



Development Committee

Minutes of the meeting held on

Tuesday 19 February 2019 at 16:17

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

Present:	Craig Poxon	-	Chair
	Paul Applegate		
	Adrian Bond	-	Vice Chair
	Tash Higman		
	Yassi Molazadeh		
	Graham Spicer	-	Chair, IT Strategy Group & BPA Archivist
In attendance:	Tony Butler	-	Chief Operating Officer (COO)
	Debbie Carter	-	Treasurer
	(from item 8)		
	Jon Gretton	-	Financial Administrator & Company Secretary
	(from item 5.4)		
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth		Secretary-General (Secretary)

Item Minute

01/19 **Committee composition 2019**

Craig Poxon (Chair) - elected by Council

Adrian Bond - Vice Chair (as Communications Chair)

Other Council Members: Paul Applegate, Debbie Carter (Treasurer, ex officio), Tash Higman, Yassi Molazadeh, Graham Spicer (Chair, IT Strategy Group, ex officio - see below)

Tash Higman proposed, and Adrian Bond seconded, a motion to elect Graham Spicer as Chair of the IT Strategy Group, and thereby ex-officio a member of the Development Committee.

The Chair welcomed Tash Higman to her first meeting.

02/19 **Committee terms of reference**

BPA Form 174, Development Committee terms of reference, had been circulated with the agenda.

03/19 **Declarations of interest**

There were no declarations.

04/19 **Minutes**

Adrian Bond proposed, and Paul Applegate seconded, a motion to approve the minutes (circulated) of the meeting held on Tuesday 27 November 2018 as a correct record. This carried unanimously.

Approved

05/19 **Matters arising**

5.1 SharePoint permissions - minute 67.1

The meeting noted that access to BPA SharePoint had been restricted to users on the BPA domain for reasons of security. There had been occasions when it would have been convenient for trusted external suppliers to have had access to selected files. An example was for EpicTech, video contractors to the AGM and Expo, to have been able to access video footage from competitions that Tash Higman had filed on SharePoint. The Chair believed that BPA's legal advisers, who were external, had been able to access a folder on BPA SharePoint. Graham Spicer confirmed this was the case. The Chair said he had raised a ticket with Computerlink about the wider question

of arranging selective access to a small number of external users where specifically authorised by BPA.

Action: Chair

Another outstanding issue, which had been referred to Computerlink, was a mechanism for the secretariat to restrict access to occasional sensitive papers to authorised individuals only within a SharePoint Council or Committee meetings folder. For example, the Vice Presidents and Editor had access to Council meeting papers, but there were, on rare occasions, certain individual papers for which this was not appropriate.

Already referred to Computerlink

5.2 Possibility of a public 365 site for BPA minutes - minute 67.3

The Chair had researched this and advised the IT Strategy Group that it did not offer a feasible solution, at least for the time being. Instead, we would see what Eudonet could offer.

Action: Chair

5.3 Duties and responsibilities of volunteers - minute 67.4

The Secretary would progress this with advice from Yassi Molazadeh.

Action: Secretary

5.4 Office 365: Multi-Factor Authentication (MFA) - minute 67.5

The Chair said this had been discussed at the last meeting of the IT Strategy Group. MFA was essential to protect users from the risk of a phishing or cyber attack. The IT Strategy Group would ensure it was rolled out to all BPA account users including staff. Discussion at the IT Strategy Group (minute 12) had included seeking to assure that MFA did not disrupt working practices at HQ.

5.5 Optical Character Recognition (OCR) scanning - minute 67.6

The Finance Manager confirmed that OCR scanning had now been enabled as the default setting on the Bizhub copier/scanner at HQ.

5.6 WiFi access at HQ - minute 71

The Finance Manager had now arranged for two WiFi access points at HQ, for staff and guests. Council and Committee members would sign in to the guest portal. Yassi Molazadeh had previously suggested a captive portal (for a 'self-service' sign-in), which the meeting considered to be a good idea. The Finance Manager was discussing it with Computerlink.

Action: Finance Manager

5.7 Committee volunteers - minute 74

The meeting noted that there had been no new volunteers from the membership offering their skills to serve on the Development Committee this year. Yassi Molazadeh suggested that Drop Zones could be invited to help publicise and promote volunteering for BPA positions among their regular jumpers. This would be in respect not only of committee service, but also to assist with programmes such as Rise Up.

Noted for next year

06/19 Liaison with official agencies for sport

Nothing to report.

07/19 Drop Zone Operators' Specialised Interest Group

The Secretary had circulated with the agenda, draft notes on the annual meeting of BPA Drop Zone Owners & Operators, which had been held at EMCC Nottingham on Friday 25 January 2019. The final draft would shortly be circulated to DZOs.

Action: Secretary

The Chair thanked Adrian Bond who, in the Chair's absence at the IPC meeting in France, had chaired the DZO meeting in his capacity as Vice Chair of Development. Feedback on the meeting from DZOs had been the best yet.

08/19 Insurance

The COO reported that, at the DZOs meeting (minute 7), an item on the agenda, referred by this Committee (minute 69/18) and Council, had been consideration of a possible increase in the indemnity limit on the third-party public liability insurance, from the current £5M to £10M.

The COO reported that this had generated discussion. Not all DZOs had been present, so he would follow the matter up with a letter to DZOs within the next few months, in good time for the 2020 insurance renewal, details of which would be negotiated in November.

Action: COO

09/19 Development Action Plan: 1 July 2018 to 30 June 2019

9.1 BPA Personal Information Management System (PIMS) being developed for BPA by Eudonet (UK)

Eudonet was proceeding with development work on PIMS, although staff in BPA membership services would have extremely limited availability for consultation during the busy renewals period that was soon about to start.

Ongoing

9.2 Work on the development of grassroots talent identification programme

The Chair noted that this had been a development target for more than two years now. Its genesis as a development target had been in a report the Committee had commissioned a few years ago from the external consultancy Sport Structures. For much of the time since then, the project had been awaiting a committee member to progress it. Tash Higman said she would reflect on whether she may be able to help and would be able to say at the next meeting. She did not commit to take on this target. The Secretary would seek to retrieve the Sport Structures report from the archives to share it with Tash Higman.

Action: Secretary / Tash Higman

10/19 Development deliverables / actions 2019

This Council document had been circulated with the agenda. It was designed to replace annual committee action plans (minute 9) by focusing on delivering actions contributing to the achievement of BPA's strategic goals.

11/19 Business and financial risk register

Council's working draft had been circulated with the agenda for an input from this Committee. Graham Spicer had, at the meeting of the Communications Committee held earlier this afternoon, suggested some variations he would like to make to the likelihood assigned to certain risks. Tash Higman, who like Graham Spicer had experience of such registers in other organisations, had kindly offered to flesh out the spreadsheet in more detail, and she would do this for the Development Committee as well as Communications. The Chair thanked her for this.

Action: Tash Higman

12/19 IT Strategy Group

Notes on the meeting of the IT Strategy Group held on Tuesday 5 February had been circulated with the agenda. The Chair thanked Graham Spicer for chairing the meeting and kindly transcribing the notes. The meeting had considered a penetration test report on BPA's websites that had kindly been provided pro bono by Graham Rymer, a BPA Member who was known to the Development Chair, and through whom the contact had been made. The test report made a very helpful contribution to BPA's business and financial risk management. The Committee asked that their thanks be passed to Graham Rymer, and they also thanked the Development Chair for the contact.

13/19 BPA Archive Project

A paper by Graham Spicer (BPA Archivist) had been circulated in advance. This was received by the meeting with thanks. He said that the Archivists were looking forward to the Archive section of the BPA new web hub, which would in due course replace the current BPA Archive website.

14/19 Dates of future meetings in 2019

Tuesdays at 15:30 at BPA HQ, LE2 9TF: Confirmed: 30 April, 11 June (confirmed).
Provisional: 6 August, 1 October and 2 November.

The meeting closed at 17:12 (duration: 0:55).