

# British Parachute Association

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## Development Committee

Minutes of the meeting held on

**Tuesday 14 August 2012 at 1542**

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

<b>Present:</b>	Craig Poxon	-	Development Chair
	Paul Applegate		
	Kieran Brady		
	Adrian Bond		
	Marc Fletcher		
	John Page		
	Martin Soulsby	-	Chair of Council
	James Swallow		
<b>In attendance:</b>	Liz Ashley	-	Editor, Skydive the Mag (from mid-item 32.2)
	Karen Bain		
	Tony Butler	-	Technical Officer
	Jon Gretton	-	Financial Administrator
	Richard Head		(from mid-item 32.2)
	Martin Shuttleworth	-	Secretary-General
<b>Apology for absence:</b>	Debbie Carter	-	Treasurer

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## Item Minute

### 28/12 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 19 June 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>

**Ratified & published**

### 29/12 Matters arising from the minutes

#### 29.1 BPA 50 Years Award (minute 19.2)

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

**Action: Review at next meeting**

#### 29.2 Defibrillators (minute 21.3)

The Technical Officer would refer the question about defibrillators that arose at the trial evaluation course on first-aid for Drop Zone staff, to Dr John Carter, BPA Medical Adviser.

**Action: Refer to Medical Adviser**

#### 29.3 Annual meeting for Drop Zone Owners & Operators (minute 25)

The date of Tuesday 6 November had been advised to Clubs & Centres by e-mail. To date, one agenda item had been received from Clubs & Centres. The Office was exploring possible meeting venues in Leicestershire.

**Ongoing**

## **30/12 Reports on areas of responsibility**

### **30.1 UK Sport / Sport England / Sport+Recreation Alliance**

Now the London 2012 Olympics were over, with the Paralympics to come in a few weeks' time, it was timely to find out about post-Olympic funding arrangements for sport in the UK. Sports such as our own had suffered funding cuts in recent years as public funding had been channelled to Olympic sports. Now, non-Olympic sports such as our own were looking for a fair balance to be restored.

The Committee therefore asked the Office to find out as much as possible about the post-Olympic funding arrangements for sport in the UK, and how sport parachuting might benefit and how we might lobby for sport parachuting to benefit.

**Action: BPA Office**

The government was believed to have indicated some time ago that, after London 2012, UK Sport and Sport England would be amalgamated (presumably the other home country sports councils for Scotland, Wales and Northern Ireland, would remain). If this was the case, it may be a new, consolidated body that would be responsible for the medium and longer-term allocation of exchequer funding for sport. The Office would seek to clarify the position as part of its investigation into the post- London 2012 funding policy for sport.

**Action: BPA Office**

### **30.2 Insurance**

The Technical Officer reported that the BPA's current insurance arrangements for members were due to come to an end with the current membership year on 31 March 2013.

He said the brokers had visited the BPA Office for a preliminary discussion about insurance renewal arrangements. Sponsorship of BPA risk management activities, etc, by the brokers and underwriters during the current insurance year had also been discussed. We were currently awaiting written confirmation of sponsorship arrangements from the insurers.

Other brokers were continuing to contact the BPA Office from time to time.

**Noted**

## **31/12 Development Action Plan: 1 July 2012 to 30 June 2013**

### **31.1 Develop an online system for Provisional Student Memberships**

The Chair would progress this, and said he was preparing a paper.

**Action : Chair**

### **31.2 Trial one safe canopy handling coaching roadshow, designed particularly for those between their A and B licences**

John Page had drafted a bid form for issue to Clubs & Centres through the Office. The content and timetable for call back of the bid form was discussed and some variations agreed. The draft bid form would be circulated to the Committee before issue. Bids would be considered at the next meeting.

**Action: John Page / BPA Office**

Liz Ashley was pleased to report that there were now more progression dates in the Mag. This may, at least in part, be due to creation of the Progression Zone section of the Mag, which had dedicated space to list these events. The Committee was grateful to the Mag for its coverage of progression, which would help towards realising the Council's strategy of improving retention.

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

The Office was awaiting written confirmation from the insurers of sponsorship (minute 30.2) for the roll-out of this course. A run of the course the day before the AGM (Friday 25 January 2014) was a possibility, as unlike in recent years, there would be no safety management systems seminar for Drop Zones taking place on that day.

**Action: BPA Office**

The Committee thanked Liz Ashley for kindly sourcing a helmet for the course organisers to use in their demonstrations.

### **31.4 Establish an online BPA Archive of the history of the sport**

A report on the BPA Archive Project from BPA Archivists Andrew Hilton and Graham Spicer had been circulated with the agenda. The Committee was pleased to note that the BPA Archive Project was progressing well, thanked the Archivists for their sterling work, and noted their report with thanks.

**Noted**

### **31.5 Inaugurate BPA customer service award/s**

Since the last meeting, the idea for a new BPA customer service award had been worked up by the Chair of Council and the Secretary-General and launched in the August Magazine and on the BPA website as the BPA Star Award.

Already, the first nominations had been received, which validated the viability of the published award criteria. Nominations received would be judged after the closing date for this year's nominations, which was Monday 3 December 2012.

There followed considerable discussion about the form the BPA Star award should take, in recognition of those who received it and their nominees, who would also be recognised. The Committee concluded that a BPA Star Certificate should be awarded to winners, and that the act of recognition at the AGM, with the Certificate to keep as a reminder, was the real reward.

As well as sourcing the BPA Star Certificates, the Committee authorised the Office to commission BPA Star trinkets, such as a vacuum mug, which would help to increase awareness award and the message behind it about the importance of customer service.

**Action: BPA Office**

The Committee decided not to seek a commercial sponsor for the BPA Start award in this, its inaugural year. However, this would not preclude consideration of sponsorship possibilities in the future.

This target was also in support of the Council's strategy of improving retention in the sport.

### **31.6 Investigate catalysing an informal system of meet & greeters at DZs to welcome new members**

Marc Fletcher had set up an informal network of DZ 'meeters and greeters' through a message board on [www.ukskydiver.co.uk](http://www.ukskydiver.co.uk). Nine BPA Clubs & Centres were covered so far with, he still hoped, more to come. He would look to making arrangements for DZs that had no informal meters and greeters yet in place. Liz Ashley said this initiative had been mentioned in the Mag. Marc Fletcher said he had spoken to the volunteers so far involved, and to date no new members had been in touch with them, but it was early days yet. This target was also in support of the Council's strategy of improving retention in the sport.

**Noted**

### **32/12 Discussion paper: Two-year BPA membership for a discounted subscription**

The Chair of Council had circulated a discussion paper with the agenda. He spoke to the paper. This was another idea to help to achieve the Council's strategy of improving retention.

Marc Fletcher said he believed it would definitely help some members converting to full membership. Possible alternative incentives were discussed, such as allowing a potentially unlimited number of temporary memberships, but were discounted by the Committee as too confusing or not practicable.

The Chair said that, for the scheme to be approved, the BPA would need to be willing to take any loss in subscription income as a result. The Technical Officer called attention to potential year-on-year variation in the insurance element of the subscription, which could go down as well as up, and was near impossible to predict two years in advance because it was set annually and influenced by claims during the previous year. Were the insurance premium to go down significantly in the second year, might we be faced with calls for partial refunds? On the other hand, were it to increase significantly, the BPA would have to make up the full second year insurance premium for those members taking up the offer.

The question of whether the insurers might agree to a two-year deal was raised, although the Committee recognised that even the annual premiums were always quoted on the basis of there being no potentially significant new claims during the months between the quote and the actual start of the new membership year.

Kieran Brady doubted whether Clubs & Centres would promote the scheme - he believed they would always sell the cheapest deal. James Swallow said the idea may work in January/February, and the Chair said if such was the case, a 15 month deal might be better.

The Committee recognised that Clubs & Centres would be key partners in promoting and encouraging any two-year deal upon conversion to full membership. The idea would therefore

be referred for consultation with the Drop Zone Owners & Operators meeting to be held on Tuesday 6 November 2012 (minute 29.3).

**Refer to DZOs meeting**

**33/12 External audits of BPA Office**

**33.1 Fire risk assessment**

The fire risk assessment report, provided by a competent fire risk assessor, had been received by the BPA Office. The recommendations were being actioned by the BPA Office.

**Action: BPA Office**

**33.2 Data protection audit**

A data protection review had been carried out at the BPA Office by a competent external reviewer on Friday 10 August. The report, which was awaited, would be circulated for consideration at the next meeting.

**Action: Next meeting**

**34/12 Dates of next meetings**

1530 on Tuesday 9 October & Thursday 13 December at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF.

The meeting closed at 1710.