
Development Committee

Minutes of the meeting held on
Tuesday 26 November 2019 at 15:50
at the British Skydiving HQ, Glen Parva, Leicester LE2 9TF

Present:	Craig Poxon	-	Chair
	Paul Applegate		
	Adrian Bond		
	Tash Higman		
	(by Microsoft Teams video, from mid item 70)		
	Yassi Müller		
	Martin Soulsby	-	Chair of Council
In attendance:	Tony Butler	-	Chief Operating Officer (COO)
	Debbie Carter	-	Treasurer
	(from item 71)		
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth	-	Secretary-General (Secretary)
Apology for absence:	Angel Fernandez	-	Communications Manager
Observer:	Jack Davies	-	Candidate for Council 2020

Item Minute

66/19 Declarations of interest

Tash Higman declared, in relation to insurance (minute 69), that she had worked for underwriters Axa XL and Aspen.

67/19 Minutes

The Committee confirmed its electronic approval of the minutes (previously circulated) as a correct record of its meeting held on Tuesday 1 October 2019.

Approved

68/19 Matters arising

68.1 Duties and responsibilities of volunteers (minute 56.4)

An updated version would be issued for 2020.

Action: Secretary

68.2 Multi-Factor Authentication (MFA) requirement for all Office 365 accounts (minute 62)

The Chair reported that all Office 365 accounts on the British Skydiving domain were now enabled for MFA. This may help to identify any non-users of MFA.

69/19 Insurance

The insurance renewal proposal from brokers Romero Sports & Leisure for the new membership year from 1 April 2020, had been circulated with the agenda. This Committee had already recommended, and Council had agreed, agreed (minute 57, and minute 84.2.1 of the Council meeting on Tuesday 26 November) that, on the advice of the brokers and in line with a strong majority at the DZOs meeting in August, Council would recommend to the AGM that the indemnity limit should be increased by £5m to £10m per incident or occurrence. The Chair of Council outlined the background as being changes in injury compensation awards by the courts due to changes in the discount rate applied to the Ogden tables.

The COO noted that, 12 years ago, the membership subscription had stood at £150 compared with £101.33 during the current year to 31 March. The higher insurance premium would add just under £7 to the insurance component of the full membership subscription, and approximately £1.80 to that of a student provisional member.

The Committee agreed to recommend the new insurance premium rates as set out in Romero's quotation, for an indemnity limit of £10m, to Council.

Recommend to Council

70/19 Personal Information Management System (PIMS)

Updated documentation from our contractor Eudonet (UK) relating to the task summary and go-live schedule, had been circulated with the agenda. The new web hub was due to go live tomorrow, Wednesday 27 November, followed by PIMS going online the week after. Testing by DZOs had highlighted some issues that we had reported to Eudonet who were working on fixes. Some issues would need to wait until Phase 2 next year. The Chair and Graham Spicer (PIMS client-side co-ordinator) were liaising closely with Eudonet and HQ staff as well as DZs that were trialling the system, especially those that were using the Application Programming Interface (API). They were also liaising with the Communications Manager on a communications plan to keep the membership informed.

There would be some loss of connectivity to the membership database whilst PIMS was being prepared to go live through the website. The Chair outlined arrangements for redirects from the old websites to the new web hub. He and Graham Spicer were liaising with Computerlink (Leicester) over domain transfer from bpa.org.uk to britishskydiving.org. Email addresses would automatically switch on the changeover tomorrow, except for skydive@bpa.org.uk which would become info@britishskydiving.org. Messages sent to the old email addresses would be redirected to the equivalent new one.

Training and development on the new system for staff at HQ was continuing to be provided by Eudonet. The new system represented a 20-year step-change in technology compared with the current membership database, so there was a lot to learn.

The webhosting service for the current BPA website by Bigfork would no longer be needed under the new arrangements. Our contract with Bigfork could therefore be terminated once the new website had bedded in and we were sure we would no longer need the contingency of rolling back to the old one.

Action: Secretary

71/19 Rise Up mentoring programme

Yassi Müller said that, although she was stepping down from this Committee and Council at the AGM, she would be pleased to continue as volunteer co-ordinator and administrator of the Rise Up mentoring programme. The Chair, on behalf of the Committee, thanked her for this kind offer which was gratefully accepted.

In discussion it was noted that Rise Up needed to be constantly called to members' attention to retain a profile. This would include items and house advertisements in the Mag. There was also the possibility of a link with skills coaching roadshows. Yassi Müller said that mentors were needed for Rise Up mentees jumping at several DZs, especially those in regions of the UK furthest from Central England. The STO said he would call CI's attention to this at STC.

Action: Editor, Communications Manager, STO

Yassi Müller said she hoped she may have time to visit some DZs in 2020. The Chair said that progression came within the terms of reference of the new Member Development Committee that would start work next year (minute 75). The Chair of Council said that the PIMS database would be better able to provide statistical analysis of member journeys in the sport. It would also help to facilitate contact with new licence holders including A licence holders, and members who had attended skills coaching roadshows.

72/19 Encouraging diversity and inclusivity in the sport

72.1 Research

72.1.1 Contact with skydiver Dr Mona Nasser of the University of Plymouth

The following message was posted on BPA social media in October:

BPA seeks biomechanical research on 'Is skydiving a gendered sport'?

The BPA Development Committee seeks contact with a student or academic in a university or equivalent sports science department to discuss the possibility of formulating a biomechanical research assignment or project to help to determine whether

skydiving is a gendered sport. This is part of the Committee's ongoing investigation, started in spring 2019 [link to minutes], of possible mechanisms to promote inclusivity and diversity in the sport. Such a project might involve the collection and analysis of empirical data to evidence whether there may be any physiological difference in performance that may be attributed to gender characteristics - such as, for example, upper body strength. For an informal initial discussion, please contact Martin Shuttleworth at BPA HQ, tel 0116 278 5271, email martin[at]bpa.org.uk

British Skydiving Member Dr Mona Nasser of the University of Plymouth had replied to Tash Higman, whom she knew. Dr Nasser was an Associate Professor of Evidence-Based Dentistry and a specialist on research methodology.

The Chair, Tash Higman and the Secretary had had a video meeting with Dr Nasser, who had then kindly provided a report to the Development Committee, together with the longlist emerging from an initial literature review of published research in fields that might be relevant, both of which had been circulated with the agenda.

Dr Nasser's paper said that the number of studies and sample size required for reliable and high-quality research was likely to be in excess of that which BPA/British Skydiving could provide, even with matched funding. For a policy organisation such as British Skydiving, which was not a funding or research organisation, it was more usual to support and fund more simple and applied research that could easily be translated to policy and was affordable for the organisation. The first step would be an evidence review - beside the financial and logistic issues, it was also best practice to do an evidence review before formulating a research question for new primary research.

Dr Nasser had carried out a quick search by way of a review of published papers that yielded 570 results which she had not yet screened. Manual screening might typically yield some 10-30 relevant studies to the questions. Dr Nasser had noted that it would be very unlikely that an evidence review would provide convincing results to answer our question - it would probably give some interesting studies and a huge evidence gap that needed to be bridged and solved. She believed the Committee needed to decide whether to commission a review or not and, if commissioning a review, whether it would be an evidence or scoping review.

In either case, Dr Nasser advised that the next step was better to understand whether there was a problem around engaging men or women in skydiving. This could be a simple interview study with an appropriate sample (people who compete, people who are in sport longer, people who recently joined the sport, people who left, people who not yet engaged - the details could be discussed and expanded on when it was decided) to understand the reasons and rationale. It could be expanded to other quantitative or qualitative studies such as ethnographic studies or survey. Such a study was something that could easily produce results on which the Committee would be likely to be able to formulate meaningful recommendations.

Dr Nasser had noted in her paper that although it was good practice to carry out an evidence review before doing any new study (including this qualitative study), considering how the sport has evolved dramatically in recent years and no extensive recent interview studies had been done, she believed that the Committee had a good case to conduct such a study without having carried out an extensive evidence review beforehand.

The Chair expressed the Committee's thanks to Dr Nasser for this input to its work.

72.1.2 Discussion of Dr Mona Nasser's suggestions

There followed a wide-ranging discussion of Dr Nasser's stimulus paper. Many possible reasons were cited for the difference between the roughly 50/50 participation of men and women as tandem students and the statistics that showed only around 17% of full members were women. It was almost the same percentage for A licence holders, although slightly higher at about 22% of female competitors in the British Nationals. Possible reasons cited included the macho culture of the sport that often was not notably family-friendly, time out for child-bearing and rearing by women, and women's risk appetite, translating into appetite for adventure sports such as skydiving, this being generally seen as lower in women than men.

The Chair of Council said that our International Federation, FAI/IPC, clearly believed that designating a women's category in 4-way Formation Skydiving would encourage women's participation in the sport. IPC was also earmarking places for women in other disciplines as another initiative designed to bring about the same outcome.

In discussion it was noted that we needed to be careful of overstretching ourselves and seeking to take on our shoulders a range of social issues in the wider world that were unlikely to be unique to our sport. It would be important to work with other adventure sports and to understand their experiences and any initiatives they might have tried, and the results.

Tash Higman supported the idea of bringing people together as there were many views and opinions - multiple perspectives - being expressed around the table, and she was not sure how well documented or grounded in research they each were.

Yassi Müller cited the Crowdcast platform that some organisations used to ask questions about a subject with a view to finding common ground

In conclusion of the discussion on research, the Committee agreed to formulate a list of National Governing Bodies of other adventure sports, and Tash Higman kindly agreed to draft a brief on which to consult them on their approach to issues of inclusivity and diversity.

Action: Secretary / Tash Higman

There was a possibility of holding discussions, or even a conference, to explore the subject of encouraging female participation in skydiving and other adventure sports. The key thing was that we engaged with the wider sporting landscape, rather than plough a lone furrow.

72.2 e-mail from Kate Lindsley

A paper comprising an e-mail from Kate Lindsley (Team NFTO, and latterly a candidate in the election for Council 2020) had been circulated with the agenda. The mediation settlement reached with Team NFTO regarding BPA/British Skydiving sponsorship (funding) had included designation of funding of £5,912 'to develop a programme to encourage greater female participation in the sport in conjunction with [Team] NFTO.'

The ideas set out by Kate Lindsley in her email included:

- (a) a women-led instructor course;
- (b) an American type 'Sisters in Skydiving' event;
- (c) articles for Skydive the Mag;
- (d) promotional posters on AFF/category system for display at DZs featuring female Skydivers;
- (e) a research that Kate Lindsley was already carrying out this winter to see if we could learn anything from other countries on how to encourage women instructors and make sure they have no room for gender bias.

Kate Lindsley's email also mentioned an independent review of sponsorship allocation, which was a matter for the Competitions Committee so was not discussed here.

The STO, who was responsible to STC for instructor courses, was liaising with Kate Lindsley in formulating arrangements for a women-led instructor course which he said would be an additional course that would need to fit into the course schedule already planned for 2020. There were various logistical issues to be settled. He said it was important that the instructor examiners should be from British Skydiving and therefore teaching to our own Operations Manual. It was likely that the course could be scheduled for a date towards the end of 2020, with the possibility of a follow-on (progression) course in 2021.

There were three British female instructor examiners and all had indicated that they would be willing to help to deliver a course for female instructors, with the STO in his usual role of Course Director. The STO said he was not sure whether there would be a sufficient number of course members to cover the cost of the course; if not, the cost may need to be underwritten, and this might be a call on the funding that had been made available as part of the mediation settlement. The course would need to be well-publicised in the Mag and on social media.

The COO noted that four of the last six Instructors of the Year had been women.

The STO would give an update on progress on the female-only instructor course to the new Member Development Committee next year. That committee would be responsible for recommending any other initiatives to Council.

Ongoing

73/19 Development deliverables / actions 2019

An updated status report on Development deliverables 2019 had been circulated in the the agenda. This is reproduced as an appendix to these minutes.

The IT Strategy Group remained quiescent. The Chair said this would be considered in the next item, IT Strategy Group (minute 74).

74/19 IT Strategy Group (ITSG)

It was planned to convene a meeting of the IT Strategy Group in the New Year, which the Chair had agreed to Chair. Interim secretarial support would be sought from Computerlink (Leicester) Ltd, who had indicated that they would be able to provide it. Their Managing Director, Nathan Tutt, had been a member of the group since its foundation in 2015.

Action: ITSG

Tash Higman asked about policy/advice on diversion of BPA/British Skydiving email accounts to Gmail. The Chair advised against setting up a gmail account as a proxy to pick up BPA/British Skydiving emails as it raised issues around data protection.

The Secretary was concerned that the status bars on the HQ intranet were showing red indicating that storage space was running out. The Chair said this was because of the number of video files including those from the Expo 2017. As these were online, it was no longer necessary to keep them on the server, which would release considerable storage space and turn the drive status bars back to their normal blue.

75/19 New Member Development Committee from 2020

Council was revising the Committee structure better to help deliver the British Skydiving Strategic Plan. A new Committee, the Member Development Committee, would be constituted after the AGM from Council members and volunteers. Council's Committee Structure Working Party, of which the Development Chair and the Secretary were members, had formulated recommended terms of reference for the new Member Development Committee that would be considered by Council at its meeting tonight.

76/19 Chair's thanks

The Chair thanked committee members and staff for their hard work during the year. He wished Yassi Müller well, as she would be standing down from this Committee and Council, and again thanked her for continuing in 2020 in her role as co-ordinator and administrator of the British Skydiving Rise Up mentoring programme (minute 71).

77/19 Date of next meeting

This was the last meeting of the Development Committee under its current terms of reference, with a new Member Development Committee (minute 75) being constituted after the AGM.

The date of the first meeting of the new Member Development Committee would be arranged after the first Council meeting of 2020, which would be held on the day of the AGM.

The meeting closed at 17:40 (duration: 1:50).

Appendix: British Skydiving Strategic Plan 2019-22 > 2019 deliverables > Development (November 2019)

Appendix

British Skydiving Strategic Plan 2019-22 > 2019 deliverables > Development (as at November 2019)

Deliverable	Progress	Status
Strategic Objective 1 - Engage with communities of our members and our other stakeholders, and beyond with the media and the wider public		
Dev 1.1 Determine performance and participation metrics	Encouraging diversity and inclusivity in the sport (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
Strategic Objective 2 - Strengthen British Skydiving better to serve and support our members		
Dev 2.1 Explore how British Skydiving might increase support for its Affiliated PTOs - and whether they want this	Consult DZOs. DZOs most immediate requirement is for online membership - new PIMS system due to go live late 2019	G
Strategic Objective 3 - Enhance perceptions of British Skydiving to inspire the passion of our members and encourage take-up of our sport		
Dev 3.1 Introduce a new membership database that is fit for purpose to support members' and British Skydiving's business needs	PIMS go-live late 2019	G
Strategic Objective 4 - Assure the financial sustainability of British Skydiving to 2022 and beyond		
Dev 4.1 Better understand the membership journey and key influencing points/agents.	Not yet started. Input likely to be needed from new Member Development Committee from 2020	A
Dev 4.2 Better understand factors affecting membership growth/decline	Not yet started. Input likely to be needed from new Member Development Committee. See 4.1 above.	A
Strategic objective 5 - Represent British Skydiving by influencing on behalf of our members and other stakeholders		
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
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		
Dev 6.1 Replacement of current membership database (Development Committee) and web hub (Communications Committee)	Go live late 2019	G
Dev 6.2 Penetration testing of current IT infrastructure (British Skydiving and third party)	Eudonet have carried out a penetration test of their new system for British Skydiving	G
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 in August as ITSG is currently quiescent.</i>	A
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 in August as ITSG is currently quiescent.</i>	A
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 in August as ITSG is currently quiescent.</i>	A
Dev 6.6 Develop an information strategy	IT Strategy Group - Develop standards for the sharing, management and protection of information.	A