Development Committee

Minutes of the meeting held on
Tuesday 7 August 2018 at 16:20
at the BPA HQ, Glen Parva, Leicester LE2 9TF

Present:	Craig Poxon	-	Chair
	Paul Applegate		
	Adrian Bond		
	Brian Cumming		
	Yassi Molazadeh		
	Andy Pointer		
	Graham Spicer	-	Chair, IT Strategy Group & BPA Archivist
In attendance:	Liz Ashley	-	Editor, BPA Skydive the Mag
	Tony Butler	-	Chief Operating Officer (COO)
	Jon Gretton	-	Finance Manager & Company Secretary
	Martin Shuttleworth		Secretary-General (Secretary)
Apologies for absence:	Debbie Carter	-	Treasurer
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Ali Woodhouse		
	(see Secretary's note on page 4)		

Item   Minute

45/18 **Declarations of interest**
These would be taken as they arose.

46/18 **Minutes**
The Committee approved the minutes (circulated) of the meeting held on Tuesday 12 June 2018 as a correct record.

Approved

47/18 **Matters arising**

47.1 Staff training on SharePoint (minute 35.1)
The Secretary reported that the latest training session for the secretariat by Computerlink (Leicester). It had comprised an introduction to access permissions and how to allocate and check them, together with an introduction to the access groups structure across the Council and the various committee SharePoint sites as shown under the site permissions.

Ongoing

47.2 Patch management on HQ terminals (minute 40.2)
Arrangements for this were now in place.

Completed

47.3 Data backup system (minute 40.3)
Installation of the Datto Alto cloud backup system had now been agreed to replace the current backup system. It would be installed shortly.

To be completed this month

47.4 Cyber security review (minute 40.4)
Contract details were being finalised with a BPA member who was a cyber security professional known to Craig Poxon and who had kindly agreed to carry out pro bono penetration testing of BPA's digital assets.

Ongoing

47.5 Virus protection on the BPA server (minute 40.5)
The Chair and Graham Spicer confirmed that virus protection was in place. The IT Strategy Group would continue to monitor the position.

Refer IT Strategy Group

47.6 GDPR compliance (minute 40.6)

Staff had access to external expertise on compliance. Technical solutions to assist in compliance were on the agenda for the next meeting of the IT Strategy Group.

Refer IT Strategy Group

47.7 Possibility of a public 365 site for BPA minutes (minute 40.7)

The Chair had researched this and advised that what he had found so far would not provide a suitable solution because it expired after 30 days. He was continuing his research.

Action: Chair

47.8 Use of the BPA logo on clothing (minute 43)

Brian Cumming had kindly liaised with the DZO concerned when he had visited the DZ on other business.

Concluded

48/18 Liaison with official agencies for sport

The Secretary reported that he and the Competitions Secretary had recently taken part in a conference call with Sport & Recreation Alliance, also involving a representative of British Gliding Association, about the Alliance's response to UK Sport's consultation on its future policy. This was with regard to any possible resumption of at least an element of future public funding for non-Olympic sports such as ours. This would require a change in public policy on sports funding, so we were not holding our breath.

Noted

49/18 Insurance

49.1 Third party public liability insurance - provision for experienced EU jumpers

A paper by Brian Cumming had been circulated with the agenda. He introduced the paper, and discussion followed.

It concerned the following provision in the Operations Manual, *italicised* for ease of reference in the paragraph below.

> BPA Operations Manual, Section 12 Documentation
>
> Paragraph 1 Personal Documents
>
> 1.1   All parachutists, riggers, packers, judges and DZ controllers must be current members of the British Parachute Association. *Except in the case of other European Union (EU) parachutists, who are current members of their own country's parachuting governing organisation, have proof that they are not classified as student parachutists, have a minimum of 100 descents and hold current third party liability insurance to cover of a minimum of 1,500,000 Euro.*

There were three options with regard to the italicised wording: (a) leave as is; (b) delete; or (c) increase the required indemnity cover to £5m, this being equivalent to the cover of BPA third party legal liability insurance.

Brian Cumming believed we should continue to offer an exemption to experienced EU parachutists who already held equivalent insurance cover. Yassi Molazadeh said we should be putting out the message that the UK was open for business.

The COO reported that when STC had considered this, they had noted that the only experienced sport parachutists who we were aware had an equivalent of £5m third party insurance cover were from Switzerland, which was not in the EU and therefore not covered by the existing provision. The COO also advised that the broker had said that the only way to be certain that all jumpers were covered was to ensure they took out BPA membership. The Secretary read aloud a statement from the broker.

Brian Cumming proposed, and Yassi Molazadeh seconded, a motion to increase the liability requirement for visiting jumpers worldwide (not solely EU as at present) to £5m, such that the insurance they already held would be required to be equivalent to BPA third party insurance cover.

Adrian Bond made a counter-proposal that we should follow the advice of our broker and require all jumpers to take out BPA insurance to avoid any risk that a jumper might be un- or under-insured. The vote was: in favour - 3, against - 2, abstain - 1. The counter-proposal carried, and the original proposal was not therefore voted upon.

50/18   Duties and responsibilities of volunteers
The Secretary had circulated an updated draft with the agenda. Yassi Molazadeh said there was overlap with Form 303 Code of Conduct for Volunteers. She would review the two documents with a view to making the Code of Conduct the primary source of reference. The Secretary said the document he had drafted had been based on the existing BPA Form 178 Duties and responsibilities of Directors. He asked whether this too should be reviewed in the light of Form 303 Code of Conduct for volunteers, which applied also to Directors but had not been in existence when Form 178 had last been updated. Yassi Molazadeh confirmed that Form 178 should now also be reviewed.

Action: Yassi Molazadeh / Secretary

51/18   Development Action Plan: 1 July 2018 to 30 June 2019

51.1 Personal Information Management System (PIMS) - invitation to tender
This had been covered at the meeting of the Communications Committee immediately before this meeting. Communications minute 39.1 refers.

Preferred bidder identified

51.2 Development of grassroots talent identification programme
This target had not yet been allocated to any member of the Committee or other volunteer to pursue.

In abeyance

52/18   IT Strategy Group
A paper by Graham Spicer (Chair, IT Strategy Group) had been circulated with the agenda. He highlighted key points in the paper.

In support of GDPR compliance, to encrypt personal data in an email, for those staff who sent such content, Microsoft Azure would cost £2.50+VAT per month per user. The COO agreed that this should be purchased.

The Secretary asked about upgrading the desktop PCs of the PA to the COO/STO and the Administration Secretary to Windows 10. These had not been included with the upgrade of other devices at HQ, as part of the Microsoft's free Windows 10 upgrade, due to technical constraints. Graham Spicer noted that these PC assets were six years old and fully depreciated so replacement would be the most expedient manner to obtain Windows 10. Two default BPA desktop PC specifications, reviewed on an annual basis, had been developed with Computerlink (Leicester) Ltd to simplify the procurement of new PCs. The Finance Manager would arrange this with Computerlink.

Action: Finance Manager

53/18   BPA Archive Project
A paper by Graham Spicer (BPA Archivist) had been circulated in advance. This was received with thanks.

Noted with thanks

54/18   Data breach - online Member check
The Chair reported with regret on an incident that may have been a data breach last evening. It involved a member accessing another member's details (not address or contact details, but the membership/licence/ratings (if any) numbers that come up on Member check), and then posting the result online. On our becoming aware of this, the Chair of Council asked the member who had posted it to take down the post, which they had done. The search on Member check had been made using publicly available information on the member whose details had been searched for.

The Chair and Communications Chair would ask Dialogue to arrange a log-in so that only Affiliated PTOs could access Member check. [**Secretary's note:** Together, in due course, for full members to carry out a Member check on their own (and only their own) membership when they were logged into their personal BPA account.]

Action: Chairs of Development & Communications

We would report this within 72 hours of the occurrence to ICO as an incident/data breach involving certain low-risk data on one member.

Action: Secretary

55/18   Dates of future meetings
Tuesdays at 15:30 at BPA HQ, LE2 9TF: 25 September and 27 November 2018.

The meeting closed at 17:32 (duration: 1:12).

Secretary's note: Composition - on 8 August, Ali Woodhouse stood down from the Committee because of her other commitments.

Approved by the Committee, ratified by Council and published on 3 September 2018, corrected version (addition to list of those in attendance) published on 13 September 2018