



Development Committee

Minutes of the meeting held on

Tuesday 16 June 2015 at 15:05

at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

Present (quorum is 3): Craig Poxon - Chair
 Paul Applegate

36/15 Liaison with official agencies for sport

The Secretary that he had drafted a response to consultation by the new Chair of Sport & Recreation Alliance's Outdoor Division (to which BPA belonged), about which he was awaiting to hear from the Chair of this Committee.

37/15 Insurance

The COO reported that he was maintaining regular liaison with the broker and the insurance lawyer.

38/15 Drop Zone Owners' & Operators' Specialised Interest Group

The COO suggested that the next meeting might be held in Nottingham on Friday 29 January 2016, the day before the AGM and *BPA Skydive the Expo 2016*. He had in mind to include a session on DZ marketing by US-based international expert James La Barrie (for whom BPA would need to cover his travel, accommodation and subsistence costs) and a session on safety culture. Adrian Bond proposed, and Paul Applegate seconded, a motion to cover these costs, which were estimated to be about £2K. The vote was: For - 4, Abstain - 1 (Ian Rosenvinge, who declared an interest as a DZO).

Carried

The Secretary said there should also be time for an open forum on other matters, including discussion of relaxing restrictions on the number of temporary memberships an individual may hold (minute 39).

The Committee asked the Secretary to consult with DZOs on its suggestion that the above might replace the customary November meeting this year, whilst at the same time calling for agenda items.

Action: Secretary

However, if a November date were needed, the Committee pencilled in Tuesday 17 November 2015 provisionally at the Leicester Hilton, there being instructor courses scheduled for the previous two weeks.

39/15 Consultation with Affiliated PTOs on the Committee's proposal to remove the limit on the number of temporary memberships an individual may take out

Feedback from six PTOs had been received, which had been circulated with the agenda. Staff in BPA membership services had said that they would like to be involved in the discussion.

Feedback had raised questions about how the arrangements would be monitored, and also concerns about full members choosing to take out seasonal temporary memberships instead of renewing for the full year. Ian Rosenvinge said that his wish had been to help students in their conversion to full membership, not for any new scheme to impact on established full memberships.

The Committee decided that discussion on this should be an item for the agenda of the next meeting of the BPA Drop Zone Owners' and Operators' Specialised Interest Group (minute 38).

Action: Item for agenda of next DZO SIG

40/15 Independent election administration services

Costed proposals from two suppliers, which had been circulated with the agenda, were discussed. One supplier had previously given a demonstration to staff, and the other an online demonstration for the Chair and staff. The first supplier now gave a demonstration to the Committee via WebEx. The Committee then asked questions of this supplier, including about due diligence on the company, in relation to which additional information was requested (to follow after the meeting).

In response to a question about the voting period, the supplier advised 4+ weeks, citing one of their existing clients as having a four week voting period, another six weeks, and a third three months. The supplier said that elections (such as ours) that ran over the Christmas and New Year holiday did not generally attract a good turnout during that time, and this should be factored into any decision about the duration of the voting period.

Secretary's note: Voting in the 2015 BPA election was open from 11 December 2014 to 19 January 2015 - 5½ weeks, and was therefore already in line with the supplier's recommendations.]

Subject to receipt of the additional information requested, and to it proving satisfactory, the Committee would take decision at its next meeting in August. The service included online nominations. An election would be triggered if there were more candidates than seats (15), otherwise the nominees would be elected uncontested. The supplier would therefore be asked for a break clause at nominations stage, to go forward to an election only if there were 16 or more nominees.

Action: Secretary

41/15 Indoor skydiving

The Competitions Chair and COO were seeking to arrange a meeting with UK wind tunnel operators.

Action: BPA Office

42/15 IT Strategy Group

The Committee received with thanks, and ratified, the notes of the IT Strategy Group's meeting on Tuesday 26 May.

Ratified

43/15 Development Action Plan: 1 July 2014 to 30 June 2015

43.1 Target 1: Draw up a 'sectoral map' of the skydiving sector (organisations and their purposes)

The Secretary reported that one comment had been received on the draft published in *BPA Skydive the Mag* for April.

43.2 Target 2: Produce 'BPA Approved' signs for optional display by Affiliated Drop Zones

Completed

The 'What does BPA do for me?' poster had not yet been printed, pending confirmation in due course by the Communications Committee of the possible introduction of a BPA strapline.

43.3 Target 3: Investigate participation rates by women in skydiving

There was no update today as Brian Cumming was not present.

43.4 Target 4: Further investigate broadcasting BPA meetings over the Internet

This had been referred to the Stronger Future (Governance) Working Party (per minute 12(3)) which had not met recently.

Referred to SFWG

43.5 Target 5: Explore arrangements for elected members to participate in meetings via the Internet when they could not be present in person

Achieved

44/15 Development Action Plan : 1 July 2015 to 30 June 2016

44.1 Commission a trial run of BPA-branded Buffs

The Chair reported that the run had been increased from 100 to 150 in order to supply 50 to members of our National Delegations, these being provided at cost by the British Team Fund. The Committee agreed that the BPA Buffs would sell to members at £12 (£10+ £2 VAT) so that costs would be recovered on sales of 50.

Action: Chair

44.2 Review the different kinds of (physical and virtual) membership cards on the market

This was referred to the IT Strategy Group and as an agenda item for consultation with Affiliated PTOs at the next meeting of the DZO SIG.

Refer to ITSG & agenda item for DZO SIG

44.3 Engage an independent expert in sports development to help us explore development options for our sport

The Secretary had asked Amanda Bennett, BPA Governance Consultant, for advice on whom to approach. The Committee had earmarked a provisional budget of £2K for an initial report.

Amanda Bennett had said that it would be helpful to know what the Committee's current thinking was in terms of development - was it about adjusting the skydiving / sport parachuting offer, different marketing approaches, or a commercial customer focused approach? This may help identify whether a sporting or more commercially focused person might be most appropriate.

The Treasurer said that BPA was not a commercial body: commercial activities were undertaken by DZs. The Chair said that the BPA was a not-for-profit, but not as commercially successful (in terms of attracting sponsorship, etc) than we might like. The Treasurer noted that it was teams who sought sponsorship, rather than BPA as a whole. She envisaged research into development of the sport as, for example, setting out options on how the sport might be grown / how to attract and retain members. She said that this needed to be done alongside DZs.

The Committee agreed that part of the development of the sport was to raise its profile. It also noted that there may be development options that we had not yet considered, which was an area where cross-fertilization of ideas from other sports may be helpful.

In discussion, reservations were expressed that a budget of £2K may be too low to commission an initial report.

The Secretary would relay the above discussion in to Amanda Bennett for further advice.

Action: Secretary

44.4 Research whether or not seeking accreditation to the Investors in People standard may be of benefit to BPA

The Treasurer believed that it may not be appropriate for BPA to pursue IIP accreditation, as there may be, for us, more appropriate ways to realise similar benefits.

45/15 BPA Archive Project - update

The Committee noted with thanks the update report on the BPA Archive Project by BPA Archivists Andrew Hilton and Graham Spicer, which had been circulated in advance.

Noted

46/15 'BPA Stay safe' teardrop flag

A prototype 'BPA Stay safe' teardrop flag was on display. The COO suggested that each Affiliated PTO be supplied with one, and the Committee agreed. The Treasurer said there were sufficient funds in the BPA Risk Management Fund kindly sponsored by the insurers. The COO said he wished to be sure that this funding had not already been allocated, if so the Committee agreed that BPA should fund the cost, expected to be less than £5K.

Agreed

47/15 Dates of future meetings

At the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF:

- Tuesdays at 15:30: 11 August and 6 October;
- Saturday 5 December at 12:30.

The meeting closed at 17:10 (duration: 2h 05m).