



**Agenda for a meeting of the  
Development Committee  
on Tuesday 12 June 2018 at 15:30  
at BPA HQ, 5 Wharf Way, Glen Parva  
Leicester LE2 9TF**

**Car parking**

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 daytime.

- D - Decision**      *Decision/approval required at meeting*
- A - Advice**      *Issue needing discussion to advise/inform future direction/decision*
- I - Information**    *Update - requires brief feedback only, no detailed discussion*
- R - Ratification**    *Confirmation of decisions taken electronically between meetings, or by a Committee*

Item nr	D/A/I/R	Time	Business	Lead	Pre-read paper
1	I	15:30	<b>Apologies for absence</b>	Chair	-
2	I	15:32	<b>Declaration of any conflicts of interest</b>	All	-
3	R	15:35	<b>Minutes</b> of the meeting held on Tuesday 17 April 2018, previously approved electronically by the Committee and ratified by Council and published on the BPA website <a href="http://bpa.org.uk/member/agendas-and-minutes/">bpa.org.uk/member/agendas-and-minutes/</a>	All	Minutes
4	I	15:40	<b>Matters arising from the minutes not covered elsewhere on the agenda</b> <b>4.1</b> Min 17.1 Staff training on Office 365 - Secretary <b>4.2</b> Min 20 Duties and responsibilities of volunteers - work is ongoing; a section on data security and privacy/GDPR needs to be added. <b>4.3</b> Min 23 The Development Action Plan 2018/9 was approved by Council at its meeting on Tuesday 17 April (Council min 33.2.2.3). <b>4.4</b> Min 25 Membership survey - now to be on only the visual identity/branding for British Skydiving. <b>4.5</b> Min 26 Council election 2018 - Council, at its meeting on Tuesday 17 April, agreed appoint to Mi-Voice as scrutineers (Council min 33.2.2.4). <b>4.6</b> Min 30 - Travel expenses - Council, at its meeting on Tuesday 17 April, retained the current policy (Council min 33.2.2.5).	Chair	Minutes
5	I	15:50	<b>Liaison with official agencies for sport</b>	Secretary	-

Item nr	D/A/I/R	Time	Business	Lead	Pre-read paper
6	I/D	15:55	<p><b>Insurance</b></p> <p><b>6.1</b> 3<sup>rd</sup> party cover by other European skydiving NGBs (minute 19.1) - Council at its meeting on Tuesday 17 April declined to drop the relevant provision in the Operations Manual and referred the item back to the Development Committee for further consideration. Council also asked the COO to refer the issue to STC.</p> <p><b>6.2</b> After the last meeting, the Secretary replied to correspondence on insurance from a DZO (minute 19.3).</p> <p><b>6.3</b> Any other insurance issues.</p>	COO	-
7	I/D	16:10	<p><b>Development Action Plan: 1 July 2017 to 30 June 2018 (targets 1 &amp; 3 continue to 30 June 2019)</b></p> <p><b>7.1</b> Personal Information Management System (PIMS) - new invitation to tender  <a href="http://www.bpa.org.uk/about-us/invitation-to-tender-2018-new-bpa-membership-database-and-bpa-web-hub/">http://www.bpa.org.uk/about-us/invitation-to-tender-2018-new-bpa-membership-database-and-bpa-web-hub/</a></p> <p><b>7.2</b> Customer service at PTOs &gt; Possible BPA-arranged visit to UK of James La Barrie of Beyond Marketing - Andy Pointer's report on response to his letter of invitation to Affiliated PTOs - Item closed: no further action for the time being (minute 22.2)</p> <p><b>7.3</b> Grass root talent identification</p>	Chair	-
8	I/D	16:25	<p><b>BPA Council election 2019 (3 seats)</b></p> <p>The Secretary suggests that we should no longer ask candidates to consent to publication of their personal contact details (mobile and email), as even with candidates' freely-given permission, it is not within the spirit of GDPR. Mi-Voice advise that they cannot think of another client who publishes personal contact details in this way.</p>	Chair	-
9	I	16:30	<p><b>IT Strategy Group (ITSG)</b></p> <p>To consider the draft notes on meeting of the the IT Strategy Group on Tuesday 2 May.</p>	ITSG Chair	Notes on ITSG meeting on Tuesday 2 May
10	I/D	16:35	<p><b>BPA Archive Project</b></p>	Chair	Archive Project update
11		16:45	<p><b>Any other business</b></p> <p>to be notified to the Secretary by no later than noon on Friday 8 June.</p>	Chair	-
12	I	16:50	<p><b>Dates of next meetings</b></p> <p>Tuesdays at 15:30 at BPA HQ: 7 August, 2 October and 27 November 2018.</p>		-