



Development Committee

Minutes of the meeting held on

Tuesday 19 April 2016 at 15:20

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

Present (quorum is 3):	Craig Poxon	-	Chair
	Paul Applegate		
	Adrian Bond		
	Jack Bradford		
	Brian Cumming		
	Martin Soulsby	-	Chair of Council
	Ian Rosenvinge		
In attendance:	Tony Butler	-	Chief Operating Officer (COO)
	Debbie Carter	-	Treasurer
	(from item 22)		
	Jon Gretton	-	Financial Administrator & Company Secretary
	Martin Shuttleworth		Secretary-General (Secretary)
Apologies for absence:	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Yassi Molazadeh		

Item Minute

17/16 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 16 February 2016 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/

18/16 Declarations of interest

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

19/16 Matter arising

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

20/16 Liaison with official agencies for sport

The Secretary reported that, following a renewed approach by Diana King of the Gliders/RAeC, the Sport and Recreation Alliance had asked whether BPA was prepared to work with them on seeking to encourage UK Sport to revisit their performance funding policy. This was in respect of a number of non-Olympic sports, including ours, that had had their public funding axed in the run-up to London 2012. The Committee agreed that BPA should pursue this.

Action: Secretary

21/16 Insurance

The COO noted that the new insurance year had started on 1 April. There were no issues to call to the attention of the Committee. He was due to take part in a routine claims meeting next month.

Ian Rosenvinge noted the close proximity of solar farms to some Drop Zones. He was concerned that, should there be an off-landing that damaged such equipment, it could result in a potentially costly claim. The COO said that, were such an event to occur, there would need to be a review of permissions to minimise the risk of a recurrence.

22/16 IT Strategy Group

The next meeting of the IT Strategy Group would be in May 2016. An update paper from Graham Spicer, Chair of ITSG, had been circulated with the agenda. The Committee noted the paper with thanks. The following items were discussed.

22.1 Personal Information Management System (PIMS)

Graham Spicer had developed the specification for PIMS. The build was to be put out to tender.

The Chair noted that the contractor that had been engaged by the Communications Committee for the development of the BPA web hub, and who had highlighted the technical case for this project to be integrated with the development of PIMS, had declined to re-bid for a new, replacement, contract that integrated the two.

A new invitation to tender that covered, as a combined project, both the BPA web hub and PIMS, was therefore to be prepared for issue. The invitation to tender for the web hub had already been used last year, and now needed to be augmented with the invitation to tender to build PIMS. The Development and Communications Chairs would work together on this.

Action: Development & Communications Chairs

22.2 Technology for electronic committee and board papers

A trial of Board Packs software was in progress, although this was understood to have been largely superseded by its supplier, eShare, of another of their products called Meeting Squared. A product from a different supplier, Convene, may also be worthy of consideration.

Noted

23/16 Marketing and customer service for BPA Affiliated Parachute Training Organisations

23.1 Possible access to a consultancy service

The Chair of Council was present to speak to his two papers (circulated in advance). He put to this Committee that BPA might to seek to provide PTOs with a means further to improve their marketing and customer service. The visit that BPA had arranged, by international DZ marketing and customer service expert James La Barrie, to speak at the meeting of the BPA DZ Operators' Specialised Interest Group last January, had been particularly well received by DZs. This had raised the opportunity for further input from James La Barrie for those Affiliated PTOs that may wish to participate. James La Barrie provided a commercial consultancy service for DZs. Last year he had offered this on a tour of Australia, which had been organised through our sister body in that country, the Australian Parachute Federation.

There followed considerable discussion of correspondence to the Chair of Council from James La Barrie in the second paper, which included recognition of the significant difference in size between Australia and Britain, which meant that DZs in Britain were generally much closer to each other than those in Australia.

By the end of the discussion, the Committee had agreed on two actions as follows.

1. The Chair of Council would invite James La Barrie to speak at next year's meeting of the BPA DZ Operators' Specialised Interest Group, to be held at EMCC Nottingham on Saturday 28 January 2017, this time on the subject of '20 DZ customer touch points'. The invitation would be on a similar basis to this year, with BPA covering the cost of his travel, accommodation and subsistence.
2. The Chair of Council would discuss with James La Barrie the possibility of his formulating an offer, through BPA, to our Affiliated PTOs which, at their own cost, might provide a number of options of different levels of their engagement of his services. This might range from a short consultation on Skype to a comprehensive 3-day customer service inventory. It would be on the basis that his services would be available during the window of a visit by him to the UK. BPA would cover the cost of James La Barrie's travel to the UK, his accommodation and subsistence between PTO assignments so that these costs did not have to be added to his fee payable by participating PTOs. BPA would seek to arrange such a visit during a summer season, either this year or next. The Committee agreed in principle to put such an offer, once it had been formulated, to Affiliated PTOs to gauge their level of interest.

Action: Chair of Council

23.2 'BPA Approved' welcome signs for Affiliated PTOs

A paper by the Secretary had been circulated by the agenda. It illustrated integration of the 'BPA Approved' logo into a welcome sign personalised for each Affiliated PTO also including the logo of the operator. The Secretary reported orally on cost estimates for different types of sign. The Committee agreed to offer a vinyl welcome banner to each Affiliated PTO that wished to have one.

Action: Secretary

23.3 Use of BPA branding by Affiliated PTOs

In consideration of possible future Action Plan targets, there had been a suggestion at the last meeting by Brian Cumming that embroidered BPA badges might be produced for instructors (minute 10). This had been referred to STC, whose opinion had been that this would not be necessary, as most PTOs supplied their instructors with staff T-shirts (minute 11 of the STC meeting held on Thursday 7 April 2016).

Ian Rosenvinge then proposed, and Adrian Bond seconded, a motion to remind Affiliated PTOs that they were welcome to use the BPA and 'BPA Approved' logos.

Carried unanimously

The Committee understood that Skydive Northwest had included the 'BPA Approved' logo on their staff clothing. The Secretary said he would try to obtain images of the application of the BPA logo by Affiliated PTOs and circulate these to all to illustrate and inspire the creative application of BPA branding by PTOs.

Action: Secretary

24/16 Development Action Plan: 1 July 2014 to 30 June 2015

Progress at month 10 of 12.

24.1 Commission a trial run of BPA-branded Buffs

See minute 67.1/15 and 9.1.

Target achieved

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

The current position remained minute 8 following 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

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

This target had been achieved. New targets arising from the outcome (minute 9.3) were to be progressed by inclusion in the next year's Development Action Plan, for 2016/7 (minute 25, targets 1 & 2).

Target achieved

24.4 Research whether or not seeking accreditation to the Investors in People (IIP) standard may be of benefit to BPA

See minute 9.4.

No further action

25/16 Development Action Plan: 1 July 2016 to 30 June 2017

After discussion, the Committee agreed that agreed the Development Action Plan for 2016/7 would comprise four targets, as follows.

1. Consultation with Affiliated PTOs on the possibility of working with them, and possibly an outside agency, on the development of some sort of [customer service] accreditation system.
2. Work on the development of grassroots talent identification programme, for which the advice and assistance of the Competitions Committee would be likely to be sought.
3. Research into the possible development of a member mentoring programme. (Yassi Molazadeh had suggested, and had kindly agreed to progress, work on this target.)
4. Making appropriate BPA online forms available as fillable pdfs.

Action: Recommend to Council

26/16 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.

The Committee considered the provisional allocation of space for the Archive cupboard in the plans for refurbishment of the BPA Office. The Secretary said that, on the current plans, the planned cupboard restricted the size of the toilets serving the offices on the first floor. The Chair of Council and Treasurer made the more fundamental point that the original intention of the BPA Archive Project had been to establish a web-based digital archive, and that this had been successfully achieved by the hard work of the BPA Archivists, Graham Spicer and Andrew Hilton, together with the help and support of many long-time members and their families.

The Committee recognised that, inevitably, a project of this nature would acquire historical artefacts. They believed storage at the BPA Office not to be the appropriate location for such material, and that a better long-term solution would be to ask the Archivists whether any knew of, or could identify, an aviation or airsports museum that might be prepared to take the material. In addition to more appropriate storage conditions, this might even hold out the prospect of some of the material being put on display.

Action: Secretary

27/16 Dates of future meetings

At the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF (or alternative local venue, to be advised, during planned refurbishment): Tuesdays at 15:00: 14 June, 9 August, 4 October and 29 November.

The meeting closed at 17:25 (duration: 2:05).