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## Member Development Committee

Minutes of the meeting held on  
**Tuesday 5 May 2020 at 12:00**  
Virtual meeting via Microsoft Teams

<b>Present:</b>	Mark Bayada	-	Chair
	Mary Barratt		
	Paul Applegate		
	Jack Davies		
	Kate Lindsley		
	Ben Samuel		
<b>In attendance:</b>	Rai Ahmed	-	Technical Excellence Advisor (TEA)
-			Artistics
	Liz Ashley	-	Editor, Skydive the Mag
	Tony Butler	-	Chief Operating Officer (COO)
	Angel Fernandez	-	Communications Manager
	Steve Hastings	-	TEA - Classics
	Helen Lucas	-	Acting Secretary
	Marcus Muir-Smith	-	TEA - CF
	Martin Reynolds	-	TEA - CP
	Martin Soulsby	-	Vice President
	Mike Williams		
<b>Apologies</b>	Craig Anderson	-	TEA - FS
	Martin Shuttleworth	-	Secretary-General (Secretary)

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### Item Minute

#### 16/20 **Welcome**

Mark Bayada, Chair, welcomed committee members, staff and TEAs and extended an invitation to all TEAs to attend all future meetings of the Member Development Committee (MDC). Martin Shuttleworth, Secretary to MDC, following illness was taking a leave of absence. All wished him well.

#### 17/20 **Declarations of interest**

Any declarations at this meeting would be taken at the item to which they related.

#### 18/20 **Minutes of the meeting of MDC on Tuesday 10 March 2020**

The minutes of this meeting had been circulated with the agenda.

#### 19/20 **Matters arising**

There were no matters arising.

#### 20/20 **Skills Coaching Roadshows programme for the remainder of 2020**

The Vice-President and TEAs that are sponsored athletes declared their interest. Jack Davies proposed that the Chair write to the PTOs that had requested a roadshow in 2020 to advise them that it will be postponed until such time as government guidelines permit skydiving to commence. These PTOs will also be able to request a roadshow at a date of their choosing when able. Seconded by Mary Barratt.

***Carried unanimously***

**21/20 Report from Skills Coaching Roadshows Review Working Group**

Mary Barratt, as Chair of this WG, briefed those present on her circulated paper and answered any queries, and communicated that TEAs would need involvement also as each discipline would need catering for in order to bring more cost efficient and efficient roadshows to a wider audience.

**22/20 Report from Coaching Structure Working Group (CSWG)**

Martin Soulsby, Chair of the WG, outlined his pre-circulated report detailing levels; or goals, of Coaching Awards and after much discussion was asked to write a consultation document for the Safety & Technical Committee after the external consultation which was agreed at the previous meeting. ***Action: Martin Soulsby***

**23/20 Report from the Equality, Diversity & Inclusivity Working Group**

**23.1 Update from Mary Barratt, WG Chair**

Mary reported that the working group is considering the 9 protected areas identified in the 2010 Equality Act and were aware that each requires attention within our sport. The group had agreed to progress Gender Equality as its first objective, bearing in mind that findings could be applied to all protected areas. The group had identified 4 key areas to pursue during the restricted lockdown period due to the global pandemic. The committee echoed Paul Applegate's thanks to Mary for her hard work.

**23.2 Update from Kate Lindsley on Uncover Your Potential weekend and female-led Instructor course at Langar in October**

Kate informed the committee that more women were joining the course and ordering instructor manuals. The Saturday of the course was to include talks, and on the Sunday jumping was to take place. It was unfortunate that as social distancing restrictions were unlikely to be lifted for the foreseeable future the course was now being looked upon to being postponed.

**24/20 Report from the Member Journey Working Group**

Due to the increased workload of the Communications Manager this had not yet been progressed.

**25/20 Communications to members and beyond**

The Editor of Skydive the Mag reporting to the committee for their information, that the June issue would contain less advertisements, and recommended that the online version, which is released two weeks before the postal mailing, be brought to the lapsed members attention.

The Acting Secretary enquired as to whether extra hardcopy magazines would require ordering for those that may renew their membership after the maildata, as required by Warners, the publisher and distributor, was required by 18 May. The consensus was to delay any decision until 15 May, as the mail data was required by 18 May.

**26/20 Any other business**

A query was raised concerning the Membership excel spreadsheet. On explanation of the spreadsheet the enquirer was content.

**27/20 Dates of next meetings**

Tuesdays at 12:00 noon (with EPC meeting at 15:00) 4 August and 20 October. Meetings may continue via Microsoft Teams due to government restrictions on travel, and social distancing during the Covid-19 pandemic.

The meeting concluded at 14:30 (duration: 2:30)

## **Appendix 1**

### **British Skydiving Member Development Committee (MDC) Terms of Reference**

<b>Name</b>
<b>Member Development Committee (MDC)</b>
<b>Status</b>
A main Committee of Council reporting to the Council
<b>Purpose</b>
Working as appropriate with internal and external stakeholder partners in the UK and beyond, to facilitate, enhance and inspire members in their journeys in our sport.
<b>Composition</b>
<ul style="list-style-type: none"><li>• Constituted annually (from AGM to AGM), composition subject to approval by Council</li><li>• Chair elected by Council</li><li>• Vice Chair shall be a Council member</li><li>• One to four other Council members and never more than 50% of Council</li><li>• Volunteer committee member/s (if available with appropriate skills)</li><li>• Maximum nine voting members</li><li>• COO and staff management team may attend (non-voting)</li><li>• Communications Manager (non-voting)</li><li>• Staff Committee Secretary (non-voting)</li></ul>
<b>Quorum and voting</b>
Two-stage quorum of: <ul style="list-style-type: none"><li>(i) a minimum of two Council Members including the Chair or Vice Chair and</li><li>(ii) at least 51% of voting members (per committee composition each year)</li></ul> Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to approval by Council. British Skydiving rules for proxy votes apply. Conflicts of interest managed by the Chair.
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Member development including participation, talent identification and progression, coaching, skills coaching roadshows, the development of qualifications relating to retention of members (STC is responsible for the introduction of ratings), personal development pathways and mentoring</li><li>• Membership recruitment and retention</li></ul>

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- Encouraging members to improve their skills in skydiving and providing them with a range of opportunities to do this
- Understanding membership journeys through research and analysis better to support and enhance these journeys to meet members' current and changing needs
- Promoting equality, diversity and inclusivity in our sport
- Promoting best practice in customer service at Drop Zones
- Surveying members to find out about them, their membership journeys in the sport, and how we can help
- Monitoring the effect of our initiatives

#### **Subsidiary bodies**

Reporting in: Coaching Qualifications Group (CQG), and task and finish groups constituted as necessary. Assisted by Technical Excellence Advisers (TEAs).

Sponsoring Committee of the Drop Zone Operators' Specialised Interest Group

#### **Additional details**

All Council members may attend all Committees (including in camera discussions). In camera sessions of each committee may be attended by; the voting members of that committee; other Council members; and others by invitation of the Chair of the meeting.

Any member of British Skydiving has the right to attend to observe (except for any closed sessions) and speak.

#### **Annual Review of this document**

This document will be reviewed towards the end of each committee year and any proposed variations shall be subject to approval by Council to maintain consistency across its committees.