



**Agenda for a meeting of the
Development Committee
on Tuesday 1 December 2015 at 15:00
at the BPA Office
5 Wharf Way, Glen Parva, Leicester LE2 9TF**

Car parking

Please do not park in the car parking spaces opposite the BPA Office as these belong to our neighbours, All Weather Windows, who have asked us not to use their spaces during the daytime.

- 1 Apologies for absence**
- 2 Declarations of interest**
- 3 Minutes**

To note that the minutes (circulated) of the meeting held on Tuesday 6 October 2015 have already been approved by the Committee, ratified electronically by the Council, and published on the BPA website bpa.org.uk/member/agendas-and-minutes/
- 4 Matters arising not covered elsewhere on the agenda**
 - 4.1 Minute 66.2 - IT budget - IT Strategy Group, next meeting is in February
 - 4.2 Any other matters arising not listed above.
- 5 Liaison with official agencies for sport** - Oral update from Secretary
- 6 Insurance**

Tony Butler, Chief Operating Officer, to update orally.
- 7 Personal Information Management System**

To consider a draft specification from Graham Spicer (commercially confidential paper to be circulated).
- 8 Development Action Plan 1 July 2015 to 30 June 2016**
 - 8.1 Order a trial run of BPA Buffs - Chair ***Achieved***
 - 8.2 Research the future options for membership cards (plastic/virtual/photocards/bar codes, etc) ***Referred to ITSG and for consultation with DZO SIG in January***
 - 8.3 Commission an external expert on sports development to prepare report on possible need, and if so options, for a development/performance plan for skydiving (possible budget £2K) - ***In progress***
 - 8.4 Research the positives and negatives of seeking Investors in People status for BPA - Secretary - ***In progress***
- 9 BPA DZOs Specialised Interest Group meeting: EMCC Nottingham, Friday 29 January 2016**

Draft agenda circulated.
- 10 BPA Archive Project** - update (paper to be circulated)
- 11 Development Committee terms of reference**

BPA Form 174 circulated for routine annual review
- 12 Any other business** - to be notified to the Secretary by no later than noon on Friday 27 November.
- 13 Date of next meeting**

Meeting dates for 2016 will be agreed at the first meeting of Council 2016 after the AGM at lunchtime on Saturday 30 January 2016 at EMCC Nottingham.

Provisional dates are Tuesdays 16 February, 19 April, 14 June, 9 August, 4 October and 29 November 2016 at 18:00 at the BPA Office.



BPA Development Committee - Terms of Reference

Quorum - 3

Name

Development Committee

Status

A main Committee of Council reporting to the Council

Purpose

Development of the sport and the Association, broadly interpreted, but excluding Association staff remuneration (which is covered by Council's Employment Subcommittee)

Composition

- Chair elected by Council
- No fewer than 3 or more than 7 Members of Council may comprise the voting members of the Committee, and never more than 50% of Council
- Treasurer is co-opted as a non-voting member of Committee
- BPA technical staff attend (non-voting)
- Committee Secretary is BPA staff (non-voting)
- Chairs of Development & Communications Committees normally cover for each other as Vice Chair in the event of absence

Voting

Quorum: 3. Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to ratification by full Council. BPA rules for proxy votes apply.

Responsibilities

- Development of the sport and the Association
- Recommending annual subscriptions
- Recommending financial policy including expenses policy
- Recommending insurance arrangements
- Monitoring progress of the Drop Zone Defence Fund (DZDF)

Subsidiary bodies

Reporting in:

- Insurance Subcommittee (convened as required, on an ad hoc basis)
- Any ad hoc working party the Committee may from time to time convene

Additional details

All Council members may attend all committees (including in camera discussions). In camera sessions of each committee may be attended by; the voting members of that Committee; other Council members; and others only on the invite of the Chair of the meeting.

Any BPA member has the right to attend to observe (except for any closed sessions) and speak.

Annual review of this document

This document will be reviewed each December and any proposed variations shall be subject to ratification by Council to maintain consistency across committees as applicable.