British Parachute Association
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Agenda for a meeting of the
Development Committee
on Tuesday 11 June 2019 at 15:30
at BPA HQ, 5 Wharf Way, Glen Parva
Leicester LE2 9TF

<u>Car parking</u>
Please do not park in the car parking spaces opposite the BPA HQ as these belong to our neighbours, All Weather Windows, who have asked us not to use their spaces during the

Supporting papers are issued with the agenda where available;
others will be added to the meeting's SharePoint folder as they become available,
with the intention of completing the full set by at latest the Friday before the meeting.

Item nr	Business	Lead	Pre-read paper
1	**Composition** On 24 May, Graham Spicer advised that he was standing down with immediate effect from the Committee, and as Chair of the IT Strategy Group, for personal reasons. To record the Committee's most grateful thanks to Graham Spicer for his sterling contribution to the development of BPA's IT Strategy and Procedures.	-	-
2	**Apologies for absence** Jeff Montgomery (STO) is away delivering an instructor course	-	-
3	**Declaration of any conflicts of interest**	-	-
4	**Minutes** To consider for approval **4.1** The minutes of the meeting held on Tuesday 30 April 2019 (circulated) **4.2** Notes on the inquortae additional virtual meeting held on Friday 24 May 2019 (to follow)	Chair	Minutes
5	**Matters arising from the minutes** **not covered elsewhere on the agenda** **5.1** Min 18.1, SharePoint permissions - technical arrangements for restricted access to sensitive documents **5.2** Min 18.2, BPA minutes on the web - referral by Chair to Eudonet **5.3** Min 18.3, Duties and responsibilities of volunteers - Secretary **5.4** Min 18.4, Update on self-registration for WiFi access at HQ - Finance Manager *... continued*	Chair	Minutes

Item nr	Business	Lead	Pre-read paper
	5.5 Min 18.5, Business and financial risk register - input from committee members to Tash Higman **5.6** Min 21.1.1, Correspondence - Adrian Bond **5.7** Any other matters arising.		
6	**Liaison with official agencies for sport**	Secretary	-
7	**Insurance**	COO	-
8	**Development Action Plan: 30 June 2018 to 30 June 2019** **8.1** Personal Information Management System (PIMS) - Eudonet UK **8.2** Grass roots talent identification	Chair	
9	**Development deliverables / actions 2019** Contributing to the delivery of BPA Strategy 2019-2023 Report on progress to achieve communications deliverables, see appendix to the agenda	Chair	See Appendix to this agenda - BPA 2019 objectives
10	**Encouraging diversity in the sport** Follow-on from this item at the inquorate special virtual meeting held on Friday 24 May (item 4.2). This paper has also been circulated to Council.	Chair	Notes on virtual meeting on Friday 24 May
11	**Zero-based budget for Development 2019-20**	Chair	Draft budget by Tash Higman
12	**IT Strategy Group (ITSG)** See item 1. To consider arrangements for a new Chair and Secretary to ITSG.	Chair	-
13	**BPA Archive Project**	Chair	-
14	**Any other business** to be notified to the Secretary by no later than noon on Friday 7 June.	Chair	-
15	**Date of next and future meetings** Tuesdays at 15:30 at BPA HQ: 6 August, 1 October & 26 November.	-	-

Appendix

BPA Strategic Plan 2019-22 > 2019 deliverables > Development

Deliverable	Progress	Status
Strategic Objective 1 - Engage with communities of our members and our other stakeholders, and beyond with the media and the wider public		
Dev 1.1 Determine performance and participation metrics	Competitions Committee due to report to Council in June, likely to need input from Development Committee also (targets, policy development, inclusivity, etc).	**A**
Dev 1.2 Produce stakeholder relationship map, comms plan and policies, membership survey and trial specialist group newsletter	Communications Committee taking lead but may require input from other committees, especially those that support Specialist Groups as the Development Committee supports the Drop Zone Operators' Specialist Group	**A**
Strategic Objective 2 - Strengthen British Skydiving better to serve and support our members		
Dev 2.1 Explore how BPA might increase support for its Affiliated PTOs - and whether they want this	Consult DZOs. DZOs most immediate requirement is for online membership - arranging a meeting in summer 2019 (minute 21.1.2).	**G**
Strategic Objective 3 - Enhance perceptions of British Skydiving to inspire the passion of our members and encourage take-up of our sport		
Dev 3.1 Introduce a new membership database that is fit for purpose to support BPA members' and BPA's business needs	Eudonet (UK) are progressing their contract to develop this (minute 21.1.2)	**G**
Strategic Objective 4 - Assure the financial sustainability of British Skydiving to 2022 and beyond		
Dev 4.1 Better understand the membership journey and key influencing points/agents.	Not yet started. Input likely to be needed from Development.	**A**
Dev 4.2 Better understand factors affecting membership growth/decline	Not yet started. Input likely to be needed from Development.	**A**
Deliverable	**Progress**	**Status**
Strategic objective 5 - Represent British Skydiving by influencing on behalf of our members and other stakeholders		
Dev 5.1 Develop the suite of specialist advisers to the Association	Remind Council of need for an equality champion on Council. Recommend to Council appointment of an Equality Adviser to the Association.	**G**

Strategic objective 6 - Make British Skydiving resilient by assuring that our governance structures are up to date, fit for purpose, and compliant practically and legally

Dev 6.1 Replacement of current BPA membership database (Development Committee) and web hub (Communications Committee)	Eudonet (UK) are making good progress on their contract to develop this (minute 21).	**G**
Dev 6.2 Penetration testing of current IT infrastructure (BPA and third party)	First penetration test report received, and actions raised in relation to technical maintenance of current website (Communications minute 17.2) - to be replaced by new web hub (objective 3.1, minute 21.2.3)	**G**
Dev 6.3 Optimise ownership and management of IT assets	IT Strategy Group. IT inventory and network diagram extant and regularly updated; IT roles and responsibilities document yet to be produced.	**G**
Dev 6.4 Effective IT governance and compliance	IT Strategy Group - IT policies started; Data assurance audit completed, and action plan being formulated; some human factors with compliance of IT policies; training needs analysis of staff and volunteers yet to be carried out; change control process created.	**G**
Dev 6.5 IT-related risk management and business continuity	Chair IT Strategy Group has input to Council's business and financial risk register, other Development Committee members have been requested to do the same (minute 18.5)	**G**
Dev 6.6 Develop an information strategy	IT Strategy Group - Develop standards for the sharing, management and protection of information.	**G**