

Car parking

Please do not park in the car parking spaces opposite British Skydiving HQ as these belong to our neighbours, All Weather Windows, who have asked us not to use their spaces during the daytime. If parking in the very limited on-street parking in Wharf Way, please park considerately and do not block our neighbours' driveways.

Agenda for a meeting of the Member Development Committee (MDC) on Tuesday 10 March 2020 at 15:00 at British Skydiving HQ, 5 Wharf Way, Glen Parva Leicester LE2 9TF

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	Welcome from the Chair, Mark Bayada, and introductions	-	-
2	Apologies for absence	-	-
3	MDC Terms of Reference	-	Appendix 1
4	MDC 2020 composition Mark Bayada - Chair (elected by Council), Paul Applegate, Mary Barratt, Jack Davies, Kate Lindsley, Ben Samuel 3.1 Election of MDC Vice Chair	Chair	-
5	Declaration of any conflicts of interest	-	-
6	How MDC will work 6.1 Modus operandi including reports to Council 6.2 Assistance of Technical Excellence Advisers (TEAs) 6.3 British Skydiving Strategic Plan 2018-22 6.4 Budget 6.5 Wide scope of committee - establishment of working parties and task and finish groups to develop recommendations on specific deliverables	Chair	6.2 - What are TEAs? 6.3 - Strategic Plan

Item nr	Business	Lead	Pre-read paper
	<p>6.5 Key areas of delivery in 2020:</p> <ul style="list-style-type: none"> (i) Skills Coaching Roadshow programme (agenda item 9) (ii) Coaching qualifications (agenda item 10). (iii) Inclusivity – gender (agenda item 11). <p>6.6 Meetings frequency and schedule for the year</p>		
7	<p>Minutes To note the approved minutes of the meeting of the former Development Committee on Tuesday 26 November 2019</p>	Chair	Minutes
8	<p>Matters arising from the minutes not covered elsewhere on the agenda</p> <p>8.1 Min 69, Insurance - indemnity limit increased at the AGM from £5m to £10m with effect from the new membership year beginning 1 April 2020</p> <p>8.2 Min 71, Rise Up mentoring programme co-ordinated by Yassi Müller - reporting arrangements to MDC</p> <p>8.3 Min 73, Development deliverables/actions 2019 – identifying carry forwards to MDC 2020 (see agenda item 13 and appendix 2 to this agenda)</p> <p>8.4 Min 74, IT Strategy Group – now reports the new Finance Committee</p> <p>8.5 Any other matters arising.</p>	Chair	Minutes
9	<p>Notes on the DZ Owners' and Operators' Specialised Interest Group meeting on Friday 24 January 2020 To receive these notes, for information.</p>	Chair	9 - DZO mtg notes
10	<p>Skills coaching roadshows Chair and Marie Kent (Events & Awards Co-ordinator) to report</p>	Chair	-
11	<p>Coaching qualifications Martin Soulsby (Vice President) has offered to progress a review to formulate recommendations to update coaching qualifications in British Skydiving</p>	Chair	11 - Paper from Martin Soulsby
12	<p>Encouraging diversity and inclusivity in the sport - gender</p> <p>11.1 Research proposals discussed by the 2019 Development Committee (min 71.1 of the meeting on 26 Nov 2019)</p> <p>11.2 Paper from Tash Higman, following min 71.1</p> <p>11.3 Proposals from Kate Lindsley (min 71.2 if the meeting on 26 Nov 2019)</p> <p>11.4 Research proposal from Mary Barratt</p>	Chair	<p>Minutes</p> <p>12.2 – Paper from Tash Higman</p> <p>Minutes</p> <p>12.3 - Paper from Mary Barratt</p>

13	Member Development - new deliverables 2020 Contributing to the delivery of the British Skydiving Strategic Plan 12.1 Better understand the membership journey and key influencing points/agents. 12.2 Better understand factors affecting membership growth/decline 12.3 [Referred from Communications Committee] Possible development of a membership app ('My British Skydiving' or 'Skydive the App' – Communications Manager to report orally	Chair	-
14	Member Development Awards Feedback on 2019 - Taz Causer Skydiver of the Year (not awarded) and British Skydiving Star Award for customer service (two awards)	Chair	14 - Awards feedback paper
15	Communications to members and beyond 15.1 Report from the Editor of Skydive the Mag 15.2 Digital communications reports from the Communications Manager	Chair	15.1 – Mag Report 15.2 – Digital comms reports (various)
16	Any other business to be notified to the Secretary by no later than noon on Friday 6 March	Chair	-
17	Date of next meeting To be arranged	-	-

Appendix 1

British Skydiving Member Development Committee (MDC) Terms of Reference

Name
Member Development Committee (MDC)
Status
A main Committee of Council reporting to the Council
Purpose
Working as appropriate with internal and external stakeholder partners in the UK and beyond, to facilitate, enhance and inspire members in their journeys in our sport.
Composition
<ul style="list-style-type: none">• Constituted annually (from AGM to AGM), composition subject to approval by Council• Chair elected by Council• Vice Chair shall be a Council member• One to four other Council members and never more than 50% of Council• Volunteer committee member/s (if available with appropriate skills)• Maximum nine voting members• COO and staff management team may attend (non-voting)• Communications Manager (non-voting)• Staff Committee Secretary (non-voting)
Quorum and voting
Two-stage quorum of: <ul style="list-style-type: none">(i) a minimum of two Council Members including the Chair or Vice Chair and(ii) at least 51% of voting members (per committee composition each year) Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to approval by Council. British Skydiving rules for proxy votes apply. Conflicts of interest managed by the Chair.
Responsibilities
<ul style="list-style-type: none">• Member development including participation, talent identification and progression, coaching, skills coaching roadshows, the development of qualifications relating to retention of members (STC is responsible for the introduction of ratings), personal development pathways and mentoring• Membership recruitment and retention <p style="text-align: right;"><i>.../continued</i></p>

.../continued

- Member development including participation, talent identification and progression, coaching, skills coaching roadshows, the development of qualifications relating to retention of members (STC is responsible for the introduction of ratings), personal development pathways and mentoring
- Membership recruitment and retention
- Encouraging members to improve their skills in skydiving and providing them with a range of opportunities to do this
- Understanding membership journeys through research and analysis better to support and enhance these journeys to meet members' current and changing needs
- Promoting equality, diversity and inclusivity in our sport
- Promoting best practice in customer service at Drop Zones
- Surveying members to find out about them, their membership journeys in the sport, and how we can help
- Monitoring the effect of our initiatives

Subsidiary bodies

Reporting in: Coaching Qualifications Group (CQG), and task and finish groups constituted as necessary. Assisted by Technical Excellence Advisers (TEAs).

Sponsoring Committee of the Drop Zone Operators' Specialised Interest Group

Additional details

All Council members may attend all Committees (including in camera discussions). In camera sessions of each committee may be attended by; the voting members of that committee; other Council members; and others by invitation of the Chair of the meeting.

Any member of British Skydiving has the right to attend to observe (except for any closed sessions) and speak.

Annual Review of this document

This document will be reviewed towards the end of each committee year and any proposed variations shall be subject to approval by Council to maintain consistency across its committees.

Appendix 2

British Skydiving Strategic Plan 2018-22 > 2019 deliverables > Member Development (as at February 2020)

Deliverable	Progress	Status Red/ Amber/ Green
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	Encouraging diversity and inclusivity in the sport	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 British Skydiving might increase support for its Affiliated PTOs - and whether they want this	Consult DZOs. DZOs most immediate requirement is for online membership - new PIMS system due to go live late 2019	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 British Skydiving members' and British Skydiving's business needs	PIMS go live late 2019 (update: go live of member portal now Feb 2020)	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 new Member Development Committee from 2020	A
Dev 4.2 Better understand factors affecting membership growth/decline	Not yet started. Input likely to be needed from new Member Development Committee. See 4.1 above.	A
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