



## Development Committee

Minutes of the meeting held on

**Tuesday 14 June 2016 at 15:30**

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		
	Brian Cumming		
	Yassi Molazadeh		
	Ian Rosenvinge		
<b>In attendance:</b>	Tony Butler	-	Chief Operating Officer (COO)
	Jon Gretton	-	Financial Administrator & Company Secretary
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth		Secretary-General (Secretary)
<b>Apologies for absence:</b>	Jack Bradford		
	Debbie Carter	-	Treasurer

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### Item Minute

#### 28/16 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 19 April 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/](http://bpa.org.uk/member/agendas-and-minutes/)

#### 29/16 Declarations of interest

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

#### 30/16 Matters arising

##### 22.1 Personal Information Management System (PIMS) (minute 22.1)

The Chair said that, as discussed at the meeting of the Communications Committee earlier this afternoon, a new invitation to tender that covered, as a combined project, both the BPA web hub and Personal Information Management System (membership database), was still to be prepared for issue.

**Action: Communications & Development Chairs**

##### 22.2 'BPA Approved' welcome signs for Affiliated PTOs (minute 23.2)

An example vinyl welcome banner was on display at the meeting for Peterlee Parachute Centre/Skydive Academy, which the Secretary had invited to take part in the trial run, as Ian Rosenvinge, the DZO, was a member of this Committee. Ian Rosenvinge was happy with the banner, and had asked for a second to be supplied at cost price, the first being with compliments of BPA. The Committee agreed that the facility for run-ons at cost price should be offered to all Affiliated PTOs. Feedback on layout etc was noted, although the Chair urged caution not to submit to design by Committee. The Secretary would send out a photograph of this banner to offer all Affiliated PTOs the opportunity to have a similar welcome banner personalised with their name and logo.

**Action: Secretary**

#### 31/16 Liaison with official agencies for sport

There was nothing to report.

#### 32/16 Insurance

The COO reported that he had facilitated liaison of Competitions Committee with BPA's insurance broker to ensure third party and medical/repatriation/baggage cover for our National Delegation to the WPC Mondial in the USA this September.

**33/16 Marketing and customer service for BPA Affiliated Parachute Training Organisations**

Following the last meeting (minute 23.1), the Chair of Council had had a telephone discussion with USA-based international DZ marketing and customer service consultant James La Barrie. This was in relation to our invitation for James La Barrie to speak on customer service at the next meeting of the BPA DZO Specialised Interest Group to be held at EMCC Nottingham on Friday 27 January 2017. The Secretary had followed this up with correspondence, and the Development Chair outlined James La Barrie's response, which stated that he would not be able to return on the same expenses-only basis as last year. After discussion, the Committee noted that his travel expenses were likely to be significantly lower as he would fly from the USA rather than Antigua, and therefore BPA could consider offering him, subject to the agreement of the Chair of Council, a day's consultancy to cover a half day session at the DZO SIG meeting, and a 50-minute talk at the BPA Skydive the Expo the following day.

**Refer to Chair of Council**

Pending resolution of the above, there was no further discussion at this stage about the possibility of developing a number of options for BPA Affiliated PTOs, at their own cost, to engage the services of James La Barrie.

Ian Rosenvinge noted that a tandem day was also planned by the STO for the same venue on the same day. He asked whether this could be deconflicted from the DZO SIG meeting for the benefit of those who might wish to attend both. The COO said that regretfully this was unlikely to be possible.

**34/16 IT Strategy Group**

Notes on the meeting of the IT Strategy Group (ITSG) held on Tuesday 24 May had been circulated in advance. The Committee received and approved the notes with thanks.

The Committee noted an ongoing trial, with the support of Graham Spicer, Chair of ITSG, of proprietary software for meeting papers. The software had now apparently been superseded by a new product from the same supplier. It ran on a Sharepoint platform, and a trial involving Sharepoint alone was also taking place. Adrian Bond had had experience of the proprietary software and the Secretary, who could not see how it could easily be applied to support BPA meeting protocols, said it might be helpful if he could kindly discuss his experience by 'phone with Graham Spicer.

In respect of refurbishment of the BPA Office, Graham Spicer had been extremely helpful in the detailed planning of the specification for IT and cabling, and project management issues about which BPA staff had been concerned. He had attended two meetings at short notice in Leicester with the architect, the principal contractor and the electrical subcontractor and his expert input had been particularly valuable.

A trial by Computerlink (Leicester) of the existing BPA membership database on Windows 10, initiated by the ITSG, had been successful and therefore all terminals at the BPA Office would be updated to run on Windows 10 whilst Microsoft were still offering free upgrades, until 31 July.

**35/16 Development Action Plan: 1 July 2015 to 30 June 2016**

Progress at the end of the period, month 12 of 12.

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

See minute 67.1/15 and 9.1.

**Target achieved**

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

The current position remained as set out at 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**

**35.3 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 36, targets 1 & 2).

**Target achieved**

**35.4 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**

**36/16 Development Action Plan: 1 July 2016 to 30 June 2017**

**36.1 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**

See minute 33.

**To be progressed**

**36.2 Work on the development of grassroots talent identification programme**

The advice and assistance of the Competitions Committee would be likely to be sought on this.

**To be progressed**

**36.3 Research into the possible development of a member mentoring programme**

Yassi Molazadeh had identified a skydiving mentoring contact in the USA. The Secretary had forwarded details to the COO and STO, and the STO had indicated that there were differences in the training systems in the USA and UK that would need to be taken into account in the development of a BPA mentoring system. The Committee agreed that these should be considered internally at least to start with, before going on to decide whether or not it might be appropriate to seek any outside assistance on the development and trialling of a mentoring system. The COO said we had previous experience to draw on - some 20 years ago there had been an 'adopt a student' initiative to help to improve retention in the sport, and the Chair reminded the Committee of the 'DZ meeter and greeter' initiative a few years ago.

**Ongoing**

**36.4 Making appropriate BPA online forms available as fillable pdfs**

The Chair said he would review which forms would be appropriate to have available as fillable pdfs.

**Action: Chair**

Brian Cumming suggested that, once the relevant forms had been identified, the work of converting them into fillable pdfs should be contracted out.

**37/16 BPA Archive Project - update**

The Committee noted with thanks the update report on the BPA Archive Project by Graham Spicer, which had been circulated in advance.

**38/16 BPA Examiners' uniform**

The STO needed to order further supplies. The meeting agreed that a re-order did not need to come through this Committee and that the cost should be a call on general funds rather than the Development budget.

**39/16 Dates of future meetings**

Tuesdays at 15:30: 9 August, 4 October and 29 November. The August and October meetings would be at a Leicester venue to be arranged during refurbishment of the BPA Office.

The meeting closed at 16:35 (duration: 1:05).