



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 18 July 2023 at 18:00
Virtual meeting via Microsoft Teams

Present:	Mark Bayada	-	Vice Chair (Chair for the meeting)
	Joanne Shaw	-	INED
	Adrian Bond		
	Wes Guest		
	Karl Kojro		
	Martin Soulsby	-	Until 19.04
	Mary Barratt		
In attendance:	Tony Butler	-	Chief Operating Officer (COO)
	Liam Domin-Goddard	-	Comms Manager
	Lise Moore	-	Secretary-General (Secretary)
	Rachel Tanner	-	Dialogue (Until 18.40)
	Annette O'Neill	-	Editor (Until 18.30)
Apologies:	Eleanor Southworth	-	Chair

The meeting was recorded to assist with minute taking.

Item	Minute
47/23	<u>Declarations of Interest</u> Declarations of any conflict of interest would be taken at the relevant item.
48/23	<u>Minutes of the Previous Meeting</u> The minutes of the previous meeting held on 30 May 2023 had been circulated and approved electronically prior to the meeting.
49/23	<u>Matters Arising</u> Ahead of the meeting the Vice Chair recapped on the actions from the previous meeting. <ul style="list-style-type: none">• KPIs for short term, medium- and long-term goals. Agenda Item 12• To speak with Dialogue and the Chair about the attendance of the Editor at MDC and Council meetings. Completed. Dialogue and the Editor are available at the meeting.• Consider how membership growth and retention can be measured. Ongoing.• To get information on the number of coaches. Completed. Agenda Item 9• To speak to Craig about the Rise UP programme. Agenda Item 13• To consider how Rise Up programme can be re-invigorated. Agenda item 13• To provide more detail on the compensation package for contribution to the magazine. Completed. This went to Council and £1,000 has been allocated to

the budget. Annette O'Neill has set parameters which an individual will need to meet, in order to receive any compensation. The whole of the membership amount would be paid if the level of contribution was sufficient.

No other matters arising had been brought to the committee.

50/23 **Communications to Members and Beyond**

Annette O'Neill, the new editor of the digital magazine spoke to the meeting. The first digital magazine is due to be published in August, and she shared what some of the verticals would look like.

Rachel Tanner, from Dialogue spoke about the practicalities of publishing the first magazine, which will be a micro edition so that it all gets approved by Apple and Google play. The expectation is that the mag will go live by 11th August. This is more of a technical mag and Dialogue don't want to raise too much awareness about this, but once this has been launched successfully, a promotion strategy through the newsletters, social media platforms, posters with scannable QR codes and direct emails will come into place.

All the previous advertisers have been contacted and most have come over to the digital mag. Advertiser feedback has been that they are keen to see the new digital app and understand the success of it. It is hoped that by the next meeting, more information and analytics regarding advertisers will be available.

Annette went on to reassure the members of the committee that the micro mag is still being published in presentation quality and that they are encouraging advertisers to think about click through advertising in the verticals.

51/23 **MDC Budget**

2023-2024

The only spend so far in this financial year has been £1,500 approved for development events. The budget for this year is for £119,000 which includes amounts for the magazine costs in addition to the budget lines from 2022-2023. There are other development events to be considered later in the meeting.

2022-2023

In the prior year, £6,000 of the allocated £9,000 was spent. ED&I showed an underspend of £3,500. Of the remaining other budget lines that fall under the control of MDC, there was a total underspend of circa £10,000.

52/23 **Risk Register**

There is a Risk Working Group which sits under and reports to Council which should be looking at all the risks across the board. There will also be a training session taking place at the November Council meeting.

53/23 **Development Events**

Martin Soulsby declared an interest in this item.

There were three development event applications to be discussed at this meeting.

1. BCPA – The amount of £1,500 was approved.
2. 2 Way VFS - This had been approved electronically as it was short notice. Wes to send the votes to Lise for recording. £1,335
3. SkyHigh Visionari and Uplift – The amount of £1,500 was approved.

The relevant applicants will need to be informed of the outcome of their applications.

Action: Wes Guest

Martin did point out that all funding for development events MUST comply with HMRC Guidelines for expenses and invoices, but Mark did state that British Skydiving should find a way to pay coaches the going daily rate for their services.

It was agreed that e-votes should not be used unless necessary. Wes suggested that at the start of the season British Skydiving goes to the membership to request details of their development events so that they can be received and considered in a timely fashion. Wes also suggested that British Skydiving is strict with the 12-week notice period and refusing those that don't fall in that timeframe so that the committee can have time to properly consider the applications.

54/23 Coaching Structure Working Group

Martin updated the committee the Coaching Structure Working Group. They were in the process of preparing papers for STC regarding preparing a new form for applying for a foundation coach qualification and looking to any changes that may be necessary in the Ops Manual. Two instructor examiner courses have been run as well as two pilot courses with members. Feedback forms have been provided for completion by the entrants after the course ended.

British Skydiving does need to get some more training providers as it currently only has one, which is proving to be too limiting and slowing the progression of the Working Group.

Three people have completed all the necessary requirements and are waiting to be awarded their formal qualification.

Work will then start on the advanced coach qualification requirements with 1st4 Sport.

There are approx. 500 FS Coaches and approx. 360 CH/CT Coaches with some duplication. Martin stated that he thought British Skydiving could expect between 75 and 100 new coach ratings per year.

54.1 Draft Terms of Reference for the Coaching Structure Working Group

Mark asked if the Working Group would be an ongoing group, or whether this would change once the scheme was up and running successfully. Martin advised that he anticipated the working group to finish and for the education/qualifications to be reconstituted. Martin stated that expected the Working Group to run until at least 2026. The lack of training providers is the main hold up.

Proposal Received

To accept the Terms of Reference for the Coaching Structure Working Group

Proposer: Adrian Bond, Seconder: Karl Kojro

Against: None, Abstain, None

Proposal Carried.

55/23 Inclusivity, Diversity and Equality Sub-Committee

Mary spoke about the two set of minutes in the SharePoint folder.

The IDE committee has funded some initiatives to help build awareness and develop insight into various areas of inclusivity.

Funding has been agreed for a British Sign language interpreter to attend an AFF Ground school and we are expecting a feedback report on that.

Two longstanding deaf members have been supported in a canopy course and part funded the BSL interpreters to assist them with that and are also expecting a feedback report from them.

One of our DZOs has been supported so they can attend a disability boogie in Germany and the ask was that they too gave some feedback, including a focus on a new initiative called the Rainbow suit which enables people with a whole range of different physical disabilities to skydive. A rainbow suit was purchased by the DZO, and they have supplied British Skydiving with a basic risk assessment and health questionnaire which can be used in conjunction with the suit with us and any other PTOs who are interested in using the system.

IDE has also agreed to fund a British Sign Language Skydiving Booklet which is in the process of being drafted in preparation for publication.

The IDE Committee has also had two new volunteers, one being a person of colour and another a young trans skydiver, so the committee is building on the richness of these new voices.

A request was made that these incentives are leveraged in our social media platforms so that the members are aware of all the work that is going on behind the scenes.

Tony asked if the rainbow suit needed to be reviewed by STC and the medical advisors to check its suitability for skydiving and Mary said she would forward the documents that have been provided, together with photographs, information and links to the website.

Action: Mary Barratt

Liam suggested that there is a meeting ahead of the next IDE meeting to discuss a communications plan which may include a regular IDE update newsletter. Liam suggested that Annette could do some Q&A work with some of our diverse members.

Action: Liam, Lise, Mary

56/23

Expo Working Group

In the absence of Rob Hartley, Karl Kojro appraised the committee that he had joined this working group and that the first meeting was scheduled for the following Friday.

Adrian informed the committee that the Friday, Industry Day would not involve exhibitors this year as it was felt that it was too much for Event Pro to take on in their first year of managing the event. The contract with the hotel was due to be finalised and signed off within the next few weeks.

Action: Adrian Bond

57/23

Short, medium, and long-term goals

In the absence of the Chair, this item was not discussed.

58/23

Rise-up.

Mark Bayada spoke to Craig about how the Rise UP programme would be incorporated into PIMS when the specification for the system was being done. This was to be a 'Phase 2' item, however as ITSG is reviewing the longevity of PIMS, it is unlikely to be included.

It may be that this can be re-ignited outside of PIMS and needs to be discussed further as a peer-to-peer service at each of the Drop Zones, possibly FS coaches may be able to fulfil this role. Mark asked if someone would bring a paper to the next meeting with suggestions as to how this can be adopted / re-invigorated again. Mary suggested that some volunteers on the IDE committee may also be suitable to act as mentors as a way of retaining and growth of an inclusive membership. She requested that the IDE subcommittee be kept informed of any development in this area.

Action: All

59/23

Any Other Business

Mark had spoken to a lady from Dialogue dealing with the advertisers but felt that she didn't really know a great deal about British Skydiving. He wondered if this was something that had fallen through the net or whether indeed, she did not need to know that much about us to perform her role. Liam agreed to reach out to Dialogue and ask if the team needs more information about British Skydiving.

Action: Liam Domin-Goddard

60/23

Date of the Next Meeting

Tuesday 5th September 2023

There being no further business, the meeting closed at 19.19 (1 hr 19 mins).

MDC Actions 18. 07..2023

<u>Item Number</u>	<u>Action</u>	<u>By</u>
53/23	To inform the applicants for the three Development Events discussed of their allocated amounts	Wes Guest
55/23	To send the relevant information onto Tony and STC for the Rainbow suit	Mary Barratt
55/23	To hold a communications meeting ahead of the next IDE meeting to discuss how IDE matters can be socialised	Mary / Lise / Liam
56/23	To finalise the Hotel costs for the AGM / Expo 2024 and arrange the contract for signing	Adrian Bond
58/23	To consider how the Rise UP programme can be re-invigorated outside of any IT platform	All
59/23	To speak with Dialogue and see if they need more background information on British Skydiving	Liam Domin-Goddard