



Development Committee

Minutes of the meeting held on

Tuesday 13 February 2018 at 16:15

at the BPA HQ, Glen Parva, Leicester LE2 9TF

Present (quorum is 3):	Adrian Bond (Vice Chair) - Paul Applegate Brian Cumming Andy Pointer Ali Woodhouse	Vice Chair, in the Chair
In attendance:	Tony Butler - Jeff Montgomery - Martin Shuttleworth Graham Spicer -	Chief Operating Officer (COO) Safety & Technical Officer (STO) & STC Chair Secretary-General (Secretary) Chair, IT Strategy Group & BPA Archivist
Apologies for absence:	Debbie Carter - Jon Gretton - Yassi Molazadeh Craig Poxon -	Treasurer Financial Administrator & Company Secretary Chair

Item Minute

- 1/18 Committee composition 2018**
Craig Poxon (Chair) - elected by Council
Adrian Bond - Vice Chair (as Communications Chair)
Other Council Members: Paul Applegate, Debbie Carter (Treasurer, ex officio), Brian Cumming, Yassi Molazadeh
The Council Members present voted onto the committee
Graham Spicer (Chair, IT Strategy Group, ex officio), and as committee volunteers: Andy Pointer, Ali Woodhouse.
All seats on the Committee are voting seats.
- 2/18 Chair**
The Chair had, in his absence, invited the Vice Chair to chair the meeting.
- 3/18 Minutes**
The Committee noted that the minutes (circulated) of the meeting held on Tuesday 28 November 2017 had already been approved electronically by the Committee, ratified by Council published on the BPA website at bpa.org.uk/member/agendas-and-minutes/ **Agreed**
- 4/18 Declarations of interest**
There were no declarations.
- 5/18 Matters arising**
- 5.1 Duties and responsibilities of volunteers - minute 68.1**
The Secretary had circulated an updated draft in advance of the meeting. **Ongoing**
- 5.2 Staff training on Office 365 - minute 68.2**
The Secretary reported that the secretariat team on the staff had had a training session with Computerlink (Leicester) on 9 February. This had provided a useful opportunity to develop the way in which the SharePoint site for BPA Council and Committee papers was configured, which would be for Computerlink to implement ahead of further training on how to use it. **Ongoing**

5.3 DZ Operators' Specialised Interest Group meeting, Friday 26 January 2018 - minute 68.3

The Secretary had circulated unissued draft notes on the DZO meeting. Before circulating the draft notes to DZOs, he was awaiting clarification of a point from the speaker on the General Data Protection Regulation.

The Communications Committee, at its meeting earlier this afternoon, had decided (Communications minute 6.12) to seek to integrate the Friday events (DZO, Tandem Instructor Safety Day and Riggers' Safety Day) more closely with the Expo to fashion a two-day event, with the Friday as 'industry day'.

This had included the suggestion that the timetable on the Friday, particularly for the DZOs meeting, could be recast to allow more networking, which was often as valuable a part of the day as the presentations. To this end, the Communications Committee had suggested starting the day with a business breakfast, and the Communications Chair had agreed that the Secretary put this idea to the DZOs.

Action: Secretary

6/18 Liaison with official agencies for sport

Nothing to report.

7/18 Insurance

Pursuant to minute 70, the COO reported that, to date, he had received six or seven replies from National Governing Bodies (NGBs) of Sport Parachuting in other countries in response to his enquiry about the insurance cover they may offer their members whilst jumping in the UK. Of those that had replied, only the Swiss (who were outside the EU) had an indemnity limit of up to €5m per occurrence, some others in the EU had a limit of €1m. Still others in the EU seemed not to have any automatic cover in place - for example in Germany, jumpers appeared to source insurance themselves, not through their NGB.

The COO said he would send a reminder to see whether he could elicit any further replies, and would then prepare a paper for the next meeting.

Action: COO

8/18 Safeguarding

The COO reported that almost all Affiliated PTOs would be sending their safeguarding lead to attend a training day at BPA HQ on Friday 16 April. The Training would be facilitated by Sara Orton, BPA Safeguarding Adviser.

Noted

9/18 Development Action Plan: 1 July 2017 to 30 June 2018

9.1 Introduction of the BPA Personal Information Management System (PIMS) being developed for BPA by Tangent

This item had been covered at the meeting of the Communications Committee preceding this meeting (Communications minute 8.1 refers).

Ongoing

9.2 Consultation with Affiliated PTOs on the possibility of working with them, and possibly an outside agency, on the development of a customer service accreditation system

Andy Pointer, who was co-ordinating work on this Action Plan target, reported that two DZs, including his own - together possibly with a third, which had yet to confirm - had expressed an interest in a consultancy visit from USA-based international DZ customer service and marketing expert James La Barrie. The Committee had previously agreed that a minimum of five DZs would be required to trigger BPA's sponsorship of a visit by James La Barrie to the UK, covering his expenses for travel to/from and within the UK, together with his subsistence, etc.

Andy Pointer said he would remind the DZs that had not yet replied. He was conscious that there was time pressure if a visit was to be arranged this summer.

Action: Andy Pointer

9.3 Work on the development of grassroots talent identification programme

The Chair invited new committee member Ali Woodhouse to consider whether she could contribute to fulfilment of this target, work on which had been started last year by Danny French. The Secretary would send her a copy of last year's paper from Danny French.

Action: Secretary / Ali Woodhouse

10/18 Rise Up

An update paper by Yassi Molazadeh had been circulated with the agenda. The Chair thanked her for this, and for the seminar she had given at BPA Skydive the Expo 2018.

Noted

11/18 IT Strategy Group

11.1 Composition 2018

The Committee agreed the composition of the IT Strategy Group 2018 as:
Graham Spicer, Chair (elected by the Development Committee)
Development Chair, COO, STO, Secretary-General, Finance Manager and Nathan Tutt of BPA's IT partner Computerlink (Leicester) Ltd.

11.2 ITSG update

An update paper by Graham Spicer (Chair, ITSG) had been circulated in advance. He reported that the first meeting of the year had had to be held over as there had been too many apologies to go ahead with the original date, ahead of today's meeting of the Development Committee.

The report was received with thanks.

Noted

12/18 BPA Archive Project

A paper by Graham Spicer (BPA Archivist) had been circulated in advance. This was received with thanks.

Noted

Graham Spicer reported that the Development Chair had put archive BPA minutes on SharePoint and had suggested that they should be uploaded online. The COO and Secretary-General urged caution in publishing archive minutes publicly, and suggested that legal advice should be taken before coming to a decision, which should be a policy decision for Council. The Committee asked the Secretary to seek such advice.

Action: Secretary

13/18 Dates of future meetings

Tuesdays at 15:30 at BPA HQ, LE2 9TF: 17 April, 12 June, 7 August, 25 September and 27 November 2018.

The meeting closed at 16:59 (duration: 0:44).