



## Development Committee

Minutes of the meeting held on

**Tuesday 1 December 2015 at 15:07**

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

<b>Present</b> (quorum is 3):	Craig Poxon	- Chair
	Paul Applegate	
	Adrian Bond	
	Jack Bradford	
	Ian Rosenvinge	
<b>In attendance:</b>	Tony Butler	- Chief Operating Officer (COO)
	Jon Gretton	- Financial Administrator & Company Secretary
	John Hitchen (from mid-item 77)	- Vice President & STC Chair
	Jason Kelleher	
	Martin Shuttleworth	- Secretary-General (Secretary)
	Graham Spicer (for items 77 & 78)	
<b>Apologies for absence:</b>	Debbie Carter	- Treasurer
	Yassi Molazadeh	
	Jeff Montgomery	- Safety & Technical Officer (STO)

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### Item Minute

#### 71/15 Declarations of interest

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

#### 72/15 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 6 October 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/)

**Published**

#### 73/15 Matter arising

##### 73.1 IT budget (minute 63.1)

See minute 66.

#### 74/15 Liaison with official agencies for sport

The Secretary reported that there was nothing to call to the Committee's attention.

#### 75/15 Insurance

Ian Rosenvinge declared an interest in the insurance element of the BPA membership subscription as the Owner and Operator of a BPA Affiliated Parachute Training Organisation. The Chair invited him to remain in the meeting.

The COO reported that Romero Sports & Leisure (insurance brokers) had advised that, with effect from 1 November 2015, Insurance Premium Tax (IPT) had increased by 3½% from 6% to 9½%. The old rate could be used for adjustments processed before 26 February but from that date the new rate had to be applied. As a goodwill gesture, Martin Mansley of Romero had kindly agreed that they would stand any shortfall in IPT for this period. The Committee was grateful for this kind gesture. The insurance element of BPA membership subscriptions for the next membership year would include IPT at the new rate of 9½%.

The COO further reported that he was awaiting confirmation from Martin Mansley that he had brokered a 3-year deal with the underwriters for a reduction in the insurance element (inclusive of Insurance Premium Tax at the new, higher, rate) of a reduction of 6% in year 1 followed, subject to there being no new large claims, by a further reduction of 5% in year 2

and another 5% reduction in year 3, equating to a 16% reduction over the 3 year period. In the event of one or more new large claims, there would be no reductions in years 2 or 3, but there would be a guarantee of no increase.

The Development Committee was pleased with the prospect of this arrangement on insurance because it brought the certainty and stability of a cap to the cost of insurance over a three years. The COO said that, because the insurance element was part of the overall annual BPA subscription, which was set at each AGM, a three-year arrangement on insurance would be subject to confirmation at each AGM for the ensuing membership year. He was sure that the insurers appreciated this caveat.

**76/15 BPA element of membership subscriptions 2016/7**

Ian Rosenvinge declared an interest in the BPA element of the BPA membership subscription as the Owner and Operator of a BPA Affiliated Parachute Training Organisation. The Chair invited him to remain in the meeting.

The Committee then considered options for the BPA element of the membership subscription. The Chair said that there BPA had remained unchanged during the last membership year 2015-6, and the accounts for the financial year ended on 30 June 2015 recorded a surplus of income over expenditure of nearly £320K. After consideration of options, the Committee recommended a 3% reduction in the BPA element of the subscription (full and provisional) for the membership year from 1 April 2016 to 31 March 2017 inclusive.

**Recommend to Council**

**77/15 Personal Information Management System (PIMS)**

The Chair welcomed Graham Spicer, who had drafted the PIMS technical specification, which had been circulated prior to the meeting.

Graham Spicer outlined the background to development of the tender specification including consultation with BPA staff. He reported that earlier this afternoon he had taken part in a meeting with web developers Cuerden Consulting and Phil Sumner, web developer at Archant Dialogue. The purpose of the meeting had been to explore the relationship between PIMS and the new BPA web portal that Cuerden had been contracted to build. Cuerden would be providing notes on the meeting in due course.

The Committee discussed the draft PIMS specification and provided feedback to Graham Spicer. This included written feedback from the Chair of Council, a copy of which the Development Chair had forwarded to Graham Spicer. In discussion, the Committee decided it wished the new system to offer online ratings renewal, with the old paper system as the fall-back, but that plans for a 'half-way house' involving scanned documents, should not be progressed.

The Chair, having thanked Graham Spicer for drafting the specification, noted that as it was a long document which had been circulated only a few days ago, the Committee would benefit from more time to consider it. To that end, the Chair asked the Committee kindly to provide any further feedback to Graham Spicer before the BPA Office closed for Christmas, with a view to issuing an open invitation to tender (which would be drafted by the Communications and Development Chairs) in the New Year with a view to appointing a contractor in February/March. Cuerden had indicated that it planned to bid, believing that it would be to the benefit of both projects to integrate work on web development and PIMS.

**Action: Committee, Development & Communications Chairs**

**78/15 BPA Archive Project - update**

Graham Spicer (BPA Archivist) spoke to the written update from himself and co-Archivist Andrew Hilton, which had been circulated in advance. A BPA-badged blazer worn at the 1962 World Championships, in Orange, Massachusetts, by General Dare Wilson, BPA's second Chairman, had recently been kindly offered to BPA by Mrs Wilson. An idea had been to consider putting it on display at the refurbished BPA Office but the Chair noted that the view was that there might not be space available to display historical artefacts but that the Association would be delighted to act as custodian to an item of such historical significance.

The Chair thanked the Archivists for their continuing hard work.

**Noted**

**79/15 Development Action Plan : 1 July 2015 to 30 June 2016**

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

See minute 67.1

**Target achieved**

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

This had been referred referred to the IT Strategy Group in February 2016 (ITSG note 2015-09/17 refers) and as an agenda item for consultation with Affiliated PTOs at the next meeting of the DZO SIG (minute 80).

**Referred to ITSG & DZO SIG**

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

Simon Kirkland of Sport Structures Ltd had been engaged to carry out this project (minute 67.3). He had now conducted group interviews with (i) in London, the Chair of Council and Vice Chair of Council/ Development Chair; (ii) at the BPA Office, the Competitions and Communications Chairs, the COO, STO and Secretary-General. His report was expected to be available for consideration at the February 2016 meeting.

**Action: Report due for consideration at next meeting**

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

The Secretary noted that Sport Structures Ltd (minute 79.3) had been accredited to the Investors in People standard. As previously agreed by the Committee (minute 67.4), he would consult tem about whether or not IIP might be likely to be of potential benefit to BPA.

**Action: Secretary**

**80/15 Drop Zone Owners' & Operators' Specialised Interest Group meeting - Friday 29 January 2016 at 10:30 at EMCC Nottingham (the day before the AGM/Expo)**

The Development Chair would chair the DZO SIG meeting, of which the Secretary had circulated a draft of the agenda to the Committee. The agenda, which as usual included an open forum, would be issued to Affiliated Parachute Training Organisations before Christmas.

**Action: Secretary**

**81/15 Committee terms of reference**

The terms of reference of the Committee (set out in BPA Form 174) had been circulated with the agenda for routine annual review. No variations were suggested.

**82/15 BPA Stars 2015**

The Secretary reported that there were to be three winners of the BPA Star Award 2015. The winners would be announced before Christmas, and they would be invited to collect their Award certificates at the presentation ceremony following the AGM in January. In previous years, nominators had also been invited to be recognised at the AGM. However, this year one nominee had had 24 nominators, which made this impracticable.

**Noted**

**83/15 Date of next meeting**

Provisional dates were Tuesdays 16 February, 19 April, 14 June, 9 August, 4 October and 29 November 2016 at 15:00 at the BPA Office (all dates subject to confirmation at the first meeting of Council 2016 immediately after the AGM on Saturday 30 January).

The Chair thanked Committee members and staff for their hard work during 2015.

The meeting finished at 17:05 (duration: 1 hr 58min)