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## Member Development Committee (MDC)

Minutes of the meeting held on

**Thursday 9 May at 18:00**

Virtual meeting via Microsoft Teams

**Present:**

Karl Kojro	-	Chair
Adrian Bond	-	Vice Chair
Mary Barratt	-	British Skydiving Chair
Wes Guest	-	EPC Chair ( <i>until 19.42</i> )
Rob Hartley	-	INED
Theo Koutroukides	-	
Tony Crilly	-	( <i>until 18.50</i> )
Liz Warner	-	Judges Coordinator ( <i>until 18.38</i> )
Niamh Brook	-	Dialogue ( <i>until 18.19</i> )
Mark Ovens	-	Dialogue ( <i>until 18.19</i> )

**In attendance:**

Robert Gibson	-	CEO
Liam Domin-Goddard	-	Comms Manager
Jeff Montgomery	-	Head of Safety, Training & Comps
Lise Moore	-	Head of Finance & Ops
Stacey Halford	-	Secretary

**Apologies:**

Martin Soulsby	
Joanna Brennan	

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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**

**15/24**                      **Item 2. Declarations of Interest**  
Declarations of any conflict of interest would be taken at the relevant item.

**16/24**                      **Item 3. Minutes of the Previous Meeting**  
The minutes of the previous meeting held on 19 March 2024 had been circulated ahead of the meeting.

**Proposal Received**

To accept the minutes of the meeting held on 19 March 2024 as a true and accurate record.

Proposer: Adrian Bond, Seconder: Rob Hartley.

Counterproposals: none

Abstain: none, Against: none

**Proposal Carried.**

**Action:**

To upload the minutes to the Website

*Action owner: Secretary*

17/24

**Item 4. Matters Arising**

06/24 Mary to arrange meeting with Rob G to discuss DE – TBC tomorrow.

*Action owner: Mary*

06/24 Update website for DE – Liam has this ready but we have had website issues so it will be added to the site once resolved.

*Action owner: Liam*

07/24 Switch between different issues of the Mag – ready to go but waiting for website issues to be resolved before we can add the link.

*Action owner: Liam*

All other actions from the previous meeting were closed and completed.

18/24

**Item 5. Development Events**

The remaining budget for this financial year is £1500.

A lengthy discussion was held on the 4 Way beginner FS held in Dunkeswell. This event had already taken place and it appeared there was some confusion from Mikey Lovemore and the emails sent between him and Wes Guest. Wes had given feedback to Mikey to advise they could not claim jump tickets and they had to submit the expenses form to claim anything back. Consequently, we had started to receive expenses forms without us having agreed to fund the event. Given the risk to reputation if we now refused to fund this, it was proposed we fund this but ensure Mikey is made aware of the correct procedure and forms to complete to request DE funding in the future.

**Proposal Received**

To approve this request, post event.

Proposer: Rob Hartley, Secunder, Adrian Bond

Counterproposals: none

Abstain: none, Against: none

**Proposal Carried**

**Action:**

Wes to speak to Mikey Lovemore.

*Action owner: Wes*

**5.1 FLS, Hibaldstow**

Jim Bradwell has requested £1500 for his event in September. It was noted that whilst this is a good event, they are charging a high registration fee (£145 each) and the event will go ahead regardless of whether we agree to the funding. The funding is to cover 5 days. It was agreed that we would ask Jim to confirm the number of days and then we would vote for this via email.

**Action:**

Office to query the number of days with Jim.

*Action owner: Office TBC*

**5.2 FS Judges Training Course**

Liz attended the meeting to provide the reasoning behind this application. We are struggling to find Judges, and this is having a huge impact on British Skydiving and is causing negative connotations for us. If we do not start being proactive and looking at ways to get more Judges and to get them qualified faster, we will end up using international judges at a much higher cost. Liz advised that an advert would be going out next week, regardless of the outcome.

Liz then left the meeting and the Committee debated whether this is something that should come from the MDC budget or the EPC budget. It was agreed that the funding should be given and that EPC have no mechanism to fund events.

**Proposal Received**

To approve the FS Judges Training Development Event request

Proposer: Rob Hartley, Seconder, Adrian Bond

Counterproposals: none

Abstain: none, Against: none

**Proposal Carried**

**Action:**

Office to advise Liz that the funding has been approved.

*Action owner: Office TBC*

There was also a late application from Brian Cumming for the Rookie Rumble. This was not shared with the group prior to the meeting. They have had at least 2 lots of funding previously but nothing this year.

**Proposal Received**

To approve the Rookie Rumble Development Event request

Proposer: Adrian Bond, Seconder, Rob Hartley

Counterproposals: none

Abstain: none, Against: none

**Proposal Carried**

**Action:**

Office to advise Brian that the funding has been approved.

*Action owner: Office TBC*

The Committee concluded that there should be an email or social communications to detail how the DE process works – who can apply, how to apply, which forms to use.

**Action:**

Liam to create an email/socials on the DE process.

*Action owner: Liam*

19/24

**Item 6. Communication to members**

Mark & Niamh attended on behalf of Joanna. Two documents were provided prior to the meeting with the latest report and status. The HTML had been optimised and will go on to our website once the website issues have been resolved. The Mag has had the same results over the last 3 editions. There had been 22,000 articles viewed. Across all editions there were 2069 users (not necessarily members). The ad revenue from April was £8175. The revenue from the Starter Mag was £5000. We need to analyse the split between the App v the web version- There is a caveat in place to try and get more App use.

The Newsletter revenue was rising and stood at £2750 including the starter. 30% of members were opening them. The Industry standard is 22% so we are achieving above this. We have 1 monthly newsletter, 1 teaser and 3 themed newsletters to go out this month.

The revenue forecast for the year was requested but Dialogue did not have that to hand.

Liam noted he would be starting with Competition announcements and preparing for the second edition of the HQ Newsletter.

**Action:**

Dialogue to provide the revenue forecast for the year.

*Action owner: Dialogue*

20/24

**Item 7. Budget spend to date**

MDC spend to date is around £98,000. This included the two months of the mag that we were aware of but had not taken into account the members who were granted free membership for their contributions to the Magazine. That is in April's costs.

Remaining budgets stand at:  
£1200 for IDE  
£1600 for CSWG

There is £5000 in irrecoverable VAT added to the EXPO budget. The EXPO budget line will go up as not all Directors were aware of the time limits on claiming expenses (within 1 month). Lise will highlight this during onboarding to prevent any future issues.

**21/24**      **Item 8. IDE Update**

Mary advised the first meeting is planned for Wednesday 12<sup>th</sup> June 2024 and that there is a potential Vice Chair, who Mary would be looking to hand over to in the long term.

**22/24**      **Item 9. Coaching Structure Working Group**

Martin sent his apologies prior to the meeting along with a note to say there was no update as there had been no change since the last meeting.

**23/24**      **Item 10. Expo Working Group**

Lise gave a summary on the EXPO. This will now be held over two days, and we are looking at bringing the work more in house. Marie Moss will still be assisting to source exhibitors. The dinner will be going ahead but we will look to make improvements- we will request a taster menu beforehand to ensure the quality is acceptable and hope to have a key speaker. We will be proactive with our communication to get the numbers for the dinner. We plan to make the event bigger and better.

**24/24**      **Item 11. Marcomms/Merch**

Marcomms is progressing. The group have scoped out what they want and have lots of ideas.

Merch has had a few more sales since the last meeting. They are expecting more clothing and items to be put through the store in the next month.

Terms of Reference- it was noted that there are a few errors on the Terms of Reference. Head of Communications does not exist, the year (under the timings affective as of April) – needs another 2 and under quorum, point 2, states Chair, Director. It should state Directors.

**Proposal Received**

To accept the Terms of Reference once amended as above.

Proposer: Rob Hartley. Seconder, Theo Koutroukides

Counterproposals: none

Abstain: none. Against: none

**Proposal Carried.**

**25/24**      **Item 12. Short, Medium and Long-Term Goals**

With the meeting running out of time it was agreed that the Chair & Robert Gibson would meet to discuss this and how MDC can align to these goals going forward.

*Action owner: Chair*

**26/24**      **Item 13. Any Other Business**

It was agreed that the Strategic Plan would be moved to the start of each meeting to provide a framework for the discussions that follow.

**Action:**

To give the Strategic Plan its own item number and move it to the start of each meeting.

*Action owner: Secretary*

27/24

**Item 14. Date of the Next Meeting**

Thursday 4<sup>th</sup> July 2024 at 18.00 hrs.

There being no further business, the meeting closed at 19.57 (1 hr 57 min).

**MDC Actions 9 May 2024**

<b>Item</b>	<b>Action</b>	<b>Action Owner</b>	<b>Date Due</b>
16/24	To upload minutes from the March meeting to the website	Stacey	04/07/2024
17/24	Action 06/24 from previous- arrange meeting with Rob G to discuss DE background	Mary	04/07/2024
17/24	Action 06/24 from previous - Finish updating the website for DE	Liam	04/07/2024
17/24	Action 06/24 from previous- Add link to switch between issues of the Mag	Liam	04/07/2024
18/24	Speak to Mikey Lovemore- advise approved but give guidance on how to apply in the future	Wes	04/07/2024
18/24	Speak to Jim Bradwell (FLS Hibaldstow) and query number of days of the event	Office- TBC	04/07/2024
18/24	Speak to Liz Warner (Judges Training)- advise that funding is approved	Office -TBC	04/07/2024
18/24	Speak to Brian Cumming (Rookie Rumble)- advise funding is approved	Office -TBC	04/07/2024
18/24	Create email/socials on the DE process	Liam	04/07/2024
19/24	Provide revenue forecast for the year	Dialogue	04/07/2024
25/24	Arrange meeting with Rob G on the short/mid/long term goals	Chair	04/07/2024
26/24	Add the Strategic Plan to the start of the agenda at every MDC meeting	Stacey	04/07/2024

Published on 29/05/2024