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## Agenda for a meeting of the Development Committee on Saturday 21 February 2015 at 12:30 at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

- 1 Composition of the Development Committee 2015**  
Paul Applegate, Adrian Bond, Jack Bradford, Brian Cumming, Yassi Molazadeh, Craig Poxon (Chair), Ian Rosenvinge. Co-opted ex officio (non-voting) Debbie Carter (Treasurer)
- 2 Apologies for absence** Debbie Carter, Yassi Molazadeh, Craig Poxon (Chair)\*.  
\* In his absence, the Chair has invited Adrian Bond (Communications Chair) to take the chair for this meeting.
- 3 Terms of reference** - attached
- 4 Declarations of interest**
- 5 Minutes**  
To note that the minutes (circulated) of the meeting held on Saturday 5 December 2014 have already been approved by the 2014 Committee and ratified electronically by the Council, and published on the BPA website [bpa.org.uk/member/agendas-and-minutes/](http://bpa.org.uk/member/agendas-and-minutes/)
- 6 Matters arising not covered elsewhere on the agenda**
  - 6.1 Minute 70.1 - Online provisional student memberships - Chair
  - 6.2 Minute 70.2 - Database specification for tender, by Graham Spicer
  - 6.3 Minute 73 - Examiners' expenses - Jon Gretton (Financial Administrator) confirms HMRC has agreed to a subsistence rate of £65 per day
  - 6.4 Minute 74 - Examiners' uniform
  - 6.5 Any other matters arising not listed above.
- 7 Liaison with official agencies for sport**
  - 7.1 Reminder of funding criteria (circulated)
  - 7.2 [England only] Sport England Significant Areas for Sports - Secretary
- 8 Insurance**  
Tony Butler, Chief Operating Officer, to update orally.
- 9 BPA car mileage rate**  
The COO notes: "In April 2011 Council increased the BPA mileage allowance by 8p. At the time fuel prices were between 132p-140p per litre. Therefore, it may be prudent to decrease the mileage allowance by the 8p by which it was increased at that time."
- 10 Election debrief**  
Secretary to report orally.
- 11 Indoor skydiving**  
To discuss further (see minute 76/14) in the light of feedback from the IPC 12015 meeting (report on IPC 2015 to be circulated to full Council by John Smyth MVO, UK Delegate to IPC).
- 12 IT Strategy working group**  
Notes on the first meeting, to be held on Tuesday 10 February, to follow. Including consideration of 'Board pack'/committee paper sharing (minute 80/14).
- 13 Refranchising of BPA Shop**  
An item has appeared in BPA Zone the Feb Mag with further information on the BPA website <http://www.bpa.org.uk/news/invitation-to-tender-for-the-bpa-shop-franchise/>  
Outline proposals have been invited for submission by 30 March.

**14 Development Committee Action Plan 1 July 2014 to 30 June 2015**

To review progress to date, at month 8 of 12.

- 14.1 Draw up a 'sectoral map' of the skydiving sector (organisations and their purposes) - Secretary **Paper circulated**
- 14.2 Produce 'BPA Approved' signs for display by Affiliated Drop Zones **Completed**
- 14.3 Investigate participation rates by women in skydiving - Brian Cumming **Ongoing**
- 14.4 Further investigate broadcasting BPA meetings over the Internet **Ongoing**
- 14.5 Explore arrangements for elected members to participate in meetings via the Internet when they could not be present in person **Completed**

**15 Development Action Plan 1 July 2015 to 30 June 2016**

To consider ideas from around the table with a view to formulating a plan to recommend to full Council (to be finalised at the April meeting) - usually 4 or 5 targets.

**16 BPA Archive Project** - update (paper to be circulated)

**17 Any other business** - to be notified to the Secretary by no later than noon on Wednesday 18 February.

**18 Dates of meetings in 2015**

To be arranged in the light of Council meetings dates and times (as below):

**Meetings of Council 2015 at the BPA Office LE2 9TF**

Tuesdays 14 April, 16 June, 11 August and 6 October at 1800  
and Saturday 5 December after a General Meeting at 1500

**Note:** The Chair of Council has asked the Development Committee to review policy on holding winter Council meetings on Saturdays (which is currently being trialled for the December 2014 and February 2015 meetings) at its April meeting.



**BPA Development Committee - Terms of Reference**

<b>Name</b>
Development Committee
<b>Status</b>
A main Committee of Council reporting to the Council
<b>Purpose</b>
Development of the sport and the Association, broadly interpreted, but excluding Association staff remuneration (which is covered by Council's Employment Subcommittee)
<b>Composition</b>
<ul style="list-style-type: none"><li>• Chair elected by Council</li><li>• No fewer than 3 or more than 7 Members of Council may comprise the voting members of the Committee, and never more than 50% of Council</li><li>• Treasurer is co-opted as a non-voting member of Committee</li><li>• BPA technical staff attend (non-voting)</li><li>• Committee Secretary is BPA staff (non-voting)</li><li>• Chairs of Development &amp; Communications Committees normally cover for each other as Vice Chair in the event of absence</li></ul>
<b>Voting</b>
Quorum: 3. Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to ratification by full Council. BPA rules for proxy votes apply.
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Development of the sport and the Association</li><li>• Recommending annual subscriptions</li><li>• Recommending financial policy including expenses policy</li><li>• Recommending insurance arrangements</li><li>• Monitoring progress of the Drop Zone Defence Fund (DZDF)</li></ul>
<b>Subsidiary bodies</b> <i>Reporting in:</i>
<ul style="list-style-type: none"><li>• Insurance Subcommittee (convened as required, on an ad hoc basis)</li><li>• Any ad hoc working party the Committee may from time to time convene</li></ul>
<b>Additional details</b>
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 only on the invite of the Chair of the meeting.  Any BPA member has the right to attend to observe (except for any closed sessions) and speak.
<b>Annual review of this document</b>
This document will be reviewed each December and any proposed variations shall be subject to ratification by Council to maintain consistency across committees as applicable.