

British Parachute Association

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Development Committee

Minutes of the meeting held on

Tuesday 9 October 2012 at 1600

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

Present:	Craig Poxon	-	Development Chair
	Paul Applegate		
	Kieran Brady		
	Adrian Bond		
	Marc Fletcher		
	John Page		
	James Swallow		
In attendance:	Tony Butler	-	Technical Officer
	Jon Gretton	-	Financial Administrator
	John Hitchen	-	NCSO
	Martin Shuttleworth	-	Secretary-General
	John Smyth MVO	-	Vice President

Item Minute

35/12 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 14 August 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

36/12 Matters arising from the minutes

36.1 BPA 50 Years Award (minute 29.1)

A nomination had been received from the former member who had originally suggested this new award. She had said that the route of the nominee himself coming forward via a CCI was impracticable in this case, as the nominee was based outside the UK and was understood probably to be unlikely put himself forward anyway. However, the nominator had provided the Committee with sufficient information for the Committee to agree to make the award. But first, the Committee asked that the nominator should kindly confirm with the nominee that he was prepared to accept the BPA 50 Year certificate, which could be presented at the AGM or sent by post. The Office would liaise with the nominator.

Action: BPA Office

Another member had identified a possible nominee, who again would be unlikely to put himself forward through a CCI. The Committee asked that the nominator should provide it with information about the nominee to confirm eligibility for the award. The Office would again liaise with the nominator.

Action: BPA Office

36.2 Defibrillators (minute 29.2)

The Technical Officer had yet to 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

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

A paper had been circulated containing DZs suggested agenda items. The Committee came to the conclusion that there were insufficient substantive items to sustain a one-day meeting this

year. Most of the issues suggested by DZs were suitable for an open forum session, of the kind usually timetabled in the last half of the afternoon. However, they could also be addressed without the need for a meeting.

Instead, the Committee agreed to run a BPA-hosted launch of the certificated one-day 'First-aid for DZ staff' course (tutored by EMC Medical Services and sponsored by Jelf Manson Insurance Brokers and Liberty Mutual Underwriters: and limited to 12 course members per run to maintain teaching quality). The special launch run could be targeted to DZOs and CCIIs who may wish, by taking part as a course member, to evaluate the course with a view to bidding to host it at their own DZ. This might also be run on Friday 25 January 2013, the day before the AGM.

Any and all date/s of the first-aid course would depend on the availability of tutors, with whom the Office would liaise.

Action: BPA Office

[Note: At the Council meeting that evening, a significant CAA regulatory issue was reported. As a result, a special meeting of DZOs and CCIIs has been called for Wednesday 31 October. Subject to sufficient time being available at that meeting, an open forum will be scheduled for the afternoon. This replaces the date that had originally been planned for a meeting of DZOs, Tuesday 6 November.]

37/12 Reports on areas of responsibility

37.1 UK Sport / Sport England / Sport+Recreation Alliance

Marc Fletcher reported on e-mails he had received on a number of topics. S+RA had invited BPA to provide content for a 'top ten' publicity feature it was to run on its website, and had asked for content on the 'top ten places to go skydiving'. The Committee recognised that, with some 27 Affiliated Clubs, this was not an appropriate brief for us, and believed that it needed to be modified if we were to consider the request. The Committee suggested that Marc Fletcher refer the e-mail to Liz Ashley, Editor.

Action: Marc Fletcher

Martin Shuttleworth (Secretary-General) reported that he had now completed his initial review of the Voluntary Code of Good Governance for the Sport and Recreation Sector and its applicability to the BPA (minute 20.1 of the meeting on 19 June 2012 refers). The code comprised seven principles. The BPA broadly met six of them. However, the fourth principle, 'a balanced, inclusive and skilled board' was not obviously compatible with an elected Council, and the recommendations of size (smaller) and composition (independent member, etc) were at variance with the current composition of the BPA Council. He did not therefore believe that it would be wise for the BPA, under present arrangements, to sign up to the fourth principle, bearing in mind that governing bodies that signed up could be assessed - by themselves and others - against the code. This could include assessment by funding bodies. Marc Fletcher said it might also be the case that funding bodies might require subscription to the code. The Committee asked for clarification of whether it was possible to sign up all but one of the principles at this stage.

Action: BPA Office

Replies were awaited to our letters of enquiry about future funding arrangements to UK Sport, Sport England and the Sport+Recreation Alliance. **[Note:** A reply dated 10 October has since been received from the Sport+Recreation Alliance.]

37.2 Insurance

Tony Butler (Technical Officer) reported that he would be taking part in a claims review meeting with the insurers later this month. Another meeting to review the insurance year would follow early in November. There were a number of claims or potential claims in prospect on the main third party policy. Unfortunately, after a fatality-free year in 2011, there had been four fatal accidents and one critical injury this year, such that claims paid on the death and critical injury policy, at £15K each, were likely to total £75K. The claims record was likely to affect the anticipated reduction in premiums next year.

Martin Shuttleworth (Secretary-General) reported that Jelf Manson Insurance Brokers and Liberty Mutual Underwriters had kindly agreed to a programme of sponsorship of BPA risk management etc activities during the current insurance year ending on 31 March 2013. This included sponsorship of runs of the one-day course 'First-aid for DZ staff' (see minute 36.3). The Committee thanked the insurers.

Tony Butler said he expected two competitive quotations to provide insurance for the next membership year 1 April 2013 to 31 March 2014. These quotations had been requested in time for initial review by staff, who were liaising with the brokers, followed by consideration at the meeting of this Committee to be held on Thursday 13 December 2012. The outcome would be subject to ratification by the full Council and approval by the General Meeting of members on the same day. The Committee was content with this timetable and thanked the staff for their work in continuing to secure the best value insurance arrangements for members.

Tony Butler said that it may be appropriate to consider an insurance-related presentation to DZOs on AGM Day, but details were not yet available.

Noted

38/12 Development Action Plan: 1 July 2012 to 30 June 2013

38.1 Develop an online system for Provisional Student Memberships

The Chair was part-way through preparing a paper.

Action : Chair

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

John Page, who was progressing this target, reported that one bid form (circulated in advance) had been received. It was from BPS Langar. The Committee accepted the bid with thanks. This was for a one-off trial event. The Office would advise Langar of the success of their bid. John Page, who was organising the roadshow, would liaise with Langar over the arrangements.

Action: BPA Office/John Page

John Page said he was planning an open forum with Council members as part of the roadshow, and invited any Council members to come along if they were free. The planned dates were 13 and 14 April 2013.

Action: Council to note

38.3 Offer Drop Zones a course for first-aiders

See minute 36.3.

38.4 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 continuing to progress well, and thanked the Archivists for their hard work. The meeting of the Communications Committee earlier this afternoon had considered the arrangements to upload digitally-scanned versions of the complete Magazine archive (all the way back to 1964) to the Magazine website (Communications minute 47.4 refers).

Noted with thanks

38.5 Inaugurate BPA customer service award/s

Twelve nominations had to date been received for the BPA Star Award. Nominations for this year's awards would remain open until Monday 3 December. The Vice Presidents were to be invited to form the judging panel. Winners and their nominees would be recognised on AGM Day.

Ongoing

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

38.6 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 Nine BPA Clubs & Centres were covered so far. He was disappointed to report that, to the best of his knowledge, no new full members had yet been in touch with any of the meeters and greeters. However, he saw no reason why this target, which had been designed to support retention, should not continue. The Committee agreed.

Ongoing

39/12 Data protection review

The report of an independent review of data protection at the BPA had been circulated with the agenda. The review had found that the BPA generally faced a low risk in its handling of personal data because the amount of data held on each member was not very extensive and the use it was put to was uncontroversial. The report had concluded that the BPA was likely to be substantially compliant with data protection requirements. However, it had gone on to highlight a number of areas where data protection could be further improved, some of which related to

longer-term developments such as database design, and the Office was addressing or noting these points for future reference as appropriate.

Noted

This included consulting the BPA's IT system providers regarding the arrangements for sending data to Archant Dialogue for the 'member check' function on the BPA website.

Action: BPA Office

Martin Shuttleworth (Secretary-General) thanked the Committee for agreeing to this independent review, rather than asking staff to carry it out internally. He believed that the fresh pair of expert eyes from outside had raised a number of points that would have been unlikely to have been identified by an internal review.

40/12 BPA database

Following on from the last item, the Office had invited the data protection reviewer to quote for a review of the database and planned online renewals process. This was because (i) a number of issues about the database had come up during the data protection review; and (ii) the reviewer had wide experience of third sector membership bodies and had demonstrated an empathy with the administrative structure and function of the BPA that had inspired confidence in the administrative staff. Jon Gretton reported some observations from the Treasurer. After discussion, John Page proposed, and Kieran Brady seconded, a motion for the Committee to agree to a modified form of the proposal, based on a single day's consultancy rather than two days.

Carried unanimously

41/12 Correspondence

An e-mail (copy circulated) had been received from a member developing a mobile phone app who had asked that it should link with documents, such as the Operations Manual and competitions rules, on the BPA website. The Committee noted that the BPA website was in the public domain and the member was therefore free to link with it, as long as they did not imply any BPA endorsement of the app. (The BPA logo was copyright to the BPA and may not be used in the app.)

The Chair said the Committee would be pleased to see the app, and to know whether it was available free of charge or otherwise. Without examining and trialling the app, the Committee was not in a position to form a view on whether or not it may be appropriate for it to consider, at any future stage, any possible BPA recognition or endorsement of it - should that be something the member who was developing it may wish to discuss. The BPA Office would liaise with the member concerned.

Action: BPA Office

42/12 Date of next meeting

1500 on Thursday 13 December 2012 at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF.

The meeting closed at 1731.