



## Development Committee

Minutes of the meeting held on

**Tuesday 11 August 2015 at 15:43**

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

<b>Present</b> (quorum is 3):	Craig Poxon	- Chair
	Paul Applegate	
	Yassi Molazadeh (by Skype)	
	Martin Soulsby (from item 59)	- Chair of Council
<b>In attendance:</b>	Debbie Carter	- Treasurer
	Jon Gretton	- Financial Administrator & Company Secretary
	Martin Shuttleworth	- Secretary-General (Secretary)
<b>Apologies for absence:</b>	Adrian Bond	
	Tony Butler	- Chief Operating Officer (COO)
	Jack Bradford	
	Brian Cumming	
	Jeff Montgomery	- Safety & Technical Officer (STO)
	Ian Roseninge	

---

### Item Minute

#### 48/15 Declarations of interest

Any personal, material or financial interests would be declared at the item to which they relate.

#### 49/15 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 16 June 2015 had already been approved electronically by the Committee, ratified by the Council and published on the BPA website at [bpa.org.uk/member/agendas-and-minutes/](http://bpa.org.uk/member/agendas-and-minutes/)

**Pub ished**

#### 50/15 Matters arising

##### 50.1 IT budget (minute 35.3)

The Financial Administrator was preparing an asset register for the next meeting of ITSG in September. This would be used to help to draft an IT budget.

**Action I G**

##### 50.2 Drop Zone Owners' & Operators' Specialised Interest Group (minute 38)

The Secretary confirmed that feedback from Affiliated PTOs had been positive for the DZO SIG meeting to be held in Nottingham on Friday 29 January 2016, the day before the BPA AGM and *BPA Skydive the Expo 2016*. There had been no appetite from PTOs for an additional meeting to be held in November 2015. The Secretary had completed arrangements for international speaker James La Barrie to present a workshop session on DZ marketing. In addition, he had kindly agreed to speak at *BPA Skydive the Expo 2016* the following day. There would also be a session on safety culture at the DZO SIG meeting.

**Noted with than s**

##### 50.3 Indoor skydiving (minute 41)

The Committee noted developments in arrangements for UK delegations to FAI Indoor Skydiving First Category Events (Council minutes 55.3 and 58). This was an item of business on the agenda of the full Council meeting tonight (Council minute 62.2).

**On Council agenda**

#### **50.4 'BPA Stay safe' teardrop flag (minute 46)**

A prototype to a revised design was on display and noted with thanks by the Committee. The Secretary would continue to liaise with the Chair on the order to give one to each BPA Affiliated PTO.

**Ongoing**

#### **51/15 Liaison with official agencies for sport**

Nothing to report.

#### **52/15 Insurance**

Nothing to report.

#### **53/15 Independent election administration services**

A paper had been circulated with the agenda. Adrian Bond had completed, to his satisfaction, due diligence on the preferred supplier.

The Committee agreed to engage that supplier, per their quote (in their proposal circulated to the June meeting) for the online nominations service and, if there were more candidates than the 15 available seats, to administer the election. The election would be conducted electronically, with standing arrangements for Members to opt for postal communication of BPA company documents, which included election material.

Considerable discussion ensued on the election timetable. There was general agreement around the table that a shorter voting period might be better than the 6 or so weeks in recent elections, and that the Christmas and New Year holiday period was a dead period for voting. The benefit of a shorter voting window, in terms of establishing and maintaining momentum for the election, needed to be balanced with concerns about potentially inconveniencing voters if it were too short - including Members living outside the UK who may have opted to vote by post, among whom there may be some at BFPO addresses to which postal communication may take longer. The idea of sending out postal voting packs earlier than electronic ones was discussed. Unless any such new arrangements were clearly publicised, there was a concern that this might lead to confusion and extra administration because some Members might think their voting notifications had been missed.

Consensus, so far as there was one, appeared to be that voting should open early in the New Year (compared with 11 December last year) and that further consultation would be held with the new independent administrator to seek more advice, based on their experience professional expertise, before a final decision was taken at the next meeting in October.

**Action Next meeting**

#### **54/15 Database specification for tender**

Graham Spicer, who had drafted the BPA database specification for tender, had convened a meeting with BPA staff on Tuesday 14 July to liaise on the draft. All involved had found this to be helpful, and Graham Spicer was now incorporating the feedback into the draft document before he presented it to this Committee.

Discussion ensued on the strategy to be adopted for the longstanding aim of developing online arrangements for student members to join the BPA. This was now seen as a second phase of the database project, having discounted the idea of relying on the software and online services of a third party supplier charging a transaction fee per member (minute 20.1). Views around the table differed on whether new student members should take out their online membership direct with BPA, or through the BPA Affiliated PTO with whom they were planning to jump (as with the established provisional student membership card system that had been in place for many years). Further consideration, including consultation with Affiliated PTOs, would be necessary to find an optimum solution to satisfy all parties.

**Consult with DZO IG Ongoing**

#### **55/15 Weekend Council meetings outside British Summer Time**

A compendium paper provided to the June meeting, from which this item had been deferred, had been circulated with the agenda. It included (i) a paper by Brian Cumming, who was in favour of the Council meetings in December and February being held at weekends instead of on Tuesdays, and (ii) correspondence. Discussion took place, with views both in favour of and against weekend meetings. As Brian Cumming was not present, and this meeting comprised only 5 elected Members, the meeting agreed to refer this item for consideration by full Council at its meeting tonight when more elected members, including Brian Cumming, were expected to be present.

**Refer to Council**

**56/15 Development Action Plan : 1 July 2015 to 30 June 2016**

**56.1 Commission a trial run of BPA-branded Buffs**

The trial run of Buffs had been delivered and the Chair, who would look after distribution, tabled one.

**Action Chair**

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

This was referred to the IT Strategy Group (which was next due to meet in September) and as an agenda item for consultation with Affiliated PTOs at the next meeting of the DZO SIG.

**Refer to I G & agenda item for DZO IG**

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

The Secretary had been in touch with the two independent sports development consultants identified by Amanda Bennett, BPA Governance Consultant, and proposals from each of them had been circulated with the agenda. The Committee believed both proposals to be of interest, and decided to invite their authors to come to the next meeting to speak to them. The Secretary would seek to arrange this.

**Action secretary**

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

The Secretary noted that the business of one of the sports development consultants in 44.3 above had been accredited to the Investors in People standard. He therefore suggested, and the Committee agreed, that it might be an appropriate avenue of further enquiry about the pros and cons of IIP, and whether or not IIP might be of potential benefit to BPA.

**Action secretary**

**57/15 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**

**58/15 Chris Jones, Chair of Drop Zone Defence Fund (DZDF)**

The Committee noted, with deepest sympathy, the death of Chris Jones (Chair, DZDF) in a skydiving accident at Dunkeswell on 31 July; and extended condolences to his wife, the rest of his family and his friends.

DZDF was independent of BPA and held its AGM on the day of the BPA AGM. The Committee saw no immediate need for it (as monitoring the progress of DZDF was in this Committee's terms of reference), or any representative of DZDF, to take any action prior to that, when a successor Chair was expected to be agreed.

**Action DZDF**

**59/15 Dates of future meetings**

At the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF - Tuesdays at 15:00: 6 October and (revised date per Council minute 62.1) 1 December, following a General Meeting of Members.

The meeting closed at 17:00 (duration: 1h 17m).