

Member Development Committee (MDC)

Minutes of the meeting held on

Tuesday 15 February 2022 at 18:00

Virtual meeting via Microsoft Teams

Present:	Mark Bayada	-	Chair
	Alex Busby-Hicks		
	Robert Hartley	-	INED
	Kate Lindsley	-	(from 18.15)
In attendance:	Tony Butler	-	Chief Operating Officer (COO)
	Lise Moore	-	Secretary
	Liz Ashley	-	Editor, Skydive the Mag
	Craig Poxon	-	Chair of Council
	Nicola Hobday	-	Compliance Officer
	Natasha Higman	-	Treasurer (from 18.36)
Apologies:	Jeff Montgomery	-	STO
	Mary Barratt		
	Martin Soulsby		
	Adrian Bond		
	Angel Fernandez	-	Communications Manager (Sick)

The meeting was recorded to assist with minute taking.

Item	Minute
01/22	<u>Declarations of Interest</u> Declarations of any conflict of interest would be taken at the relevant item.
02/22	<u>Minutes of the Previous Meeting</u> The minutes of the previous meeting held on 19 October had been circulated electronically prior to the meeting. The notes from the DZO-SIG meeting had also been circulated prior to the meeting.
03/22	<u>Matters Arising</u> None
04/22	<u>Report From Coaching Roadshows Review Working Group</u> Mary Barratt sent her apologies that she was unable to attend the meeting but had prepared a report on the working group's activities, which had been circulated electronically prior to the meeting.

The Chair told those present that the Roadshows were beginning to take shape and that there were two coming up. He mentioned that one of the Roadshow applicants had requested funding for some equipment, but this was rejected, and they were advised on the types of items that they could get financial support for. The Chair of Council was assisting with social media posts in the absence of the Communications Manager, and the COO had taken some banners to the drop zone where the roadshow event is taking place 19 – 20 February 2022.

The Chair of Council has also created an event page for the Wingsuit Roadshow happening in March.

The feedback form has been done and is ready to be shared by the organiser of the event.

05/22

Report From Coaching Structure Working Group

Martin Soulsby sent his apologies that he was unable to attend the meeting but had prepared a report which was circulated prior to the meeting, and had circulated an email clarifying items which had been discussed at the STC meeting and bringing the course material in line with the updated Operations Manual.

The next stage will be running the pilot Foundation Course which will be a mixture of virtual and face to face meetings.

Mark Bayada stated that he had agreed to do some additional work following on from the Canopy Working Group and the Coaches Skills Working Group. He said he would prepare some initial lesson plans and film some sample lesson briefs if that would help to incorporate both into the project.

06/22

Equality, Diversity and Inclusivity Sub-Committee

The Terms of Reference had been drawn up and circulated prior to the meeting.

Proposal Received

To accept the Terms of Reference as written subject to some minor updates on form number and issue number.

Proposer: Rob Hartley; second: Kate Lindsley

Against: none; abstain: none

Carried.

There followed a discussion on the nomination of a Chair of the sub-committee.

Proposal Received

Pending formal confirmation from the candidate, that Mary Barratt be elected as Chair of the Equality, Diversity, and Inclusivity Sub-Committee.

Proposer: Alex Busy-Hicks; second: Kate Lindsley

Against: none, abstain: none

Carried.

It was suggested that all documents that go out from British Skydiving are checked for references to gender by the E,D&I Sub-Committee.

07/22

Communications to Members and Beyond

07.1 Skydive the Mag

Liz Ashley gave a verbal update on Skydive the Mag. Advertising is still down and so the most recent magazine is at 52 pages. Warners are hopeful that advertising will increase, which will mean an increase in pagination. The February Magazine went to press this week and is expected to be sent out on Friday 18 February.

The commencement of the digital magazine and the ability for members to opt out of receiving a hard copy is an ongoing issue. PIMS needs to be able to have the functionality to email copies of the digital mag to members. Warners have also expressed some concerns that the reduction in the numbers of printed copies may make printing the magazine uneconomical. Liz Ashley stated that Warners currently have a contract to deliver a printed copy of the Magazine but will discuss this further at their next meeting.

07.2 The Starter Magazine

The Starter Mag was launched in digital format late last year, and 20,000 copies are due to be printed in March. The last printed copy of the Starter Mag was by Archant Printers. A question was raised about where the magazines would be stored and how they would be distributed. This will need to be confirmed when the Communications Manager returns to work.

A point was raised by Kate Lindsley that one of the reasons some Drop Zones hadn't given out the Starter Mag was because it contained advertisements from other Drop Zones. Liz explained that currently overseas Drop Zones are not allowed to advertise in the Starter Mag, but have always allowed British Drop Zones to advertise. All Drop Zones are listed on the map page inside the magazine.

Tony Butler asked if there was a link to the Starter Mag on the letter that is sent out to new members. Liz said that she thought that that was already in place, but it might be worth checking.

Action: BS Office

[Secretary's note: a link to the Starter Mag site is included on the letter that goes out to new members]

Brief discussions took place regarding covering work in the absence of the Communications Manager, which appeared to all be in hand.

08/22

Any Other Business

08.1 AGM / Expo Debrief

Craig Poxon informed those present that the report for the debrief wasn't ready yet, but that where the report should be presented to for discussion was unclear, since the disbanding of the Communications Committee.

08.1.1 Timing of the AGM

Declarations of conflicts were received from Natasha Higman and Craig Poxon.

A paper from Natasha Higman had been circulated prior to the meeting. Her paper outlined her reasons for wanting this to be discussed by Council for the years from 2024 onwards.

A point was raised by Rob Hartley regarding where the discussions around the AGM and Expo should take place, as it is unclear, and suggested that this matter is taken to Council for them to decide. Rob Hartley agreed to write a paper for Council with suggested options.

Action: Rob Hartley

08.1.2 Voting

It was agreed that the decision regarding the AGM/Expo should be deferred until after the Council decision but that it was imperative that the voting decision is made as soon as possible.

Informal discussions took place regarding some of the feedback from the AGM/Expo survey, but agreed that this would be deferred, pending Council decision (above).

08.2 MDC Terms of Reference.

There have been no changes to the composition of MDC following the AGM and inaugural Council meeting.

The Equality, Diversity and Inclusivity Sub-Committee to be added to subsidiary bodies.

To change the wording regarding the staff secretary to make the position clearer.

Proposal Received

That the changes as above are made to the Terms of Reference.

Proposer: Rob Hartley; second: Alex Busby Hicks

Against: none; abstain: none

Carried

[Secretary's note: Draft ToRs appended]

A draft to be agreed by the next Council meeting.

Action: Secretary

09/22

Dates of the Next Meeting

Discussions took place regarding the next meeting dates.

It was agreed that meetings would continue as virtual in the main, with the possibility of physical meetings when needed or after / before any physical Council meeting. It was further agreed that the number of meetings per year should remain at 4 per year.

Proposed dates for 2022 are:

3 May 2022

2 August 2022

1 November 2022

There being no further business, the meeting closed at 19.20pm (1 hr 20 mins).

Member Development Committee (MDC) Terms of Reference

Name
Member Development Committee (MDC)
Status
A main Committee of Council reporting to the Council
Purpose
Working as appropriate with internal and external stakeholder partners in the UK and beyond, to facilitate, enhance and inspire members in their journeys in our sport.
Composition
<ul style="list-style-type: none"> • Constituted annually (from AGM to AGM), composition subject to approval by Council • Chair elected by Council • Vice Chair shall be a Council member • One to four other Council members and never more than 50% of Council • Volunteer committee member/s (if available with appropriate skills) • Maximum nine voting members • COO and staff management team may attend (non-voting) • Communications Manager (non-voting) • Committee Secretary (non-voting)
Quorum and voting
<p>Two-stage quorum of:</p> <ul style="list-style-type: none"> (i) a minimum of two Council Members including the Chair or Vice Chair and (ii) at least 51% of voting members (per committee composition each year) <p>Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to approval by Council. British Skydiving rules for proxy votes apply. Conflicts of interest managed by the Chair.</p>
Responsibilities
<ul style="list-style-type: none"> • Member development including participation, talent identification and progression, coaching, skills coaching roadshows, the development of qualifications relating to retention of members (STC is responsible for the introduction of ratings), personal development pathways and mentoring • Membership recruitment and retention. • Encouraging members to improve their skills in skydiving and providing them with a range of opportunities to do this • Understanding membership journeys through research and analysis better to support and enhance these journeys to meet members' current and changing needs <p style="text-align: right;"><i>.../continued</i></p>

.../continued

- Promoting equality, diversity and inclusivity in our sport
- Promoting best practice in customer service at Drop Zones
- Surveying members to find out about them, their membership journeys in the sport, and how we can help
- Monitoring the effect of our initiatives

Subsidiary bodies

Reporting in: Coaching Qualifications Group (CQG), and task and finish groups constituted as necessary. Assisted by Technical Excellence Advisers (TEAs).

Reporting Committee: Equality, Diversity and Inclusivity Sub-Committee

Sponsoring Committee of the Drop Zone Operators' Specialised Interest Group

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 by invitation of the Chair of the meeting.

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

Annual Review of this document

This document will be reviewed towards the end of each committee year and any proposed variations shall be subject to approval by Council to maintain consistency across its committees.