



**Agenda for a meeting of the
Development Committee
on Tuesday 13 February 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	Apologies for absence Craig Poxon, Chair (therefore Adrian Bond, Vice Chair, will chair the meeting). Jon Gretton, Finance Manager - on jury service	Chair	-
2	D	15:32	Composition of the Development Committee 2018 (i) Craig Poxon - Chair, elected by Council; (ii) Adrian Bond - Vice Chair, as Chair of Communications; (iii) To confirm other Council members on Development, including the Treasurer (ex officio); (iv) To confirm the committee membership for 2018 of volunteer members Andy Pointer and Ali Woodhouse; (v) To consider whether the Chair of the IT Strategy Group (which reports to the Development Committee) should be a member of the Committee.	Chair	-
3	I	15:35	Declaration of any conflicts of interest	All	-
4	R	15:38	Minutes of the meeting held on Tuesday 28 November 2017, previously approved electronically by the Committee and ratified by Council and published on the BPA website bpa.org.uk/member/agendas-and-minutes/	All	Minutes
5	I	15:40	Matters arising from the minutes not covered elsewhere on the agenda 4.1 Min 68.1 Duties & responsibilities of volunteers - Secretary 4.2 Min 68.2 Staff training on Office 365 - Secretary 4.3 Min 68.3 DZ Operators' Specialised Interest Group meeting, Friday 26 January 2018 - Secretary	Chair	Minutes

Item nr	D/A/I/R	Time	Business	Lead	Pre-read paper
6	I	15:50	Liaison with official agencies for sport Oral report	Secretary	-
7	I	15:55	Insurance Oral report, including response to request for information on 3 rd party cover by other European skydiving NGBs	COO	-
8	I	16:00	Safeguarding A training day for safeguarding leads of Affiliated PTOs has been arranged for Friday 16 March at BPA HQ, facilitated by Sara Orton, BPA Safeguarding Adviser	Chair	-
9	I/D	16:05	Development Action Plan: 1 July 2017 to 30 June 2018 9.1 PIMS - Tangent advised on Thursday 25 January that they were withdrawing from the contract 9.2 Customer service at PTOs > Possible BPA-arranged visit to UK of James La Barrie of Beyond Marketing - Andy Pointer to report on response to his letter of invitation to Affiliated PTOs 9.3 Grass root talent identification	Chair	9.1 - Tangent withdrawal and the way forward - paper by Graham Spicer, Chair, IT Strategy Group (to follow)
10	I/D	16:20	Development Action Plan: 1 July 2018 to 30 June 2019 To consider possible Action Plan targets to recommend to the April meeting of Council	Chair	-
11	I	16:35	Rise Up - update Yassi Molazadeh, Rise Up administrator	Yassi Molazadeh	Rise Up update
12	I	16:45	IT Strategy Group (ITSG) 12.1 To agree the composition of ITSG 2018 - currently Graham Spicer (Chair), Development Chair, COO, STO, Secretary-General, Finance Manager, Nathan Tutt (Computerlink Leicester Ltd, IT supplier to BPA). 12.2 ITSG update from Graham Spicer, Chair	Chair	ITSG update
13	I	16:50	BPA Archive Project	Chair	Archive Pjt update
14		16:55	Any other business to be notified to the Secretary by no later than noon on Friday 9 February	Chair	-
15	I	17:00	Dates of next meetings Tuesdays at 15:30 at BPA HQ:17 April, 12 June, 7 August, 2 October and 27 November 2018.		-