



**Agenda for a meeting of the
Development Committee
on Tuesday 6 October 2015 at 15:00
at the BPA Office
5 Wharf Way, Glen Parva, Leicester LE2 9TF**

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

- 1 **Composition** To note that Brian Cumming resigned from Council on 5 September.
- 2 **Apologies for absence**
- 3 **Declarations of interest**
- 4 **Minutes**
To note that the minutes (circulated) of the meeting held on Tuesday 11 August 2015 have already been approved by the Committee ratified electronically by the Council and published on the BPA website bpa.org.uk/member/agendas-and-minutes/
- 5 **Matters arising not covered elsewhere on the agenda**
 - 5.1 Minute 50.1 - IT budget - IT Strategy Group see agenda item 8
 - 5.2 Minute 46 - 'BPA Stay safe' teardrop flags - completed
 - 5.3 Minute 54 - Database specification for tender - IT Strategy Group see agenda item 8
 - 5.4 Any other matters arising not listed above.
- 6 **Liaison with official agencies for sport** - Oral update from Secretary
- 7 **Insurance**
Tony Butler Chief Operating Officer to update orally.
- 8 **Election of Council 2016**
Independent election administrators Mi-Voice have constructed a dedicated site for nominations to be made online. Nominations closing date Monday 30 November. If the number of valid nominations is over the 15 available seats contest for the seats will trigger an election. Following further discussion with Mi-Voice to shorten the election period as requested by this Committee they propose that postal voting papers will be posted out by Mi-Voice on Friday 18 December. Ballot e-mails will be transmitted by them on Monday 4 January 2016 when online voting on their dedicated BPA voting website will open. Voting will close at noon on Monday 25 January 2016 with results declared online later that day.
- 9 **Notes on the recent meeting of the IT Strategy Group**
The IT strategy Group met on Thursday 24 September 2015. Notes on the meeting to be circulated when available.
- 10 **Development Action Plan 1 July 2015 to 30 June 2016**
 - 10.1 Order a trial run of BPA Buffs - Chair **Achieved**
 - 10.2 Research the future options for membership cards (plastic/virtual/photocards/bar codes etc) **Referred to September meeting of ITSG and for consultation with DZO SIG in January**
 - 10.3 Commission an external expert on sports development to prepare report on possible need and if so options for a development/performance plan for skydiving (possible budget £2K). **Paper from each of the two potential suppliers (recirculated). Supplier A has been invited to join the meeting (in person or by Skype) at 1545 to speak to their proposal and ask questions; followed by supplier B at 1610.**
 - 10.4 Research the positives and negatives of seeking Investors in People status for BPA - Secretary - **In progress**
- 11 **BPA DZOs Specialised Interest Group meeting: EMCC Nottingham, Friday 29 January 2016**
Presentations James La Barrie (Beyond Marketing) on DZ marketing and Stuart Morris (NWPC) on Safety Culture, plus BPA matters (online student membership eligibility for temporary

15:45 Supplier A
16:10 Supplier B

membership options for membership cards etc) and open forum. Draft agenda will be available for the December Committee meeting.

12 BPA Archive Project - update (paper to be circulated)

13 Any other business - to be notified to the Secretary by no later than noon on Friday 2 October.

14 Date of next meeting

Tuesday 1 December at 15 00 at the BPA Office Glen Parva Leicester LE2 9TF.