



## Development Committee

Minutes of the meeting held on

**Tuesday 16 June 2015 at 15:05**

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

<b>Present</b> (quorum is 3):	Craig Poxon	-	Chair
	Paul Applegate		
	Adrian Bond		
	Jack Bradford		
	Yassi Molazadeh		
	Ian Rosenvinge		
<b>In attendance:</b>	Tony Butler	-	Chief Operating Officer (COO)
	Debbie Carter	-	Treasurer
	Jon Gretton	-	Financial Administrator & Company Secretary
	Jeff Montgomery	-	Safety & Technical Officer (STO)
	Martin Shuttleworth	-	Secretary-General (Secretary)
<b>Apology for absence:</b>	Brian Cumming		

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### Item Minute

#### 33/15 Declarations of interest

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

#### 34/15 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 14 April 2015 had already been approved electronically by the Committee, ratified by the Council and published on the BPA website at [bpa.org.uk/member/agendas-and-minutes/](http://bpa.org.uk/member/agendas-and-minutes/)

#### 35/15 Matters arising

##### 35.1 Online provisional student memberships (minute 20.1)

The Chair believed that there may be scope for further discussion with Sports Booker about proprietary rights to its system; the COO said he was not aware of this - he would therefore mention it to Martin Mansley (broker). Currently, the plan remained to roll online provisional student memberships into the online database of full members.

**Ongoing**

##### 35.2 Database specification for tender (minute 20.2)

The draft specification from Graham Spicer was awaiting feedback from BPA staff.

**Ongoing**

##### 35.3 IT budget (minute 20.4)

The IT Strategy Group was preparing a draft BPA IT budget.

**Action: ITSG**

##### 35.4 Weekend Council meetings outside British Summer Time (minute 23.5)

Consideration of this item had been held over until the next meeting at the request of Brian Cumming, as he was not present today.

**Defer to August meeting**

##### 35.5 BPA Shop (minute 27)

The Chair reported that the website for the BPA Shop, which had now closed, had been taken down.

**Completed**

##### 35.6 Data protection enquiry from an Affiliated PTO (minute 31)

The Secretary had put the PTO in touch with Paul Ticher, a data protection consultant who had done some work for BPA. He understood that the PTO was now using the consultant's services. There had, at least to date, been no need for BPA to take any action.

**Noted**

**36/15 Liaison with official agencies for sport**

The Secretary that he had drafted a response to consultation by the new Chair of Sport & Recreation Alliance's Outdoor Division (to which BPA belonged), about which he was awaiting to hear from the Chair of this Committee.

**37/15 Insurance**

The COO reported that he was maintaining regular liaison with the broker and the insurance lawyer.

**38/15 Drop Zone Owners' & Operators' Specialised Interest Group**

The COO suggested that the next meeting might be held in Nottingham on Friday 29 January 2016, the day before the AGM and *BPA Skydive the Expo 2016*. He had in mind to include a session on DZ marketing by US-based international expert James La Barrie (for whom BPA would need to cover his travel, accommodation and subsistence costs) and a session on safety culture. Adrian Bond proposed, and Paul Applegate seconded, a motion to cover these costs, which were estimated to be about £2K. The vote was: For - 4, Abstain - 1 (Ian Rosenvinge, who declared an interest as a DZO).

**Carried**

The Secretary said there should also be time for an open forum on other matters, including discussion of relaxing restrictions on the number of temporary memberships an individual may hold (minute 39).

The Committee asked the Secretary to consult with DZOs on its suggestion that the above might replace the customary November meeting this year, whilst at the same time calling for agenda items.

**Action: Secretary**

However, if a November date were needed, the Committee pencilled in Tuesday 17 November 2015 provisionally at the Leicester Hilton, there being instructor courses scheduled for the previous two weeks.

**39/15 Consultation with Affiliated PTOs on the Committee's proposal to remove the limit on the number of temporary memberships an individual may take out**

Feedback from six PTOs had been received, which had been circulated with the agenda. Staff in BPA membership services had said that they would like to be involved in the discussion.

Feedback had raised questions about how the arrangements would be monitored, and also concerns about full members choosing to take out seasonal temporary memberships instead of renewing for the full year. Ian Rosenvinge said that his wish had been to help students in their conversion to full membership, not for any new scheme to impact on established full memberships.

The Committee decided that discussion on this should be an item for the agenda of the next meeting of the BPA Drop Zone Owners' and Operators' Specialised Interest Group (minute 38).

**Action: Item for agenda of next DZO SIG**

**40/15 Independent election administration services**

Costed proposals from two suppliers, which had been circulated with the agenda, were discussed. One supplier had previously given a demonstration to staff, and the other an online demonstration for the Chair and staff. The first supplier now gave a demonstration to the Committee via WebEx. The Committee then asked questions of this supplier, including about due diligence on the company, in relation to which additional information was requested (to follow after the meeting).

In response to a question about the voting period, the supplier advised 4+ weeks, citing one of their existing clients as having a four week voting period, another six weeks, and a third three months. The supplier said that elections (such as ours) that ran over the Christmas and New Year holiday did not generally attract a good turnout during that time, and this should be factored into any decision about the duration of the voting period.

**Secretary's note:** Voting in the 2015 BPA election was open from 11 December 2014 to 19 January 2015 - 5½ weeks, and was therefore already in line with the supplier's recommendations.]

Subject to receipt of the additional information requested, and to it proving satisfactory, the Committee would take decision at its next meeting in August. The service included online nominations. An election would be triggered if there were more candidates than seats (15), otherwise the nominees would be elected uncontested. The supplier would therefore be asked for a break clause at nominations stage, to go forward to an election only if there were 16 or more nominees.

**Action: Secretary**

**41/15 Indoor skydiving**

The Competitions Chair and COO were seeking to arrange a meeting with UK wind tunnel operators.

**Action: BPA Office**

**42/15 IT Strategy Group**

The Committee received with thanks, and ratified, the notes of the IT Strategy Group's meeting on Tuesday 26 May.

**Ratified**

**43/15 Development Action Plan: 1 July 2014 to 30 June 2015**

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

The Secretary reported that one comment had been received on the draft published in *BPA Skydive the Mag* for April.

**43.2 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.

**43.3 Target 3: Investigate participation rates by women in skydiving**

There was no update today as Brian Cumming was not present.

**43.4 Target 4: Further investigate broadcasting BPA meetings over the Internet**

This had been referred to the Stronger Future (Governance) Working Party (per minute 12(3)) which had not met recently.

**Referred to SFWG**

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

**Achieved**

**44/15 Development Action Plan : 1 July 2015 to 30 June 2016**

**44.1 Commission a trial run of BPA-branded Buffs**

The Chair reported that the run had been increased from 100 to 150 in order to supply 50 to members of our National Delegations, these being provided at cost by the British Team Fund. The Committee agreed that the BPA Buffs would sell to members at £12 (£10+ £2 VAT) so that costs would be recovered on sales of 50.

**Action: Chair**

**44.2 Review the different kinds of (physical and virtual) membership cards on the market**

This was referred to the IT Strategy Group and as an agenda item for consultation with Affiliated PTOs at the next meeting of the DZO SIG.

**Refer to ITSG & agenda item for DZO SIG**

**44.3 Engage an independent expert in sports development to help us explore development options for our sport**

The Secretary had asked Amanda Bennett, BPA Governance Consultant, for advice on whom to approach. The Committee had earmarked a provisional budget of £2K for an initial report.

Amanda Bennett had said that it would be helpful to know what the Committee's current thinking was in terms of development - was it about adjusting the skydiving / sport parachuting offer, different marketing approaches, or a commercial customer focused approach? This may help identify whether a sporting or more commercially focused person might be most appropriate.

The Treasurer said that BPA was not a commercial body: commercial activities were undertaken by DZs. The Chair said that the BPA was a not-for-profit, but not as commercially successful (in terms of attracting sponsorship, etc) than we might like. The Treasurer noted that it was teams who sought sponsorship, rather than BPA as a whole. She envisaged research into development of the sport as, for example, setting out options on how the sport might be grown / how to attract and retain members. She said that this needed to be done alongside DZs.

The Committee agreed that part of the development of the sport was to raise its profile. It also noted that there may be development options that we had not yet considered, which was an area where cross-fertilization of ideas from other sports may be helpful.

In discussion, reservations were expressed that a budget of £2K may be too low to commission an initial report.

The Secretary would relay the above discussion in to Amanda Bennett for further advice.

**Action: Secretary**

**44.4 Research whether or not seeking accreditation to the Investors in People standard may be of benefit to BPA**

The Treasurer believed that it may not be appropriate for BPA to pursue IIP accreditation, as there may be, for us, more appropriate ways to realise similar benefits.

**45/15 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**

**46/15 'BPA Stay safe' teardrop flag**

A prototype 'BPA Stay safe' teardrop flag was on display. The COO suggested that each Affiliated PTO be supplied with one, and the Committee agreed. The Treasurer said there were sufficient funds in the BPA Risk Management Fund kindly sponsored by the insurers. The COO said he wished to be sure that this funding had not already been allocated, if so the Committee agreed that BPA should fund the cost, expected to be less than £5K.

**Agreed**

**47/15 Dates of future meetings**

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

- Tuesdays at 15:30: 11 August and 6 October;
- Saturday 5 December at 12:30.

The meeting closed at 17:10 (duration: 2h 05m).