



Development Committee

Minutes of the meeting held on

Tuesday 27 November 2018 at 16:05

at the BPA HQ, Glen Parva, Leicester LE2 9TF

Present:	Craig Poxon	-	Chair
	Paul Applegate		
	Adrian Bond		
	Debbie Carter	-	Treasurer
	Brian Cumming		
	Yassi Molazadeh		
In attendance:	Tony Butler	-	Chief Operating Officer (COO)
	Jon Gretton	-	Finance Manager & Company Secretary
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth		Secretary-General (Secretary)
Apologies for absence:	Andy Pointer		
	Graham Spicer	-	Chair, IT Strategy Group & BPA Archivist

Item Minute

65/18 Declarations of interest

These would be taken as they arose.

66/18 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 25 September 2018 had already been approved electronically by the Committee, ratified by Council published on the BPA website at bpa.org.uk/member/agendas-and-minutes/

Approved

67/18 Matters arising

67.1 SharePoint permissions (minute 59.1)

The Secretary would check with the Committee volunteer concerned to establish whether the matter of an incorrect SharePoint permission had now been resolved.

Action: Secretary

67.2 Cyber security review (minute 59.3)

The Chair would enquire of the member involved about the status of this project.

Action: Chair

67.3 Possibility of a public 365 site for BPA minutes (minute 59.4)

The Chair was continuing to investigate.

Ongoing

67.4 Duties and responsibilities of volunteers (minute 59.6)

As reported to the previous meeting, Yassi Molazadeh was transferring some of the content from the draft, together with that from the existing BPA Form 178 Duties and responsibilities of directors, to an update of Form 303 Code of conduct for volunteers. These would then work together as a suite of documents.

Ongoing

67.5 Office 365 self-reset password facility (minute 62.4)

This was now available. Users should be encouraged to update their profile and add a photograph.

Completed

The Chair reported that Multi-Factor Authentication (MFA) had yet to be set up on the BPA Office 365 accounts of a number of users, this being important for security. He would identify these users to Computerlink who could offer them assistance in setting up MFA.

Action: Chair

67.6 Optical Character Recognition scanning (minute 62.5)

The Finance Manager reported that it was possible to adjust the default scan setting of BPA's current machine to OCR.

Action: Finance Manager

68/18 Liaison with official agencies for sport

The Secretary reported that the Chair and HQ staff had participated in various helpful training events, including by webinar, from the Sport & Recreation Alliance.

69/18 Insurance

The brokers' insurance quotation had been circulated in advance. The insurers had pegged the insurance premium element for the membership year 2019-2020 but had also quoted for the option of a higher premium for an increase in indemnity limit from £5M to £10M per incident or occurrence.

In discussion around the table, the Committee tended to the view that the indemnity limit should remain at £5M as it had only a few years ago been raised from £2M. However, the Committee believed that Drop Zones should be consulted on any possible increase in indemnity limit.

Recommend to Council / consult with DZOs at their meeting in January

70/18 Development Action Plan: 1 July 2018 to 30 June 2019

70.1 Personal Information Management System (PIMS)

Eudonet (UK) were continuing their work on this.

Ongoing

The Chair reported that a Drop Zone Operator had expressed an interest in becoming Eudonet's skydiving adviser for the new BPA web hub (the web hub being an Action Plan target of Communications Committee). This was being progressed.

70.2 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

71/18 IT Strategy Group

An update paper from Graham Spicer (Chair of the IT Strategy Group) had been circulated with the agenda. The meeting thanked him for this.

The Development Chair had asked for the WiFi password at BPA HQ to be removed from a notice on the wall and for the password to be changed. This had been done. He now suggested that the password should be changed at regular intervals, and that public and internal access points should be provided, to access the web and internal network respectively.

Refer IT Strategy Group

The Treasurer reported that she and the Finance Manager had been involved in a meeting earlier today, which the Chair of the IT Strategy Group had unfortunately been unable to attend because of ill-health. It had been about updating BPA's accounting software to a more recognised package that would be better to interface with other software, including PIMS (item 70.1). Sage accounting software had emerged as a likely choice.

72/18 BPA Archive Project

A paper by Graham Spicer (BPA Archivist) had been circulated with the agenda. This was received with thanks.

Noted with thanks

73/18 Committee volunteers 2019

A call for committee volunteers had been published in the December Mag, and would be followed up on social media.

Action: Secretary

74/18 Committee terms of reference

The Committee's terms of reference had been circulated with the agenda for a routine annual review. The meeting made no recommendation to Council for any variation but asked that

future agendas should state the number of voting members who needed to be present to satisfy part (ii) of the quoracy requirement (51% of voting members).

There was a brief discussion about the Drop Zone Defence Fund, which was overseen by this Committee. The Treasurer advised that the Fund was included in financial reports, and that no action by the Committee would normally be required unless and until a request for help from the Fund was received. The Chair noted that a Drop Zone [Shobdon] ceased to operate this year, but that no request for assistance from the Fund had been received.

75/18 Chair's thanks

The Chair thanked committee members and staff for their contributions during the year.

76/18 Date of next meeting

To be advised following the January Council meeting.

The meeting closed at 17:05 (duration: 1:00).