



British Skydiving
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Member Development Committee (MDC)

Minutes of the meeting held on

Tuesday 14 November 2023 at 18:00

Virtual meeting via Microsoft Teams

Present:	Eleanor Southworth	-	Chair
	Joanne Shaw	-	INED
	Adrian Bond		
	Wes Guest		
	Mary Barratt		
	Karl Kojro		
	Craig Poxon	-	
In attendance:	Robert Gibson	-	CEO
	Liam Domin-Goddard	-	Comms Manager
	Jeff Montgomery	-	Head of Safety, Training & Comps
	Lise Moore	-	Head of Finance & Ops (Secretary)
	Tony Butler	-	Vice President
Apologies:	Martin Soulsby	-	
	Rachel Tanner	-	Dialogue
	Annette O'Neill	-	Editor

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

Item	Minute
74/23	<u>Declarations of Interest</u> Declarations of any conflict of interest would be taken at the relevant item.
75/23	<u>Minutes of the Previous Meeting</u> The minutes of the previous meeting held on 5 September 2023 had been circulated and approved electronically prior to the meeting.
76/23	<u>Matters Arising</u> The Chair asked for best practise moving forward all actions should have an action owner and a date for review or completion. <ul style="list-style-type: none">• To make minor changes to the developer account. This item is ongoing. Liam Domin Goddard agreed to take on this action with a review date February 24.• Send feedback forms to two applicants for DE 2023. This action remains on going. Wes Guest agreed to take on this action with the completion date of 28th November.

All other actions on the agenda were closed and completed.

77/23

Communications to Members and Beyond

Both Rachel Tanner from Dialogue and Annette O'Neill, Editor, had sent apologies prior to the meeting. They had provided reports on the digital magazine ahead of the meeting and these were taken as read.

Engagement with the digital magazine is increasing. A question was asked about future potential strategies to grow engagement further. Ideas planned all posters with QR codes to access the digital mag to be made available at each drop zone. Increasing the number of social posts for the digital magazine and QR codes to be added to the calendar when it is printed.

The full composite design of the calendar is expected around the middle of next week (21 – 22 November).

A lengthy discussion took place following which it was agreed that the reports provided by Dialogue were generally reflective. The ask was that future opportunities including international readership be added to upcoming reports. It was agreed that a director would collate details of other information required from Dialogue for the medium and future state. The Communications Manager was asked to pass this onto Dialogue when completed.

*Action: Joanne Shaw
Action: Liam Domin Goddard*

A further request was made that the Communications Manager ask Dialogue for read only access to the dashboard so that we can internally interrogate the data and analytics.

Action: Liam Domin Goddard

British Skydiving is still unable to host an HTML version of the magazine. The Communications Manager was asked to submit a ticket to the Eudonet help desk requesting access and to get a flavour of the expected cost implications.

Action: Liam Domin Goddard

Distribution of the digital mag to student members is currently not happening due to GDPR concerns. The expectation is that additional wording will need to be added to the student membership form to allow us to do this in the future. This additional wording will need to be agreed internally before any changes to documents are made and Drop Zone Operators asked to update any smart waivers they may have.

Action: Liam Domin Goddard

A potential way around this might be to consider a limited exception, often called the soft opt-in which allows for marketing emails to be sent. The Communications Manager was asked to explore this possibility.

Action: Liam Domin Goddard

78/23

MDC Budget

2023-2024

Spending to date appears to be broadly in line with the budget. IDE has costs outstanding for the BSL booklet and have some ideas about the spend for the remainder of the budget.

Development Events will be on budget by the end of the financial year when costs for the planned events have been allocated.

Magazine costs will be expected to show an underspend because the contract started later than anticipated. This underspend will be available to offset overspends elsewhere in the overall budget.

Coaching Structure Working Group seems be broadly in line with budget.

AGM / Expo budget is discussed later in the meeting under agenda item 11.

79/23

Short, Medium and Long-Term Goals

Following a short discussion, it was agreed that MDC goals should align with the overarching strategic goals, actions, and KPI's that are being developed holistically by the CEO to encompass all areas of the Association. It was therefore agreed that this item should be paused and picked up again in February 2024.

Action: CEO

80/23

Development Events

There has been one application for development event funding for this meeting. This application was circulated ahead of the meeting and taken as read. This is for an under 40s record attempt.

A conversation took place around this application. As this is an area that the association wants to encourage, it was agreed that in principle that MDC would support the event but with the caveat that there is a clear understanding of the maximum that can be claimed under the volunteers' expenses policy and what would need to be invoiced to the association. There was also a request that by the February meeting the organisers need to provide much more detail about the event and what they would like MDC to financially support.

Proposal Received.

British skydiving communicate support in principle with an ask for the organisers to share a more detailed cost breakdown ahead of the MDC meeting in February 24 to allow the committee to make an informed decision around the level of support.

Proposer: Eleanor Southworth, Seconder: Adrian Bond

Against: none, Abstain: none

Proposal Carried.

Wes Guest agreed to communicate this to the organisers.

Action: Wes Guest

81/23

Coaching Structure Working Group

Martin Soulsby had sent apologies prior to the meeting. He had provided a written document which was circulated ahead of the meeting and taken as read.

The Chair invited comments or questions regarding the paper from the director's which would be forwarded to Martin following the meeting, however none were received. The Chair noted that the financials in the paper did not align with the financials on the MDC budget and made a request that this is reviewed ahead of the next meeting.

Action: Martin Soulsby

82/23

Inclusivity, Diversity and Equality Subcommittee

The minutes from the IDE meeting had been circulated ahead of the meeting and taken as read.

The British Sign language booklet has now been completed. Thanks were expressed to Mary, and Mary in turn thanked the deaf skydivers and their supporting community for their work on this initiative.

83/23

Expo Working Group

In the absence of the Chair of the working group, Karl Kojro updated the committee on the progress made so far.

There are a number of cost pressures due to substantial increase in the hotel costs, however an additional sponsorship amount of £4k from Romero will go towards that deficit.

Karl agreed that a comprehensive update will be circulated following the Expo meeting due to take place later in the week.

Action: Karl Kojro

84/23

Provisional Member e-mail addresses

A paper was submitted by Craig Poxon ahead of the meeting and taken as read. The Chair suggested that as the paper straddled several committees of council, that it should be an agenda item for the next board meeting in November.

Action: Lise Moore

85/23

Date of the Next Meeting

5th December 2023 to discuss MDC Risks, and the Chair asked that members of the committee review the MDC risk register ahead of that meeting.

The Chair expressed her thanks to all members of the committee for the work they had done during the year.

There being no further business, the meeting closed at 19.37 (1 hr 37 min).