



Development Committee

Minutes of the meeting held on

Saturday 21 February 2015 at 12:35

at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

Present (quorum is 3):	Adrian Bond	-	in the Chair
	Jack Bradford		
	Brian Cumming		
	Craig Poxon (by Skype)	-	Chair (not chairing this meeting)
	Ian Rosenvinge		
In attendance:	Liz Ashley	-	Editor, <i>BPA Skydive the Mag</i>
	Tony Butler	-	Chief Operating Officer (COO)
	John Hitchen	-	Vice President, IPC Alt Delegate & STC Chair
	Jason Kelleher		
	Mike Lewis		
	Jeff Montgomery	-	Safety & Technical Officer (STO)
	Martin Shuttleworth		Secretary-General (Secretary)
Apologies for absence:	Paul Applegate		
	Debbie Carter	-	Treasurer
	Jon Gretton	-	Financial Administrator & Company Secretary
	Yassi Molazadeh		

Item Minute

01/15 Chair

As Craig Poxon, Development Chair, was away travelling today, Adrian Bond (Communications Chair) had accepted his invitation to chair this meeting. Craig Poxon was however participating intermittently by a Skype telephone call.

02/15 Composition of the Development Committee 2015

Craig Poxon (Chair, elected by the Council), Paul Applegate, Adrian Bond, Jack Bradford, Brian Cumming, Yassi Molazadeh, and Ian Rosenvinge *Co-opted (non-voting) ex officio as Treasurer*: Debbie Carter.

03/15 Terms of reference

The Committee's terms of reference had been circulated with the agenda.

Noted

04/15 Declarations of interest

Personal, material or financial interests would be declared at the item to which they relate.

05/15 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Saturday 6 December 2014 had already been approved electronically by the 2014 Committee, ratified by the Council and published on the BPA website at bpa.org.uk/member/agendas-and-minutes/

06/15 Matters arising

6.1 Online provisional student memberships (minute 70.1)

Note 10 of the notes of the first meeting of the IT Strategy Group held on Tuesday 10 February (circulated) had called this Committee's attention to:

1. whether, as a matter of principle, the contract between a student member and BPA should be mediated by a third party [software supplier] over whom BPA had no control; and
2. an online student membership system of [the kind envisaged] being an entirely different system from the new BPA membership database (minute 6.2).

Ian Rosenvinge said that, in relation to 2 above, as long as each system could export data, he did not believe that using an externally-owned online platform would be a problem.

Ongoing

6.2 Database specification for tender (minute 70.2)

The Secretary reported that Graham Spicer had nearly finished the specification, and hoped that the draft would be available for consideration at the next meeting.

Ongoing

6.3 Examiners' expenses (minute 73)

The Financial Administrator had confirmed that HMRC had agreed to a subsistence rate of £65 per day.

Noted

6.4 Examiners' uniform (minute 74)

The STO reported that the Examiners' uniform had been well received.

Completed

07/15 Liaison with official agencies for sport

The Secretary said that after the meeting he would circulate a copy of communications from UK Sport and Sport England, setting out their funding policies 2013-17, as they had advised to BPA about two years ago.

Action: Secretary

Following Sport England's presentation on Significant Areas for Sport (SASP) at the DZO SIG last November (minute 70.5), the Secretary would circulate PTOs with information from Sport England. This would set out how Centres that were currently recognised as SASPs could review their status should they so wish, and also how other eligible PTOs in England could apply for such recognition if they met Sport England's criteria. We knew of no similar scheme currently run by the sports councils the other home countries.

Action: Secretary

08/15 Insurance

The COO confirmed that the 6% premium reduction for BPA third party public liability insurance, reflected in a year-on-year reduction in the insurance element of BPA membership subscriptions, would take effect in the new membership year beginning on 1 April 2015.

He also reported that he would shortly be discussing with our insurers, who were the sponsors, arrangements for the new Romero/Liberty BPA Safety Innovation of the Year Award, which would have a cash prize of £5K.

Noted

09/15 Car mileage rate

The COO had noted on the agenda: '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 [consequent on recent significant fall in fuel prices] be prudent to decrease the mileage allowance by the 8p by which it was increased at that time.'

After discussion, the Committee decided to maintain BPA car mileage rate as at present, which for elected members and officials was 45p/mile, being the rate set by HMRC that was not taxable; and further to mirror any variations in the HMRC rate in future. This rate covered not only fuel, but also wear and tear.

Status quo

10/15 Election debrief

The Secretary gave a summary debrief of the election administration support provided by the independent election administrators. He had negotiated a reduction of £250 in their charge to us because of a transposition of members' given names and family names in the test e-mail. Brian Cumming sought to graph the voting profile (when votes were cast over the 5-week election period), and the Secretary said that weekly reports of the cumulative number of votes cast had been posted on the BPA Facebook page.

Noted

11/15 Indoor skydiving

Further to the IPC Delegate's interim report on the IPC 2015 meeting (circulated), John Hitchen (Alternate Delegate to IPC) and the COO reported on IPC's consideration of BPA's paper on governance and regulation of indoor skydiving (Council minute 74.1/14). IPC appeared to continue to support its involvement with indoor skydiving (tunnel flying) competitions, but this presented BPA and a few other sport parachuting NGBs in other nations with a difficulty as indoor skydiving was not in scope to their own constitutions. BPA did not govern or regulate indoor skydiving in the UK, and indoor skydivers (including children) would not be BPA members unless they were also parachutists (the minimum age for sport parachuting in the UK being 16). IPC had established a working party, of which John Hitchen was a member, to consider the issues we had raised in our paper.

Ongoing

12/15 IT Strategy Group

As already recorded at minute 6.1, notes of the first meeting of the IT Strategy Group (ITSG) held on Tuesday 10 February had been circulated with the agenda of today's meeting. The Chair said this was a useful activity and thanked all on ITSG, including Graham Spicer, who had chaired it. The following items from the notes were considered.

1. The Development Committee provisionally approved ITSG's terms of reference, subject (at the request of Brian Cumming) to no points being brought forward by Committee members within the next 7 days [**Secretary's note:** there were none], after which time approval would be assumed.

Approved

2. The Development Committee noted ITSG's communication (ITSG note 6) on board meeting software for tablets (a sharing system for electronic board and committee papers) and supported its endorsement of this initiative for reasons of efficiency and good governance.

Agreed

3. The Development Committee agreed ITSG recommendation (ITSG note 9) to ask Council to refer to its Stronger Future (Governance) Working Party the issue of possibly streaming BPA meetings over the internet.

Refer to SFWG

4. The Development Committee noted ITSG's recommendation (ITSG note 10) that IT should have its own budget. The Committee supported the rationale for this, as part of a more proactive approach to IT. The Editor suggested other variations to BPA budget heads. The Committee agreed that budget heads were an issue, and deferred further consideration until the next meeting when it was hoped that the Treasurer and Financial Administrator would be present.

Defer to next meeting

13/15 Refranchising of the BPA Shop

Jack Bradford declared an interest as he had his own gear store, and left the room for this item.

The Committee noted that the invitation to bid for refranchising of the BPA Shop had been published on the BPA website and in the February issue of *BPA Skydive the Mag*. The call back date for outline proposals was 30 March. The Competitions Committee was issuing a tender for supply of uniform to the British National Delegation and this might be included as part of, or be entirely separate from, any new franchise for the BPA Shop. Outline proposals would be considered at the next meeting. The Secretary said there had been a couple of enquiries to date.

Action: Next meeting

Jack Bradford re-joined the meeting at the conclusion of this item.

14/15 Development Action Plan: 1 July 2014 to 30 June 2015

14.1 Target 1: Draw up a 'sectoral map' of the skydiving sector (organisations and their purposes)

The Secretary had circulated an updated draft with the agenda. The Committee agreed that this should be published to the membership for comment and input.

Action: Secretary

14.2 Target 2: Produce 'BPA Approved' signs for optional display by Affiliated Drop Zones

Completed

The 'What does BPA do for me?' poster had not yet been printed, pending confirmation in due course by the Communications Committee of the possible introduction of a BPA strapline (Communications minute 5.1).

14.3 Target 3: Investigate participation rates by women in skydiving

Brian Cumming had suggested writing to CIs about the difference between the participation rate of women in tandems, which was approximately 50%, and full BPA members, which was about 18%, and ask if they had any women role models at their DZs.

The Committee then discussed what they thought might be a better way forward.

The Editor reported that an article on women in skydiving by Hannah Betts was due to be published in the April issue of *BPA Skydive the Mag*. The Editor agreed with the Committee to

use this to seek to springboard a conversation with readers about the participation rates of women in skydiving. Jack Bradford reported that about 40-45% of BCPA members were women.

The Editor said that the nature of skydiving meant that it would always have more men than women in it because of demographic factors, not least child bearing and rearing with for example the vast majority of single-parent families being mothers not fathers. There was a clear correlation between age and female participation rates. It was however unclear to what extent generational factors, compared with demographics, may play in this. She said that clarity was needed about what this investigation into female participation rates in our sport was seeking to achieve. Mike Lewis suggested that a useful comparator would be with other action sports.

Ongoing

14.4 Target 4: Further investigate broadcasting BPA meetings over the Internet

See minute 12(3).

Ongoing

14.5 Target 5: Explore arrangements for elected members to participate in meetings via the Internet when they could not be present in person

Facilities had now been installed in the BPA Board Room. Ian Rosenvinge said, and the Secretary endorsed, that for remote participation to be effective and in fairness to everyone involved in the meeting, the member calling in by Skype or telephone needed preferably to be in a suitable environment, away from noise and distractions.

Achieved

15/15 Development Action Plan : 1 July 2015 to 30 June 2016

The meeting Chair asked the Committee to consider targets for the next Action Plan year.

Craig Poxon spoke by telephone to his suggestion of producing a limited trial run of 100 units of BPA-branded multifunctional headgear. The Committee supported this idea and agreed that Craig Poxon should progress it now. If the new item of clothing were to prove successful, any further arrangements could be handed over to the BPA Shop (minute 13).

Brian Cumming suggested using a Google calendar for events, with a separate BPA administration calendar for BPA meeting dates and submission cut-off dates for agenda items and supporting papers. The Editor believed this would be very helpful to members, and potentially could save herself and others a considerable amount of cross-checking. Jack Bradford kindly offered to progress this. The meeting Chair said it should be referred to the Communications Committee.

Action: Jack Bradford / Refer to the Communications Committee

Two further ideas for Development Action Plan targets were as follows, under the strategic head of the pursuit of excellence.

1. Report on possible need, and if so options, for a development/performance plan for skydiving (possible budget £2K). Mike Lewis said projects of this nature that involved commissioning an external consultant needed explicitly to be linked with an organisational vision/mission statement to give them a clear focus. The Secretary said that the Stronger Future (Governance) Working Party was developing an organisational vision statement and along the lines of 'a world class organisation' or 'a high performing organisation'.
2. Research Investors in People status for BPA.

Consider at next meeting

The Editor suggested a target to introduce plastic membership cards. The Secretary said this had been considered a few years ago, and the outcome at that time had been that, to be viable economically, a plastic card would have had to have lasted for more than one membership year. A key point was that the change of colour of the current cards each year offered PTOs a straightforward way of checking the currency of BPA membership. In discussion it was noted that a general trend was for physical cards to be replaced, or if not augmented, by electronic versions on Smartphones, etc. A possible development target might therefore be, in association with ITSG (minute 12), to research the future of membership cards.

Consider at next meeting

The meeting Chair said that at the next meeting in April, the Committee would need to hone and prioritise the above ideas, and any others that might yet be suggested, into an Action Plan to recommend to Council. He asked Committee members to keep thinking about other

possible targets and to come forward with any further ideas for consideration at the next meeting.

Action: Committee / Next meeting

16/15 BPA Archive Project - update

The Committee noted with thanks the update report on the BPA Archive Project by BPA Archivists Andrew Hilton and Graham Spicer, which had been circulated in advance.

Noted

17/15 Dates of future meetings

At the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF:

- Tuesdays at 15:30: 14 April, 16 June, 11 August and 6 October;
- Saturday 5 December at 12:30.

The meeting closed at 14:22 (duration: 1h 47m).