

Date issued: 24 September 2020

File reference: 20200624-RAFGSA_Exec_Cmttee_Minutes_Aug_20-O

**MINUTES FOR ROYAL AIR FORCE GLIDING AND SOARING ASSOCIATION
EXECUTIVE COMMITTEE MEETING HELD VIA BT TELE-CONFERENCE/SKYPE ON
14 AUG 20**

Present	Gp Capt C Peters	Chair	Via Skype
	AVM J Stringer	President	Via Skype
	Wg Cdr N Atkins	Strategy Member	Via Skype
	Sqn Ldr A Swan	Safety Member	Via Skype
	Sqn Ldr J Arnold	Fleet Manager	Via Skype
	Sqn Ldr M Williams	Expeditions Member	Via Skype
	Flt Lt L Dale	Publicity Member	Via Skype
	Flt Lt VR(T) M Pike	Operations Member	Via Skype
Apologies	Sqn Ldr A Watson	Treasurer	-
	Cpl W Amor	Information Manager	-
Secretary	Fg Off B Wightman	Secretary	Via Skype

Meeting opened at 1301 hrs.

Item	Minutes	Action
1. Notice, Apologies and Quorum.	a. This meeting was held via tele-conference dial-in and skype webchat due to COVID-19. The following apologies for the meeting were received from Sqn Ldr A Watson and Cpl W Amor; Quorum was noted.	
2. Interests in proposed and existing transactions and/or arrangements with the company.	a. New directorship confirmation letters received from Companies House for Gp Capt Peters, Sqn Ldr Swan and Flt Lt Dale.	
3. Chairman's Address	a. COVID-19 reminder sent to clubs to re-assert responsibility of clubs to implement agreed mitigation and to be mindful of the impact it may have on the wider association if it is not followed. b. DIO encroachment discussion is still ongoing but will hopefully gain traction in the coming weeks. Chair is to write to the JSP sponsor at MOD main bldg. for a change that best reflects the fair usage of DIO land.	

	<p>Change will be reflected in the handbook once confirmation has been sought by Chair and the President.</p> <p>c. The associations priorities are to be support the move of Wrekin to RAF Shawbury and for the continued support of the 'Go for Solo' scheme.</p> <p>d. Quotes for smaller items need to be processed quicker so funds that have been allocated are sent in a reasonable timeframe in order to support clubs.</p>	
4. Presidents Address	<p>a. It was noted by the President that HoE's responses all varied in support of the RAFGSA after COVID restrictions lifted across Stn's.</p> <p>b. The President thanked all the Execs and club members for the hard work and efforts in the return to flying after COVID-19.</p> <p>c. The President is keen on supporting veterans and civilians who contribute and support RAFGSA output.</p> <p>d. In order to promote the RAFGSA, the President suggested establishing contact with RAF engagement promoting our achievements of service personnel and the Go for Solo scheme to the wider RAF.</p>	
5. Minutes of the last meeting	<p>a. The minutes of the last meeting held in Jun 20 were held to be a true and accurate record noting no changes.</p>	
6. Matters arising	<p>a. RAFGSA Governance including Charities Commission. President will approach DIO for clarity on entitled users once handbook is finalised. Chairman has requested Exec Cmttee to make changes to the document as it is an open document for amendments. - Ongoing</p> <p>b. Bicester Cup Location. Bicester Cup is still un-located. Sec to contact clubs for any suggested silverware- Ongoing</p> <p>c. WG Motor glider Engine. Engine to be picked up by Ops Member. Kevin Dilkes contacted and quoted £1000 for engine</p>	<p>Sec/Chair</p> <p>Sec</p> <p>Ops Member</p>

	<p>fitting. WG requires Bi-annual checks and engine hoses maybe req'd.- Ongoing</p> <p>d. Pawnee. Richard Crockett has confirmed the pawnee is due out of CFS next week. Found Engine corrosion which has been treated during the overhaul. No RTS as yet awaiting prop to be returned. Estimate is Mid Sep- Ongoing</p> <p>e. Grant for Radios. Fleet Manager has spoken to Navboys to source new 8.33 KHz base radios for 3 clubs (Bannerdown, Cosford, Fenlands) x8 Oudies and x2 base radios £5,500 - Ongoing</p> <p>f. Grant for Parachutes. Money has to be spent on items itemized in the grant request. Fenlands to make a formal request to the Treasurer & Chairman for re-purposing- Ongoing</p> <p>g. 26 Cockpit refurb. £10,000 is due to be returned to Chilterns GC for the cockpit refurb of 26- Ongoing</p> <p>h. Oxygen kits. £3,100 transferred from Odiham accounts for expeds is now sat at Cranwell. The Cmttee has agreed the money is to be spent on oxygen kits for x2 Duo Discus and each kit will reside at Bannerdown and Cranwell for clubs to use. This will be considered as part of the aircraft inventory. Publicity Member is to progress- Ongoing</p> <p>i. Wrekin- Move to RAF Shawbury well under-way projected 4 Nov 20. Tug being sourced from Halton in interim to facilitate move needed by 15 Sep 20 as RAF Shawbury will be an aerotow only operation. - Ongoing</p> <p>j. Contacts List. Awaiting responses from 3 clubs before adding to LTD SharePoint area- Closed</p> <p>k. Chief Engineering Member replacing Support Member position. Chairman to write to</p>	<p>Fleet Manager</p> <p>Fleet Manager</p> <p>CFI Fenlands</p> <p>Treasurer</p> <p>Expeds Member/Publicity Member</p> <p>Fleet Manager</p>
--	--	---

	<p>clubs for any interested RAFGSA member to take on the role. – Closed</p> <p>l. Grant for PLB's. £1,400 grant for PLB's is to be actioned by Exped Member. Enough funds for roughly 8 or one per club- Closed</p> <p>m. Fenlands Instructor- Club back operating with all eligible members back current. Request for additional Instructors to help once Go for Solo starts as only one full-cat on the club. Suggestion made to seek support from 2FTS Robson Academy. Ops Member to investigate options with 2FTS as they fall under their control- Closed</p> <p>n. vRIAT. vRIAT participation will take place in the form of a Condor competition. A video will be created and marketing member asked for the RAFGSA to contribute £200 towards the video creation as it is being developed as a favour to the RAFGSA. The Chairman and Exec agreed to support the Marketing members suggestion as it will promote the RAFGSA across social media platforms- Closed</p> <p>o. AGA Exped. AGA extended an invite to the RAFGSA to take part in an Exped to Denbigh. Offer will be extended to those given places at Sisteron as first priority. Chairman is going to email 22 Grp ref governance on RAFGSA participation due to current restrictions and if RAF personnel are covered under Army Exped planning- Closed</p>	
<p>7. Secretary Correspondence</p>	<p>a. RAF branded clothing budget from sports Fed could be re-purposed by associations for their own means. The Exec discussed and voted for the budget to remain for branded clothing to support Go for Solo and Expeds.</p> <p>b. DBS requirements by instructors. This is to be added to the Handbook as guidance for clubs and instructors.</p>	<p>Chairman</p>
<p>8. Finance</p>	<p>a. 1-22 Mar 20 Clubs are to pay 50% of the usual Levy and Insurance.</p>	

	<p>b. 23 Mar-5 Jun 20 Clubs are to pay no costs as the RAFGSA did not operate.</p> <p>c. 6 Jun-31 Aug 20 Clubs are to pay full Insurance costs only.</p> <p>d. Next Execs will Mtg will address Uni's on RAFGSA insurance policy.</p> <p>e. All Execs agreed that there was no need for a 3-quote system for any purchase below £5,000. This is to be an addition to the Handbook.</p>	<p>Chairman</p>
<p>9. Club Overviews</p>	<p>a. Bannerdown- RTF successful. A number of new Solo's on single and twin-seaters. Juniors completing Bronze exams and 5hour flights. X1 diamond distance and Silver height achieved. Army Watchkeeper UAV's arriving to operate during the week which may impact operations. Keevil Airfield is being handed to JHC rather than being operated by RAF Brize-Norton with a view to long term ownership.</p> <p>b. Chilterns- Fully functional at Halton Airfield. Stn has put excessive demands on Halton GC operating but have managed 24 aerotows over Sat & Sun. New OIC Sarah Fogden has taken post, universities still not allowed on site due to COVID restrictions.</p> <p>c. Cranwell- x2 5 hour solo flights, x1 go for solo student now solo and x1 junior flew solo. R21 3000 hr maintenance completed with no major control rod issues as initially feared.</p> <p>d. Fenlands- Awaiting delivery of R46 to complete spin checks with solo pilots. New students and more members joining increasing membership base. Struggling with MT, x2 vehicles need replacing. Go for Solo scheme going well and instructors coming across to help is easing the CFI's workload.</p> <p>e. Fulmar- No update.</p>	

	<p>f. Kestrel- Operating and continuing checks. Farnborough airspace cap causing issues with areas to operate.</p> <p>g. Wrekin- Members only allowed at RAF Cosford as directed by Stn Cdr. Restricting funds as a result and is another reason the Move to Shawbury needs to take place. Move is well under way but is a challenge and more work than originally anticipated.</p>	
10. Aircraft Fleet	<p>a. R46- Air test completed and snags list complete. Invoice being sent to RAFGSA treasurer. Being delivered to Fenlands GC and GSA to pick up cost of transit approx. £120. All members agreed on the proposal.</p> <p>b. Spare MG engine has a possible buyer, awaiting more information.</p> <p>c. AR and R25 to be re-advertised online.</p> <p>d. K-18 tail-wheel modification required for Wrekin move to Shawbury due to runway only. Fleet Manager to find out if an approved EASA mod is possible.</p>	Fleet Manager
11. Operations	<p>a. Nothing to report.</p>	
12. Safety	<p>a. Bowtie Management being updated. Execs were asked to provide any feedback via email for air and ground bowties before the end of Sep 20.</p> <p>b. No DASOR's filed in recent months.</p> <p>c. MORS- Airspace burst in Luton 5,5000 ft by MG 200ft over the limit. Halton in discussions ref airspace.</p>	
13. Expeditions	<p>a. RAFGSA rejected the offer of Denbigh exped but comms with AGA chair have been established for re-engagement.</p> <p>b. Chilean Exchange is to be planned for 2021 but still may not be feasible due to COVID restrictions.</p> <p>c. AGA ran an Upavon course. Flt Lt Dale attended as an instructor Mon-Wed. A</p>	Publicity Member

	well-run course with great compliance. Had over 600 applicants for the AGA 'JSAT' course and RAFGSA would benefit greatly from the same initiative and direction. Flt Lt Dale to write a report to the Chair/President on the visit.	
14. Handbook	<p>a. Updates and amendments due to be published before the next Execs.</p> <p>b. GAI1048 needs checking to see if it still exists or if it is extant.</p> <p>c. Safety and risk management signpost needs adding to the handbook so clubs can access the Safety Management Plan.</p> <p>d. Holding of public funded equipment needs updating.</p> <p>e. First draft of the GAI format is to be created.</p>	Strategy Manager
15. Marketing & Publicity	<p>a. VRIAT competition had over 7,000 views online and went viral.</p> <p>b. Mongoose sponsorship still ongoing. Flt Lt Dale to identify POC and companies we want to target.</p>	Publicity Member
16. AOB	a. None.	
17. Next Meeting	a. Fri 1 Oct 20 at 1300 hrs via Skype.	

Meeting closed at 1453 hrs.

[Electronically Signed]

**Fg Off Ben Wightman
 RAFGSA Secretary
 Duty Ops Controller (DOC)
 RAF Marham
 Norfolk
 PE33 9NP**

Distribution (electronically*):

RAFGSA President*
RAFGSA Chairman*
RAFGSA Exec Cmttee*
RAFGSA Club Execs*
Malcolm Club Fund Chairman*