



MINUTES

UKRA Annual General Meeting 2023

Date 10-12-2023 via Zoom time 18:00 – 18:45

Meeting called by Andy Calver (UKRA Secretary)

UKRA 2023 Council

Paul Carter (Chair)
Stuart Livings (Deputy Chair)
Andy Calver (Secretary)
Ian Lewis (Treasurer)
Naomi Mildenhall (Membership Secretary)
Jeff Short (co-opted)

Attendees:

Paul Carter
Stuart Livings
Andy Calver
Ian Lewis
Jeff Short
Andy Mell
Nigel Woolcock
Steve Dulek
Michael Hoffman
Mike Cocker
Paul Bauerlé
Ashley Shaw
Teddy Melville
Lara Melville
Chris Brown
James Hayes
Owen Hayden

Apologies

Naomi Mildenhall
Sharon Robinson-Calver
Pete Waddington

Welcome – Andy Calver, Secretary

Welcome and apologies to those who were having trouble entering the Zoom meeting which was due to a 'bug' in Zoom.

Chair's remarks – Paul Carter, Chair

This year UKRA has continued to build relationships with Clubs (EARS, SARA and MRC) and other rocketry organisations and competitions. UKRA has input into

competitions run by UKROC, UKSEDS, MACH23, EUROOC, Spaceport America and Race for Space which is a liquid motor development programme. The large rocketry competitions have been supported via the TPS (Team Project Support) scheme members who include Paul Carter, Chris Brown, Colin Rowe, Dave Warman, Cath Warman and Andy Calver.

We have developed and consolidated the relationships, for instance UKRA are now technical advisors for the UK SEDS rocketry competition (UK Students for the Exploration and Development of Space) with technical support and also the development of the competition objectives. For example this has enabled UKRA to recommend that the challenge is no longer focussed on achieving as high an altitude as possible to bring the projected altitudes within the normal altitude limit for UK clubs, which will make it easier for clubs to host UKSEDS flights in the future.

We have continued to improve our communication and links with the BFMA and have begun to have regular meetings with the CAA again, after our previous contact moved on. The CAA have agreed to waive the application fee for large rocket (above M class) launch permissions that had previously been proposed which is a good start. The CAA have expressed satisfaction with UKRA's safety record and safety code, their main concern is high altitude launches and recovery. Large Rockets will still require to complete the Large Rocket application process which can take 6 months.

We have continued to work toward adding the Rocketry Certification level to the BFMA portal in a comparable manner to model flying qualifications.

Minutes of previous AGM – Andy Calver (Secretary)

Apologies for the delay in production – any clarifications can be sent in via email still.

Andy Mell Proposed accepting the minutes, seconded by Paul Carter – carried unanimously

Treasurer's report - Ian Lewis

Two main repositories of funds: the recently opened Lloyds Bank account and the PayPal account. As we had not regained access to our funds in the previously frozen bank account until recently PayPal has been our primary financial tool.

Accounts	2023	2024
Totals PayPal	£1454.87	£1330.90
Total Bank Account	£6019.47	£6032.84
Total funds	£7474.34	£7363.74

Paul Carter reminded members that our previous Nat West bank account was frozen and took a considerable time and effort from a number of individuals including Andy Mell, Mike Hoffman and Russ Strand, to regain access to those funds and transfer to our new account which we can now use.

Membership – Stuart Livings on behalf of Naomi Mildenhall

Relatively steady activity throughout the year, Naomi Mildenhall apologises for any processing delays. We believe we are up to date and have 57 new members this year and 28 new Level 1 certifications. Unfortunately, the idiosyncrasies of the current database mean that it cannot be queried for the number of Level 2 or Level 3 certifications this year. This has only become apparent this year.

We are excited by the prospect of managing UKRA membership through the same portal as you manage your BFMA membership. This would be of great benefit to the membership team as the current database is MS Access has reached the end of its life and is becoming hard to manage with each new update of MS Access. For instance it is now no longer possible to print on both sides of the membership cards with the card printer.

Questions

Q. Andrew Bullock asked if he could be of any assistance?

A. Stuart Livings acknowledged this and said he would speak to Andrew

Paul Carter thanked Naomi Mildenhall for the work she has conducted in difficult circumstances.

Paul Carter said that the BFMA issue a digital version of their membership card which can be downloaded to a digital wallet on a smart phone – and this may well be the best option in the future for UKRA rather than replacing the failing card printer.

Election of Council

UKRA received five applicants for the eight possible positions in Council, and therefore all five below are automatically elected:

Paul Carter

Jeff Short

Ian Lewis

Stuart Livings

Andy Calver

Naomi Mildenhall has stepped down from Council but will continue to assist with membership.

There are vacancies for Co-opted council members. If anyone is interested please email UKRA enquiries

The Council members will decide the Executive positions after this meeting.

Post Meeting note

Executive Council members are as 2023

Paul Carter (Chair)

Stuart Livings (Deputy Chair)

Andy Calver (Secretary)

Ian Lewis (Treasurer)

General business

None

AOB

Safeguarding – Stuart Livings

Member Lara Melville had brought to Council's attention that UKRA should have a safeguarding policy as guidance to UK rocketry clubs. Many of the online resources are not that applicable to Rocketry Clubs.

A working group will be formed to formulate a policy and guidance for clubs.

Comments

Lara Melville, Andrew Bullock and Paul Carter have experience in this area and are willing to join the group. Chris Brown suggested Liz Templeman has experience in this area and may be willing to assist. Stuart Livings asked that she contact UKRA, Andrew Bullock also suggested that it might be useful to look at all inclusivity issues alongside this.

Lara Melville stated that Grassroots Football has a lot of useful information, and it would be good to set up a working group fairly quickly.

The meeting was closed at 08:45