



British Skydiving
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Member Development Committee (MDC)

Minutes of the meeting held on

Tuesday 7 February 2023 at 18:00

Virtual meeting via Microsoft Teams

Present:	Eleanor Southworth	-	Chair
	Mark Bayada		(From 18.04 – 18.10, 19.19 – 19.48)
	Joanne Shaw	-	INED (from 18.11)
	Kate Lindsley	-	
	Adrian Bond		
	Craig Poxon	-	
	Martin Soulsby	-	(To 18.45)
	James Round		
	Mary Barratt		
In attendance:	Tony Butler	-	Chief Operating Officer (COO)
	Lise Moore	-	Secretary
	Liam Domin-Goddard	-	Comms Manager (to 19.38)
	Nicola Hobday	-	Compliance Officer (to 19.28)
Apologies:	Wes Guest		
	Alex Busby-Hicks		
	Robert Hartley	-	INED
	Liz Ashley	-	Editor, Skydive the Mag

The meeting was recorded to assist with minute taking. Some items were taken out of agenda order, but minute'd in agenda order.

Item	Minute
01/23	<u>Declarations of Interest</u> Declarations of any conflict of interest would be taken at the relevant item.
02/23	<u>Election of Vice Chair of MDC</u> Mark Bayada, last year's Chair has agreed to step into this role. Proposer Adrian Bond, seconded by Kate Lindsley Abstain, none, against, none. Proposal carried.
03/23	<u>Minutes of the Previous Meeting</u> The minutes of the previous meeting held on 1 November 2022 had been circulated electronically prior to the meeting.
04/23	<u>Matters Arising</u> The Chair took this opportunity to inform members of the committee, how she intended to run it. She asked. <ul style="list-style-type: none">• That papers are with the Secretary, at least one week in advance.• That members pre-read the papers and come prepared.• Please be present and actively engaged in healthy discussion.

- To speak only with permission, so raise a (virtual) hand if you have a point.

The Chair asked if the MDC budget and the risk register for MDC could be standing items on the agenda.

Action: Secretary

05/23

Update and overview from Development Events

Mary Barratt gave a quick summary of the work done so far on the Development events. Development events are primarily focused on newer members either in time or licence to enable them to develop their skydiving skills. The cap for any single funding proposal is set at £1,500.

There has only been one application in for Development Event funding so far from British University Skydivers and which had been circulated prior to the meeting.

Proposal Received

To accept the application from BUS for support with their development event in the amount of £1,266

Proposer, Joanne Shaw, seconded by Kate Lindsley

Abstain, Eleanor Southworth, Against none.

Proposal carried.

Kate Lindsley agreed to take over the role of development events lead for MDC to be the centre point and collate any applications received.

06/23

Update and overview from Coaching Structure Working Group

Martin Soulsby updated the committee on the progress made so far with 1st 4 sport and the Coaching qualification. Still need to finish the external quality assurance process, and the internal process for the free subscriptions. Resources should be up on the website by the end of February and the Working Group can start advertising courses.

Martin gave a brief overview of the work that the working group has been doing, what has already been done and what is left to be done.

07/23

Inclusivity, Diversity and Equality Sub-Committee

With regard to the position of Chair of the IDE sub-committee, Mary Barratt, prior to her election as Chair of Council, had put her nomination forward.

There followed a discussion about the appropriateness of her nomination.

It was agreed that the role of Chair of the sub-committee was delayed until the next meeting, to allow others to consider the role. Mary did stress that she would be happy to step in to maintain traction until the position is filled.

Action: All

IDE Terms of Reference

Mary asked that the Communications Manager is removed as a voting member of the sub-committee, in order to better balance their workload, but to use them as a specialist when necessary.

Proposal received.

To amend the Terms of reference so that the Communications Manager is not a voting member of the IDE subcommittee.

Proposer, Joanne Shaw, seconded by Kate Lindsley



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Abstain, none, Against, none.
Proposal carried.

IDE Action Plan

The IDE action plan is for reference by MDC members.

08/23

Communications to Members and Beyond

08.1 The Future of the Magazine.

The tender document has gone out and three companies have responded. The proposals need to be with the Association by February 20th. These will then be reviewed, to decide on the best and most suitable application.

The recruitment of an Editor is still ongoing. A social media post will be going out soon, to ascertain interest in the position, however this will run in parallel with the results of the tender process.

Action: Secretary, Communications Manager

The Chair suggested that the Terms of reference for the Future of the Mag Working Group needed formalising, to include the handover from the current editor.

Action: Adrian Bond

The Communications Manager spoke about what he saw as what the membership wanted from the survey. The Australians are doing the same research and are looking at now introducing an interactive website and a blog style digital magazine.

The Chair also suggested that the Working Group needs to produce a paper for Council on the 'next steps' following the tender process, which should also cover the magazine survey and feedback from the membership.

Action: Adrian Bond

The Chair of Council suggested that a communications plan be drawn up to plug the gap in April where there will not be a mag of any kind.

Action: Communications Manager

09/23

AGM / Expo 2024

09.01 AGM / Expo / Industry Day Debrief

Adrian gave a brief update on the AGM / Expo from 2023. He stated that the survey had gone out to registered members which included a link to the Hotel's Trip Advisor page.

Adrian advised everyone that he is looking for volunteers to take over the work he does for the Expo. Some people had already approached Adrian about this, and he did say that Marie Moss from Event Pro could take on some of the work, but it would cost us more.

Joanne Shaw asked whether there is an appetite to put this event out to tender to align with what other NGBs do? To provide the end-to-end management of the event to remove the additional work from the day-to-day operations team. Adrian explained that he had approached a company previously and it was very expensive.

The Chair suggested that a Task and Finish Working Group be set up to consider the future of the AGM and Expo, including a social media communication plan.

Action: Adrian Bond

10/23

MDC Terms of Reference.

The Chair of MDC suggested that the terms of Reference be reviewed at the next meeting, after the final strategic plan had been agreed by Council, so that she could ensure that MDC was aligning its work with the Council strategic goals.

11/23

Short, medium, and long-term goals

The Chair of MDC wanted to be clear that items brought to MDC were in alignment with the strategic direction of the Association. She asked that between now and the next meeting, members of MDC think about their short-term goals 12-36 months, mid-term goals, 3 to 5 years, and long-term goals 10 years + that looks at what MDC wants to deliver moving forward.

Action: All

12/23

Budget 2023-2024

The Chair reminded the committee that, as British Skydiving runs a Zero-Based Budget, and unspent budget in this financial year will have to be re-applied for, for the following year. She asked everyone on the committee to consider their request for spending and have justifications ready for that spend.

Martin Soulsby reminded the Chair that he had previously asked for a standing budget line for the free UK coaching subscriptions.

Action: All

13/23

Election Debrief

Craig Poxon shared his paper on the election process and gave a reminder to the committee that the election process starts, generally at the August meeting. There was some discussion about being more prescriptive with how British Skydiving wants the candidate statements to be displayed for the general elections.

For the internal elections, a suggestion was made regarding whether a word count for contested seats be standardized and should the voting take place ahead of time.

14/23

Award Certificates for Pilots

Craig Poxon spoke about his paper on whether British Skydiving should award certificates for our pilot members in the same way we do for other recognising the achievements and successes of our other members. Following a short discussion, a proposal was made.

Proposal received.

That significant jump pilot flying hours awards be created to recognise our pilot members.

Proposed by Adrian Bond, seconded by Kate Lindsley

Abstain none, against, none.



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Proposal carried.

15/23 Any Other Business

Actions recap. – See below.

16/23 Dates of the Next Meeting

Proposed dates for 2023, three weeks ahead of the Council meetings are:

28 March

30 May – papers in by 19th May at the latest due to annual leave.

18 July

5 September

7 November

There being no further business, the meeting closed at 19.51 (1 hr 51 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
Two-stage quorum of: (i) a minimum of two Council Members including the Chair or Vice Chair and



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(ii) at least 51% of voting members (per committee composition each year)

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.

Responsibilities

- 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
- 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.



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Actions

Item Number	Action	By
04/23	For MDC budget and Risk Register to be a standing item on the agenda	Secretary
7/23	For members of EDI subcommittee to consider standing as Chair of the subcommittee	All
08/23	To scope the Job Description for the Editor role and socialise	Secretary / Comms Manager
	To formalise the Terms of Reference for the Future of the Mag Working Group	Adrian Bond
	To produce a paper for Council on the next steps following the completion of the tender process	Adrian Bond
	To draw up a communication plan to keep the membership informed whilst there is a hiatus in the magazine.	Communications Manager
09/23	To set up a task and Finish Working Group for the future of the Expo and formalise the Terms of Reference	Adrian Bond
11/23	To consider short-, medium- and long-term goals for MDC	All
12/23	For all members of the committee to consider their budget requirements for 2023-2024	All
16/23	To send out diary invites for future MDC meetings	Secretary