



**Agenda for a meeting of the
Development Committee
on Tuesday 19 April 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 Apologies for absence

2 Declarations of interest

3 Minutes

To note that the minutes (circulated) of the meeting held on Tuesday 16 February 2016 have been approved by the Committee and ratified electronically by the Council, and published on the BPA website bpa.org.uk/member/agendas-and-minutes/

4 Matters arising not covered elsewhere on the agenda

5 Liaison with official agencies for sport

Oral report from Secretary.

6 Insurance

Tony Butler, Chief Operating Officer, to update orally.

7 Personal Information Management System

Update from Graham Spicer.

8 Marketing and customer service advice for Affiliated PTOs

8.1 Paper from the Chair of Council (circulated)

8.2 Possible welcome signs (paper circulated)

9 Development Action Plan 1 July 2015 to 30 June 2016

9.1 Order a trial run of BPA Buffs - **Achieved**

9.2 Research the future options for membership cards (plastic/virtual/photocards/bar codes, etc) - **Initial research completed**

9.3 Commission an external expert on sports development to prepare report on possible need, and if so options, for a development/performance plan for skydiving - **Completed**

9.4 Research the positives and negatives of seeking Investors in People status for BPA - **Completed, no further action**

10 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 at its meeting tonight. 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.

Brought forward from discussion at the April meeting are:

10.1 The Chair said that the three areas for development that had emerged from discussion of independent sports development consultant Simon Kirkland's report could form the basis of the Development Action Plan for 2016-7:

- 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.

10.2 Producing embroidered badges for instructors (which tied in with branding and the possible development of accreditation) - suggested by Brian Cumming.

- 10.3 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.)
- 11 **BPA Archive Project** - update (paper to be circulated).
- 12 **Any other business** - to be notified to the Secretary by no later than noon on Friday 15 April.
- 13 **Dates of meetings in 2016**
Tuesdays 14 June, 9 August, 4 October and 29 November 15:00 at the BPA Office.