

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 17 April 2012 at 1530

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

Present:	Craig Poxon Paul Applegate Adrian Bond Kieran Brady Marc Fletcher John Page Martin Soulsby	Development Chair Chair of Council
In attendance:	Tony Butler Jon Gretton John Hitchen Martin Shuttleworth	Technical Officer Financial Administrator NCSO Secretary-General
Apologies for absence:	Liz Ashley James Swallow	Editor, Skydive the Mag

Item Minute

09/12 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 21 February 2012 had already been approved by the Committee, ratified electronically by the Council and published on the BPA website <http://www.bpa.org.uk/minutes>

10/12 Matters arising from the minutes

10.1 BPA credit card - promotional leaflets (minute 3.1)

Adrian Bond had recently asked the card issuer for a supply of promotional leaflets for the 11 Centres that had indicated they were willing to display them. He would report back to the next meeting.

Action: Adrian Bond

10.2 BPA 50 Years Award (minute 3.4)

No applications had yet been received through CCIs. The Committee would keep this as a standing item on its agenda until the first award had been made.

Action: Review at next meeting

11/12 Reports on areas of responsibility

11.1 UK Sport / Sport England / Sport+Recreation Alliance

Marc Fletcher reported he had received 14 e-mails and one item by post since the last meeting. Many were related to the Olympics. He had received the minutes of the last meeting of the S+RA Outdoor Pursuits Division, which included airports, and said he would try to attend the next meeting in November if he was available.

S+RA had offered its member bodies, including the BPA, 'investment in shared services' such as payroll, human resources and graphic design, which it had said some of its member

organisations had asked it to provide. The Committee did not believe that it was appropriate for the BPA to participate in such services at least at this stage, before their worth had been proven.

S+RA had also promoted an energy audit which might be of interest to DZs. However, on discussion, it was not clear that this service was more competitive than others DZs might be able to obtain locally, so it might not be prudent for the BPA to promote it.

S+RA appeared to be offering its member organisations such as the BPA a range of services from its commercial or enterprise partners. However, the Office said it had not seen clear evidence that the quality or value of these services was necessarily better than others available in the market.

The Committee noted with disappointment that UK Sport had now withdrawn its funding of international representatives. This was because UK Sport wanted to align their international relations activity with their primary focus of world-class success in Olympic and Paralympic sport. BPA had used the funding as a contribution to the cost of representation at the IPC Plenary Conference each year. Funding over the last three years had been 2009/10 - £1600; 2010/11 - £1,250; 2011/12 - £1,003.

11.2 Insurance

In response to a paper circulated in advance, the Committee decided not to take out optional loss recovery insurance as part of the BPA Office Insurance Policy. The Committee did not believe the premium represented good value.

12/12 Development Action Plan: 1 July 2011 to 30 June 2012

12.1 Go live with the new BPA website and database

The new website went live in July 2011.

Achieved

See minute 13.4 of today's meeting of the Communications Committee reference development of the new database.

Ongoing

12.2 Develop a resource package for safety events at DZs

This target had now been discontinued consequent on a lack of need being identified, as Clubs & Centres already had access to adequate resources to run the variety of different safety events that were offered at various Affiliated Centres.

Discontinued

It had been replaced in the 2012-3 Action Plan by a trial of a safety and progression coaching roadshow (minute 13, target 2).

12.3 Offer Drop Zones a course for first-aiders

The Office had negotiated with the course provider to obtain a discount on the cost of the trial evaluation course. A choice of available dates supplied by the course provider was noted, from which those present who planned to attend the trial course, selected the date of Tuesday 29 May 2012 at a Leicestershire venue tba. The Office had still to resume discussion with the insurers, Jelf Manson Insurance Brokers and Liberty Mutual Underwriters, who had previously agreed in principle to fund the first run of this course as part of their sponsorship of BPA risk management activities. The delay had been pending the start of the new insurance (and sponsorship) year on 1 April, so contact would now be made.

Action: BPA Office

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

Updated Articles of Association had been adopted by the AGM on Saturday 28 January 2012.

Completed

12.5 Research establishing and maintaining a BPA archive

A progress report from Andrew Hilton and Graham Spicer, BPA Archivists, together with a BPA Archive Requirements Definition v1.0, had been circulated with the agenda. These were both quality documents that reflected a highly professional, methodical and structured approach to progressing the BPA Archive Project. The primary output would be a searchable online resource. The Committee congratulated the Archivists on formulating such an excellent, well thought-out plan.

In response to requests from the Archivists, the Committee agreed:

- To release up to £3K of the £10K project funding for scanning and digitization services as outlined in the progress report.
- To authorise the Development Chair could release further funding of up to £500 from the remaining budget between meetings if urgent - although the normal protocol would continue to be for the Committee to consider requests for release of funding at its meetings.
- To allocate travel expenses to a meeting before the Archive Project budget had been established to Committee travel.

The Committee noted that the Communications Action Plan 2012-3 included a target to review the BPA's online presence. Consequently, there may be a BPA-wide input into whether the Archive website should be a stand-alone site or a discrete subsite with a broader BPA site. There were other BPA sites/subsites such as the Mag website and the tandem modifications website that would also be considered. The thinking at this stage was not to merge the content of these different sites/subsites, so that each may be likely to continue to have its own identity and feel (although the Mag website may be changed because of low traffic volumes), but there may be issues about URLs. Nothing had yet been decided so the Archivists would be asked for their views as part of the wider consultation exercise.

Action: BPA Office

12.6 Investigate means of video conferencing for use between meetings

See minute 32.6 of the meeting on 16 August 2011.

No further action

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

See minute 13 below and target 1 of the Development action Plan for 2012-3.

Take forward for Action Plan 2012/3

13/12 Development Action Plan: 1 July 2012 to 30 June 2013

The draft targets were discussed and an Action Plan matrix finalised (Appendix A) to recommend to the full Council this evening. The Chairman noted that targets 2, 5 & 6 would contribute to the Council's strategy of seeking to improve retention rates, particularly between A and B licence.

Action Plan (set out at Appendix A) agreed for recommendation to full Council

In discussion, the following points were recorded.

- Target 2, trialling of a safety and progression coaching roadshow, was a controversial target with some around the table believing this to be specifically the responsibility of Centres and not the BPA. Based on the success of a briefing given at the BPA 50th Anniversary Boogie last year, John Page championed the idea and proposed a motion for a single-run trial, to be open to Centres to bid for, so that the outcome could be evaluated. Mark Fletcher said there was a demand from the target group of jumpers, and seconded the motion.

Carried unanimously

- The Chair of Council had circulated a paper in advance on target 5, inaugurating BPA customer service awards, and he suggested that the Vice Presidents might be invited to become involved in judging. There were many details to work out, and he said he would be pleased to help to progress this target.

Action: Chair of Council

- Reference target 6, having a 'meet and greeter' of new members at Centres, Marc Fletcher agreed to liaise with James McAlinden of the UKS website and the Chair of Council to see whether UKS might be willing to help to catalyse informal system.

Action: Marc Fletcher

14/12 BPA lapel pins

The Development Chair had asked Grant Richards at the BPA Shop to advise on the cost of producing a small run of some BPA lapel pins. He said there were a few formal occasions (AGM, RAeC, IPC, etc) at which it would be appropriate for representatives of the BPA to wear a

BPA lapel pin, and perhaps the membership would like to show their support of their Association. The minimum order was 100, and the BPA Shop had agreed to pay the production costs and to sell the pins, so there would be no cost to the BPA.

Agreed

15/12 Information on progression for new A licence holders

A proposal from Marc Fletcher to provide more information to new A licence holders had been circulated in advance. It was a document to congratulate the holder on achieving their A licence, and mapped out routes of progression within the sport under the heading 'What can you do next?' It also included a CH2 and JM1 logsheet. There was discussion on whether also to include a CH1 or FS1 manual, but it the Committee decided against this in hard copy.

The Chairman thanked Marc Fletcher for this initiative and the Committee agreed to start to send out the letter with new A licences as soon as the wording had been confirmed by BPA technical staff. The information in the letter would also be added to the BPA website.

Action: BPA Office

In due course, the information in the letter could also be e-mailed to new A licence holders, with links to appropriate manuals and other sources of online information. However, the Committee did not wish to add to the workload of already busy membership services staff at the BPA Office for the time being.

16/12 BPA Shop

Adrian Bond asked whether the BPA Shop provided the BPA with an itemized list of sales, as he believed that jump voucher sales may have decreased. Jon Gretton (Financial Administrator) replied that the BPA Shop did not give the BPA an itemized list of sales, but advised us of the numbers of vouchers sold in a given period and general shop commission.

17/12 Dates of next meetings

1530 on Tuesdays 19 June, 14 August, 9 October and Thursday 13 December at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF.

The meeting closed at 1755.

Appendix to the minutes of the meeting of the BPA Development Committee on Tuesday 17 April 2012

Minute 13: Draft Development Action Plan 2012-3

Draft Development Action Plan : 1 July 2012 to 30 June 2013

<i>Target</i>	<i>From</i>	<i>To</i>	<i>By</i>	<i>How</i>	<i>Budget</i>
1 Develop an online system for Provisional Student Memberships.	No online system for Provisional Student Memberships	Online system for Provisional Student Memberships	June 2013	Plan, research and commission	£2000-£3000
2. Trial one safety and progression coaching roadshow (covering CH2, JM1, etc) designed particularly for those between their A and B certificates	Successful Safe canopy handling coaching at BPA 50th Anniversary Boogie in 2011	Trial one safety and progression coaching roadshow	June 2013	Liaise with coaches and Drop Zones	£1500
3. Offer Drop Zones a course for first-aiders	DZs receive no direct BPA support on this	Support by a ready-made course for DZs that wish to use it	June 2013	Continuation of previous year's Action Plan target, based on evaluation of a trial evaluation course due to be held before the start of the Action Plan year	May be able to secure sponsorship from insurers. If not may need a budget and/or to charge DZs.
4. Establish an online BPA Archive of the history of the sport	Celebration in 2011 of 50 Years of the BPA	Online archive	June 2013 and ongoing	BPA Archive Project already established in 2011 and honorary archivists already appointed and have developed an agreed plan. Project all set to go!	Special budget of £10K agreed by Council in Feb 2012 for whole project (not Action Plan year)
5. Inaugurate BPA customer service award/s	No customer initiatives to incentivize customer service at Drop Zones	BPA Customer Service Awards to promote customer service at Drop Zones	June 2013	Develop criteria for BPA Customer Service award/s including how to make and judge nominations	£500+ Sponsorship promised from insurance brokers who are accredited by Investors in Customers
6. Investigate catalysing an informal system of meet & greeters at DZs to welcome new members	Need to improve retention of new /low experience jumpers	A friendly face to meet and greet new jumpers	June 2013	Investigate, and if appropriate catalyse, a scheme for a meet and greeter to be the first point of contact to help make new members feel welcome	no budget needed