

# British Parachute Association

5 Wharf Way  
Glen Parva  
Leicester  
LE2 9TF

Tel: 0116 278 5271  
Fax: 0116 247 7662  
e-mail: skydive@bpa.org.uk  
www.bpa.org.uk



---

## Development Committee

Minutes of the meeting held on

**Tuesday 16 August 2011 at 1540**

at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

<b>Present:</b>	Craig Poxon	-	Development Chairman
	Paul Applegate		
	Adrian Bond		
	Kieran Brady		
	John Page		
<b>In attendance:</b>	Tony Butler	-	Technical Officer
	Debbie Carter	-	Treasurer
	Jon Gretton	-	Financial Administrator
	Martin Shuttleworth	-	Secretary-General
	Martin Soulsby	-	Chairman of Council (from item 34)
<b>Apologies for absence:</b>	Alex Busby		
	John Hitchen	-	NCSO

---

## Item Minute

### 29/11 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 21 June 2011 had already been approved by the Committee, ratified electronically by the Council and published on the BPA website <http://www.bpa.org.uk/minutes>

### 30/11 Matters arising

#### 30.1 Letter of agreement with the BPA Shop (minute 20.1)

This had now been updated per minute 20.1 and would be sent to Grant Richards of the franchisee, UK Parachute Services Ltd, for signature.

**Action: BPA Office**

#### 30.2 Personal accident insurance proposal (minute 26)

The Office reported that Jelf Manson Insurance Brokers had indicated that they were unfortunately not in a position to progress their planned proposal for personal accident insurance for the time being. They would let us know should the position change in future.

**Noted**

#### 30.3 BPA credit card (minute 27)

Kieran Brady reported that he had spoken to a few jumpers at Strathallan who held a BPA credit card. Most had not known that the BPA received a benefit from their using the card. The Committee discussed how to publicise through DZs that using the card helped the sport. The BPA presently received an income of around £2.5K per annum from the credit card, by virtue of (a) a payment triggered whenever a new card was taken out, and (b) a small percentage on transactions on each card. Adrian Bond, who was responsible for liaison with the card issuer MBNA, confidently expected this could be increased to £10K pa. The Committee asked that brainstorming ways to incentivize take up and use of the BPA credit card should be added as an item on the agenda for the BPA meeting with Drop Zone Owners and Operators (minute 34).

**Action: Add to agenda for DZO meeting**

Other means to promote the BPA credit card included an item in the Mag and/or the next BPA e-Newsletter, an article and/or advertisement in the Starter Mag (which would not refer to any percentage rates, as these might change), and perhaps a promotion for new cardholders offering a draw for a year's BPA membership free-of-charge. Adrian Bond reported that MBNA was offering 0% interest on balance transfers to the BPA credit card. Debbie Carter (Treasurer) suggested holding a draw for a year's free BPA membership among members who paid next year's annual subscription by their BPA credit card, which she understood could be identified from the first eight digits of the card number. Another idea to promote uptake of the BPA credit card was to use unsold banner advertising space on the BPA website. Adrian Bond would investigate and, where practicable, progress these incentives.

**Action: Adrian Bond**

The Committee agreed that a tick box for details of the BPA credit card should be added to next year's renewal form.

**Action: BPA Office**

After discussion, Adrian Bond offered to contact MBNA and other card issuers to investigate whether it might be possible to launch a BPA debit card.

**Action: Adrian Bond**

## **31/11 Reports on areas of responsibility**

### **31.1 UK Sport / Sport England**

There was nothing to report.

### **31.2 Sport+Recreation Alliance**

#### **31.2.1 Grant to international representatives**

The Office reported that the BPA had received advice of a grant of £1003 from UK Sport, administered by S+RA, towards the cost of BPA representation at the IPC Plenary Conference to be held in early 2012.

**Noted with thanks**

This annual grant for international representatives (in our case, going towards the cost of sending our delegates to the annual IPC plenary meeting) had fallen from £1600 in 2009 to £1250 in 2010 and £1003 for 2011, against rising costs of taking part in international meetings.

#### **31.2.2 Induction of new Council Members**

The Office noted that one of the issues highlighted in the S+RA's guidance on best practice for governance in sport was the need for induction of Board/Council members. The BPA published Form 178, Guidelines to Members of Council. The S+RA was suggesting something more interactive might be beneficial. Looking to the arrangements in other bodies, it was usually the secretariat that organised the induction of new Board/Council members. After discussion, the BPA Office offered to put together a short package to be delivered probably just before the first ordinary meeting of next year's Council, to be held in February 2012, to which all members of Council would be welcome to sit in on.

**Action: BPA Office**

### **31.3 Insurance**

Tony Butler (Technical Officer) reported that there had been a number of new and potential new claims this year. Whilst none of the claims was likely to be exceptional, in aggregate they mounted up, and overall he was sorry to report that it had not been a good year. We were currently in year one of our second two-year agreement with Jelf Manson Brokers and Liberty International Underwriters. The annual review meeting would be held with the insurers this November, before the brokers advised the renewal premium for the new membership year beginning on 1 April 2012.

The Office reported that, over the last year or so, a number of other brokers had approached the BPA to quote for insurance including, most recently, the BPA's former broker, who was now with a different firm. These approaches, cumulatively, might suggest that the BPA might consider issuing a tender for insurance from 2013. However, the current broker believed that little benefit might be gained from such an exercise because all brokers would be fishing in the same pool of underwriters, which could lead to embarrassment for the BPA as it had done in the recent past in the case of securing insurance for the national team, which, once asked to quote, our existing broker kindly provided at no cost to the BPA or individuals in the national team.

The Chairman said that the BPA needed to be sure that the full underwriting market was being trawled to assure the best value insurance for members. Further discussions would therefore be required before the Committee could reach an informed decision on its recommendation to

Council on how best to proceed after 2012. That said, the Committee considered the service and support to the BPA and its various risk management activities being provided by Martin Mansley of Jelf Manson insurance, our current broker, to be outstanding.

**Ongoing**

**32/11 Development Action Plan: 1 July 2011 to 30 June 2012**

**32.1 Go live with the new BPA website and database**

The new BPA website, constructed by Archant Dialogue, had gone live on 4 July 2011. Work on the web-based database had also been largely completed. Implementation and trialling, to allow migration of data from the current BPA database, involving the BPA Office, was the next stage. Staff in the membership services section had the annual window of opportunity this autumn to train on the new system and then implement and validate it. Once in place, the next stage would be to trial online renewals, etc.

**Action: BPA Office**

**32.2 Develop a resource package for safety events at DZs**

Alex Busby had taken on this target mid-year, and was progressing it.

**Action: Alex Busby**

**32.3 Offer Drop Zones a course for first-aiders**

Kieran Brady reported that Tolga Kavak, the trainer (who was a BPA Member and ran his own company training occupational first-aiders) had visited the BPA Office to assess the suitability of the Board room for this course, and had found it to be adequate. For a one-day tailor-made certificated course on emergency first-aid at Drop Zones, the cost would be £100 per course member. The Office confirmed that Jelf Manson Insurance Brokers and Liberty International Underwriters had kindly agreed in principle to sponsor the course as part of their support of the BPA's risk management activities. The Committee estimated the overall cost of this project to be of the order of £3K.

The Committee decided first to commission a pilot course, with around 6 course members, to be run at the BPA Office as soon as practicable, on which Tony Butler (Technical Officer) and John Hitchen (NCSO) would sit in for part of the day as part of a course evaluation process. If the feedback from this and from course members' own evaluation was positive, the course would be rolled out to be held either back-to-back with the DZ Operators' meeting in November (minute 34) and/or at Drop Zones who were willing to host it for the staff at their own, and possibly other, Drop Zones.

**Action: BPA Office**

A report and update on the pilot course, and any arrangements for rolling out the course, would be made to the BPA meeting with Drop Zone Owners and Operators on Tuesday 1 November (minute 34).

**Action: Add to agenda for DZO meeting**

The Chairman thanked Kieran Brady for the research he had done that had led us to be able to run this course.

**32.4 Update the BPA Articles of Association to reflect the BPA in the 21st century**

Weed Stoodley and Martin Shuttleworth (Secretary-General) had considered the helpful response of Jim Crocker, Vice President, on the draft updated BPA Articles of Association. This feedback had been included in the working draft that had then been referred back to the drafter at Co-operatives UK Legal Services. The Committee agreed with Weed Stoodley and the Office that the procedure for the election of the Council should be enshrined in the Articles, and not set out in standing orders that it would be possible to alter without the formal approval of a general meeting of members. The timetable now was to seek approval of the Council in October to include consideration of updated Articles on the agenda for the AGM on Saturday 28 January 2012, and to approve the final draft in October for publication to members as in insert the December 2011 issue of *Skydive the Mag* and online.

**Action: BPA Office**

**32.5 Research establishing and maintaining a BPA archive**

Two members had expressed interest in carrying out archive work for the BPA. The role of BPA Archivist would be an honorary office, to which no remuneration would attach, but pre-approved incidental expenses would be paid. After discussion, the Committee decided to invite each of the members who had expressed an interest to submit to the next meeting a short summary of how they would approach the task, if possible illustrated from any previous work as an archivist they may have undertaken elsewhere.

**Action: BPA Office**

### **32.6 Investigate means of video conferencing for use between meetings**

John Page had investigated this and reported that he did not consider the currently available solutions to be cost-effective.

**No further action**

### **32.7 Consult with Clubs & Centres about the possible development of an online system for Provisional Student Memberships**

This was an item for that had been included in the draft of the agenda of the BPA meeting with Drop Zone Owners and Operators to be held on Tuesday 1 November 2011 (minute 34).

**Action: Discuss at DZOs meeting**

### **33/11 Rolling membership**

The Committee discussed a paper about rolling membership (already circulated to this Committee and the full Council) prepared by the Office in response to Richard Head calling to Council's attention a discussion thread on the independent web discussion group UKS, ukskydiver.co.uk.

Tony Butler said it was important first to define the terms we were using. BPA already had rolling membership, in that membership continued from one membership year to the next. The term was, however, being applied more loosely to mean membership that lasted for a year from any date of converting or joining, and fell due for renewal on the first anniversary. The term 'rolling membership' also seemed sometimes to be being used for members who wanted to take a rest from membership and then rejoin at a later date, and take out a year's membership from that date. This was not really rolling membership at all, but a lapsed member re-joining.

The paper that had been circulated set out points by the Office and the insurance broker. The following were among them (the numbering below does not correspond to the numbering in the source paper, from which not only the main points are reproduced here).

- 1 The BPA insurance policy was a bespoke policy for the sport in the UK.
- 2 It was a unique umbrella policy that covered individual members – be they jumpers, instructors, riggers, packers, etc - and Affiliated Clubs.
- 3 Unlike for example car insurance, the BPA policy, although it covered each individual member, was not an individual policy. It was a group policy.
- 4 The policy for all those covered was renewed on 1 April annually, both for members and Clubs.
- 5 If members renewed on a rolling renewal date, for one year of insurance from the date of their converting to full Member, the Clubs would still need an annual renewal date. This might risk splitting the policy, which would increase costs.
- 6 Rolling renewal would not affect existing members, whose renewal date would remain as 1 April. It would only affect those who converted or joined during the year.
- 7 Those who convert to full Member during the year are already charged pro-rata a lower rate after September.
- 8 If there was rolling membership, the BPA would be likely to have to remit the aggregate insurance premium received from members on a monthly basis, rather than paying over the full annual premium on a six-monthly declaration as at present. The insurers might charge more for such an arrangement. If so, this additional charge would have to be passed on as an increased premium.
- 9 Having a fixed annual renewal date made it easy for Centres (whether running computerised manifests or not) to know at a glance of a member's annual membership card whether the holder was a member – and therefore insured – or not.

### **Issues raised by the broker**

- B1 Not having a fixed annual date when the members' policy renewed could restrict the market for the BPA's insurance cover.
- B2 A system of rolling renewal dates would be likely to throw up anomalies if the policy underwriter changed [as it may well do, from time to time]. For example, say a member

might renew in December but the renewal policy from 1 January might have different underwriters.

- B3 The issue in B2 above already faced by one association which uses the same broker as the BPA, and which has a rolling renewal date in place. The broker is seeking to encourage that association to arrange their insurance on what he calls 'a more conventional basis' to give him scope to optimise his search of the insurance market for them.

The Committee noted that the paper had suggested one possible solution that the Committee might wish to consider, that would not require the arrangements for insurance to be altered. It was to consider offering any amount of Temporary memberships without restrictions (such as not having to have been a full member during the previous year). The Committee noted that BPA Temporary Membership was a non-voting category of membership that did not carry benefits such as entitlement to the BPA magazine, and eligibility for BPA certification (coach/instructor/rigging ratings), FAI Certificates or selection for international competitions, etc.

The Chairman said that any further relaxation of the current restrictions on taking out Temporary Memberships would need wider consultation before the Committee could reach an informed recommendation to Council. It would be considered as part of the item on rolling membership that Richard Head had requested to be put on the agenda for the BPA meeting for Drop Zone Owners and Operators to be held on Tuesday 1 November 2011 (minute 34).

**Action: Discuss at DZOs meeting**

Kieran Brady said that, as a Drop Zone Operator, he did not wish to see any change from the established arrangements of the membership year running from 1 April to 31 March.

Richard Head had indicated to the Chairman that the question about rolling membership raised on UKS had been answered by the paper the Office had circulated. The Chairman said he had advised Richard Head that he could respond using whatever extracts from the paper he considered to be appropriate. A summary (above) of the paper would be published in these minutes.

The Chairman said that a summarised answer to the question of why BPA does not have rolling membership should be published in the planned new FAQ questions on the BPA website.

**Action: BPA FAQs – agenda item for next meeting**

#### **34/11 Annual BPA meeting for Drop Zone Owners & Operators**

The Office reported that Ian Rosenving of Peterlee Parachute Centre had requested that the meeting be held other than on a Wednesday, as had been first announced. The Office had consulted with other DZOs and found Tuesday to be the most popular day. As the venue we had used in recent years was no longer available for hire on Tuesdays, a new venue had been sought for the date of Tuesday 1 November 2011. David Hickling had suggested Waltham-on-the-Wolds Village Hall, Melton Mowbray, Leicestershire LE14 4AG. The Office had visited the venue, and a nearby pub that could provide lunch on the day, and reported that it was in many ways a mirror image of the facilities used in previous years, with the bonus that the acoustics in the hall were better. The Chairman knew the village, which was accessible from the A1. The Committee agreed to the new venue.

**Venue agreed**

A call for agenda items had been e-mailed to DZOs and a working draft of the agenda had already been prepared. This would be developed further before issue a few weeks' before the event. The up-to-date draft agenda would be tabled at the next meeting.

**Action: Next meeting**

The insurers, Jelf Manson Insurance Brokers and Liberty International Underwriters, had again this year kindly agreed to meet the costs of the meeting and one or both planned to have representatives in attendance.

#### **35/11 Office computer equipment**

The computer hardware and software at the BPA Office was now more than five years old. The Office reported that it had occasional problems in opening files in newer formats, and that the system sometimes was slow or it froze. Suppliers had said there might be issues with memory capacity in seeking to update the software, and one supplier had said it was good practice to

upgrade the system every three to five years. The Office therefore sought policy guidance from the Committee.

The Chairman of Council reported that computer equipment was written off over four years in the accounts.

After discussion, John Page offered his expertise in this area to conduct an informal review of the hardware and software currently in place at the Office, together with present and foreseeable future needs, and to advise accordingly. This would enable a specification to be drawn up with which to invite quotations from third party suppliers.

**Action: John Page / BPA Office**

**36/11 Dates of future meetings**

At 1530 at the BPA Office, Glen Parva, Leicester, on Tuesdays 11 October & 6 December 2011.

The meeting closed at 1812.

Ratified electronically by the Council and published on 5 September 2011.