



## Development Committee

Minutes of the meeting held on

**Tuesday 13 June 2017 at 15:30**

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

<b>Present</b> (quorum is 3):	Craig Poxon	-	Chair
	Paul Applegate		
	Mark Bayada		
	Adrian Bond		
	Danny French		
	(by Skype audio)		
	Andy Pointer		
<b>In attendance:</b>	Tony Butler	-	Chief Operating Officer (COO)
	Debbie Carter	-	Treasurer
	Jon Gretton	-	Financial Administrator & Company Secretary
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth		Secretary-General (Secretary)
<b>Apologies for absence:</b>	Brian Cumming		
	Yassi Molazadeh		
<b>Observer:</b>	Ali Woodhouse		

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### Item Minute

#### 28/17 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 25 April 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/](http://bpa.org.uk/member/agendas-and-minutes/)

The Committee ratified its electronic approval and the Chair signed the file copy as a correct record.

**Approved**

#### 29/17 Matter arising

##### 29.1 Code of conduct for volunteers - minute 18.1

This was awaiting an updated draft from Yassi Molazadeh, who had been on holiday and had then been in hospital.

**Action: Yassi Molazadeh**

#### 30/17 Liaison with official agencies for sport

The Secretary had been liaising with the Sport & Recreation Alliance about (i) the one-day director training course, which would now be in September; and (ii) the new principles of good governance for sport and recreation, which was on the agenda for the Council meeting tonight.

#### 31/17 Insurance

The COO reported that there had been a mixed response from the insurance market to the change in the the basis on which the courts calculated lump sum payments for some major personal injury claims. Some insurers had increased their premiums, but often by not much. Our broker was continuing to monitor the situation with regard to future BPA insurance.

#### 32/17 Election debrief

A revised quotation from Mi-Voice had been circulated with the agenda. After discussion, the Committee agreed to recommend to Council that Mi-Voice be contracted to act as independent scrutineers for the BPA Council election 2018.

**Action: Recommend to Council**

**33/17 Safeguarding working party**

The Secretary reported that consultation with PTOs on the recommendations of the safeguarding working party had been delayed because of the need to take legal advice to assure that the recommendations were compatible with data protection legislation.

**Action: Secretary**

The Chair said he had suggested to the Safeguarding Working Party that Andy Pointer would be willing to join as a volunteer. This would be considered at the working party's next meeting.

**Action: Secretary**

**34/17 Development Action Plan: 1 July 2016 to 30 June 2017**

Progress at month 12 of 12.

**34.1 BPA Personal Information Management System (membership database) - invitation to tender, jointly with the Communications Committee, for the BPA web hub**

**Achieved, project in progress**

**34.2 Consultation 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**

The Chair said that Andy Pointer would now liaise with James La Barrie on this, which would continue into the next Action Plan year (July 2017-June 2018).

**Action: Andy Pointer**

**34.3 Work on the development of grassroots talent identification programme**

Danny French was progressing this target, which would be carried forward into the next Action Plan year (July 2017 - June 2018). Danny French reported orally and said he would prepare a paper for circulation with the agenda of the next meeting.

**Action: Danny French**

**34.4 Research into the possible development of a member mentoring programme**

As recorded at minute 24.4, this target had been achieved and exceeded. The 'Rise Up' mentoring programme had been launched earlier in the year, developed and administered by Yassi Molazadeh.

**Achieved**

The Committee looked forward to receiving a report on the progress of 'Rise Up' from Yassi Molazadeh at its next meeting.

**Action: Yassi Molazadeh**

**34.5 Making appropriate BPA online forms available as fillable pdfs**

Mark Bayada reported that he had agreed with the COO and STO to leave BPA forms as they were during the transition to PIMS and the new BPA web hub, and take stock once the new system was up and running. It was possible that online html pages could be developed for some of the most widely-used forms. The Chair noted that fillable pdfs could be a useful half-way house to html forms.

**Hold until PIMS & new web-hub are online**

**35/17 Development Action Plan: 1 July 2017 to 30 June 2018**

The targets already agreed by the Committee and ratified by Council would roll-on from some of this year's targets (minute 34) and were for:

- 1 Introduction of the BPA Personal Information Management System (PIMS) being developed for BPA by Tangent (minute 34.1).
- 2 Consultation 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 (per minute 34.2).
- 3 Work on the development of grassroots talent identification programme (per minute 34.3).

**36/17 IT Strategy Group**

Notes on the meeting of the IT Strategy Group (ITSG) held on Thursday 1 June had been circulated with the agenda. The notes had been prepared by Graham Spicer, Chair of ITSG. The Development Committee was content with the decisions and recommendations of ITSG.

The Development Chair highlighted the customisation of Office 365 for document sharing and collaboration for BPA Council and Committee papers. He hoped that Council and Committee members and staff would move over to this system as a way of accessing papers for meetings. He was allocating appropriate access rights in line with established committee protocols. It was still a work in progress with respect to the more advanced features of collaboration, notification and updates, and user feedback was welcome.

The Secretary said staff had asked for training. Although the customisation was specific to BPA, he believed general introductory training would be helpful to establish a base on which more specific training could be built. After discussion, the Committee suggested that the Secretary should approach our IT supplier Computerlink (Leicester) for advice. The Committee was supportive of proceeding with any reasonable training provision to engage staff with Office 365.

**Action: Secretary**

**37/17 BPA Archive Project - update**

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

**38/17 Sports Financial Services**

A paper had been circulated with the agenda. Sports Financial Services were an advertiser in BPA Skydive the Mag and an exhibitor at BPA Skydive the Expo. They had been passed the Development Chair's details by Lucy Bendall of the Mag. Sports Financial Services had indicated an interest in discussing any potential for them to operate with BPA in offering their services to benefit the Association and its members. They had experience of operating with other membership organisations in other sports, such as the British Mountaineering Council.

The Committee noted that BPA already had insurance partners, Romero Sports & Leisure, who had been appointed following an open competitive tender process on the third party public liability policy for the sport. Other insurance initiatives specifically for, or potentially of interest to, BPA members had been initiated by Romero from time to time, and they understood the market for skydiving and skydivers well. The Committee therefore believed that it would be inappropriate to discuss entering into a possible arrangement with another insurer given BPA's relationship with Romero. The Secretary would convey the Committee's response to Sports Financial Services.

**Action: Secretary**

**39/17 Dates of future meetings**

At BPA HQ, Glen Parva, Leicester LE2 9TF: Tuesdays at 15:30: 8 August, 3 October and 28 November.

The meeting closed at 16:30 (duration: 1:00).