem and AFF students as well as experienced skydivers.

Every member of the club has a say in how the club is operated through a voting system to appoint committee members. This is done annually at the AGM. The committee members control how the club is operated on behalf of the members for the coming year.

Any member that has made 20 or more jumps with the club for two or more consecutive years at the date of the AGM at which they are elected can stand for office.

Each member has a liability of £1 – reference the Articles of Association which can be found on the club web site at www.skydivechatteris.co.uk

Legal Requirements to Operate

In order for flights to take place there must first be a Civil Aviation Authority (CAA) "Permission" in place. SCCL has this Permission which is effectively a licence to operate.

The CAA Permission requires all operations of the club to be conducted in accordance with CAP660

CAP660 requires all operations to be conducted in accordance with an approved Operations Manual.

The CAA recognise the British Skydiving Operations Manual (BS Operations Manual) as being the accepted standard.

The BS Operations Manual requires a suitably qualified Chief Instructor to be appointed and put in charge of the operation.

The SCCL committee appoint a Chief Instructor (in this case Gary Small) in this role.

The Chief Instructor does not have to be a member of the club committee, but it is recommended.

The Chief Instructor is responsible for ensuring the operation is conducted in accordance with the BS Operations for which he or she has total control over the aircraft manifest.

When deciding who gets on the aircraft the Chief Instructor follows the instructions given to them by the SCCL committee.

These instructions are based around the leasing agreement of the aircraft.

Aircraft lease

The SCCL committee have entered into a legal agreement with Skydive Aviation Ltd (the “lessor”) to “dry lease” Twin Otter N808PC.

Dry lease means the lessor provides the aircraft, maintenance, insurance and fuel for the aircraft, but not the pilots.

The club committee have appointed Gerwyn Watkins as Chief Pilot and Simon Chipp as Pilot.

The club pays the pilots for their services through the fees it receives from new tandem student members provided by North London Skydiving Centre Ltd, for which 5000 per year are needed.

The terms of the aircraft lease require priority to be given on aircraft flights to the new student members provided by North London Skydiving Centre Ltd, their instructors, cameramen, and other associated staff members.

In return North London Skydiving Centre Ltd provide the funds needed to cover not only the aircraft lease and the pilot fees, but also all the other fees and wages associated with the instructors and personnel needed for SCCL to operate, including those of the Chief Instructor.

The fees received from the regular club members contribute nothing to these costs.

The flight fees currently charged by Skydive Aviation Ltd as part of the aircraft lease agreement for regular club members who are qualified experienced skydivers is subsidised only because of this arrangement with North London Skydiving Centre Ltd.

The subsidised rate (not the rate the regular club member pays – see below) is currently £15.00 (£12.50 + VAT)). This is how the club generates its main income.

This arrangement allows an average of 5 spaces per flight to be allocated to regular Club members that are qualified experienced skydivers.

Records show approximately 1000 flights are made each year with a comfortable maximum of 17 flights per day, weather permitting.

This means that on perfect weather days a maximum of 85 flight spaces are available for regular members, which regular members should be wary of when choosing to attend.

Weekends and Wednesdays are the busiest times.

With 5000 new Tandem students' members needed each year to make the operation viable, and 1000 flights available, an average of 5 tandems per flight is necessary.

There are often however another 144 spaces per day (8 lifts x 18 people) available for regular members on Thursdays and Fridays, weather permitting, which to date have not been utilised.

To utilise these spaces, regular club members should organise themselves to be attend in groups of at least 36 (so that a two-lift flight cycle can be operated) and be prepared to arrive early and stay all day.

This is an area the club committee might wish to explore.

Flight fees and drop heights for regular club members who are qualified experienced skydivers

The flight fees charged by the lessor for regular club members who are qualified experienced skydivers (see above) is only offered because of the arrangement the club has with North London Skydiving Centre Ltd.

Based on 1000 flights per year, and an average 2 lift cycle, it is estimated that under normal operating conditions, a flight in N808PC to 10,000 ft (excluding pilot fees) costs around £240 and a flight to 15,000 ft (excluding pilot fees) around £360.

An extra £150 is added to the cost of flight for a one lift cycle.

This means that on a normal flight carrying 5 tandems and 5 regular club members the aircraft should not go above 10,000 ft unless there is a tandem or AFF student on board who has paid to go to 15,000ft.

As a gesture of goodwill however, and as a general rule of thumb, the lessor is willing to apply a figure of **£20** to each "**paying**" place on the aircraft when working out the viability of allowing regular members on board a flight to go to 15,000ft.

Examples of this are as follows.

Example 1

On board the aircraft are 5 x 10,000ft tandems, 3 cameramen, and 5 regular members. The aircraft is on the 1st lift of a 2-lift cycle. Total spaces 18. 18 x £20= £360. Cost of 15,000 ft flight = £360. The 5 regular members CAN go to 15,000 ft.

Example 2

On board the aircraft are 5 x 10,000ft tandems, and 8 regular members. The aircraft is on the 1st lift of a 2-lift cycle. Total spaces 18. 18 x £20= £360. Cost of 15,000 ft flight = £360. The 8 regular members CAN go to 15,000 ft.

Example 3

On board the aircraft are 5 x 10,000 ft tandems, 3 cameramen, and 4 regular members. The aircraft is on the 2nd lift of a 2-lift cycle. Total spaces 17. 17 x £20= £340. Cost of 15,000ft flight = £360. The 4 regular members CAN go to 10,000 ft or pay an extra £5 each to go to 15,000ft.

Example 4

On board the aircraft are 4 x 10,000 ft tandems, 1 x 15,000 ft AFF level 1, 3 cameramen, and 2 regular members. The aircraft is on the 2nd lift of a 2-lift cycle. Total spaces 16. $16 \times £20 = £320$. Cost of 15,000ft flight = £360. The 2 regular members CAN go to 15,000 ft without having to pay any extra as the aircraft is going to 15,000ft anyway with the AFF level 1. The same applies where there is a tandem onboard paying to go to 15,000ft.

Example 5

On board the aircraft are 18 regular members. The aircraft is on the 2nd lift of a 2-lift cycle. Total spaces 18. $18 \times £20 = £360$. Cost of 15,000ft flight = £360. The 18 regular members CAN go to 15,000 ft.

Example 6

On board the aircraft are 12 regular members. The aircraft is on a one lift cycle. Total spaces 12. $12 \times £20 = £240$. Cost of 15,000ft flight = £360 + £150 engine start = £510. The 12 regular members CAN go to 15,000 ft by paying an extra £22.50 each, or 10,000ft by paying an extra £12.50 each.

Example 7

On board the aircraft are 12 regular members. The aircraft is on the 2nd lift of a 2-lift cycle. Total spaces 12. $12 \times £20 = £240$. Cost of 15,000ft flight = £360. The 12 regular members CAN go to 15,000 ft by paying an extra £10.00 each, or 10,000ft at no extra charge.

And so on...

The chief instructor, (who has full control of the aircraft manifest on behalf of the club committee), is responsible for ensuring the above conditions are met and that any extra fees are paid - which can be delegated to the manifester and overseen by the Chief Instructor if necessary,

If at any time, there are any questions about these charges the lessor should be consulted.

Treasurers recommendations for the coming year

Whilst it is up to the club committee to set the regular member flight fees for the coming year (based on the lease requirements of the aircraft and recommendations from the Club Treasurer) these fees also need to provide a surplus to cover other bills such as the club house lease.

The treasurer currently recommends (assuming normal operating conditions and no forthcoming surprises in the predicted future operating costs) that the fees for the coming year remain at £25 per flight for any qualified skydiver completing 1 to 60 jumps between February and December of each year, reducing to the minimum £15 thereafter for 61+ flights over the same period.

Club House

The Club has an on-going a legal lease agreement with Chatteris Leisure Ltd for exclusive use of the Club House and other shared parts of the airfield it uses for its operation, which can be terminated by either party at any time.

The rent is £5000 per month (£60,000 per annum) excluding utility charges and building upkeep (meaning the Club members are responsible for keeping the building in good order and clearing up after themselves).

To date Chatteris Leisure Ltd has not enforced this agreement but has instead allowed the Club to accrue a debt which is to be paid back on demand. As of 29th November 2020 the debt stands at £274,000.00

Chatteris Leisure Ltd is happy to continue with this approach at present as long as its representative (Martin Crossley) remains in the position of Club Treasurer with any surplus funds available at the end of each financial year being used to reduce this debt.

Loans

From time to time Chatteris Leisure Ltd also provides short term loans to the Club in order to maintain cash flow.

The Coronavirus Pandemic has made trading over the last 12 months almost impossible. As such the club (in addition to the debt referred to above), as of 29th November 2020, has short term loans still outstanding with Chatteris Leisure Ltd amounting to £11,107.50.”

7i – Receive the club accounts

Abbreviated accounts were presented prior to the meeting and will be posted online separately.

7ii – Appoint auditors

The treasurer reported that the auditors had been appointed and did not need to be re appointed every year.

7iii - Flight ticket prices

As per his report detailed above, the Treasurer recommended that there was no need to change any prices and hoped for no aircraft insurance surprises like last year, which increased from £25k to almost £60k! This increase was caused by a number of underwriters dropping out of the aircraft insurance market following the 737max crashes.

Chris Beattie Proposed that flight ticket prices remain as they are.
Tony Labbadia seconded the proposal.

Carried unanimously

8 - Report from the Development Committee

The Chair invited 2020 Club Development Officer Jon Payne to present his report.

The report was brief because COVID restrictions had prevent much jumping, he hoped for a better year next year. As previously mentioned, Dave had achieved his FS coaches rating and one student narrowly missing his FS1.

9 - Report from the Social Committee

As last year's social secretary was unable to attend, the Chair called on their deputy Jon Payne to present a report.

There was nothing to report as the COVID restrictions had prevented any social gatherings from taking place this year.

He hoped for a better year next year, sentiments which the Chair echoed.

10 – Any other business

Start date for 2021

Jon asked if we had a start date for 2021?

The aircraft owner Martin stated that we were planning to start on the 2nd Saturday in February 2021. He gave an overview of the scheduled maintenance issues at the beginning of the year and how the maintenance organisation moving and COVID had delayed scheduled maintenance over the Christmas shut down which in turn will delay the return of the aircraft in 2021. He has therefore delayed the start in 2021 by a week to allow for any issues.

However, he did note that problems with obtaining the Parachuting Permit from the CAA which we experienced earlier in the year were unlikely to affect us in 2021.

Fun jumping 2021

Graham asked how fun jumping slots and 15k ft passes would work in 2021? Martin referred to the Treasurers report (which is detailed above) where he has some ideas.

11 – Dates of the Next Meeting

No further business was raised. The chairman announced that the 2021 AGM would be held on the 28th November 2020 at 1400.

The meeting concluded at 1440.