



## Development Committee

Minutes of the meeting held on

**Tuesday 16 February 2016 at 15:12**

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		
	Brian Cumming		
	Yassi Molazadeh		
	Ian Rosenvinge		
<b>In attendance:</b>	Liz Ashley	-	Editor, <i>BPA Skydive the Mag</i>
	Tony Butler	-	Chief Operating Officer (COO)
	Jon Gretton	-	Financial Administrator & Company Secretary
	Simon Kirkland	-	Sport Structures Ltd (External consultant)
	(by Skype for part of item 9.3 only)		
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth		Secretary-General (Secretary)
<b>Apology for absence:</b>	Debbie Carter	-	Treasurer

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### Item Minute

#### 01/16 Composition of the Development Committee 2016

Craig Poxon (Chair, elected by the Council), Paul Applegate, Adrian Bond, Jack Bradford, Brian Cumming, Yassi Molazadeh, and Ian Rosenvinge *Co-opted (non-voting) ex officio as Treasurer*: Debbie Carter.

#### 02/16 Terms of reference

The Committee's terms of reference had been circulated with the agenda.

**Noted**

#### 03/16 Declarations of interest

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

#### 04/16 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 1 December 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/)

#### 05/16 Matters arising

There were no matters arising not covered elsewhere on the agenda.

#### 06/16 Liaison with official agencies for sport

The Secretary reported that he had taken part in a conference call with Sport & Recreation Alliance that Diana King of the Gliders/RAeC had been involved in setting up. Its purpose was to see if there was any way, given the government's recent funding settlement for sport, to seek to restore an element of public funding for a number of non-Olympic sports. These included air sports such as skydiving and gliding, which had had their public funding axed in the run-up to London 2012. The Secretary said that he was not holding his breath, not least in the light of cuts to public services because of cuts across the board on public spending. He had, however, made the point that, for smaller sports, crumbs from the table of some of the bigger sports would be likely to go a long way.

**Noted**

#### 07/16 Insurance

The COO confirmed acceptance, at the December 2015 meeting of this Committee, of the brokers' offer of a 3-year deal (minute 75). This would give stability and foreseeability to the

cost of the insurance premium, with the guarantee of no increase and the prospect of a further reduction if there were no large claims.

**08/16 Drop Zone Owners & Operators Specialised Interest Group meeting: Friday 29 January 2016 at De Vere EMCC Nottingham**

**8.1 General**

This had been held on the day before the AGM and Expo (this scheduling was preferred to a meeting in November, and would be repeated next year). The meeting had included two excellent presentations, on (i) drop zone marketing by international expert James La Barrie of Beyond Marketing, and (ii) safety culture by Stuart Morris of Skydive North West, who was a professional occupational safety and health practitioner.

The presentations had been followed by the customary open forum. This had included consultation on plans by a working group of STC for a new declaration of fitness form, on the format of a possible new design of membership cards (a photograph and barcode would be helpful), and on removing the present restrictions relating to temporary membership (see minute 8.2 below).

The COO suggested that the Committee might wish to consider inviting back James La Barrie next year to speak on another topic, perhaps the 20 customer contact points he cited. Another possible speaker might be governance consultant Amanda Bennett on leadership.

The Chair said it was good to be giving something back to drop zones. The Secretary said it was a much 'tighter' meeting than in the past because it had included two good speakers on interesting topics, which had demonstrated that the meeting could be so much more than simply a discussion group.

An equipment manufacturer had discussed with the STO of holding, through BPA, an all-day seminar for tandem instructors on the day before the AGM next year. This could run concurrently with the DZO SIG meeting, establishing the Friday before the AGM/Expo as an important day in its own right.

At the open forum of the DZO meeting, after an update by Tony Knight (BPA Liaison Officer to CAA), the question was asked why had BPA not consulted with members about the BPA response to possible deregulation of sport parachuting by CAA. The Chair had said that this was because the Council, as Directors, were elected to determine strategy. The subject had featured in Council minutes and had been covered in some detail the recently-published BPA Annual Report 2015, which explained the rationale of Council's position of being opposed to deregulation for reasons of safety.

**8.2 BPA Temporary membership**

The DZO meeting had been content for BPA to remove restrictions on eligibility for temporary membership, such that there would be no limit to the number of temporary memberships any eligible individual could take out; and eligibility would not depend on whether or not the individual had previously been a BPA full member during the last year or at any time. Ian Rosenvinge proposed, and Yassi Molazadeh seconded, a motion to recommend this to tonight's meeting of Council. It carried unanimously.

**Recommend to Council**

**[Secretary's note:** This carried unanimously at Council (Council minute 18.2 refers).]

**09/16 Development Action Plan: 1 July 2014 to 30 June 2015**

Progress at month 8 of 12.

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

See minute 67.1/15. The BPA Buffs had not sold well but were appreciated as tokens of thanks to worthy members.

**Target achieved**

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

See paragraph 1 of minute 8 (above) reference referral to the DZO SIG, and note 02/14 of the meeting of the IT strategy Group held on Tuesday 9 February 2016 (minute 12).

**Noted**

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

A report on possible options for development of our sport, by Simon Kirkland of Sport Structures Ltd, Birmingham, had been circulated with the agenda.

The Committee discussed the report ahead of a Skype video call with Simon Kirkland at 16:00. During this call, Simon Kirkland introduced his report and highlighted some of the options it presented. This was followed by questions from the Committee and a discussion.

In discussion, it emerged that there may be routes to funding from Sport England or other official agencies for certain highly-specific projects that met strict criteria. It would need investigation to find out whether or not the kinds of projects, and the strings with which any funding would come, might be of benefit to our sport. The Secretary noted that, as a British association, BPA had Affiliated Parachute Training Organisations not only in England but also in the three other home countries as well as in Jersey and on British military land overseas.

Simon Kirkland's Report had highlighted, inter alia, the potential benefits of international partnerships and links with universities and colleges. The Committee believed BPA already had these areas well covered through our strong, established relationships with the International Parachuting Commission of FAI, and the British Collegiate Parachute Association (BCPA), respectively.

The Chair thanked Simon Kirkland for his report, and for the helpful discussion it had stimulated. Further discussion was held after the Skype call had finished.

Of the potential options in the Report, the Committee identified three as warranting further investigation as part of the next Development Action Plan:

- 1 The possibility of developing, with drop zones, some sort of drop zone accreditation programme.
- 2 Developing a member mentoring programme.
- 3 Developing a grassroots talent identification and development programme.

**Action: Next meeting**

With reference to developing a mentoring programme, this had been advocated by Yassi Molazadeh before Simon Kirkland's report had been received. The Report had referred to 'volunteers' but that term was not widely used in BPA. The Committee believed the term 'mentoring' to better capture the goal of member development. Yassi Molazadeh reported that she had a contact as a drop zone in the USA who had established a successful mentoring programme, and she would be pleased to provide contact details.

**Action: Yassi Molazadeh**

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

The Secretary reported that he had not been able to establish a compelling reason for the Committee to consider involvement with Investors in People for the development of BPA, especially but not exclusively staff, at this stage. Therefore, he suggested, and the Committee agreed, to take no further action under this head for at least the time being.

**No further action**

### **10/16 Development Action Plan: 1 July 2016 to 30 June 2017**

The Committee noted that Chair of Council had asked that, in formulating their Action Plans, Committees should take account of how much work was 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. The database (Personal Information Management System or PIMS) tender was a responsibility of this Committee.

The Chair said that the three areas for development that had emerged from discussion of Simon Kirkland's report (minute 9.3) could form the basis of the Development Action Plan for 2016-7.

The Committee also considered, for inclusion in the next Development Action Plan:

- (i) producing embroidered badges for instructors (which tied in with branding and the possible development of accreditation), at the suggestion of Brian Cumming. The COO said that

instructor badges had been produced years ago but had not been popular - he would be pleased to show the Committee an example;

(ii) converting appropriate BPA forms into fillable pdfs as Development Action Plan items for 2016/7. The Secretary said staff would not be able to fit this into the normal office workload so it would need to be contracted out or other suitable arrangements made.

**Action: Next meeting**

**11/16 Update on BPA Personal Information Management System (PIMS)**

An update had been circulated with the agenda from Graham Spicer on development of the specification for the personal information management system (database), which was still being finalised prior to being put out for tender.

The Chair reported that he had had a meeting with the owner of Burble Software, which was a software system for drop zones, and who had expressed an interest in tendering for the BPA PIMS contract. Cuerden Consulting, who had won the tender offered by the Communications Committee to develop the BPA web portal, had also expressed an interest in bidding.

The Development and Communications Chairs would together develop the tender document for the PIMS tender.

**Action: Communications & Development Chairs**

**12/16 IT Strategy Group**

Notes on the meeting of the IT strategy Group held on Tuesday 9 February had been circulated with the agenda. Yassi Molazadeh asked whether fillable pdfs (minute 10) would be superseded by direct entry of data to BPA web pages. Jack Bradford said this was not part of PIMS, but might be developed in due course as a phase 2.

The Committee noted, and agreed to, the suggestion by ITSG that this Committee trial the BoardPacks shareware that had been designed for board and committee papers. This would require an upgrade of the software at the BPA Office to Office 365, which was already being arranged for other reasons (lack of compatibility of the present, older, software with some newer files imported from outside the BPA Office). To progress the trial, the Secretary would put eShare, who supplied the BoardPacks software, in touch with BPA's local IT suppliers Computerlink (Leicester) Ltd.

**Action: Secretary**

ITSG had noted that the Mag website used PageSuite to display BPA Skydive the Mag and the Starter Mag on the web. PageSuite was a Flash application and there had been a general move away from Flash.

**13/16 BPA Star Award**

The Committee reviewed and fine-tuned the rules for the BPA Star award to (i) introduce a nomination form to help to ensure that nominators were eligible (they needed to hold an A licence or above); (ii) cap the number of nominations that could be considered for any nominee to a maximum of 5.

**Action: Secretary**

**14/16 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**

**15/16 BPA Joint membership**

The Editor called attention to the difference in subscription rate between individual and joint BPA membership, this being a multiple of the actual cost of supplying the Mag (joint members received one copy between two). The Financial Administrator said the difference did not relate directly to the actual cost of the Mag to BPA. The COO said that a Mag subscription cost £23, so the cost of joint membership represented a £3 saving on that. As this item had been raised under any other business, the Chair asked that the Financial Administrator kindly set out the position in a paper for consideration at the next meeting.

**Action: Financial Administrator / Next meeting**

**16/16 Dates of future meetings**

At the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF: Tuesdays at 15:00: 19 April, 14 June, 9 August, 4 October and 29 November.

The meeting closed at 17:38 (duration: 2:26).

Approved by the Committee, ratified by Council and published on 11 March 2016