

# SOCIETY OF MODEL AERONAUTICAL ENGINEERS LTD

(T/A British Model Flying Association)

## TO ALL FULL COUNCIL MEMBERS

There will be a Meeting of the Full Council on Saturday 11th May 2019  
at 11.00am  
at Holiday Inn Leicester Wigston, 299 Leicester Road, Wigston, LE18 1JW

## 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 Adoption of the Minutes of the Full Council Meeting held on 12<sup>th</sup> January 2019.
- 5 Matters/Actions Arising from the meeting on 12<sup>th</sup> January 2019 that are not included elsewhere on this Agenda.
- 6 To receive a financial report from the Honorary Treasurer to include:
  - a The progress towards the year end Accounts.
- 7 National Centre Update.
- 8 To receive a joint report from the Chairman and the Chief Executive Officer.
- 9 To receive a report from the Vice-Chairman to include the following proposal:
  - a That the constituent members of the Safety Review Committee (SRC) be changed to reflect a more appropriate group and that in the Council Handbook, Appendix Q, "Safety Review Committee", be amended to delete representatives from Technical Committees and replace them with one representative from Areas Council and one representative from the Achievement Scheme Review Committee. *(Full proposal appended)*
- 10 To receive a report from the Honorary Secretary to include:
  - a The receipt of the Affiliated Club List.
  - b The receipt of the dates for Council Meetings in the year 2020.
  - c To discuss and agree the processes for the November elections.
  - d To determine the eligibility of Keith Lomax FSMAE (Honorary Treasurer) (having served for ten or more years in the current position) to stand for re-election in accordance with rule 1.8 of the Council Handbook, Issue 9, June 2018.
  - e Proposal from the Honorary Secretary to consider alterations to the Council Handbook, 4.1 Minutes to extend the period for production and circulation of Minutes from 6 days to 12 and from 17 to 21 days respectively. *(Full proposal appended)*.

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- f Proposal from the Honorary Secretary to consider alterations to the Council Handbook, 4.1 Minutes adding paragraph (j) introducing the requirement to distribute a list of any 'Actions' arising from a meeting. *(Full proposal appended)*.
- 11 To receive a report from the Technical Secretary to include the following proposal:
- a That approval for rules in Section 2 of the General Competition Rules together with Section 2a Records Rules & Information and 2b Records List, currently under the authority of Full Council, be delegated to Technical Council. Approval for changes to rules in Section 1 to remain with Full Council. *(Full proposal appended)*
- 12 To receive a report from the Competition Secretary to include:
- a The receipt and ratification of any contests for next year's FAI Calendar.
  - b The following proposals:
    - i) That any British team member who receives any prize money at an FAI World or European Championship must reimburse the BMFA the full funding (including any Team Travel funding) that he will have received. If the prize money is equal to, or greater, than the full BMFA funding then he must refund the full amount. If the prize money is less than the full BMFA full funding then he must pay all the prize money to the BMFA. Requested effective date of 31<sup>st</sup> May 2019.
    - ii) That any British team members, including Team Managers and Assistant Team Managers must be full members of the BMFA. For the purposes of British teams, being a "family" member of the BMFA is not sufficient. Requested effective date of 1<sup>st</sup> January 2020.
    - iii) To add a new rule at 1.2.8 of Section 1 of the Competition General Regulations and Rules, to read "Team and Assistant Team Managers posts must be advertised in either the BMFA News or on the BMFA website in a timely fashion and must contain a deadline for the receipt of applications." Requested effective date of 31<sup>st</sup> May 2019.
    - iv) That if there are multiple applications for the posts of Team Managers or Assistant Team Managers, then the team members must be balloted for their choice of who should be their Team Manager or Assistant Team Manager. Requested effective date of 31<sup>st</sup> May 2019.
- 13 To receive a report from the Records Officer to include:
- a An interim report on the Charitable Status Study.
- 14 To receive a report from the FAI Delegate to include:
- a The receipt of the report of the recent CIAM Meeting.
- 15 *All proposals from any other source to go here:*
- a To receive a joint proposal from the Honorary Secretary and Honorary Treasurer that the processes for budgeting, allocation and reporting of Area funding and accounting are changed in line with the attached procedure and templates. Briefly, this replaces the current system of a fixed sum and an amount per club with a fixed sum plus an additional amount based on submitted budgets. These will form an additional appendix to the Council Handbook; responsibility for future changes to the procedure, including the fixed sum amount and the categories that are allowed to be spent from the Area grant, will rest with the Areas Council. An item should be added to the standard agenda for the Autumn Areas Council to discuss Area Funding Allocations.

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- 16 (*Other agenda items to go here*) – There are none.
- 17 To receive updated briefings and reports from the Technical Committees & the Power Nationals Co-ordinator for all the BMFA National Championships.
- 18 To receive any reports from the following Delegates (reports should be brief, preferably in writing and in advance).
  - a Royal Aero Club (RAeC)
  - b General Aviation Safety Council (GASCo)
  - c Air Prox
  - d Sport & Recreation Alliance (formerly CCPR)
  - e General Aviation Awareness Council (GAAC)
- 19 To receive any reports from the following Committees and personnel (reports should be brief, preferably in writing and in advance):
  - a CAA Team
  - b Education Working Group
  - c Payload Challenge
  - d Computer Sub-Committee
  - e Safety Review Committee
  - f Achievement Scheme Review Committee
  - g BMFA News Publishers
  - h BMFA Archivist
  - i Club Support Officer
  - j PR Consultant
- 20 Any Other Business.

*Please note: Items for Any Other Business should be sent or handed to the Office Manager in writing before the meeting commences. This will be strictly enforced. Any questions to be asked under AOB that require detailed answers should be previously advised to the Office Manager to allow preparation of replies.*
- 21 Date of next meeting.

Linda Harding  
Office Manager  
18<sup>th</sup> April 2019

**Circulation:** All Council Members

*Note: Provisional Minutes are published online in due course and ratified Minutes within 7 days after the meeting at which they are ratified."*

**SOCIETY OF MODEL AERONAUTICAL ENGINEERS LIMITED**  
(T/A British Model flying Association)

**PROPOSAL FORM**

Please use **BLOCK LETTERS** for handwritten proposals.

Indicate the appropriate Council Agenda: **FULL / AREAS / TECHNICAL** (delete those which are inapplicable).

**Proposals must reach the Chief Executive no later than the Monday, 26 days prior to the Council Meeting.**

Use a separate sheet for long proposals or reasons and attach to this form. Refer to the notes on page 2 regarding the conditions for submitting proposals.

**PROPOSAL:**

That the constituent members of the Safety Review Committee (SRC) be changed to reflect a more appropriate group and that in the Council Handbook, Appendix Q, "Safety Review Committee", be amended to delete representatives from Technical Committees and replace them with one representative from Areas Council and one representative from the Achievement Scheme Review Committee.

Appendix Q paragraphs (a) should be amended as follows:

- (a) This Committee is chaired by the Society Vice-Chairman. It comprises one member from **Areas Council, one member from the ASRC** ~~each Technical Committee~~, the Technical Secretary, the Development Officer ~~(because he deals with our insurers and has all the accident reports)~~, and the Club Support Officer ~~together with the~~ **and one** members of ESAG (see below). The Office Manager also attends to take the Minutes of the meeting.

Additionally, Appendix Q paragraphs (b) should be corrected as follows:

- (b) An **The** Electric Safety Advisory Group (ESAG) is a Sub Committee, three in number, of the Safety Review Committee. Its members are appointed by the Chairman of the Safety Review Committee and confirmed by Full Council. These members are selected by the Chairman because of their specialist knowledge of matters affecting safety in electric power as applicable to flying.

**REASON:**

The Society Vice-Chairman who is Chairman of the SRC, has established that there are more safety related incidents at clubs than at competitions and so it would be more appropriate to have representatives to the SRC from Areas Council and the Achievement Scheme Review Committee rather than from Technical Committees that focus on competition and competition related matters. It was agreed at the January 2019 Council Meeting, that a formal proposal to this end would be submitted by the SRC Chairman for the May Council Meeting.

**ELECTED OFFICERS/COUNCIL MEMBER**

Proposed by: **PETER HALMAN** Post: **VICE-CHAIRMAN** Signature of Officer/Council Member: **SENT ELECTRONICALLY**

Date: **11TH APRIL 2019** *(Only sign if not submitted electronically)*

**TECHNICAL COMMITTEES OR THE ACHIEVEMENT SCHEME REVIEW COMMITTEE (ASRC)**

Proposed by: ~~Technical Committee / ASRC (delete as appropriate)~~

Date of Meeting: ~~Voting Results: For: Against: Abstentions:~~

Date: ~~Signature of Committee Secretary / ASRC Council Member:~~

*(Only sign if not submitted electronically)*

**AREA COMMITTEES**

Proposed by: ~~Club: Signature of Club Delegate:~~

Seconded by: ~~Club: Signature of Club Delegate:~~

*(Only sign if not submitted electronically)*

Date of Meeting: ~~Voting Results: For: Against: Abstentions:~~

Date: ~~Area:~~

## 2020 DATES FOR YOUR DIARY

| Amendments  
 \*\* Subject to change

**2019**Mon 16<sup>th</sup> December2020 1<sup>st</sup> Full Council Meeting Agenda DeadlineFri 20<sup>th</sup> December2020 1<sup>st</sup> Full Council Meeting Agenda Club Bulletin despatch**2020****Sat 11<sup>th</sup> January****1<sup>st</sup> Full Council Meeting**Sat 25<sup>th</sup> January (TBC)

\*\*Team Managers Briefing – Comp Sec

Sat 1<sup>st</sup> February (TBC)

\*\*Team Managers Briefing – Comp Sec

Mon 7<sup>th</sup> February1<sup>st</sup> Full Council Meeting Provisional Minutes despatchMon 10<sup>th</sup> February1<sup>st</sup> Tech Council Agenda DeadlineFriday 14<sup>th</sup> February1<sup>st</sup> Tech Council Agenda /Club Bulletin despatchMonday 17<sup>th</sup> February1<sup>st</sup> Area Council Agenda DeadlineFri 21<sup>st</sup> February1<sup>st</sup> Area Council Agenda / Club Bulletin despatch**Sat 7<sup>th</sup> March****1<sup>st</sup> Technical Council Meeting****Sat 14<sup>th</sup> March****1<sup>st</sup> Area Council Meeting**Friday 3<sup>rd</sup> April1<sup>st</sup> Tech Council Meeting Minutes despatchThursday 9<sup>th</sup> April1<sup>st</sup> Area Council Meeting Minutes despatchTuesday 14<sup>th</sup> April2<sup>nd</sup> Full Council Agenda DeadlineFriday 17<sup>th</sup> April2<sup>nd</sup> Full Council Agenda / Club Bulletin despatch**Sat 9<sup>th</sup> May****2<sup>nd</sup> Full Council Meeting**

23/24/25 May

Free Flight Nats, SAM 35 &amp; Space Modelling Nats

Friday 5<sup>th</sup> June2<sup>nd</sup> Full Council Meeting Provisional Minutes despatchFriday 3<sup>rd</sup> July

\*\*AGM 1 despatch

Monday 3<sup>rd</sup> August

Deadline for receipt of Award Nominations

Monday 3<sup>rd</sup> August

\*\* Nomination Deadline

Mon 17<sup>th</sup> August3<sup>rd</sup> Full Council Agenda DeadlineFri 21<sup>st</sup> August3<sup>rd</sup> Full Council Agenda despatch/Club BulletinFri 21<sup>st</sup> August

End of Year for Director's Annual Reports

29/30/31 Aug

R/C Power, Scale, C/L Nats, S/F Nats

Friday 4<sup>th</sup> September

\*\*AGM 2 despatch

**Sat 12<sup>th</sup> September****3<sup>rd</sup> Full Council Meeting**Mon 14<sup>th</sup> September

Absolute Deadline for receipt of Director's Annual Report

Mon 14<sup>th</sup> September2<sup>nd</sup> Area Council Agenda DeadlineFri 18<sup>th</sup> September2<sup>nd</sup> Area Council Agenda/Club Bulletin despatchMon 21<sup>st</sup> September2<sup>nd</sup> Technical Council Agenda Deadline/CIAM Rule Change

Deadline

Fri 25<sup>th</sup> September2<sup>nd</sup> Technical Council Agenda /Club Bulletin despatchFri 9<sup>th</sup> October3<sup>rd</sup> Full Council Meeting Provisional Minutes despatch**Sat 10<sup>th</sup> October****\*\*2<sup>nd</sup> Area Council Meeting**Monday 12<sup>th</sup> October

Rule Change deadline – Tech Comms to send to Tech Sec

**Sat 17<sup>th</sup> October****\*\*2<sup>nd</sup> Technical Council Meeting**Fri 16<sup>th</sup> October

\*\*AGM 3 despatch

Fri 6<sup>th</sup> November2<sup>nd</sup> Area Council Meeting Minutes despatchMon 9<sup>th</sup> November TBC

\*\*(Option 1) Voting Deadline

Fri 13<sup>th</sup> November TBC

\*\*(Option 1) Proxy Deadline

Fri 13<sup>th</sup> November2<sup>nd</sup> Technical Council Meeting Minutes despatch**Sat 14<sup>th</sup> November TBC****\*\*73<sup>rd</sup> Annual General Meeting (Option 1)**Mon 16<sup>th</sup> November TBC

\*\*(Option 2) Voting Deadline

Fri 20<sup>th</sup> November TBC

\*\*(Option 2) Proxy Deadline

**Sat 21<sup>st</sup> November****\*\*73<sup>rd</sup> Annual General Meeting (Option 2)**Mon 14<sup>th</sup> December2021 1<sup>st</sup> Full Council Meeting Agenda DeadlineFri 18<sup>th</sup> December2021 1<sup>st</sup> Full Council Meeting Agenda despatch/Club Bulletin**2021****Sat 9<sup>th</sup> January 2021****2021 1<sup>st</sup> Full Council Meeting**

**SOCIETY OF MODEL AERONAUTICAL ENGINEERS LIMITED**  
(T/A British Model flying Association)

**P R O P O S A L F O R M**

Please use **BLOCK LETTERS** for handwritten proposals.

Indicate the appropriate Council Agenda: **FULL** (delete those which are inapplicable).

**Proposals must reach the Chief Executive no later than the Monday, 26 days prior to the Council Meeting.**

Use a separate sheet for long proposals or reasons and attach to this form. Refer to the notes on page 2 regarding the conditions for submitting proposals.

**PROPOSAL:** Alterations to the Council Handbook to extend the period for production and circulation of Minutes from 6 days to 12 and from 17 to 21 days respectively - see amended clauses below. The subsequent time for posting of Minutes on the website is reduced from 5 days to 3. (A separate proposal introduces the requirement to distribute a summary of actions after each meeting.)

All references to 'Unconfirmed Minutes' within the Council Handbook will be standardised to 'Draft Minutes'

Alterations to

**4.1 Minutes**

- (a) Draft Minutes shall be prepared, under the supervision of the Chief Executive, within twelve (12) days of the meeting and shall be sent to the meeting Chairman for correction and agreement. The meeting Chairman must return the draft Minutes to the BMFA office within six days (by the following Friday at the latest) and the Minutes will be circulated no later than 21 days of the meeting. Minutes circulated electronically should be in the form of "PDF" documents to prevent unauthorised alteration and onward circulation. This should also contain a "provisional" watermark on each page that does not interfere with the clarity of the document.

**4.12 BMFA Website**

- (h) Full Council, Area Council & Tech Council Provisional Minutes should be posted on the web site by the BMFA office within 3 days of being available and, in time, replaced by the ratified Minutes.

**APPENDIX D**

**TERMS OF REFERENCE FOR THE EXECUTIVE**  
(A SUB-COMMITTEE OF FULL COUNCIL)

**ARTICLES 32(B) AND 46)**

- (m) Draft Minutes will be circulated no later than 21 days of the meeting (in accordance with Section 4.1 Minutes) to Elected Officers, all Full and Areas Council members, Technical Committee Chairmen and Secretaries and office staff (as required). These Minutes will exclude any agreed (by the meeting) confidential or personal information.

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## APPENDIX E

### TERMS OF REFERENCE FOR AREAS COUNCIL (A SUB-COMMITTEE OF FULL COUNCIL)

#### ARTICLES 32(B) AND 46)

- (r) Draft Minutes will be circulated no later than 21 days of the meeting to all persons eligible to attend that meeting (in accordance with Section 4.1 Minutes), all persons actually attending, all Council members, Technical Committee Chairmen and Secretaries, Fellows and the BMFA office for reference.

## APPENDIX F

### TERMS OF REFERENCE FOR TECHNICAL COUNCIL (A SUB-COMMITTEE OF FULL COUNCIL)

#### ARTICLES 32(B) AND 46

- (n) Draft Minutes will be circulated no later than 21 days of the meeting to all persons eligible to attend that meeting, all persons actually attending, all Council members, Area Chairmen and Secretaries, Technical Committee members, Specialist Bodies and the BMFA office for reference.

#### REASON:

The published timelines do not reflect current working practise and are not being met consistently. The proposed changes reflect a more achievable timescale to ensure accurate and comprehensive Minutes are distributed and published when expected. An associated proposal will introduce the requirement to circulate a summary of actions to Council members within 7 days of each meeting.

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#### ELECTED OFFICERS

Proposed by: Mark Bennis  
submitted electronically

Post: Honorary Secretary

Signature of Officer/Council Member:

Date: 8<sup>th</sup> April 2019

*(Only sign if not submitted electronically)*

**SOCIETY OF MODEL AERONAUTICAL ENGINEERS LIMITED**  
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**PROPOSAL FORM**

Please use **BLOCK LETTERS** for handwritten proposals.

Indicate the appropriate Council Agenda: **FULL** (delete those which are inapplicable).  
**Proposals must reach the Chief Executive no later than the Monday, 26 days prior to the Council Meeting.**

Use a separate sheet for long proposals or reasons and attach to this form. Refer to the notes on page 2 regarding the conditions for submitting proposals.

**PROPOSAL:**

Alterations to 4.1 Minutes adding paragraph (j)

see clause below:

**4.1 Minutes**

(j) A list of any `Actions' arising from a meeting shall be prepared and sent to the meeting Chairman for correction and agreement before being circulated to those present or authorised to attend the meeting (within 7 days of the meeting).

**REASON:**

Actions are often left or delayed due to the length of time following a meeting and the time it takes to procure draft minutes, therefore losing relevance and impetus. By directly distributing a brief list of actions following a meeting, those tasked are assisted whilst still fresh in the mind.

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**ELECTED OFFICERS**

Proposed by: Mark Benns  
submitted electronically  
Date: 8<sup>th</sup> April 2019

Post: Honorary Secretary

Signature of Officer/Council Member:

*(Only sign if not submitted electronically)*



**SOCIETY OF MODEL AERONAUTICAL ENGINEERS LIMITED**  
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**PROPOSAL FORM**

Please use **BLOCK LETTERS** for handwritten proposals.

Indicate the appropriate Council Agenda: **FULL / AREAS / TECHNICAL** (delete those which are inapplicable).

**Proposals must reach the Chief Executive no later than the Monday, 26 days prior to the Council Meeting.**

Use a separate sheet for long proposals or reasons and attach to this form. Refer to the notes on page 2 regarding the conditions for submitting proposals.

**PROPOSAL:**

That approval for rules in Section 2 of the General Competition Rules together with Section 2a Records Rules & Information and 2b Records List, currently under the authority of Full Council, be delegated to Technical Council. Approval for changes to rules in Section 1 to remain with Full Council.

*Subsequent rule change required:*

That General Rule 2.5.1 Official Rules be deleted and replaced as follows:

**2.5.1 Official Rules**

~~The General Rules, which comprise Sections 1 and 2 of the rule books, will be the Official rules. They can only be ratified or changed by Full Council and always subject to rule 1.1.6. These rules or any ratified changes to the rules are included in the next issue of the General rule book.~~

**2.5.1 Official Rules**

**The General Regulations which comprise Section 1 of the rule books , will be the Official rules and can only be ratified or changed by Full Council. The ratification of changes to Section 2 General Rules is delegated to Technical Council but always subject to rule 1.1.6.**

*For information: Rule 1.1.6 Interpretation of Rules states "The interpretation of the rules contained herein or any that may hereafter be issued shall rest entirely with Council or its appointees. Council reserves the right at any time to add to, amend, or omit any of the rules they think fit at any time.*

**REASONS:**

- 1 Section 2 of the General Rules covers the day-to-day running of competitions and is of concern to Technical Committees, whose representatives are on the Technical Council, as are other technical & competition representatives. Although, the Full Council Agendas are already full with the running of the BMFA overall, control of the overall policy of Competitions as covered by Section 1, should remain with Full Council. Rule 1.1 6 ensures Full Council retains overall control as it gives it the right to change any rule it sees fit at any time.
- 2 Sections 2a and 2b cover Records which are of more interest to the competition minded members than the majority of club members and are therefore more the province of the Technical Council via the Technical Committees and RC Specialist Bodies. In fact many of the records can only be obtained in competition.
3. This suggestion was fully discussed at the 9th March Technical Council and was fully supported and the Technical Secretary was tasked with submitting the proposal to Full Council.

**ELECTED OFFICER/COUNCIL MEMBER**

Proposed by: **David Varallo** Post: **Technical Secretary** Signature of Officer/Council Member:  
Date: **15th April 2-19** *(Only sign if not submitted electronically)*

**TECHNICAL COMMITTEES OR THE ACHIEVEMENT SCHEME REVIEW COMMITTEE (ASRC)**

Proposed by: Technical Committee / ASRC (delete as appropriate)  
Date of Meeting: Voting Results: For: Against: Abstentions:  
Date: Signature of Committee Secretary / ASRC Council Member:  
*(Only sign if not submitted electronically)*

**AREA COMMITTEES**

Proposed by: Club: Signature of Club Delegate:  
Seconded by: Club: Signature of Club Delegate:  
*(Only sign if not submitted electronically)*  
Date of Meeting: Voting Results: For: Against: Abstentions:  
Date: Area:

**SOCIETY OF MODEL AERONAUTICAL ENGINEERS LIMITED**  
(T/A British Model flying Association)

**PROPOSAL FORM**

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Indicate the appropriate Council Agenda: **FULL / AREAS / TECHNICAL** (delete those which are inapplicable).

**Proposals must reach the Chief Executive no later than the Monday, 26 days prior to the Council Meeting.**

Use a separate sheet for long proposals or reasons and attach to this form. Refer to the notes on page 2 regarding the conditions for submitting proposals.

**PROPOSAL:**

That any British team member who receives any prize money at an FAI World or European Championship must reimburse the BMFA the full funding (including any Team Travel funding) that he will have received. If the prize money is equal to, or greater, than the full BMFA funding then he must refund the full amount. If the prize money is less than the full BMFA full funding then he must pay all the prize money to the BMFA.

Requested effective date of 31st May 2019.

**REASON:**

In 2019, for the first time, prize money was given to at least the podium placed teams at one FAI Championship. If any GBR team member benefits from Championship prize money then it seems reasonable and morally right that he should refund the BMFA funding that he received for that Championship.

**ELECTED OFFICERS/COUNCIL MEMBER**

Proposed by: **JO HALMAN** Post: **COMPETITION SECRETARY** Signature of Officer/Council Member **Sent Electronically**

Date: **15th April 2019**

*(Only sign if not submitted electronically)*

**TECHNICAL COMMITTEES OR THE ACHIEVEMENT SCHEME REVIEW COMMITTEE (ASRC)**

Proposed by: **CONTROL LINE** Technical Committee ~~/ASRC (delete as appropriate)~~

~~Date of Meeting: Voting Results: For: Against: Abstentions:~~

~~Date: Signature of Committee Secretary /ASRC Council Member: *Submitted*~~

*Electronically*

*(Only sign if not submitted electronically)*

**AREA COMMITTEES**

Proposed by: Club: Signature of Club Delegate:

~~Seconded by: Club: Signature of Club Delegate:~~

*(Only sign if not submitted electronically)*

Date of Meeting: Voting Results: For: Against: Abstentions:

Date: Area:

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**Proposals must reach the Chief Executive no later than the Monday, 26 days prior to the Council Meeting.**

Use a separate sheet for long proposals or reasons and attach to this form. Refer to the notes on page 2 regarding the conditions for submitting proposals.

**PROPOSAL:**

That any British team members, including Team Managers and Assistant Team Managers must be full members of the BMFA. For the purposes of British teams, being a "family" member of the BMFA is not sufficient.

Requested effective date of 1st January 2020.

**REASON:**

All members of British teams receive BMFA funding and it seems reasonable that they should be full members of the BMFA and have paid the full BMFA membership fee.

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**ELECTED OFFICERS/COUNCIL MEMBER**

Proposed by: **JO HALMAN** Post: **COMPETITION SECRETARY** Signature of Officer/Council Member: **Sent Electronically**

Date: **15th April 2019**

*(Only sign if not submitted electronically)*

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**TECHNICAL COMMITTEES OR THE ACHIEVEMENT SCHEME REVIEW COMMITTEE (ASRC)**

Proposed by: ~~CONTROL LINE Technical Committee / ASRC (delete as appropriate)~~

Date of Meeting: Voting Results: For: Against: Abstentions:

Date: Signature of Committee Secretary / ASRC Council Member:

*Submitted Electronically*

*(Only sign if not submitted electronically)*

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**AREA COMMITTEES**

Proposed by: Club: Signature of Club Delegate:

Seconded by: Club: Signature of Club Delegate:

*(Only sign if not submitted electronically)*

Date of Meeting: Voting Results: For: Against: Abstentions:

Date: Area:

**SOCIETY OF MODEL AERONAUTICAL ENGINEERS LIMITED**  
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**PROPOSAL FORM**

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Indicate the appropriate Council Agenda: **FULL /-AREAS/-TECHNICAL** (delete those which are inapplicable).

**Proposals must reach the Chief Executive no later than the Monday, 26 days prior to the Council Meeting.**

Use a separate sheet for long proposals or reasons and attach to this form. Refer to the notes on page 2 regarding the conditions for submitting proposals.

**PROPOSAL:**

To add a new rule at 1.2.8 of Section 1 of the Competition General Regulations and Rules, to read "Team and Assistant Team Managers posts must be advertised in either the BMFA News or on the BMFA website in a timely fashion and must contain a deadline for the receipt of applications."

Requested effective date of 31st May 2019.

**REASON:**

That the long-standing practice of Technical Committees and RC Specialist Bodies advertising for applications for Team and Assistant Team Manager posts either in the BMFA News or on the BMFA website be enshrined in the BMFA General Rule Book.

Although this procedure is contained in the Council Handbook under 4.12 BMFA Website, it would be advantageous to Technical Committees and RC Power Specialist Bodies if it were also contained in the General Regulations which is easily accessible by them as the Council Handbook has, by its nature, a limited distribution.

**ELECTED OFFICERS/COUNCIL MEMBER**

Proposed by: **JO HALMAN** Post: **COMPETITION SECRETARY** Signature of Officer/Council Member: **Sent Electronically**

Date: **15th April 2019 electronically**

*(Only sign if not submitted)*

**TECHNICAL COMMITTEES OR THE ACHIEVEMENT SCHEME REVIEW COMMITTEE (ASRC)**

Proposed by: **CONTROL LINE** Technical Committee /-ASRC (delete as appropriate)

Date of Meeting: \_\_\_\_\_ Voting Results: For: \_\_\_\_\_ Against: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Date: Signature of Committee Secretary /-ASRC Council Member: *Submitted Electronically*

*(Only sign if not submitted electronically)*

**AREA COMMITTEES**

Proposed by: \_\_\_\_\_ Club: \_\_\_\_\_ Signature of Club Delegate: \_\_\_\_\_  
Seconded by: \_\_\_\_\_ Club: \_\_\_\_\_ Signature of Club Delegate: \_\_\_\_\_

*(Only sign if not submitted electronically)*

Date of Meeting: \_\_\_\_\_ Voting Results: For: \_\_\_\_\_ Against: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Date: \_\_\_\_\_ Area: \_\_\_\_\_

**SOCIETY OF MODEL AERONAUTICAL ENGINEERS LIMITED**  
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**PROPOSAL FORM**

Please use **BLOCK LETTERS** for handwritten proposals.

Indicate the appropriate Council Agenda: **FULL / AREAS / TECHNICAL** (delete those which are inapplicable).

**Proposals must reach the Chief Executive no later than the Monday, 26 days prior to the Council Meeting.**

Use a separate sheet for long proposals or reasons and attach to this form. Refer to the notes on page 2 regarding the conditions for submitting proposals.

**PROPOSAL:**

If there are multiple applications for the posts of Team Managers or Assistant Team Managers, then the team members must be balloted for their choice of who should be their Team Manager or Assistant Team Manager.

Requested effective date of 31st May 2019.

**REASON:**

As the team members are the people directly affected by the Team Manager or the Assistant Team Manager, then they should be the ones to decide which of the multiple applicants should be their Team Manager or Assistant Team Manager. They are very likely to know the applicants in some depth which is not always the case when Technical Committees make the choice. All teams should be given every opportunity to do well at a Championship and the choice of Team or Assistant Team Manager is crucial.

**ELECTED OFFICERS/COUNCIL MEMBER**

Proposed by: **JO HALMAN** Post: **COMPETITION SECRETARY** Signature of Officer/Council Member: **Sent Electronically**

Date: **15th April 2019**

*(Only sign if not submitted electronically)*

**TECHNICAL COMMITTEES OR THE ACHIEVEMENT SCHEME REVIEW COMMITTEE (ASRC)**

Proposed by: **CONTROL LINE** Technical Committee ~~/ASRC (delete as appropriate)~~

Date of Meeting: ~~\_\_\_\_\_~~ Voting Results: For: \_\_\_\_\_ Against: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Date: ~~\_\_\_\_\_~~ Signature of Committee Secretary ~~/ASRC Council Member:~~ *Submitted*

*Electronically*

*(Only sign if not submitted electronically)*

**AREA COMMITTEES**

Proposed by: \_\_\_\_\_ Club: \_\_\_\_\_ Signature of Club Delegate: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Club: \_\_\_\_\_ Signature of Club Delegate: \_\_\_\_\_

*(Only sign if not submitted electronically)*

Date of Meeting: \_\_\_\_\_ Voting Results: For: \_\_\_\_\_ Against: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Date: \_\_\_\_\_ Area: \_\_\_\_\_

**SOCIETY OF MODEL AERONAUTICAL ENGINEERS LIMITED**  
(T/A British Model flying Association)

**PROPOSAL FORM**

Please use **BLOCK LETTERS** for handwritten proposals.

Indicate the appropriate Council Agenda: **FULL** (delete those which are inapplicable).  
**Proposals must reach the Chief Executive no later than the Monday, 26 days prior to the Council Meeting.**

Use a separate sheet for long proposals or reasons and attach to this form. Refer to the notes on page 2 regarding the conditions for submitting proposals.

**PROPOSAL:**

The processes for budgeting, allocation and reporting of Area funding and accounting are changed in line with the attached procedure and templates. Briefly, this replaces the current system of a fixed sum and an amount per club with a fixed sum plus an additional amount based on submitted budgets.

These will form an additional appendix to the Council Handbook; responsibility for future changes to the procedure, including the fixed sum amount and the categories that are allowed to be spent from the Area grant, will rest with the Areas Council.

An item should be added to the standard agenda for the Autumn Areas Council to discuss Area Funding Allocations.

**REASON:**

The current process, has led to some Areas running at a loss, whilst others accumulate large surpluses. This was discussed at length at the Areas Council meeting held in March 2019, and this proposal is submitted on their behalf.

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**ELECTED OFFICERS**

Proposed by: Keith Lomax, FSMAE      Post: Honorary Treasurer      Signature of Officer/Council Member:  
submitted electronically

Date: **1st April 2019**      *(Only sign if not submitted electronically)*

Proposed by: Mark Benns      Post: Honorary Secretary      Signature of Officer/Council Member:  
submitted electronically

Date:      *(Only sign if not submitted electronically)*

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### **Area Funding Proposal - Budgeting, Allocation and Reporting**

#### **Background**

The current process for allocation of BMFA funding to Areas ("the Area Grant") has been in place for around 25 years, and consists of a fixed amount for each Area plus an additional amount per club in the Area.

Whilst this was appropriate at the time, changes to how Areas operate, and in particular the use of electronic means to communicate with clubs, has meant that this is no longer fit for purpose - some Areas have accumulated significant surpluses whilst others struggle to operate within the Area Grant and have depleted what reserves they previously had.

Whilst Areas are independent, any grants from members' subscriptions should be used for the operation of the Areas and for the development and advancement of model flying within those Areas, and not just accumulated within Areas' bank accounts.

Annual Accounts submitted to BMFA by Areas do not follow consistent standards, and together report income and expenditure in more than 50 different line item descriptions. This makes it difficult to compare Areas' expenditure.

This proposal seeks to establish:

- a new process for budgeting and allocation of Area Grants;
- a common set of line item headings under which both budgets and accounts are submitted;
- guidance on what is, and is not, appropriate use of Grants from members' subscriptions.

#### **Core principles**

1. Current Area bank balances are ring-fenced - there is no intention to claw these back into central BMFA accounts.
2. Areas, through the Areas Council, have ownership of the procedures and principles.
3. Grants from members subscriptions should be used for the operation of Areas and for the furtherance of model flying within Areas, including the achievement scheme and education.
4. A fixed amount, initially £500 annually, will be allocated to each Area to cover costs of operation. If any Area's budget for these items exceeds this amount then this will be discussed with all other Area budget items at Areas Council, and the Area concerned will be expected to justify this to other Areas. All other budget items will be considered individually.
5. The fixed amount may be varied from year to year by Areas Council.
6. Equipment (over the capitalisation threshold, currently £300 per item) should be purchased centrally, and made available for use by other Areas when practical.
7. Total funding to Areas should not be significantly increased as a result of this proposal. In particular just because another Area spends money on an item does not mean that others should also do so, unless it is seen to have local relevance. (ie. no "me-too-ism".)

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### Proposed process

1. Areas should submit an annual budget, in line with other BMFA budgets, by the end of August each year, for the following Financial Year. A budget form, with an agreed set of line items, will be provided for this purpose.
2. These will be consolidated and reviewed by the Honorary Treasurer and Honorary Secretary and an appropriate amount included in the Society budget - normally presented at the Full Council meeting in September.
3. Any requests for capital items, if appropriate, will be consolidated and submitted separately to Full Council by the Honorary Treasurer.
4. The Autumn (usually October) meeting of Areas Council will review these budgets in detail, and may remove some items from Areas' budgets if not considered appropriate. Also, if the total funding allocated in the Society budget does not fully cover the total of the submitted budgets, this meeting will decide where savings should be made.
5. At the end of each Financial Year, Areas should submit accounts using the same line items as the budget.
6. Where Areas require seed funding to allow booking of venues (or deposits) for events that in themselves will break even but the initial payment cannot be covered from Area funds, a one-off payment, in addition to the Grant can be requested, on the condition that after the event is held this amount will either be used to support the booking for the following year's event or returned to BMFA.

### Expenditure Categories

#### Operation of the Area

This consists of reasonable expenses incurred by Area Officers and costs involved in running Area Meetings - usually ordinary meetings to discuss Area Business and to brief the Area Delegate on Area's input and voting intentions for upcoming Full and Areas Council meetings.

- **Area Meetings:**
  - Room Hire - this should be kept to a reasonable level, but will be driven by the need to find a location central to either clubs in the Area or regular attendees. It may be possible to shop around and find a pub willing to make a room available for free or a reduced rate based on anticipated bar takings.
  - Snacks or refreshments - a few snacks or teas and coffees is reasonable; a full meal or a round of drinks is not!
  - Travelling expenses for delegates - personal circumstances should not dictate whether or not a delegate can represent their club at an Area meeting. Areas may consider paying reasonable travel expenses, for example if a delegate's journey exceeds a threshold mileage (say 20 miles each way) then fuel costs would be reasonable. However, BMFA mileage rates that include an element towards running costs for frequent users would normally be over the top.
- **Officers' Expenses:**
  - Claims for payment should always be supported by receipts and/or usage logs.
  - Phone / Broadband - most people will have a package for personal use that includes either unlimited or a high volume of inclusive calls and usage; however if this is not the case, or for usage outside of this package, it is reasonable to claim costs.
  - Postage - where possible, communication should be electronic. Where postage is required, second class will usually suffice.
  - Stationery - if required.
  - Travel expenses - as with club delegates to Area meetings.

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- **Other**
  - If they cannot be obtained free, then Bank Charges and Auditor's payments are acceptable expenditure.

**Advancement of Model Flying**

A key role of Areas is to promote and encourage model flying within their respective Areas. Whilst the list is not exhaustive, this can include operating the Achievement Scheme, Education, Promotion and Public Relations, Support for Club Events, and Area Events, Contests and Competitions.

- **Achievement Scheme:** note - the following table is a consensus of Areas' inputs provided by the Achievement Scheme Coordinator. If "Host Club" is ticked, then the host club would normally be expected to cover costs.

Where "Fuel Costs" are included, this should only apply for journeys of over 20 miles each way.

	Funded	Not Funded	Host Club
<b>Area Examiner / Instructor Workshops</b> <ul style="list-style-type: none"> <li>• Hire' of host club facilities (if required)</li> <li>• Purchase of support equipment (clipboards, pens, trestle tables)</li> <li>• Purchase of refreshments for attendees (tea/coffee, sandwiches for lunch etc.)</li> <li>• Fuel costs for those delivering the Workshop</li> <li>• Fuel costs for those attending the Workshop</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<b>Area Chief Examiner / Instructor</b> <ul style="list-style-type: none"> <li>• Fuel costs for attending &amp; delivering Club Night talks (other than lead club)</li> <li>• Fuel costs for conducting Club Examiner or Approved Instructor tests (other than lead club)</li> <li>• Fuel costs for attending Area committee meetings</li> <li>• Fuel costs for visiting clubs who have no Club Examiners, for the purpose of conducting tests</li> <li>• Fuel costs for visiting clubs who have no Approved Instructors, for the purpose of training</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<b>Club Examiner / Approved Instructor</b> <ul style="list-style-type: none"> <li>• Fuel costs for attending &amp; delivering Club Night talks (other than lead club)</li> <li>• Fuel costs for attending Area committee meetings</li> <li>• Fuel costs for visiting clubs who have no Club Examiners, for the purpose of conducting tests</li> <li>• Fuel costs for visiting clubs who have no Approved Instructors, for the purpose of training</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>

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- **Education:** Promotion of model flying within Schools and youth clubs (eg. Scouts, Air Cadets) should be encouraged.
  - Travel expenses - as with other Area business, reasonable fuel costs should be covered.
  - Where the target organisation is unable to cover the costs, Areas may consider supply of, for example, a class pack of BMFA Darts. Note: Nationally organised youth groups, especially military cadets, should be able to obtain this funding from their central organisations. Conversely, state funded schools have very limited budgets for extra-curricular expenditure.

- **Promotion and Public Relations:**

Attendance at non-model flying shows and events is a good opportunity to promote our sport to a new audience. Typically, this will consist of static displays supported by local club(s), but may include flying displays (in which case, BMFA display guidelines should be followed). Expenditure may include members travel expenses and refreshments, or cost of stand space.

May also include small gifts of BMFA/SMAE branded saleable goods and promotional items (pens, stickers, bugs) purchased from BMFA.

- **Support for Club Events:**

If an event hosted by an Area Club is either open to the public, promoted as an inter-club event, or for the furtherance and development of model flying (including training days) then some support (but not the full cost) towards event costs may be considered. One example is that the Area sponsor the cost of toilets at such events.

- **Area Events, Contests and Competitions:**

For the purpose of this item, the following definitions apply:

- *Contest:* Areas hosting BMFA Contests organised by Technical Committees and Specialist Bodies. Entry Fees should be set at a level such that the event will at least break even (normally an individual contest will make surplus to cover any losses due to weather at other similar contests). Note: the entry fees for Area Centralised Free Flight events allow "plus local venue costs".
- *Competition:* These are organised and hosted by the Area and open to clubs and members within the Area. Ideally, they should aim to break even, but some subsidy from Area Grants may be acceptable if the competition has a Public Relations content (ie. advertised for general public to attend as spectators), if the event promotes inter-club activity, or whilst a new event is being established.
- *Event:* This could be a closed fly-in or a social event, for example. It should be budget to break even from participation fees.

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**Expenditure not covered from Area Grants**

The following are examples of Area expenditure that are not considered appropriate from the Area Grant, but Areas may still choose to do from either their existing accumulated Area funds or from any surpluses made from other activities.

- **Area Website:** Hosting, bandwidth and domain name fees. BMFA will centrally host Area pages within the BMFA website. Areas not already using this should migrate to it, and support will be provided where necessary by the BMFA webmaster.
- **International Team Support:** BMFA centrally supports all International Team Members, so it is not appropriate for further payments from members' subscriptions. Areas may, however consider use of their own funds (often raised from contests and competitions), to support team members, but never Team Managers who are already fully funded for all reasonable expenses.
- **Donations:** BMFA may consider a "central" donation on Area request to the CEO, typically to the funeral collection of a late prominent BMFA member.

**BUDGETS AND ACCOUNTS SPREADSHEETS  
SENT AS SEPARATE ATTACHMENT WITH THIS AGENDA**