



**Agenda for a meeting of the  
Development Committee  
on Tuesday 21 February 2017 at 15:30  
at BPA HQ  
5 Wharf Way, Glen Parva, Leicester LE2 9TF**

**Car parking**

After the HQ re-opening ceremony, when there is no parking in Wharf Way: Please do not park in the car parking spaces opposite the BPA HQ as these belong to our neighbours, All Weather Windows, who have asked us not to use their spaces during the daytime.

**1 Welcome from the Chair**

To welcome Andy Pointer as our first volunteer member specifically of this Committee, under the new Committee compositions from 2017. Danny French, who also volunteered, is also joining the Committee but is not able to be with us today.

**2 Composition of the Development Committee 2017**

Craig Poxon (Chair), Paul Applegate, Mark Bayada, Adrian Bond, Brian Cumming, Yassi Molazadeh, Andy Pointer. Co-opted ex-officio Debbie Carter (Treasurer).

**3 Apologies for absence** Danny French

**4 Terms of reference** - attached, composition needs to be updated (highlighted in red) to take account of volunteer seats from 2017, consequent on a smaller Council.

**5 Declarations of interest**

**6 Minutes**

To note that the minutes (circulated) of the meeting held on Tuesday 29 November 2016 have already been approved by the 2016 Committee, ratified electronically by the Council, and published on the BPA website [bpa.org.uk/member/agendas-and-minutes/](http://bpa.org.uk/member/agendas-and-minutes/)

**7 Matters arising not covered elsewhere on the agenda**

- 7.1 Minute 60 - Consolidation of BPA Drop Zone Defence Fund (DZDF)
- 7.2 Minute 70 - Election debrief - due to take place on the afternoon of Tuesday 28 February
- 7.3 Minute 71 - Development of a BPA code of conduct - Yassi Molazadeh
- 7.4 Any other matters arising not listed above.

**8 Liaison with official agencies for sport**

Oral report from Secretary.

**9 Insurance**

Tony Butler, Chief Operating Officer, to update orally.

**10 Drop Zone Operators' Specialised Interest Group**

Feedback from the meeting on Friday 27 January (notes to follow)

**11 Personal Information Management System**

The kick-off meeting with contractors Tangent was held at HQ on Monday 23 January.

**12 Development Action Plan 1 July 2016 to 30 June 2017**

Progress at month 7 of 12.

- 12.1 BPA Personal Information Management System (membership database) - invitation to tender, jointly with the Communications Committee for the BPA web hub. *Tangent contracted - PIMS kick-off meeting was held at HQ on Monday 16 January 2017*
- 12.2 Consult 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 jointly with the Development Committee. *Not progressed at DZO meeting (agenda item 10 above)*
- 12.3 Work on the development of grassroots talent identification programme, for which the advice and assistance of the Competitions Committee would be likely to be sought. *Not yet started*

- 12.4 Research into the possible development of a member mentoring programme. Update by Yassi Molazadeh on the name of the programme. *'Rise Up' launched early 2017*
- 12.5 Making appropriate BPA online forms available as fillable pdfs. *Ongoing*
- 13 Development Action Plan 1 July 2017 to 30 June 2018**  
To consider ideas from around the table with a view to formulating a plan to recommend to full Council (to be finalized at the April meeting).
- 14 IT Strategy working group**  
Notes on the meeting, held on Thursday 9 February, to follow.
- 15 BPA Archive Project** - update (paper to be circulated).
- 16 Any other business** - to be notified to the Secretary by no later than noon on Friday 17 February.
- 17 Dates of meetings in 2017**  
Tuesdays 25 April, 13 June, 8 August, 3 October and 28 November 15:30 at BPA HQ.



# British Parachute Association

Wharf Way, Glen Parva, Leicester, LE2 9TF  
Tel: 0116 278 5271, Fax: 0116 247 7662, e-mail: skydive@bpa.org.uk

bpa.org.uk

Quorum - 3

## BPA Development Committee - Terms of Reference

<b>Name</b>
Development Committee
<b>Status</b>
A main Committee of Council reporting to the Council
<b>Purpose</b>
Development of the sport and the Association, broadly interpreted, but excluding Association staff remuneration (which is covered by Council's Employment Subcommittee)
<b>Composition</b>
<ul style="list-style-type: none"> <li>• Chair elected by Council</li> <li>• <b>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</b></li> <li>• Treasurer is co-opted as a <b>non-voting</b> member of Committee</li> <li>• BPA technical staff attend (non-voting)</li> <li>• Committee Secretary is BPA staff (non-voting)</li> <li>• Chairs of Development &amp; Communications Committees normally cover for each other as Vice Chair in the event of absence</li> </ul>
<b>Voting</b>
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.
<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Development of the sport and the Association</li> <li>• Recommending annual subscriptions</li> <li>• Recommending financial policy including expenses policy</li> <li>• Recommending insurance arrangements</li> <li>• Monitoring progress of the Drop Zone Defence Fund (DZDF)</li> </ul>
<b>Subsidiary bodies</b>
<b>Reporting in:</b>
<ul style="list-style-type: none"> <li>• Insurance Subcommittee (convened as required, on an ad hoc basis)</li> <li>• Any ad hoc working party the Committee may from time to time convene</li> </ul>
<b>Additional details</b>
<p>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.</p> <p>Any BPA member has the right to attend to observe (except for any closed sessions) and speak.</p>
<b>Annual review of this document</b>
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.