

# British Parachute Association

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## Development Committee

Minutes of the meeting held on

**Tuesday 6 December 2011 at 1530**

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		
	Alex Busby		
	John Page		(to item 48.4 and from item 50.3)
<b>In attendance:</b>	Liz Ashley	-	Editor, Skydive the Mag
	Tony Butler	-	Technical Officer
	Jon Gretton	-	Financial Administrator
	Martin Shuttleworth	-	Secretary-General
<b>Apology for absence:</b>	John Hitchen	-	NCSO
<b>Observers:</b>	Karen Bain	-	Council 2012 candidate
	James Swallow	-	Council 2012 candidate

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## Item Minute

### 47/11 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 11 October 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>

### 48/11 Matters arising

#### 48.1 BPA credit card (minute 38.2)

Adrian Bond reported that the card issuers had not been receptive to the idea of a competition to encourage take up or use of the BPA credit card. He had, however, started a dialogue with them and said he would welcome any suggestions of how to incentivise members. BPA did not have the buying power to be able to offer incentives such as zero balance transfers or air miles. We had, rather, to rely on members' altruism in helping the sport. Two DZs had indicated that they would be prepared to display promotional leaflets on their counters. Unfortunately, this might be difficult to manage because the leaflets contained information on annual percentage rates that were subject to change, meaning that the leaflets typically had a short shelf life. This notwithstanding, the Office would enquire of Affiliated Clubs & Centres which would be prepared to display promotional leaflets for the BPA credit card.

**Action: BPA Office**

#### 48.2 BPA website and database (minute 38.3)

The Chairman and the Office had still to update the data protection statement on the membership renewal form and, in due course, its online counterpart, to bring the statement in line with current best practice.

**Action: Chairman & BPA Office**

#### 48.3 Insurance premium 2012-3 (minute 39.3)

Tony Butler (Technical Officer) reminded the Committee that the BPA had come to a verbal agreement with its current insurers for a two-year deal, on the understanding that, subject to there being no significant increase in claims activity or the value of claims, there would be a further reduction in the premium in the next year, 2012-3, the second year of the agreement.

The initial offer had been of a 2.5% year-on-year reduction in premium. However, further negotiation by Tony Butler had only yesterday resulted in an improved offer of a 5% reduction in premium. The Committee thanked Tony Butler for his perseverance in negotiations.

The Committee would recommend to the General Meeting and AGM the insurance elements of the BPA subscription for the next membership year being 5% lower, together with the customary inflation-linked increase of 3% in the BPA element (notwithstanding that inflation was now 5%). This would bring down the cost of student provisional membership by 55p, from £21.55 in the current year, 2011-2, to £21.00 in the next membership year, 2012-3; and the cost of temporary membership would reduce by 50p from £22.65 in the current year to £22.15 from 1 April 2012.

These above figures were subject to approval by tonight's General Meeting, and also to the usual caveat that the insurance element was subject to there being no significant increase in claims activity or value between now and the start of the new membership year on 1 April 2012. For information, the effect on the subscription for renewal of full membership for the year 1 April 2012 to 31 March 2013 (subject to approval at the AGM) would be a net decrease of £1.25, from £117.60 for the current membership year, to £116.35.

**Noted**

#### **48.4 Office computer system (minute 43)**

John Page reported that the supplier of the new office computer system, Computerlink (Leicester), had called in today. He said that the optimal time to install the new system was between now and Christmas. Training on the new software might be needed for staff, which would be in addition to the cost of the hardware and software. Installation was subject to the supplier being able to make the current BPA database run on the new system. John Page then left the meeting to liaise further with the supplier.

#### **48.5 Investments (minute 44)**

Jon Gretton (Financial Administrator) reported that the Financial Group (Council minute 66.2) had liaised, and that he had been given approval to make four investments.

Kieran Brady sought clarification of how competitions teams were now funded, bearing in mind that exchequer funding from UK Sport had come to an end a few years ago, and an income streams working party had been established to seek to make up this loss of funding. Jon Gretton reported that funding for the Competitions Action Plan, which included team funding, was now met from BPA funds. Action Plan funding for all areas was based on a percentage allocation of the BPA's excess of income over core expenditure, of which a percentage was also allocated to reserves. Kieran Brady said he was reassured to know that the BPA was not using its reserves to replace the former exchequer funding from UK Sport.

Alex Busby said that at the last Council meeting, the Financial Group had been asked to investigate, with its Professional Financial Advisers, ways to invest funds with a view to securing a higher return that may involve some element of investment risk (Council minute 66.2). He was therefore surprised to hear that the investments had already been made. The Chairman said that the matter would be discussed at tonight's meeting of the full Council.

**Refer to full Council**

#### **48.6 BPA 50 years award (minute 45)**

The Committee further considered the suggestion of former jumper Sally Smith for a BPA certificate to recognise members who had been active jumpers for 50 years or more. The eligibility of individuals for this award could not be reliably verified from the BPA membership database, as it did not go back that far. The Committee therefore decided that CCIs would evaluate members' eligibility for the certificate. Liz Ashley (Editor, Skydive the Mag) said she would publicise the availability of the new BPA 50 Years Certificate in the April 2012 issue, which should help to encourage those who were eligible to come forward.

**Action: Editor**

The Office would provide the BPA 50 Years Certificates for CCIs to award to members whom they were satisfied were eligible.

**Action: BPA Office (Tony Butler)**

The Office would thank Sally Smith for her idea and confirm to her that it had been adopted.

**Action: BPA Office**

### **49/11 Reports on areas of responsibility**

#### **49.1 UK Sport / Sport England**

There was nothing to report

#### **49.2 Sport+Recreation Alliance**

There was nothing to report.

#### **49.3 Insurance**

Tony Butler (Technical Officer) reported that the broker we had been dealing with, Martin Mansley, had recently left Jelf Manson Insurance Brokers. BPA's contact there now was with their Mark Seels, who was already known to us.

#### **49.3 BPA credit card**

Adrian Bond reported that in the last quarter, no new cards had been taken out, but there had been 20 renewals, which had generated £40, and a spend of £166,498, which had generated £416.25, making a total of £456.25 payable to the BPA.

### **50/11 Development Action Plan: 1 July 2011 to 30 June 2012**

#### **50.1 Go live with the new BPA website and database**

See minute 61 of today's meeting of the Communications Committee.

**Ongoing**

#### **50.2 Develop a resource package for safety events at DZs**

Alex Busby reported that there had been little interest from DZs in the proposed BPA resources pack for DZ safety events, as DZs that ran such events were using resources they already had in place. Alex Busby therefore recommended, and the Committee agreed, to take forward promotion of safety by means of coaching roadshows designed particularly for those between their A and B certificates. This would be included in the Development Action Plan for 2012-3.

**Bring forward for Action Plan 2012/3 at to February 2012 meeting**

#### **50.3 Offer Drop Zones a course for first-aiders**

A full reply had now been received and circulated from the course facilitator to whom the Office had first written in August. The full information had been received disappointingly late and the Committee did not consider this to be a propitious basis on which to begin a relationship with a course provider.

Kieran Brady said that this remained an important course to offer as part of the BPA's service to DZs. The Committee therefore asked the Office to contact three alternative suppliers to obtain comparative quotes. Alex Busby had recently attended a first-aid at work course that had included a core specification together with some customisation for a Drop Zone environment, and he passed details of the organiser to the Office. Paul Applegate said he also had a contact he would relay to the Office.

**Action: BPA Office**

Should a new supplier be selected in future to run a pilot course on first-aid at Drop Zones, it would be important to seek a date on which Dr John Carter, BPA Medical Adviser, might be available to attend to help to assess the suitability of the course for roll-out. Tony Butler reconfirmed that the insurers had kindly agreed to cover the cost of the course.

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

The updated Articles had been published to members with the December Mag as an item of special business to be considered at the AGM on Saturday 28 January 2012.

**Draft update completed**

#### **50.5 Research establishing and maintaining a BPA archive**

The Chairman reported that he had been in touch with Andrew Hilton and Graham Spicer, the two members who had expressed an interest in carrying out archive work for the BPA. They were both still enthusiastic, and had agreed in principle to work together. Adrian Bond suggested that the AGM might be a good platform for the Archivists to introduce themselves to the membership, and to start a dialogue about the nature of the archive project. It would also be possible for the Archivists to have an exhibition space for informal discussion with individual members or small groups. The Chairman said he would be pleased to put this idea to them.

**Action: Chairman**

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

See minute 32.6 of the meeting on 16 August 2011.

**No further action**

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

Consultation at the meeting of Drop Zone Owners and Operators held on Tuesday 1 November 2011 had confirmed that DZOs were generally in support of the development of an online system for Provisional Student Memberships. Indeed, some DZOs had been asking for such a facility for some time, and one Centre was keen to participate in a trial in which data was returned to the BPA electronically. The Chairman said that he was keen for the BPA to seek to capture more information on Provisional Student Members, but he did not wish to generate additional work for Clubs & Centres. The Committee agreed that the development of an online system for Provisional Student Memberships would be a Development Action Plan target for 2012-3.

**Bring forward for Action Plan 2012/3 at to February 2012 meeting**

**51/11 Annual BPA meeting for Drop Zone Owners & Operators**

This year's annual meeting of Drop Zone Owners and Operators had been held at Waltham Village Hall, Melton Mowbray, Leicestershire, on Tuesday 1 November 2011. 34 DZOs and their nominees had attended, together with guest speakers, the BPA insurers, several Council members, and staff. Notes on the meeting together with the analysis of participants' meeting evaluation forms, which had been positive, had been circulated to the full Council.

The Development Committee considered a number of items referred to it by the DZO meeting, including 50.7 above.

With regard to the suggestion of rolling membership, more precisely described as renewal on the first anniversary of joining rather than on 1 April for all full members, the DZOs had fully supported this Committee's position that there should be no change to the current arrangements (minute 33).

In response to an item that had been discussed at the DZOs meeting, John Page proposed, and Alex Busby seconded, a motion that eligible individuals should be allowed to take out an unlimited number of Provisional Student Memberships. This carried unanimously.

**Action: Recommend to Council**

Karen Bain, who had attended the DZOs meeting representing Skydive Hibaldstow, said she believed the meeting needed more definite actions. Kieran Brady explained that the meeting had been established as a forum for DZOs to liaise with each other, representatives of the BPA and the insurers, as before that there had been no provision for such a meeting. The Office said that the DZOs meeting was, constitutionally, a consultative forum with a special interest group rather than a decision-making unit. A report from the DZOs meeting, in the form of the notes circulated, referred a variety of points to the relevant BPA standing committees of elected members for consideration and decision, subject of course to ratification by the full Council as the elected representatives who looked after the interests of the whole membership. That said, the Office believed that it could help to improve feedback from the standing committees to the DZOs meeting - to say what had happened when ideas, suggestions or requests had been referred from the DZOs meeting to the relevant BPA committee. The Office would seek to improve feedback to the DZOs meeting in future.

**Action: BPA Office**

**52/11 Correspondence**

The Committee had received an e-mail dated 25 October (circulated) from the Clear Carbon Offset Company. The Committee asked the Office to suggest to them that they may wish to consider advertising their service in the BPA magazine and/or on its websites.

**Action: BPA Office**

**53/11 Chairman's thanks**

The Chairman thanked all members of the Committee for their valuable contributions to its work throughout the year.

**54/11 Date of next meeting**

To be arranged, at 1530 on the same day as Council meetings 2012 (to be agreed at the inaugural meeting of Council 2012, held immediately after the AGM and presentation ceremony).

The meeting closed at 1735.

Ratified electronically by the Council and published on 17 January 2012