



Development Committee

Minutes of the meeting held on

Tuesday 12 June 2018 at 15:52

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

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

Item Minute

32/18 Quoracy

The Chair confirmed that the meeting was quorate, with (i) a minimum of 2 Council members including the Chair or Vice Chair, and (ii) at least 51% of voting members.

33/18 Declarations of interest

There were no declarations of interest.

34/18 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 17 April 2018 had already been approved electronically by the Committee, ratified by Council and published on the BPA website at bpa.org.uk/member/agendas-and-minutes/

35/18 Matters arising

35.1 Staff training on Office 365 (minute 17.1)

This was ongoing. The Chair said that future sessions should include One Drive synching and the recommended way of working with this. The trial to date had identified a permissions issue with one user that had been referred to Computerlink (Leicester) for resolution.

Ongoing

The Chair had asked all Council Members, staff and volunteers to start using Multi Factor Authentication (MFA) and both he and Computerlink (Leicester) were available to help to set this up. So far 6 out of 23 had done so. MFA was important for security (see minute 38).

Ongoing

35.2 Duties and responsibilities of volunteers (minute 20)

Work on drafting this document was ongoing. Tara Jay (GDPR consultant) had provided a paragraph on GDPR.

Ongoing

35.3 Membership survey (minute 25)

The Chair of Council had decided to confine the current survey to the visual identity for our new trading name of British Skydiving, so as not unduly to delay it. Questions from Committees could be included in another survey at a later date.

Noted

35.4 Election scrutineers (minute 26)

Council, at its meeting on Tuesday 17 April, had agreed with this Committee's recommendation to appoint Mi-Voice as election scrutineers for the 2019 Council election (Council minute 33.2.2.4).

35.5 Travel expenses (minute 30)

Council, at its meeting on Tuesday 17 April, had decided to retain the current policy on travel expenses (Council minute 33.2.2.5).

36/18 Liaison with official agencies for sport

The Chair of Council and Secretary had participated in a Sport & Recreation Alliance webinar on conflict of interest.

37/18 Insurance

37.1 Third party public liability insurance for experienced jumpers from other EU member states jumping at BPA Affiliated PTOs

Council at its meeting on Tuesday 17 April had declined to drop the relevant provision in the Operations Manual and had referred the item back to the Development Committee for further consideration. Council had also asked the COO to refer the issue to STC.

Brian Cumming had prepared a paper but unfortunately too late for circulation ahead of this meeting. The Chair therefore asked the Secretary to circulate the paper with the agenda for the next meeting.

Action: Next meeting

37.2 Correspondence on insurance from a DZO

Subsequent to discussion at the last meeting (minute 19.3), the Secretary had replied to the DZO, and had heard nothing further since. The COO said he had spoken with the DZO who had confirmed that he had received the reply.

Noted

38/18 Development Action Plan: 1 July 2017 to 30 June 2018 and 1 July 2018 to 30 June 2019

38.1 Personal Information Management System (PIMS) - invitation to tender

This item had been covered in the meeting of the Communications Committee immediately preceding this meeting. Communications minute 32.1 refers.

In progress

38.2 Customer service at PTOs (2017/8 Action Plan

No further action for the time being (minute 22.2).

Item closed

38.3 Development of grassroots talent identification programme

The Chair reported that he had spoken outside the meeting with Ali Woodhouse, who was unsure whether she was in a position to take on co-ordination of this target.

In abeyance

39/18 BPA Council election 2019 (3 seats)

The Secretary suggested that we should no longer ask candidates to consent to publication of their personal contact details (mobile number and email), as even with candidates' freely-given permission, it was not within the spirit of GDPR. The Secretary reported that Mi-Voice (election scrutineers) had advised him that they could not think of another client who published candidates' personal contact details in this way.

The Committee agreed, and asked that a statement be included in future ballot packs that voting members who wished to contact candidates could do so via HQ.

Action: Secretary

40/18 IT Strategy Group

40.1 Notes on IT Strategy Group meeting on Tuesday 2 May 2018

Draft notes on the meeting of the IT Strategy Group, together with other papers from the Group including a 5-year rolling IT budget, had been circulated with the agenda. Graham Spicer (Chair, IT Strategy Group) highlighted the main points from these papers. The Development Committee ratified the decisions in the notes of the meeting.

40.2 Patch management on HQ terminals

The COO agreed to a recommendation from the Group to implement patch management on HQ computers at a cost of £3 per user per month.

Action: Finance Manager

40.3 Backup

The Committee supported the IT Strategy Group's recommendation of the Datto Alto cloud backup system to replace the current backup system which involved local transfer of physical media between BPA HQ and the nearby premises of Computerlink (Leicester) Ltd, which was not best practice. The Finance Manager would obtain an up-to-date quote and liaise with the Chair of the IT Strategy Group and Computerlink (Leicester) on implementation of the new system.

Action: Finance Manager and Chair, IT Strategy Group

40.4 Cyber security review

A cyber security review was to be carried out by a member who was an expert in this field, initially by 'black box' attack, to be followed by a 'white box' approach, once the necessary contractual agreement had been signed. The member was kindly providing his technical expertise pro bono for the benefit of the Association and its members.

Action: Secretary and Chair, IT Strategy Group

40.5 Virus protection on the BPA server

Action: Refer to the IT Strategy Group

40.6 GDPR compliance

The Development Chair reported that he had anonymised data of former members who had been lapsed for more than 7 years, this being the retention period for personal data on lapsed members as set out in the BPA privacy policy (Form 310).

The Secretary reported that, as part of our GDPR compliance measures, he and colleague staff had deleted a considerable amount of data from their personal and the shared drives on the network. In doing this, it had emerged that there was a shadow local drive on some terminals that staff had never used but which turned out to contain a number of personal data files from some years ago. These may have dated from when the current system was being installed, carrying forward backup data from an earlier system. Computerlink (Leicester) had been alerted and had carried out a deletion exercise.

The Secretary asked that a structured and systematic 'network spring clean and audit' should be carried out (much if not all of which had probably already been done) to assure that no 'hidden' data remained anywhere in the system, unbeknown to staff. The COO believed that it may also be helpful to emulate Subject Access Requests to assure ourselves that personal data could practicably be collated for a response.

Action: Refer to the IT Strategy Group

40.7 Website maintenance

Adrian Bond reported that BPA's media partner Archant Dialogue had suggested that BPA should consider employing a part-time web developer in membership services. This would be to maintain the current BPA website with particular reference to its online membership renewal facility, rather than rely on Dialogue for this service. The relative cost might be of the order of £20K pa compared with the £8K pa we were spending on this with Dialogue. He said he had consulted internally and had reported back to Dialogue our consensus that it would be inappropriate for BPA to do this, as maintenance of the site would be required only until the new web hub (minute 3.1) was online. It was likely that a contractor for this development would be appointed towards the end of next month (Communications Committee minute 32.1).

The Secretary reported that the minutes upload facility on the BPA website had not been working properly for several years, obliging staff to use a fairly cumbersome workaround. The Chair asked the IT Strategy Group to consider to the possibility of having a public 365 site for minutes.

Action: Refer to the IT Strategy Group

41/18 BPA Archive Project

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

Noted with thanks

42/18 Phishing email

The Secretary had unfortunately fallen victim to a phishing email that had compromised his email account. The Chair of the IT Strategy Group had investigated this and prepared a paper with his findings, which had been circulated in advance of the meeting. The membership database had not been involved and there had been no breach of data. Multi Factor Authentication (MFA) was being introduced to all email accounts on the BPA domain to reduce the risk of a recurrence. The Secretary thanked Graham Spicer for his help and advice in the aftermath of the phishing attack.

43/18 Use of BPA logo on clothing

The Chair referred to the Committee a question he had been asked by a Drop Zone Operator related to small items of branded clothing he had purchased, to which the supplier had added the BPA logo, even though this had not been specified in the order. The Committee had no issue with the DZO selling these items bearing the BPA logo, and suggested that the DZO may wish to consider donating an appropriate amount to the Drop Zone Defence Fund.

Action: Chair

44/18 Dates of future meetings

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

The meeting closed at 17:12 (duration: 1:20).