



**Agenda for a meeting of the
Development Committee
on Tuesday 1 October 2019 at 15:30
at BPA HQ, 5 Wharf Way, Glen Parva
Leicester LE2 9TF**

Car parking

Please do not park in the car parking spaces opposite the BPA HQ as these belong to our neighbours, All Weather Windows, who have asked us not to use their spaces during the daytime.

Supporting papers are issued with the agenda where available; available, with the intention of completing the full set by at latest the Friday before the meeting.

Item nr	Business	Lead	Pre-read paper
1	Apologies for absence	-	-
2	Declaration of any conflicts of interest	-	-
3	Minutes To confirm approval of the minutes of the meeting of Tuesday 6 August (circulated).	Chair	Minutes
4	Matters arising from the minutes not covered elsewhere on the agenda 4.1 Min 41.4, Ad hoc research / surveys undertaken by BPA from time to time - Chair 4.2 Min 48, A licence statistics and identifying trends - this will now be an item on the agenda of the next DZO meeting on Friday 24 January 4.3 Min 49, Zero-based budget - approved by Council at its meeting on Tuesday 6 August 4.4 Min 50, IT Strategy Group - covered in agenda item 10, proactive IT management 4.5 Min 51, Duties and responsibilities of volunteers 4.6 Any other matters arising.	Chair	Minutes
5	Insurance	COO	-
6	Personal Information Management System (PIMS) Including arrangements for digital membership certificates	Chair	6 - Progress papers From Eudonet

Item nr	Business	Lead	Pre-read paper
7	<p style="text-align: center;">Specialised Interest Group meeting - Tuesday 20 August 2019</p> <p>7.1 Notes on the meeting, for info</p> <p>7.2 Figures on carbon offsetting - Communications Manager</p>	Chair	<p>7.1 - Notes on DZO mtg, 20 Aug 2019</p> <p>7.1 -Response from Eudonet on points raised at DZO mtg</p>
8	<p>Encouraging diversity and inclusivity in the sport - gender</p> <p>8.1 Secretary to report on academic contacts in relation to possible sociological research on gender issues.</p> <p>8.2 Minute 45 of the August Development meeting records that: '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.'</p> <p>8.3 IPC rule change proposal from Georgie Vacher, Council Member and FS Rep on the Competitions Committee (paper to be presented to Council tonight).</p>	Chair	8.2 - IPC rule change proposal - paper for Council by Georgie Vacher
9	<p>Development deliverables / actions 2019</p> <p>Contributing to the delivery of BPA Strategy 2019-2023</p> <p>See appendix to the agenda. The status of deliverables 6.3, 6.4 and 6.5 has gone from green in June to amber now as the IT Strategy Group is quiescent.</p>	Chair	9 - See Appendix to this agenda
10	Proactive IT management	Chair	10 - Computerlink
11	<p>Any other business</p> <p>to be notified to the Secretary by no later than noon on Friday 27 September.</p>	Chair	-
12	<p>Date of next meeting</p> <p>Tuesday 26 November 2019 at 14:00 at BPA HQ.</p>	-	-

Appendix

BPA Strategic Plan 2019-22 > 2019 deliverables > Development (as at September 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 (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
Strategic Objective 2 - Strengthen British Skydiving better to serve and support our members		
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 consulted on online services at their meeting on Tuesday 20 August 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 BPA members' and BPA's business needs	Eudonet (UK) contracted to deliver this (agenda item 6)	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 Development. Council working party on committee structure may consider a 'member development committee'	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
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 BPA membership database (Development Committee) and web hub (Communications Committee)	Eudonet (UK) contracted to deliver this (agenda item 6)	G
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)	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