



## Development Committee

Minutes of the meeting held on

**Tuesday 14 April 2015 at 13:05**

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		
	Jack Bradford		
	Brian Cumming		
	Ian Rosenvinge		
	Martin Soulsby (from item 22.2)		Chair of Council
<b>In attendance:</b>	Tony Butler	-	Chief Operating Officer (COO)
	Jon Gretton	-	Financial Administrator & Company Secretary
	John Hitchen	-	Vice President, IPC Alt Delegate & STC Chair
	Jeff Montgomery	-	Safety & Technical Officer (STO)
	Martin Shuttleworth		Secretary-General (Secretary)
<b>Apologies for absence:</b>	Debbie Carter	-	Treasurer
	Yassi Molazadeh		

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### Item Minute

#### 18/15 Declarations of interest

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

#### 19/15 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Saturday 21 February 2015 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/)

#### 20/15 Matters arising

##### 20.1 Online provisional student memberships (minute 6.1)

The Chair noted item 3/12 in the notes of the IT strategy Group meeting held on 31 March 2015 (circulated) which recorded that the Group agreed that "the disadvantages of the proposed solution outweighed the benefits due to loss of ownership of intellectual property, possible exploitation of BPA member data by a third party and potential supplier lock-in. The Group agreed that it would await the outcome of the discussion between the Chief Operating Officer (scheduled after the next meeting of Council) and Martin Mansley of Romero before submitting a recommendation for the consideration of the Development Committee."

After discussion, the Committee decided to suspend work on online provisional student memberships through a third party supplier of web systems in order to assure BPA ownership and control of the system.

The COO said that the electronic incident reporting system had been offered by the same third party supplier as part of a package with the online student membership system. He believed the same considerations applied.

The Committee referred to the IT Strategy Group the question of whether a second phase of the new BPA database (minute 20.2) could be developed to incorporate student membership (with an online joining facility) and an electronic incident reporting system.

**Refer to ITSG**

## **20.2 Database specification for tender (minute 6.2)**

The Secretary reported that Graham Spicer had forwarded the draft specification for consultation with staff before it came forward to this Committee.

**Ongoing**

## **20.3 Sport England Significant Areas for Sport (minute 7)**

The Secretary confirmed that he had circulated the relevant information to PTOs.

**Action completed**

## **20.4 IT budget (minute 12.4)**

Following a recommendation by the IT Strategy Group that IT should have its own budget, the Committee invited the IT Strategy Group to advise on an appropriate budget. To this end, the Financial Administrator was compiling a list of IT assets. One of the aims was to enable us to be more proactive on IT.

**Refer to ITSG**

## **21/15 Liaison with official agencies for sport**

The Secretary had circulated in advance (i) the current (2013-7) funding criteria of UK Sport and Sport England; (ii) the UK Sport Performance Investment Review, Tokyo Cycle 2017-21 (previously circulated).

**Noted**

The Secretary had circulated in advance a report on the Sport & Recreation Alliance's 'Sport and the Law' conference he had attended at Aston University, Birmingham, on Thursday 5 March.

**Noted**

## **22/15 Insurance**

### **22.1 Romero Sport & Leisure**

The COO reported that he had a meeting tomorrow with the broker, Martin Mansley of Romero Sport & Leisure. Plans for the new BPA Romero Safety Innovation Award would be discussed. The broker had been asked for some financial estimates to assist with Council's formulation of a financial reserves policy. The next routine claims review meeting would be due soon.

**Noted**

### **22.2 Staff death in service cover**

The Financial Administrator reported that BPA's independent financial advisers had pointed out that this was not currently provided. The cost would be something over £3k/year for 4x salary, for staff aged under 70, which included cover for sport parachuting activities by technical staff. The Chair of Council asked that a quote for what he believed to be the more usual benefit of 3x salary, and clarification of the tax implications, should be obtained.

The Committee referred the item to the Employment Committee, which would be holding its annual salary review meeting in June, with its recommendation that it be added to the staff benefits package for staff aged under 70, subject to the agreement of each staff member concerned.

**Refer to Employment Committee**

## **23/15 Provisional membership**

A paper by Ian Rosenvinge had been circulated with the agenda. The paper contained a number of suggestions to make it more affordable for Category System Students to progress onto freefall with the aim of increasing the numbers, in turn increasing the number of full members.

The COO said that he believed the suggestion in the paper that a category of 'Temporary Continuation Student Membership' be introduced was unduly complicated, when we should be mindful of the need to make things simpler when possible. To this end, he believed the suggestion in the paper to put no limit on the number of temporary memberships an individual may hold in any membership year would be a better way forward. There was further discussion about the price of temporary memberships, and the Chair set out the rationale for the current price point.

Ian Rosenvinge then proposed, and Brian Cumming seconded, a motion to remove the limit on the number of BPA temporary memberships an individual may take out. Paul Applegate then counter-proposed, seconded by Ian Rosenvinge, that before this was progressed, it should first be subject to consultation by e-mail with Affiliated PTOs, to ensure they were content with it (in which case, it would be implemented). The counter-proposal was put to the vote and carried unanimously.

**Action: Secretary**

**24/15 Meetings outside British Summer Time (Dec/Feb) at weekends**

Due to a shortage of time at today's meeting, Brian Cumming suggested, and the Committee agreed, that this item of business be deferred for consideration at the next meeting in June.

**Deferred to the next meeting**

**25/15 Indoor skydiving**

The Chair of Council reported that the Competitions Committee would select BPA full members with a sporting licence and currency stamp as a stopgap solution that, though far from ideal, was the only practical way forward for the time being. To find a long term solution there would need to be a meeting with wind tunnel operators. The Committee agreed that such a meeting would be the way forward.

**Action: COO & Secretary**

BPA third party public liability insurance did not cover indoor skydiving (tunnel flying) so indoor skydivers would need to arrange their own cover. The Chair of Council asked that the position be clarified of whether a delegation to an FAI/IPC First Category Event in indoor skydiving would be eligible for cover by the personal accident/medical/travel insurance that Romero Sport & Leisure, BPA's brokers, kindly provided for UK delegations to sport parachuting competitions.

**[Secretary's note:** Romero has advised that the personal accident/medical/travel insurance would not cover indoor skydiving, as it is not a defined activity and therefore, in terms of the policy, an unknown risk.]

**Defer to next meeting**

**26/15 IT Strategy Group**

The Committee received with thanks, and ratified, the notes of the IT Strategy Group's meeting on Tuesday 31 March. See minutes 20.1 and 20.4.

**Notes ratified**

**27/15 Refranchising of the BPA Shop**

Jack Bradford declared an interest in this item as he had a retail business in the sport. The Chair invited him to remain at the table.

The invitation to bid for refranchising of the BPA Shop had been published on the BPA website and in the February issue of *BPA Skydive the Mag*. The call back date for outline proposals had been 30 March. The Secretary reported that no proposals had been received.

The Committee therefore decided that, as the current franchise had more than run its course, the BPA Shop would now cease, at least for the time being, although the Committee remained open to approaches. The current franchisees would be asked to take down the BPA Shop website and Dialogue asked to remove the banner advertisement on the BPA website.

**Action: Secretary**

**28/15 Development Action Plan: 1 July 2014 to 30 June 2015**

**28.1 Target 1: Draw up a 'sectoral map' of the skydiving sector (organisations and their purposes)**

A draft would be published in the April issue of *BPA Skydive the Mag* with an invitation to members for comment and input.

**Draft published**

**28.2 Target 2: Produce 'BPA Approved' signs for optional display by Affiliated Drop Zones**

**Completed**

The 'What does BPA do for me?' poster had not yet been printed, pending confirmation in due course by the Communications Committee of the possible introduction of a BPA strapline.

**28.3 Target 3: Investigate participation rates by women in skydiving**

Brian Cumming had briefly discussed this with Amanda Bennett, consultant on governance, at the BPA director training day held yesterday. One of Amanda Bennett's interests was women's participation in sport. Amanda Bennett had suggested that women should be adequately represented in depictions of the sport, for example in the *Mag* and on the web. He therefore intended to discuss this with the Editor and with Dialogue with regard to images available for the website. He had also noted that only 9% of instructors were female and

suggested his pointing this out to DZs to trigger conversations there. The Chair of Council asked him kindly to conduct further research with a view to formulating a more strategic approach.

**Action: Brian Cumming**

**28.4 Target 4: Further investigate broadcasting BPA meetings over the Internet**

This had been referred to the Stronger Future (Governance) Working Party (per minute 12(3)).

**Referred to SFWG**

**28.5 Target 5: Explore arrangements for elected members to participate in meetings via the Internet when they could not be present in person**

**Achieved**

**29/15 Development Action Plan : 1 July 2015 to 30 June 2016**

After further discussion of ideas already suggested at the previous meeting (minute 15) the Committee agreed to recommend the following targets to tonight's meeting of full Council.

**Action: Recommend to Council**

1. Commission a trial run of 100 units of BPA-branded multifunctional headgear (snoods).
2. Review the different kinds of membership cards on the market.
3. Engage an independent expert in sports development to help us explore development options for our sport.
4. Research whether or not seeking accreditation to the Investors in People standard may be of benefit to BPA.

**Action: Chair**

**Action: Secretary**

**30/15 BPA Archive Project - update**

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

**Noted**

**31/15 Data protection enquiry from an Affiliated PTO**

The Secretary reported that an Affiliated PTO needed to show the Information Commissioner's Office that it had (i) a suitable contract in place with BPA to protect personal data it disclosed to BPA and (ii) a link for those individuals to access, showing where, why and for how long BPA keeps this data. Following liaison with the Chair, he had referred this to Paul Ticher, a data protection consultant who had done some work for BPA before.

**Action: Secretary**

**32/15 Dates of future meetings**

At the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF:

- Tuesdays at 15:30: 16 June, 11 August and 6 October;
- Saturday 5 December at 12:30.

The meeting closed at 15:00 (duration: 1h 55m).