



**Agenda for a meeting of the
Development Committee
on Tuesday 16 February 2016 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 of the Development Committee 2016**
Paul Applegate, Adrian Bond, Jack Bradford, Brian Cumming, Yassi Molazadeh, Craig Poxon (Chair), Ian Rosenvinge. Co-opted ex officio (non-voting) Debbie Carter (Treasurer)
- 2 **Apologies for absence**
- 3 **Terms of reference** - attached
- 4 **Declarations of interest**
- 5 **Minutes**
To note that the minutes (circulated) of the meeting held on Tuesday 1 December 2015 have already been approved by the 2015 Committee and ratified electronically by the Council, and published on the BPA website bpa.org.uk/member/agendas-and-minutes/
- 6 **Matters arising not covered elsewhere on the agenda**
- 7 **Liaison with official agencies for sport**
Oral report from Secretary.
- 8 **Insurance**
Tony Butler, Chief Operating Officer, to update orally.
- 9 **Drop Zone Operators' Specialised Interest Group**
Feedback from the meeting on Friday 29 January (notes to follow)
- 10 **Personal Information Management System**
Update from Graham Spicer.
- 11 **Development Action Plan 1 July 2015 to 30 June 2016**
 - 11.1 Order a trial run of BPA Buffs - Chair **Achieved**
 - 11.2 Research the future options for membership cards (plastic/virtual/photocards/bar codes, etc) **Referred to ITSG (item 13) and for consultation with DZO SIG (item 9)**
 - 11.3 Commission an external expert on sports development to prepare report on possible need, and if so options, for a development/performance plan for skydiving (budget £2K) - **To consider the report (circulated) by independent consultant Simon Kirkland of Sport Structures, who will be Skyping in to discuss his report.**
 - 11.4 Research the positives and negatives of seeking Investors in People status for BPA - Secretary - **Ongoing**
- 12 **Development Action Plan 1 July 2016 to 30 June 2017**
To consider ideas from around the table with a view to formulating a plan to recommend to full Council (to be finalized at the April meeting). In formulating their Action Plans, the Chair of Council asks Committees to take account of how much work is already scheduled for 2016, including a strategy review feeding into a review of committee structure; the planned premises refurbishment; the new web portal; and the database and media partner tenders.
- 13 **IT Strategy working group**
Notes on the meeting, held on Tuesday 9 February, to follow.

- 14 **BPA Star Award** bpa.org.uk/star/
To consider (i) introducing a nomination form to assure the eligibility of nominators (that they hold A licence or above) and (ii) to put a cap on the number of nominators per nominee (perhaps 5?).
- 15 **BPA Archive Project** - update (paper to be circulated)
- 16 **Any other business** - to be notified to the Secretary by no later than noon on Friday 12 February.
- 17 **Dates of meetings in 2016**
Tuesdays 19 April, 14 June, 9 August, 4 October and 29 November 15:00 at the BPA Office.



BPA Development Committee - Terms of Reference

Name
Development Committee
Status
A main Committee of Council reporting to the Council
Purpose
Development of the sport and the Association, broadly interpreted, but excluding Association staff remuneration (which is covered by Council's Employment Subcommittee)
Composition
<ul style="list-style-type: none">• Chair elected by Council• No fewer than 3 or more than 7 Members of Council may comprise the voting members of the Committee, and never more than 50% of Council• Treasurer is co-opted as a non-voting member of Committee• BPA technical staff attend (non-voting)• Committee Secretary is BPA staff (non-voting)• Chairs of Development & Communications Committees normally cover for each other as Vice Chair in the event of absence
Voting
Quorum: 3. Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to ratification by full Council. BPA rules for proxy votes apply.
Responsibilities
<ul style="list-style-type: none">• Development of the sport and the Association• Recommending annual subscriptions• Recommending financial policy including expenses policy• Recommending insurance arrangements• Monitoring progress of the Drop Zone Defence Fund (DZDF)
Subsidiary bodies <i>Reporting in:</i>
<ul style="list-style-type: none">• Insurance Subcommittee (convened as required, on an ad hoc basis)• Any ad hoc working party the Committee may from time to time convene
Additional details
All Council members may attend all committees (including in camera discussions). In camera sessions of each committee may be attended by; the voting members of that Committee; other Council members; and others only on the invite of the Chair of the meeting. Any BPA member has the right to attend to observe (except for any closed sessions) and speak.
Annual review of this document
This document will be reviewed each December and any proposed variations shall be subject to ratification by Council to maintain consistency across committees as applicable.