



British Parachute Association

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Agenda for a meeting of the Development Committee on Tuesday 7 August 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		Apologies for absence	Chair	-
2	I		Declaration of any conflicts of interest	All	-
3	R		Minutes of the meeting held on Tuesday 12 June 2018 (previously circulated)	All	Minutes
4	I		Matters arising from the minutes not covered elsewhere on the agenda 4.1 Min 35.1, Staff training on SharePoint 4.2 Min 40.2, Patch management on HQ computer terminals 4.3 Min 40.3, Data backup system 4.4 Min 40.4, Cyber security review 4.5 Min 40.5, Virus protection on the BPA server 4.6 Min 40.6, GDPR compliance 4.7 Min 40.7, Possibility of a public 365 site for BPA minutes 4.8 Min 4, Use of BPA logo on clothing	Chair	Minutes
5	I		Liaison with official agencies for sport	Secretary	-

Item nr	D/A/I/R	Time	Business	Lead	Pre-read paper
6	I/D		Insurance 6.1 3 rd party cover by other European skydiving NGBs - paper by Brian Cumming 6.2 Any other insurance issues	COO	3rd party cover by other European skydiving NGBs - paper by Brian Cumming
7	I/D		Duties and responsibilities of volunteers To consider an updated draft of the planned first issue of this paper	Secretary	Duties & responsibilities of volunteers - draft
8	I/D		Development Action Plan: 30 June 2018 to 30 June 2019 7.1 Personal Information Management System (PIMS) - preferred bidder 7.2 Grass root talent identification	Chair	-
9	I/D		IT Strategy Group (ITSG)	ITSG Chair	ITSG update
10	I		BPA Archive Project	Chair	Archive Project update
11			Any other business to be notified to the Secretary by no later than noon on Friday 3 August.	Chair	-
12	I		Dates of next meetings Tuesdays at 15:30 at BPA HQ: 25 September and 27 November 2018.	-	-