

Historic Aircraft Association



MINUTES OF THE HISTORIC AIRCRAFT ASSOCIATION COUNCIL MEETING HELD AT WEST LONDON AERO CLUB MONDAY 11th SEPTEMBER 2017 AT 18:30 HOURS

Present

Wally Epton	Chairman
Colin Dodds	Deputy Chairman
Jo Ayres	Visits Co-Ord
Andy Smith	PR Officer
Steve Slater	
John Broad	
Malcolm Ward	Secretary

In attendance:

Lawrence Hawthorn

	<u>Action party/parties</u>
<u>Chairman's Opening Remarks</u>	
The Chairman welcomed attendees to the meeting. He thanked them for their flexibility in agreeing to attend at short notice on the re-scheduled date. The Chairman particularly welcomed Lawrence Hawthorn to the meeting: Lawrence was introduced as a long-standing member of the HAA, with an active interest in historic aircraft and a strong track record in business strategy. Lawrence had been invited to attend the Council meeting, to offer his expertise on the way forward with the implementation of the new HAA strategy. As usual, the Chairman reminded members that details of the discussion during this meeting were to be treated as privileged information.	
<u>Item 1. - Apologies for Absence</u>	
Apologies for absence had been received from: Wendy Hinchcliffe (Membership Secretary), Richie Piper (Webmaster), Dennis Neville, Taff Stone, Allan Vogel, Prof. Mike	

<p>Bagshaw (Hon. Medical Adviser), Nigel Foster (Hon. Insurance Adviser) and Tim Scorer (Hon. Legal Adviser).</p>	
<p><u>Item 2. - Minutes of the Last Meeting</u></p>	
<p>Draft minutes of the last meeting of Council, held on 4th July 2017, had been circulated for comment; all suggested changes had been incorporated into the draft. The revised draft minutes were approved as a true record of the meeting.</p>	
<p><u>Item 3. - The HAA - A Strategic Review</u></p>	
<p>3.1. The Chairman reminded the meeting that the plan to implement the recommendations of the Strategic Review Task Force (SRTF) had been agreed at the last meeting. This had then been circulated to HAA members via e-mail and the website. The initial response had been positive, with several members offering to help with setting up and running the proposed five new teams of Operations, Engineering, Representation, Marketing and Commercial. A very valuable input had been received from Sir John Allison, a Past Chairman of the HAA. He had welcomed the report on the SRTF’s work, but had expressed surprise at the lack of formal minutes from the SRTF’s meetings and had raised a number of searching questions on the analysis, which underpinned the SRTF’s recommendations. These were briefly discussed at the meeting and it was agreed that the Secretary would circulate a copy of Sir John’s questions, for Council members to review in detail. It was considered that Sir John’s assessment of the challenges facing the HAA was spot-on. He had commented that the report on the new look HAA lacked detail on how the recommendations had been arrived at and he observed that, unless the HAA was able to raise its game on marketing and ensure that the limited number of well known, highly credible and universally respected players were all involved, there was a grave risk of the HAA being seen as offering “more of the same”. The meeting considered that, notwithstanding the lack of academic rigour in the analysis leading to the recommendations for the new look HAA, the calibre of the members of the SRTF gave them the gravitas to underpin the recommendations as the best way forward. It was agreed that it was important to directly address Sir John’s valid concerns: the Chairman and Secretary would arrange to meet him and discuss the background to the report, as well as the future plans for implementing the new structure.</p> <p>3.2. The Chairman reminded the meeting that the origins of the HAA had been as a register of pilots, who had been judged by their peers to have the right experience and mindset to safely display historic aircraft. The register had subsequently been taken over by the CAA and had formed the basis of the Display Authorisation scheme. The HAA had moved beyond the bounds of a pilots’ register and now aimed to offer expertise to its members, the regulator and the wider historic aircraft community on operations and engineering aspects, within a formally structured safety management system. It was commented that a formal gap analysis would be a good tool to assess the need for and potential benefits of the proposed new structure of the</p>	<p>Secretary</p> <p>Chairman Secretary</p>

<p>HAA. The SRTF had identified the “what”; it was now time to move on to the “how.” The move towards self-administration would require a change to the prevalent mindset, which had come to rely on the regulator. Moreover, the CAA was clearly not ready to consider a formal delegation of responsibility. However, it was observed that much of what the HAA seeks to offer to its members and the wider historic aircraft community could be achieved without the need for any delegation. For example, mentoring and coaching of pilots and engineers could be handled within existing arrangements. Pilot coaching in particular was seen as a key aspect of the new-look HAA. A meaningful implementation plan would require not just aspirational targets, but specific lines of action, with deadlines and names of those responsible for achieving them. Organisations that did not have a coherent strategy did not thrive. However, a strategy was not enough in itself. The execution of the strategy was key: typically, the formulation of strategy took up only 10% of the effort, with execution of the strategy accounting for the remaining 90%. It was time for the HAA to develop its own “franchise”, offering value to its members and customers.</p> <p>3.3. The Chairman summarised the next steps as follows: the HAA was beginning to address the re-organisation of the association and its management. The future HAA would be led by a small management board, overseeing the work of the new specialist teams, each led by an expert in the role of the team. The aim was to have a fully staffed and proven structure for the HAA, to present to the membership at the 2018 Annual Meeting.</p>	
<p><u>Item 4. - Final Preparations for the 2017 Symposium</u></p>	
<p>4.1. <u>Speakers</u>. The Chairman reported that the fourth and final speaker for the Symposium had still to be identified. Various candidates had been proposed but each had ruled themselves out. The meeting was therefore very grateful when Jo Ayres indicated that she had spoken to Ian Black, pilot and author, and that Ian had agreed in principle to speak at the symposium. As an active airline pilot, Ian was subject to the vagaries of the company roster, but was confident at this stage of being free on the date of the symposium. Jo undertook to pass Ian’s contact details to the Chairman, so that he could formally write to Ian and invite him to speak.</p> <p>4.2. <u>Sponsorship</u>. Generous financial sponsorship had already been received from General Motors (Vauxhall) and had been promised by Flight Safety International and Haywards. Further possible sponsors were being cultivated, although none had yet committed to support the event.</p> <p>4.3. <u>Publicity</u>. The usual adverts had been placed in Aeroplane and Flypast. The PR Officer handed out copies of the publicity poster for members to post in suitable areas. The possibility of gaining further publicity via the LAA, the Moth Club and the Honourable Company of Air Pilots was discussed. Steve Slater and Wally Epton agreed to explore this. Andy Smith reminded the meeting that a photograph and a short biography were required from each speaker, for inclusion in the programme booklet. Wally agreed to write to each of the speakers, to request this.</p>	<p>Jo Ayres Wally Epton</p> <p>Steve Slater Wally Epton Wally Epton</p>

4.4. Catering. The Chairman reported the caterers had provided the proposed menu for the event. He agreed to circulate this to Council members for their information. The caterers had held their per capita price at the same level as last year.

Wally Epton

4.5. Ticket Sales. Fifty four tickets had been sold via the on-line system, with a further three having been sold by post. This is in line with sales at the same point last year, which had reached sixty one by mid-September, before going on to reach a record level of one hundred and sixty tickets, including speakers, sponsors and guests.

4.6. Admin Arrangements. It was recognised that it was important to ensure that all of the team knew who would be doing what on the day. This was especially so in view of the turnover of key players since last year’s event. It was agreed that the following tasks would be handled by the persons indicated:

- Master of Ceremonies: Wally Epton.
- Front Desk: Wendy Hinchcliffe and Jo Ayres.
- Speakers’ Gifts (Whisky Glasses): Wendy Hinchcliffe.
- Programmes, Pop-Ups and Trophy (*See Item 6.5*): Andy Smith.
- Tie Sales: Colin Dodds.
- RAF Museum Liaison: Allan Vogel.
- Roving Mike: Steve Slater.
- Name Badges: Malcolm Ward.

It was proposed that a technical rehearsal be carried out, to ensure that the failure of the sound system, experienced last year, did not happen again. It was also proposed that the speakers be strongly encouraged to provide an electronic copy of their presentation, to include slides, video and any audio files, to the Symposium Committee in good time, for onward transmission to the RAF Museum. The Chairman agreed to include this request in his letter to all speakers.

Chairman

Item 5. - Finance

5.1. Financial Update. The Acting Treasurer reported that deposit account balance stood unchanged at £8,452 and the current account balance had risen to £6,910, which reflected the fact that sponsorship and ticket revenue for the Symposium was starting to flow in, with no significant costs yet having been incurred. The Chairman reported that the caterers had requested

<p>payment of the deposit for their services: he agreed to pass on their invoice to the Acting Treasurer for payment.</p> <p>5.2. <u>Closure of Outstanding AGM Business.</u> The Annual Meeting in March had had to be adjourned, rather than formally closed, as we had not been able to present the accounts at that stage. The accounts had since been finalised and circulated to the membership for ex-committee approval. Thirty two members had voted to approve the accounts: there had been no objections: this was well in excess of the required quorum of twenty five. It was therefore proposed that the Secretary should finalise the AGM minutes, reflecting the ex-committee approval of the accounts.</p> <p>5.3. <u>On-Line Banking.</u> The Acting Treasurer explained that Nat West required formal approval from Council before they would process the request for on-line banking access to the HAA's accounts. The lack of on-line access required him to visit the bank in person every time a statement was needed. Council approval of the request for on-line banking was not a mere formality, as it would give the Acting Treasurer unimpeded and immediate access to all of the Association's funds, without any routine checks on the financial propriety of his actions, other than the formal report to the membership each year at the annual meeting. Nevertheless, it was agreed that on-line banking was essential to the efficient management of the HAA's financial business: Council formally approved the request. The Nat West forms were duly signed by the Chairman and four other Council members, for the Acting Treasurer to send to the bank.</p> <p>5.4. <u>Budget for Current Financial Year.</u> A draft budget for the current financial year had been tabled by the Acting Treasurer at the previous meeting and had been circulated with the draft minutes of that meeting. No comments or corrections had been received and, in any case, more than half of the current financial year had now passed. It was agreed that the draft budget should be adopted. The Acting Treasurer reminded Council that the budget largely reflected previous year's actual expenditure, with the removal of funding for the Self-Admin project, as work had been suspended on this. A tentative provision of £1,000 had been made for work to implement the new HAA management structure, although no specific costs had so far been identified.</p>	<p>Chairman Acting Treasurer</p> <p>Secretary</p> <p>Acting Treasurer</p> <p>Acting Treasurer</p>
<p><u>Item 6. - Updates on Routine Business</u></p>	
<p>6.1. <u>Membership Update.</u> The Membership Secretary was unable to attend. No significant change had occurred in membership numbers: the Secretary had not yet hastened those members, who had not yet paid their subscriptions for the current year, but would do so shortly.</p> <p>6.2. <u>Visits.</u> Jo Ayres reported that she was working on a diary of events for 2018, to give members greater visibility of forthcoming visits. The date for the planned visit to Duxford had not yet been fixed; the visit would probably now be scheduled for 2018.</p>	<p>Secretary</p>

<p>6.3. <u>PR & Newsletter</u>. The PR officer reported that he had provided editorial input to <i>Pilot</i> magazine. It was recognised that it would be beneficial for the HAA to raise its PR profile, although in the age of on-line media, it was difficult for the HAA to react to real time events. The Chairman reported that Paul Beaver had agreed to use his media influence to help the HAA project its messages. Paul had been very helpful in contacting the BBC and correcting some ill-informed reporting about the recent decision to temporarily suspend flying the BBMF's Merlin-engined fleet. The Chairman had also contacted Howard Wheeldon about the potential for him to use his contacts for the benefit of the HAA. The Chairman agreed to follow this up with Howard and to report back to Council in due course. It was queried whether the HAA had a presence at air displays: this had been done in the past and had resulted in some new members joining the HAA. However, it was very time-consuming exercise and was not without cost.</p> <p>6.4. <u>Website</u>. The Webmaster was unable to attend, but had provided an ex-committee report. Both phases of the website redevelopment had been completed and had been achieved within the initial budget approved for just the first phase. The total expenditure has been kept down to around £1500; running costs would also reduce. The transaction cost of the on-line payments system was about one third of the level of the market leader, PayPal. With multiple security roles set for the Website Manager, Secretary and news updaters, we can administer updates ourselves, as well as all website content.</p> <p>6.5. <u>Trophies</u>. A recommendation had been made for this year's recipient of the Darrol Stinton Memorial Trophy. The recommendation was unanimously endorsed by Council: the name of the winner would be announced at the Symposium. Andy Smith kindly offered to collect the trophy from the current holder, Stuart McKay. If time permits, the trophy would be engraved with the 2017 winner's name, prior to the presentation of the trophy at the Symposium.</p> <p>6.6. <u>Council Appointments & Vacancies</u>. The vacancies for Membership Secretary and Treasurer should ideally be handled as part of the wider plan to find candidates for the new HAA structure. However, it was important to find suitable candidates for these key posts in good time, to ensure that a smooth handover could be arranged prior to the 2018 AGM. The Chairman and Secretary agreed to monitor progress, to ensure that both vacancies would be filled in a timely manner.</p>	<p>Andy Smith</p> <p>Chairman Secretary</p>
<p><u>Item 7. - Review of Open Actions</u></p>	
<p>Time did not permit a complete review of the open actions from previous meetings. The Secretary agreed to update the list and circulate it to Council members to ensure that open actions were progressed appropriately.</p>	<p>Secretary</p>
<p><u>Item 8. - Any Other Business</u></p>	
<p>8.1. <u>Heritage Engineering Apprenticeships</u>. John Broad briefed the meeting</p>	

that both he and Steve Slater had attended meetings of the Federation of British Historic Vehicle Club (FBHVC)'s project to establish heritage engineering apprenticeships. A website was about to be launched and the HAA had been invited to submit a narrative of approximately 100 words, plus a copy of the HAA's logo, to be posted on the website. The Secretary agreed to send an electronic copy of the logo to John.

Secretary

8.2. Teleconferencing. The Chairman reported that he and the Webmaster had been in discussion on the technical options for holding at least some future Council meetings exclusively via teleconferencing. This offered not only the potential to save travelling time and the cost of hiring the meeting room at White Waltham, but would enable the geographic footprint of the HAA to be broadened beyond the current London-centric membership of Council. Details of the proposals would be communicated to Council members in due course. The next planned meeting of Council would be in December, which coincided with the traditional Christmas dinner: the Chairman assured attendees that the Turkey would not be transmitted via teleconferencing!

Wally Epton
Chairman

Malcolm Ward
Secretary

Please note that the latest dates/timings of forthcoming meetings appear on the website under the 'Events/Meetings and Symposium' tab. However, currently planned dates for future events are as follows.

*Annual Symposium,
RAF Museum Hendon*

28th October 2017

*Council Meeting
White Waltham, commencing at 1630*

4th December 2017