



## Development Committee

Minutes of the meeting held on

**Tuesday 9 August 2016 at 16:30**

at Blaby Civic Centre, 22-24 Lutterworth Road, Blaby, Leicester LE8 4GQ

<b>Present</b> (quorum is 3):	Craig Poxon	-	Chair
	Jack Bradford		
	Adrian Bond		
	Brian Cumming		
	Yassi Molazadeh		
	(by Skype audio, from item 45)		
	Martin Soulsby	-	Chair of Council
	(from item 48.1)		
<b>In attendance:</b>	Tony Butler	-	Chief Operating Officer (COO)
	Jon Gretton	-	Financial Administrator & Company Secretary
	Martin Shuttleworth		Secretary-General (Secretary)
<b>Apologies for absence:</b>	Paul Applegate		
	Debbie Carter	-	Treasurer
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Ian Roseninge		

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### Item Minute

#### 40/16 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 14 June 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/)

#### 41/16 Declarations of interest

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

#### 42/16 Matters arising

##### 42.1 'BPA Approved' welcome banners for Affiliated PTOs (minute 30.2)

The Secretary reported that 8 PTOs had to date indicated their wish to take up the offer of a complimentary 'BPA Approved' vinyl welcome banner personalised for their PTO. He was actioning feedback from one PTO on the design of the banner.

**Action: Secretary**

##### 42.2 Marketing and customer service for BPA Affiliated Parachute Training Organisations (minute 33)

Further to the discussion at the last meeting, the Chair of Council had been liaising with USA-based DZ marketing and customer service consultant James La Barrie. The Chair of Council had agreed that BPA would pay a consultancy fee together with reasonable travel expenses to bring James La Barrie to the UK to speak at the meeting of the Drop Zone Operators' Specialised Interest Group on Friday 27 January 2017, and give a seminar at BPA Skydive the Expo on the following day. His travel expenses were expected to be lower than they had been on his last visit, for last January's equivalent meetings, because he would be travelling to and from the USA rather than from Antigua as before.

**Noted**

#### 43/16 Possible commercial co-sponsorship of the Drop Zone Operators' Specialised Interest Group meeting on Friday 27 January 2017

The Communications Committee had referred to this Committee a request from a commercial company to exhibit at the DZO SIG meeting, their product being especially relevant to this

group. The room in which the DZO SIG meeting would take place had not been selected with exhibition facilities in mind.

After discussion, this Committee decided, subject to the agreement of the existing main sponsors of the DZO SIG (BPA's insurers), to offer the commercial company the opportunity to become a co-sponsor in exchange for a small display and the opportunity to address the meeting for (say) 10-15 minutes. The Secretary would check whether the insurers were content to have a secondary sponsor. If so, Adrian Bond kindly agreed to liaise with the company.

**Action: Secretary / Adrian Bond**

**44/16 Liaison with official agencies for sport**

There was nothing to report.

**45/16 Insurance**

**45.1 BPA third party public liability policy**

The COO reported that the regular claims review meeting had taken place two weeks' ago.

He also reported that he had arranged the geographical extension of cover of the BPA members' third party liability insurance for members of our National Delegation to the Mondial 2016 in the USA.

**Noted with thanks**

**45.2 BPA staff health insurance scheme**

The Secretary reported that the intermediary for the BPA staff health insurance scheme had reconstituted under a different name. This was following one of its principals, through whom we had been introduced to it, leaving to join a different intermediary. The Secretary outlined more of the background. The Committee agreed to move the BPA account to follow the principal, who had been recommended to us.

The Chair asked that consideration of the staff healthcare scheme should be conducted as part of the annual staff benefits reviews each June. As to policy renewal on 1 October, the Chair asked that the renewal procedure should assure that the staff who had opted to belong to the scheme were content with the benefits and that there was no material change therein.

**Action: Secretary**

**46/16 Drop Zone Defence Fund**

The Financial Administrator gave an update on consolidation into a single account of the Drop Zone Defence Fund. Bank release forms were being signed today by the Chairs of the Development and Communications Committees. This would allow BPA access to the separate DZDF bank account. The money from that account would be added to the DZDF contributions already held in the BPA accounts, where the fund would be maintained, under the control of the Development Committee, from now on.

The Chair suggested, and the Committee agreed, to write to remind an Affiliated PTO whose DZ was understood to be at risk of development of the land for housing that the Fund was open to application whenever a DZ was threatened. Applications were normally considered on the basis of the Fund matching, up to a certain limit, the spend of an Affiliated PTO on opposing a planned development that would prejudice continuing sport parachuting operations at that location. The site in question was a shared location with another air sport activity, and the Chair would contact them informally to ascertain their position on the planned development.

**Action: Chair & Secretary**

**47/16 Timetable for nomination and election of Elected Council Members 2017**

The Secretary had liaised with the Chair and Chair of Council, and circulated with the agenda, a timetable from independent election administration company Mi-Voice (the trading name of Democracy Technology Ltd). The Committee approved the timetable. Online nominations on a bespoke nominations website provided and hosted by Mi-Voice would close on 18 November. If the seats were contested, the election was scheduled to open on 19 December and close at noon on 12 January, with the results declared later that day. This would be a week earlier than usual, to allow a more structured nominations process for officers ahead of votes at the Council meeting to be held immediately after the AGM.

**Approved**

In addition to the ten Elected Council Members, per the updated BPA Articles of Association adopted at the AGM in January this year, there would also be two Independent Council Members selected by the new Nominations Committee of Council following an open recruitment process, whose names would go forward for formal appointment by the AGM.

**Noted**

#### **48/16 IT Strategy Group**

Pending the next meeting of the IT Strategy Group (ITSG) to be held on Tuesday 6 September, its Chair, Graham Spicer, had prepared an interim update, which had been circulated in advance. The update covered the new BPA membership database, electronic board paper technology, the IT budget, IT infrastructure in the BPA Office refurbishment, the BPA network diagram and the Windows 10 upgrade on PCs.

The Committee thanked Graham Spicer for his report and again expressed their gratitude for his invaluable help in co-ordinating the specification of the IT infrastructure for the refurbishment of the BPA Office.

With regard to the new BPA database, the Committee agreed to consolidate the wording of an invitation to tender kindly drafted by Graham Spicer such that it would cover the technical specification for the new BPA Personal Identification Management System (PIMS), again prepared by Graham Spicer, together with the Communications Committee's research and development specification for a new BPA web hub. The Chair suggested, and the Committee agreed, that the invitation to tender should state that BPA preferred to have ownership of the program code. The Committee, which was working with the Communications Committee on this project, hoped to have responses by the end of the year.

**Action: Communications & Development Chairs & Secretary**

#### **49/16 Development Action Plan: 1 July 2016 to 30 June 2017**

Progress at month 2 of 12

##### **49.1 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**

This work was planned to stem from liaison with James La Barrie and the DZ Operators' Specialised Interest Group at its meeting in January 2017 (see minute 42.2). It was likely it might be based on the 20 touch points of DZ customer service that James Le Barrie had identified, and to which he had referred during his presentation to the DZO SIG in January this year. Further liaison with James La Barrie would crystallise what he would present to the next DZO SIG, on whose support the development of any PTO customer service accreditation system would of course depend.

**Ongoing**

##### **49.2 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. The Chair of Council said that provision for talent identification and talent development pathways in our sport were areas to bear in mind in next year's review of BPA committee structure.

**To be progressed**

##### **49.3 Research into the possible development of a member mentoring programme**

Yassi Molazadeh said she would get in touch, outside the meeting, with the COO and STO to find out more about the mentorship scheme that had operated (under another name) in the past, and to liaise with them on the possible outline of a mentoring scheme for today. To this end, was reviewing the mentoring schemes used by the equivalent National Governing Bodies for our sport in other countries such as the USA and Australia.

**Action: Yassi Molazadeh**

##### **49.4 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**

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

#### **50/16 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.

#### **51/16 Dates of future meetings**

Tuesdays at 15:30: 4 October and 29 November. The October meeting would be held at Blaby Civic Centre during refurbishment of the BPA Office.

The meeting closed at 17:28 (duration: 58 min).

Approved by the Committee, ratified by Council and published on 24 August 2016