



## Development Committee

Minutes of the meeting held on

**Tuesday 4 October 2016 at 16:00**

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

<b>Present</b> (quorum is 3):	Craig Poxon	-	Chair
	Paul Applegate		
	Jack Bradford		
	Adrian Bond		
	Yassi Molazadeh		
	(by Skype audio)		
	Ian Roseninge		
	Martin Soulsby	-	Chair of Council
<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>	Debbie Carter	-	Treasurer
	Brian Cumming		

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### Item Minute

#### 52/16 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 9 August 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/)

#### 53/16 Declarations of interest

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

#### 54/16 Matter arising: 'BPA Approved' welcome banners for Affiliated PTOs (minute 42.1)

To date, there had been only a small uptake from BPA Approved PTOs so far of a free-of-charge BPA welcome banner. A paper illustrating the banners produced to date had been circulated with the agenda. The Secretary said that a number of other PTOs had recently expressed interest, and others would be reminded in due course.

**Action: Secretary**

#### 55/16 Liaison with official agencies for sport

The Secretary reported that the COO and he planned to attend a Sport England seminar on safeguarding on Wednesday 26 October. Safeguarding would be the subject of one of the presentations at the DZO SIG meeting in January (minute 58).

#### 56/16 Insurance

##### 56.1 BPA third party public liability policy

The COO reported that the underwriters for the BPA insurance policy for the sport, Liberty Mutual, had entered into a renewal rights agreement for Liberty Specialist Markets - which was the part of Liberty that provided cover for BPA - with Aspen Risk Management. This had only recently happened, and no immediate change was expected.

##### 56.2 National delegation travel and medical/repatriation insurance

This was kindly provided by our brokers, Romero Sports & Leisure, gratis to members of the official British delegation to IPC First Category Events (FCEs) such as World Parachuting Championships and Skydiving World Cups. The Chair asked the COO whether we might enquire of the insurers whether they would be prepared to consider extending this to cover our delegations to other European and international meets, such as the European Skydiving

League, international speed skydiving meets, POPS international meets, etc. He said that it was becoming more difficult for members to find insurance to cover such activities.

The COO said that BPA selected the teams for official British delegations to FCEs, and was therefore satisfied of the competitors' competence from a safety perspective. However, BPA was not involved in setting team selection criteria for other international meets, although we did support some by supplying BPA t-shirts. The filtering of formal selection criteria was one of the ways in which BPA exercised its duty of care to official delegations. In terms of numbers, probably about 6 or 7 teams, comprising around 35 individuals, might be involved in non-FCE European or international competition delegations each year. The COO agreed to discuss the matter with the broker.

**Action: COO**

Ian Rosenvinge asked whether, if national delegation insurance could not be extended, we could investigate the availability of add-on insurance that international competitors at non-FCE events could purchase. The Chair of Council said we were always looking out for this.

**57/16 Drop Zone Defence Fund**

The Financial Administrator reported that he was continuing to work on consolidating into a single account of the Drop Zone Defence Fund, for which he had further bank release forms for signature today by the Chairs of the Development and Communications Committees.

The Chair reported that, pursuant to minute 46, the Secretary had written to a PTO whose DZ was understood to be threatened long-term with housing development, to remind him of the support available from DZDF. The Chair had also been in touch with the Royal Aero Club, who were already well-informed, as the RAeC Development Officer happened to be a jumper there. The site had historical significance as a WWII airfield (although some other airfields of this heritage had been built on) and as a Sport England significant area for sport (SASP) for its sport parachuting activity. The COO noted that there was an organisation that existed to fight the closure of airfields, to which DZDF was believed to have contributed in the past. He was not sure if that organisation was still in existence. If it was, Ian Rosenvinge suggested that DZDF might consider an annual donation.

**Secretary's note:** The back accounts of DZDF show it to have made a number of donations over the years, usually of £1000 each, to the General Aviation Awareness Council (GAAC), one of whose concerns is safeguarding airfields - [gaac.org.uk](http://gaac.org.uk)

The Chair suggested that all Affiliated PTOs in England who had not registered their locations with Sport England as significant areas for sport (SASP) should again be reminded of the eligibility criteria to do so, and of the desirability of registering, if eligible, ahead of the emergence any threat.

**Action: Secretary**

The Financial Administrator noted that voluntary donations from BPA members to DZDF had gone down since the introduction of online renewals, as the online renewals system did not allow for voluntary donations to DZDF or the British Team Fund. Donations had therefore to be made by a separate payment, for example by card or cheque. Any such donations continued, of course, to be gratefully received.

**58/16 Drop Zone Operators' Specialised Interest Group meeting on Friday 27 January 2017**

Per minute 42.2, the Chair of Council would continue to liaise with speaker James La Barrie from the USA, in relation to his presentation to the DZO meeting on the 20 customer service touch points at DZs.

**Action: Chair of Council**

The COO had arranged for Sara Orton, an expert on safeguarding, to present a draft PTO safeguarding policy to the meeting.

He also believed that specialist aviation lawyer John Korzeniowski, who had been well received on his previous visits to the Group's meetings, would be prepared to give a presentation.

The Secretary said he planned to issue a meeting call notice including a call for agenda items during the next few weeks.

**Action: Secretary**

The Secretary had checked with the insurers, who had kindly sponsored the DZO meeting for many years, whether they had any objection to an additional commercial sponsor from the

skydiving/aviation sector becoming involved. The insurers had said that they had no problem with this. Adrian Bond would therefore liaise with the potential additional sponsor, with the offer of a small exhibition space at the back of the room and a short after-lunch spot in the programme.

**Action: Adrian Bond**

The DZO SIG meeting would be held on the same day, and at the same venue, as the Tandem Instructor Continuing Development Safety Day that was being organised by the STO. The STO reported that he had to date received 50 registrations for the 90 available slots. He said he hoped that the Tandem Instructor Safety Day would be videoed, allowing those unable to attend (which may include some DZOs attending the DZO SIG meeting) to watch it later.

**59/16 Nomination and election of Elected Council Members 2017**

A question had been raised by a proposer, about BPA's expenses policy for members from Northern Ireland. After discussion, Ian Rosenvinge proposed, and Adrian Bond seconded, a motion to recommend to Council that the normal BPA expenses policy should apply equally to eligible members travelling on approved BPA business to, from and within any of the home nations. This carried unanimously.

**Recommend to Council**

The independent election administration company we had contracted to provide electoral services offered, as part of their standard package, an e-mail alert to members about the nominations website. The Committee agreed we should use this service.

**Action: Secretary**

**60/16 IT Strategy Group**

Notes from Graham Spicer (Chair, ITSG) on its meeting held at the BPA Office on Tuesday 6 September had been circulated with the agenda. The Committee ratified these notes and thanked Graham Spicer for them.

**ITSG meeting notes ratified**

Graham Spicer, together with the Development and Communications Chairs, would evaluate tenders received for the BPA Personal Information Management System (PIMS) - whose specification Graham Spicer had written - together with the BPA web hub. The timetable for the selection of a contractor was:

Deadline for receipt of completed tenders by the BPA: 7 Oct 2016

BPA will notify shortlisted suppliers by: 14 Oct 2016

BPA will begin supplier interviews week beginning: 24 Oct 2016

The BPA will seek to appoint a supplier by: 7 Nov 2016.

**61/16 Development Action Plan: 1 July 2016 to 30 June 2017**

Progress at month 4 of 12

**61.1 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 over his presentation to the DZ Operators' Specialised Interest Group at its meeting in January 2017 (minute 58).

**Ongoing**

**61.2 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 had previously 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**

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

Following consultation with the COO and STO, Yassi Molazadeh had submitted a paper on mentoring that had been circulated with the agenda. The Committee considered it to be an excellent paper, which had drawn on international experience of skydiving mentoring schemes in the USA and Australia.

The proposed mentoring scheme aimed to:

- Increase retention of members;

- promote safety through open discussions in a non-judgmental and confidential environment;
- develop our sport as a community.

There followed a discussion of the scheme, which Yassi Molazadeh had kindly offered to run the programme on behalf of the Development Committee for at least the next 12 months. This involved matching mentor and mentees and following up by e-mail every 4 months. Longer-term, she suggested the Committee could appoint a designated member to do this. Yassi Molazadeh had been advised by both the USPA and APF that the programmes they ran required very little administrative attention.

In discussion, Yassi Molazadeh clarified that, whereas the USPF and APF schemes were female-only programmes called Sisters in Skydiving and Women in Adventure Sports respectively, the BPA scheme she was proposing was for everyone.

Ian Rosenvinge questioned one of the criteria to be a mentor, which was 100 jumps or more. He thought a minimum of 200 jumps would be better. Yassi Molazadeh said she would consider this. The Chair said the term 'buddy' had been used in other mentoring systems to get away from the notion that a mentor was necessarily an expert. Yassi Molazadeh said mentors would be provided with a training pack, and she would liaise with the COO and STO on the content as they had the necessary in-depth expertise in the sport.

The Committee so impressed by such a well-researched proposal that the Chair suggested, and the Committee agreed, to go beyond the Action Plan target of researching a mentoring programme, and actually start to run it. The Chair of Council said the scheme could start as soon as Council had approved it tonight.

There was discussion about the name of the programme. Yassi Molazadeh had suggested one, which was understood already to be in use by a skydiving business, and would take further soundings of ideas as it was important to get this right. A more memorable name would be preferred to simply 'the BPA mentoring programme'.

Promotion of the scheme would be through BPA social media, the Mag and e-Newsletter, the BPA website etc. Yassi Molazadeh kindly agreed to publicise the scheme with a 50-minute session at BPA Skydive the Expo 2017.

**Action: Yassi Molazadeh**

The Committee congratulated Yassi Molazadeh on putting together such a comprehensive, well-researched paper, and wished the scheme every success. The Chair said this scheme was better structured with clearer vision than other schemes that had previously been tried, and believed it was therefore more likely to succeed.

#### **61.4 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 a previous 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.

#### **62/16 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.

The Chair of Council praised the way the Archive Project was incrementally taking its work forward, with additions to the Archive Project website every few months. He asked that publicity should be given to new content, by feeding the Archive Project reports to this Committee to Dialogue (providing the Archivists agreed). The Chair of Council said that, during the recent visit of the UK Delegation to the WPC Mondial 2016 in Chicago, USA, he had been approached by the US-based Skydiving Museum that was seeking relevant material worldwide. He had passed over Graham Spicer's contact details, and asked them to let us know what kind of assistance or advice they were seeking.

**63/16 Date of next meeting**

Tuesday 29 November 2016 at 15:30. The venue would be the new Conference Room at BPA HQ, if refurbishment of the BPA building had been completed by then. If not, the venue would be Blaby Civic Centre.

The meeting closed at 17:12 (duration: 1 h 12).