



## Development Committee

Minutes of the meeting held on

**Tuesday 6 August 2019 at 15:55**

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

<b>Present:</b>	Craig Poxon	-	Chair
	Paul Applegate		
	Adrian Bond		
	Tash Higman		
	Yassi Molazadeh		
<b>In attendance:</b>	Liz Ashley	-	Editor, BPA Skydive the Mag
	Tony Butler	-	Chief Operating Officer (COO)
	Debbie Carter	-	Treasurer
	(from item 51)		
	Angel Fernandez	-	Communications Manager
	Jon Gretton	-	Financial Administrator & Company Secretary
	Martin Shuttleworth	-	Secretary-General (Secretary)
	Martin Soulsby	-	Chair of Council
<b>Apology for absence:</b>	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair

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### Item Minute

#### 39/19 Declarations of interest

Any declarations of interest would be made at the item/s to which they relate.

#### 40/19 Minutes

The Committee had approved electronically the minutes of the previous meeting, held on Tuesday 11 June 2019, as a correct record. The minutes had been published on the BPA website on 12 July.

**Approved**

#### 41/19 Matters arising

##### 41.1 SharePoint permissions (minute 30.1)

The Chair had suggested a solution which Computerlink had now put in place and was being evaluated by the Secretary.

##### 41.2 Eudonet project timeline (minute 33)

The Chair reported that he had contacted Eudonet (UK) who had advised that they had revised their project timeline consequent on a meeting with the staff team at BPA HQ in April. The previous project timeline had not taken fully into account the availability of BPA staff, especially of the membership services team during the busy membership renewals period.

##### 41.3 PIMS client-side co-ordinator (minute 33)

The COO reported that Graham Spicer had kindly agreed to continue in the role of client-side project co-ordinator for the Personal Information Management System (PIMS) being developed by Eudonet (minute 41.2). The Committee expressed its gratitude to Graham Spicer for this.

##### 41.4 Ad hoc research / surveys undertaken by BPA (minute 34.3)

The Chair said he would collate information from previous surveys as a background to any possible further research on inclusivity in the sport (minute 45).

**Action: Chair**

#### 42/19 Insurance

The COO reported that he would consult further with DZOs about a possible increase in indemnity limit for the BPA third party public liability insurance from £5M to £10M per occurrence.

The COO also reported that some DZOs had advised him of a doubling or trebling of aircraft insurance premiums. This was attributable to recent parachuting aircraft crashes in Hawaii and Sweden, and even the 737 Max incidents may have had an effect.

See minute 50.2 on cyber risks insurance.

**43/19 Personal Information Management System (PIMS)**

Eudonet's updated project and task summaries for August had been circulated with the agenda. Membership services and other staff at BPA HQ were currently data checking with Eudonet data that had been migrated to the new system. Eudonet would be presenting their prototype solutions for online student membership to DZOs at a meeting at BPA HQ on Tuesday 20 August (minute 44). Graham Spicer (minute 33) would be taking part in the meeting.

**44/19 Additional meeting of the DZ Owners' and Operators' Specialised Interest Group on Tuesday 20 August 2019**

The draft agenda for the DZO meeting had been circulated as a supporting paper to the agenda of this meeting. The DZO meeting would be chaired by Adrian Bond. In addition to Eudonet demonstrating their prototype solutions for online student membership (minute 43), and an item on insurance (minute 42), there was an item on the agenda about an environmental pressure group that was trying to persuade charities not to support skydiving for fundraising. The Chair of Council said it might be helpful to know reliable figures so the charities could consider offsetting carbon impact. The Communications Manager would research the figures.

**Action: Communications Manager**

**45/19 Encouraging diversity and inclusivity in the sport**

Notes on the Secretary's meeting with Dr Dominic Malcolm, Reader in the Sociology of Sport at Loughborough University, had been circulated with the agenda. The notes covered possible research options, together with estimates of associated costs, on sociological issues of inclusion in the sport.

Biomechanical research on whether skydiving was a gendered sport (whether physiological differences between men and women affected performance) was a different research area. Unfortunately, it was not one that chimed with the research interests of Dr Malcolm's academic colleagues in biomechanics at Loughborough.

The committee discussed research options and costs, including the possibility that a sponsor for the £27K entry cost of research for a doctoral thesis might have this funding matched by the University if the research proposal was acceptable to them and the researcher.

Tash Higman reported on research into the sociology of skydiving that had been carried out for a PhD thesis at the University of Durham. The researcher had gone on to pursue an academic career and would be an appropriate person to consult about sociological research in the sport.

**Action: Secretary**

After further discussion, Tash Higman proposed, and Adrian Bond seconded, a motion that we should seek to cover sociological survey/research ourselves, and narrow our interest in possible external research to the biomechanical question of whether skydiving (or any/certain of its disciplines) was a gendered sport.

Also circulated in advance as a supporting paper to this item had been a paper from the Women in FAI Working Group as presented to the 2014 FAI General Conference. Although a few years old, this was helpful in coming from the primary source of FAI as our International Federation, and in documenting this structured approach:

1. Obtain data and assess the environment
2. Raise awareness internally of the need for change
3. Remove barriers (which may affect men, as well as women)
4. Raise awareness externally
5. Encourage participation at various levels.

In relation to obtaining data and assessing the environment, the Secretary had obtained comparative figures of the percentage of male and female qualified skydivers in several different countries, which he had documented in papers with the agenda. All except France were in the range 14% to 20% women (BPA stood at 15% for the UK). The figure from France was 37% female. It was not clear why there should be this difference, the question was

whether the figure was directly comparable on a like-for-like basis with data from other nations surveyed. The Committee knew that funding arrangements were different in France. The Fédération Française de Parachutisme had cited "national actions have been put in place: specific assistance to women, National Women's Rally, development in the competition by creating in Relative Flight a totally female France team."

Liaison with skydiving National Governing Bodies (NGBs) in other nations had established there to be under-representation of women in the sport. This was well recognised and initiatives such as Sisters in Skydiving were in place to seek to encourage female participation and retention. However, as the NGB's who launched the first Sisters in Skydiving programme noted, it was difficult to point to any clear affect in improving female participation / retention rates.

**46/19 Development deliverables / actions 2019**

An updated status report on Development deliverables 2019 had been circulated as an appendix to the agenda.

The Secretary said the headline issue was that four deliverables in IT had regressed (status from green in June to amber now) because the IT Strategy Group was currently quiescent. The Chair said this would be considered later in the meeting under the IT Strategy Group item (minute 50).

**47/19 Council working group on committee structure and meeting frequency**

Notes on a meeting of the working group held on Tuesday 9 July had been circulated with the agenda. One of the possibilities that the working group was considering was that Council might meet quarterly rather than six times a year. The working group was consulting with each of the current committees to ask whether they would be content to do the same. The intention was for committees to meet between Council meetings so they could report to Council through minutes supported by papers where necessary.

After discussion, the Chair said this had been discussed in the Communications Committee and this Committee reflected the same views, that greater flexibility of start time and the possibility of virtual meetings (which had already been trialled successfully by the Development Committee) was to be welcomed. A nominal four meetings a year should be adequate but, as this Committee had shown earlier this year, additional virtual meetings could be organised if required.

The Chair repeated what he had said at the Communications Committee, that there was an opportunity to work smarter, by considering and discussing papers on SharePoint before meetings. This should help to reduce the duration of meetings. It would need a discussion area to be established on SharePoint.

**48/19 A licence statistics and identifying trends**

A supporting paper to this item had been circulated with the agenda. A decline in A licence numbers over the last few years was a precursor to the reduction in membership numbers we were seeing. In discussion it was noted that roughly the same percentage of members did not renew each year. A licences drove membership rather than retention. The Committee noted that the coming of the new PIMS membership database (minute 43) would allow better to analysis of data on membership and licence holders to identify trends and seek to understand underlying causal factors.

The COO said he would raise the issue under the open forum at the DZO meeting on Tuesday 20 August (minute 44).

**Action: COO**

**49/19 Zero-based budget**

Tash Higman had prepared an updated zero-based Development budget for 2019-20 which had been circulated with the agenda. The Committee was content for the budget to go forward to Council, and the Chair thanked Tash Higman for her work.

**Refer to Council**

**50/19 IT Strategy Group (ITSG)**

**50.1 ITSG Chair and Secretary**

The Chair had agreed to chair the IT Strategy Group. No arrangements had yet been made for a new Secretary to the Group, the nature of the role meant that this needed to be a technical IT person. Because no Secretary was yet in place, the Group remained quiescent.

The Secretary believed it was important to put in place an agile and responsive arrangement for proactive IT management, and to see through IT actions arising from the data protection

audit in March (minute 32.2.2). To this end, he had circulated with the agenda a proposal from BPA's IT suppliers Computerlink (Leicester) Ltd, whose Managing Director had been a member of the IT Strategy Group since its inception in 2015 and was therefore familiar both with BPA's IT infrastructure, BPA IT policies and procedures, and the work of the IT Strategy Group. The proposal included cover for the role of Secretary to the IT Strategy Group.

The Secretary was obtaining quotations from other suppliers who would not be familiar with BPA's IT infrastructure and would therefore need to be briefed ab initio.

The Committee agreed that the Secretary should seek an updated specification from Computerlink that itemised specific tasks/projects of proactive IT management. Adrian Bond indicated that he was willing in principle to assist with negotiation on contractual arrangements.

Options would be further considered at the next meeting.

**Action: Next meeting**

#### **50.2 Cyber risks insurance**

The broker had responded to Graham Spicer's paper on the insurance cover BPA currently had in place. The Secretary said this, and completion of a technically detailed proposal form for a quotation for additional cover, was awaiting consideration by the IT Strategy Group.

**Awaiting consideration by the IT Strategy Group**

**Secretary's note:** Since the meeting, the IT Director of Romero Sport & Leisure (insurance brokers) had offered assistance by providing a short but comprehensive questionnaire that covers IT processes, and external third party penetration testing.]

#### **51/19 Duties and responsibilities of volunteers**

An updated draft had been circulated with the agenda. Yassi Molazadeh had feedback which she would provide to the Secretary for the Committee to consider at its next meeting.

There was discussion of how to cover conflict of interest in the document. The Treasurer said this it was not likely to be an issue if it was recognised and declared. She believed there was a risk of getting bogged down in complex wording, and suggested that a straightforward treatment might be more effective, such as 'If you think you might have a conflict of interest, the chances are that you do. If in doubt, declare it' accompanied by a few examples.

**Action: Yassi Molazadah**

#### **52/19 BPA Archive Project**

There was no update report to this meeting. The Chair would check with BPA Archivists Graham Spicer and Andrew Hilton to assure that all was well with the Archive Project.

**Action: Chair**

#### **53/19 Dates of future meetings in 2019**

Tuesdays at 15:30 at BPA HQ, LE2 9TF: 1 October and 26 November.

The meeting closed at 17:27 (duration: 1:32).

Appendix: BPA Strategic Plan 2019-22 > 2019 deliverables > Development (August 2019)

## Appendix

### BPA Strategic Plan 2019-22 > 2019 deliverables > Development (as at August 2019)

Deliverable	Progress	Status
<b>Strategic Objective 1 - Engage with communities of our members and our other stakeholders, and beyond with the media and the wider public</b>		
Dev 1.1 Determine performance and participation metrics	Encouraging diversity in the sport (agenda item 8)	A
Dev 1.2 Produce stakeholder relationship map, comms plan and policies, membership survey and trial specialist group newsletter	Communications Committee taking lead but may require input from other committees, especially those that support Specialist Groups as the Development Committee supports the Drop Zone Operators' Specialist Group	A
<b>Strategic Objective 2 - Strengthen British Skydiving better to serve and support our members</b>		
Dev 2.1 Explore how BPA might increase support for its Affiliated PTOs - and whether they want this	Consult DZOs. DZOs most immediate requirement is for online membership – DZOs meeting arranged for Tuesday 20 August (agenda item 7)	G
<b>Strategic Objective 3 - Enhance perceptions of British Skydiving to inspire the passion of our members and encourage take-up of our sport</b>		
Dev 3.1 Introduce a new membership database that is fit for purpose to support BPA members' and BPA's business needs	Eudonet (UK) contracted to deliver this (agenda item 6)	G
<b>Strategic Objective 4 - Assure the financial sustainability of British Skydiving to 2022 and beyond</b>		
Dev 4.1 Better understand the membership journey and key influencing points/agents.	Not yet started. Input likely to be needed from Development. Council working party on committee structure may consider a 'membership journey'-type committee (agenda item 10).	A
Dev 4.2 Better understand factors affecting membership growth/decline	Not yet started. Input likely to be needed from Development. See 4.1 above.	A
<b>Strategic objective 5 - Represent British Skydiving by influencing on behalf of our members and other stakeholders</b>		
Dev 5.1 Develop the suite of specialist advisers to the Association	Remind Council of need for an equality champion on Council. Recommend to Council appointment of an Equality Adviser to the Association.	G

Deliverable	Progress	Status
<b>Strategic objective 6 - Make British Skydiving resilient by assuring that our governance structures are up to date, fit for purpose, and compliant practically and legally</b>		
Dev 6.1 Replacement of current BPA membership database (Development Committee) and web hub (Communications Committee)	Eudonet (UK) contracted to deliver this (agenda item 6)	<b>G</b>
Dev 6.2 Penetration testing of current IT infrastructure (BPA and third party)	First penetration test report received, and actions raised in relation to technical maintenance of current website (Communications minute 17.2) - to be replaced by new web hub (objective 3.1)	<b>G</b>
Dev 6.3 Optimise ownership and management of IT assets	IT Strategy Group. IT inventory and network diagram extant and regularly updated; IT roles and responsibilities document yet to be produced. <i>Status from green in June to amber now as ITSG is currently quiescent.</i>	<b>A</b>
Dev 6.4 Effective IT governance and compliance	IT Strategy Group - IT policies started; Data assurance audit completed, and action plan being formulated; some human factors with compliance of IT policies; training needs analysis of staff and volunteers yet to be carried out; change control process created <i>Status from green in June to amber now as ITSG is currently quiescent.</i>	<b>A</b>
Dev 6.5 IT-related risk management and business continuity	Disaster recovery plan needed (as noted in Council's business and financial risk register) <i>Status from green in June to amber now as ITSG is currently quiescent.</i>	<b>A</b>
Dev 6.6 Develop an information strategy	IT Strategy Group - Develop standards for the sharing, management and protection of information.	<b>A</b>