



British Skydiving
5 Wharf Way, Glen Parva
Leicester, LE2 9TF
0116 278 5271
info@britishskydiving.org
britishskydiving.org

Member Development Committee (MDC)

Minutes of the meeting held on

Tuesday 28 March 2023 at 18:00

Virtual meeting via Microsoft Teams

Present:	Eleanor Southworth	-	Chair
	Joanne Shaw	-	INED (until 18.17)
	Adrian Bond		
	Wes Guest		
	Kate Lindsley	-	(from 19.05)
	Craig Poxon	-	
	Martin Soulsby	-	(To 18.45)
	Mary Barratt		
In attendance:	Tony Butler	-	Chief Operating Officer (COO)
	Lise Moore	-	Secretary
	Liam Domin-Goddard	-	Comms Manager (to 19.38)
Apologies:	Alex Busby-Hicks		
	Robert Hartley	-	INED

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
17/23	<u>Declarations of Interest</u> Declarations of any conflict of interest would be taken at the relevant item.
18/23	<u>Minutes of the Previous Meeting</u> The minutes of the previous meeting held on 2 February 2023 had been circulated electronically prior to the meeting.
19/23	<u>Matters Arising</u> Ahead of the meeting the Chair recapped on the actions from the previous meeting. <ul style="list-style-type: none">• The budget and risk register are now standing items on the agenda.• The EDI subcommittee would be discussed later in the meeting.• The Chair asked if the job description for the Editor Role had been socialised and the Chair of that working group confirmed that they had as have the terms of reference for the group.• The next steps on the tender process for the Expo would be discussed later in the meeting as would the communications plan for the period covering when there would be no magazine.• Short- mid- and long-term goals for MDC would be discussed later in the meeting.• Diary invites for the year had been sent.

The chair stated that she had received a late request for development event funding which she would circulate to voting members after the meeting.

No other matters arising had been brought to the committee.

20/23 **MDC Budget year to date**

The Chair showed the budget position for the year and asked that any known costs were forward forecast to give an idea of the position at the year end.

Action: Lise Moore.

Adrian Bond suggested that the figures for the AGM and Expo for 2023 were not in line with his report produced earlier in the year and asked that the Secretary General revisit her figures. She agreed to send a breakdown to him the following day.

Action: Lise Moore.

Mary Barrett stated that there was a commitment for some of the EDI underspend that would take place in the next couple of months.

Martin Soulsby stated that the CSWG intended to run an examiners course before the end of the year which was likely to cost about £500 and the remaining £2,000 was reserved for the advanced qualification.

21/23 **Budget requests for 2023 to 2024**

Adrian Bond suggested that there needed to be a budget heading for the future of the magazine and suggested that the appropriate place in the budget would be engaging with our members. He suggested that a budget figure of circa 60k would be appropriate but that this still needed to be approved by council.

Martin Soulsby requested a budget of £5,000 for CSWG with a minimum of £1200 for 100 UK coaching subscriptions He said he needed £1,500 for three examiner coaching courses and asked if the £2,000 allocated for the current year for the advanced qualification would need to be requested for next year.

Mary stated that the first EDI meeting of the year would take place the following day and expected that their budget request would be similar to this year.

Mary also stated that the budget figure similar to last year for Development Event should continue for the forthcoming year but was aware that this was now the remit of Kate Lindsley.

Adrian Bond stated that he hadn't got an exact figure for the AGM and Expo for 2024 but with tenders being submitted for the venue it was likely to increase and suggested a figure of circa £25k for the budget.

The Chair said that these figures could be amended before they were submitted when more detail of the costs were known.

22/23 **Risk register**

The Chair then spoke about the risk register and stated that she felt it hadn't been looked at for some time and was out of date. She was aware that the formatting of the document was not correct and said she would contact the originator for one with the correct conditional formatting.

Action: Eleanor Southworth

She went on to discuss each item in turn and opened the conversation to suggestions from the committee. Following these discussions, the Chair updated the risk register with new controls and risk profile and asked committee members to review the risk register ahead of the next committee meeting in May.

Action: all

23/23

Development Events

In the absence of Kate Lindsley, the Chair of MDC discussed the proposal for funding from the Edinburgh University Skydiving Club. Members of the committee notice there were some inaccuracies in the dates that were presented. The Chair suggested that the next steps would be for Kate to go back to the Edinburgh University Skydiving Club with some suggestions about how they could amend their proposal for funding.

Action Kate Lindsley.

A request had been received for a women's weekend at Tilstock. The Chair stated she would send this round to members of the committee and request an e-vote as the event takes place very soon after the May meeting.

Action: Eleanor Southworth.

The BUS event has made a further request for additional funding which was discussed, and a new development event paper had been received but not yet checked.

Proposal Received

To Increase the funding for the BUS event so they can book an additional coach, to a maximum of £1,500.

Proposer Kate Lindsley, Seconder, Adrian Bond

Abstain, None Against, None

Proposal carried.

To inform BUS of the decision by MDC around the additional funding.

Action: Kate Lindsley

24/23

Coaching Structure Working Group

Martin Soulsby updated the committee on the progress made so far with 1st 4 sport and the Coaching qualification. There was some concern that the working group was in danger of going too quickly and the working group suggested that the launch be delayed until they had made a presentation to STC. Courses were planned which would provide an opportunity to check internal and external quality assurance, and the external quality assurance person from 1st 4 sport was already reviewing the learning packs.

The next stage is to start looking at the advanced coach qualification.

26/23

Inclusivity, Diversity and Equality Sub-Committee

Mary gave a brief update on the EDI subcommittee. The first meeting was not due to take place until the following day, but it was hoped that future meetings would be timed around MDC so that regular feedback could be given. A full report would be given at the next MDC meeting.

27/23

Communications to Members and Beyond

27.1 The Future of the Magazine.

Adrian Bond spoke about the tender process that had taken place in recent weeks and the responses that had been received. It was apparent that one respondent

stood out from the others which was a company called Dialogue. Following an initial meeting with them the Working Group sent the results of the member survey to them for them to look at ways they can deliver what the members want from the magazine.

The proposal from Dialogue suggests that British skydiving will need a further £40,691 above the expected £27,000 it would cost had our contract with Warner's not been terminated. Any advertising income over and above Dialogue's projected £80,000 will be split 80/20 in favour of British Skydiving.

27.2 Editor

Following an initial informal meeting, two applicants are going forward to the formal interview stage which will be week commencing 3rd of April. Both these applicants are very experienced in the skydiving community. A staff member from Dialogue will also be on the interview panel.

The timeline for the digital magazine will depend largely on the availability of the new editor and when they can start.

Proposal Received.

Preceding confirmation from Council, to progress the contract with Dialogue and agree terms, and to make a recommendation for an editor. To prepare a paper for Council to be considered at the next meeting.

Proposer Adrian Bond, Seconder Wes Guest.

Abstain, None Against, None.

Proposal Carried

Action: Adrian Bond

It was later noted that the meeting was not quorate at this point. A second vote was taken later in the meeting when a further voting member had joined.

28/23

Expo Working Group

The working group has now been formed consisting of Rob, Lise, Liam, Marie from Event Pro, Tony, and Adrian. The thoughts from Rob and Adrian were that oversight of the Expo project needed to come from the office and it was suggested that Lise was the suitable person. It was further proposed that the project management side is taken on by Event Pro. Liam and Kate have both agreed to continue with the planning of the seminars.

Regarding the venue for 2024 a tender document was drawn up to go out to the market to ensure that the Association was getting good value for money. Of the eight potential venues, Rob and Adrian have selected two for further investigation. One of these is the East Midlands conference centre in Nottingham the other is Warwick university. A site visit to Warwick would be required.

Proposal Received

To progress with the two preferred options and agree a one-year contract with the venue providing best value for money after negotiation.

Proposer Adrian Bond, Seconder Wes Guest

Abstain, None Against, None.

Proposal Carried

29/23

MDC Terms of Reference.

The Chair of MDC showed her modifications of the Terms of Reference based on the new strategic goals and how these might influence the purpose of MDC and asked members of the committee for their feedback.

It was agreed that this edit of the Terms of Reference go to next council meeting for approval.

Action: Secretary-General

30/23 **Short, medium, and long-term goals**

The Chair displayed the document she had prepared for the short, medium, and long-term goals aligned to the new strategic direction of the association and iterated them to those present.

Ahead of the May meeting, the Chair asked that members of the committee consider some key performance indicators for those goals identified and to get an understanding of the total demographic of our members.

Action: all

31/23 **DZO-SIG**

The minutes from the DZO-SIG meeting in January were circulated with the agenda. A slight error was noted in the dates which needs to be updated and some comments made by Craig Poxon. These are to be recirculated when amended.

Action: Secretary-General

32/23 **Any Other Business**

Actions Recap – See below.

16/23 **Date of the Next Meeting**

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

There being no further business, the meeting closed at 19.44 (1 hr 44 mins).

MDC Actions 28.03.2023

<u>Item Number</u>	<u>Action</u>	<u>By</u>
20/23	For Lise to Liaise with Adrian Bond over the AGM / Expo costs	Lise Moore / Adrian Bond
	All known costs to be forecast in the MDC Budget to the Year End	Lise Moore
22/23	To update the Risk Register with the correct formatting	Eleanor Southworth
	To review the Risk Register ahead of the next meeting in May, to consider the risk mitigations and weightings.	All
23/23	To go back to Edinburgh University Skydiving Club to ask them to amend their DE proposal as MDC is not able to accept travel and subsistence requests.	Kate Lindsley
	To circulate the request for funding for a women's event at Tilstock and request an e-vote on this.	Eleanor Southworth
	To inform BUS of their additional funding to a maximum of £1.5k	Kate Lindsley
27/23	To prepare a paper for the next Council meeting to progress the contract with Dialogue and Editor	Adrian Bond
29/23	For the updated ToR for MDC to go to the next Council meeting for approval.	Lise Moore
30/23	To consider some KPIs for the goals identified.	All
31/23	To amend the DZO-SIG minutes and recirculate.	Lise Moore