



**MEETING OF THE UKFSC EXECUTIVE BOARD  
HELD AT 1030 HOURS ON THURSDAY 2<sup>nd</sup> JULY 2015  
AT FAIROAKS AIRPORT**

**RECORD OF DECISIONS**

**Present:**

Chris Brady	- Chairman (easyJet)
Cengiz Turkoglu	- Vice-Chairman (City University)
Derek Murphy	- Treasurer (FDSL)
Jonathan Woodrow	- Non-Executive Board Member (AIG)
Felipe Nascimento	- CAA (representing Rob Bishton)
Dai Whittingham	- Chief Executive

**ITEM 1**      **Apologies for absence**

- 1.1 Rob Bishton was unable to attend and was being represented by Felipe Nascimento.

**ITEM 2**      **Matters Arising from Record of Decisions of the Executive Board Meeting – 7<sup>th</sup> November 2014**

- 2.1 There were no matters arising from the previous meeting.

**ITEM 3**      **Financial Position**

3.1 The Board reviewed the Q1 accounts; expenditure was £3000 less than forecast and there was a small increase in income from FOCUS and the FSO courses. Further expenditure was expected on a refresh of the website and the office IT suite. Progress on closing the £18,800 gap between budgeted income and expenditure was satisfactory but further efforts would be made to reduce costs, increase membership levels and attract advertising revenue.

3.2 The Board discussed the possible need to increase subscription levels but believed that any increase could have an adverse affect on membership. It was felt that the FSO Course continue to be under-priced given the level of demand; accordingly, the Board agreed to limit free places to 2 per year for members and increase the charge for additional places to £300. The charge for non-members would increase to £800. A further avenue for cost reduction would be for members to be invited to sponsor the catering for SIE meetings. (Afternote: FDSL has generously agreed to sponsor a meeting and this gesture would be used as a catalyst to encourage other large organisations to contribute in a similar fashion.)



**Decision:**

**The cost for non-member attendance of the FSO Course would rise to £800 with effect from the next course. Members would be limited to 2 free places per year and the charge for subsequent places would rise to £300.**

3.3 Future budgets would need to include an element for pension contributions for all 3 staff members as this would become a mandatory requirement for employers by 2017.

3.4 To reflect performance in the previous year it was agreed that Mrs Rush would be awarded a £1000 bonus. Mrs Cox had also completed 25 years of service to the UKFSC and the Board therefore approved a £1500 increment to her salary.

**Decision:**

**A bonus of £1000 would be payable to Mrs Rush; Mrs Cox was awarded a £1500 salary increment.**

3.5 The St James' Place investment continued to perform well and the Board saw no need to alter the current arrangement.

**ITEM 4      Membership Update**

4.1 Since the November Board meeting, applications from CAE Oxford Aviation Academies, Capital Air Services, DirectFlight Ltd, SMS Aero and Gatwick Airport had been approved. The membership of Cyprus Airways had been terminated but the company had also gone into liquidation. Global Supply Systems had ceased operating and flighdatapeople.com had elected not to renew its membership for commercial reasons. Expressions of interest had been received from HIAL, Marshall of Cambridge and ERA; the CE was continuing to seek recruits from training and support organisations.

**ITEM 5      UKFSC Policy and Outputs**

**5.1   UKFSC Constitution and Admin Procedures Manual.**

5.1.1 The Constitution and the Procedures Manual had been updated to reflect the changes to the officer elections and membership admission procedure approved by members at the AGM.

5.2 SIE Meetings. Attendance at SIE meetings had been generally satisfactory though turn-out could be patchy. The Vice-Chairman expressed an interest in including some short workshops to follow the information exchange element and would explore the concepts with members at a future SIE.



5.3 FSO Familiarisation Course. Demand for the course was still strong and post-course feedback was overwhelmingly positive. Course content continued to develop and the inclusion of some investigative techniques had been welcomed. The CAA input had changed for recent courses; the Bowtie discussions had proved popular.

5.4 FOCUS Magazine. The next edition of FOCUS would be the 100<sup>th</sup> and a commemorative theme was being developed with the publisher. There was still a difficulty with securing articles from members but the CE would continue to source original articles externally whenever possible. Advertising revenue would be sought; rates would need to be revised as there had been no advertising sold in recent years. There were no plans to move from the current mix of hard copy and (where requested) electronic versions; the issues available on the website would lag hard-copy publication by about 12-15 months to avoid undermining the non-member subscription base which was bringing in £1200 per year.

5.5 UKFSC Website. The proposed contractor for the website refresh had grossly overbid and a new contractor was being sourced; contact details had been provided for the individual who had upgraded the CHIRP site, though there were reservations about holding data in the Cloud as was being done for CHIRP. FDSL had offered to provide some informal support in the interim.

## **ITEM 6 External Relations and Partnerships Update**

6.1 There had been little change to the meetings programme, although it was noted that many of the CAA meetings had become less frequent. The CE had taken on chairmanship of the moribund Laser WG as the CAA was unable to resource this in the short term. The first LWG meeting had been held and had identified the need for a cross-Government approach to the problem; future leadership was being considered by DfT but it was possible that the CE would be asked to continue in role.

## **ITEM 7 Board Membership and Elections 2015**

7.1 The 2015 election had brought in a new Vice-Chairman and Treasurer and had further ratified the positions of the Chairman and Non-Executive Member. The Chairman noted that his term of office would normally expire in 2016; the 2015 AGM had changed the term to 2 years, so the Chairman could serve if desired until 2018, subject to a vote in 2016. There would still be a need to de-conflict Board tenures for continuity purposes. The Chairman was of the view that his replacement should ideally from an AOC-holding member, which was also supported by other members of the board.

## **ITEM 8 AOB**

8.1 The Board discussed at length the recent decision by the Scottish Court of Sessions to order release of the Sumburgh CVFDR to Police Scotland and the CAA SARG in preparation for possible prosecutions arising from the accident. This was an unwelcome development that had been contested by the AAIB but the judge believed



the public interest in release of the data outweighed any potential damage to safety culture. The issue would be raised at the next SIE and would be a topic for discussion at future meetings; the Chairman intended to use the matter as the theme for his next FOCUS column.

**Closing Remarks**

The Chairman thanked the Executive Board Members for their attendance and participation in the discussions and closed the meeting at 1330.

**Date of Next Meeting:**

The Board agreed that meeting in conjunction with an SIE would ease the travel burden. Subject to Board member availability, the next meeting will therefore be held on Wednesday 20 January 2016 at Farnborough.

Dai Whittingham  
for Chairman  
13 July 2015