

# British Parachute Association

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## Development Committee

Minutes of the meeting held on

**Tuesday 17 August 2010 at 1530**

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

<b>Present:</b>	Craig Poxon	-	Development Chairman
	Paul Applegate		
	Christopher Beattie		
	Adrian Bond		
	Kieran Brady		
	John Horne		
<b>In attendance:</b>	Liz Ashley	-	new Editor, <i>Skydive the Mag</i>
	Tony Butler	-	Technical Officer
	Debbie Carter	-	Treasurer
	Jon Gretton	-	Financial Administrator
	Andy Scott	-	Co-opted
	Martin Shuttleworth	-	Secretary-General
<b>Apologies for absence</b>	Paul Ledden		
	Paul Moore		

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## Item Minute

### 28/10 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 22 June 2010 had already been approved by the Committee, ratified electronically by the Council and published on the BPA website <http://www.bpa.org.uk/minutes>

### 29/10 Matters arising

#### 29.1 Insurance (minute 22.1)

Andy Scott reported that travel and medical insurance, including repatriation, for the British National Team, had been put in place in time for our delegation to WPC Menzelinsk 2010 who had flown out to Russia at the end of July. The insurance had been supplied free-of-charge to the BPA and National Team members, including officials, courtesy of Manson Insurance Brokers. The insurance had already proved its worth - there might be claims where appropriate for the extra cost of missed return flights to the UK because of forest fires delaying internal connecting flights in Russia.

**Completed**

#### 29.2 Possible display skydive at the London 2012 Olympics (minute 22.2)

As it had not been possible to make progress through the various avenues suggested to date, John Horne suggested, and the Committee agreed, that he should write direct to London 2012 Olympics chief Lord Coe to offer advice/liaison should the organisers wish to consider a parachute display as part of an opening or closing ceremony, etc,

**Action: John Horne**

#### 29.3 Letter of agreement with BPA Shop (minute 22.3)

The Chairman said this was on hold pending advice from the Competitions Committee on whether or not they wished to include any reference to the provision of uniform for the British National Team.

**Action: Next meeting**

#### **29.4 Survey of lapsed members (minute 22.6)**

The Chairman reported that this had been published on the BPA website. There were the expected reasons that former members had given up the sport, because of changes in their personal circumstances, etc. The results also revealed a number of perceived issues identified by respondents for the BPA and/or Clubs & Centres. A summary of these perceived issues had been circulated to the Committee, with a link to the full survey results online.

Andy Scott trusted that the results would help to inform future BPA Action Plans. He suggested that reference to the survey should be included in the Mag.

**Action: BPA Office / Liz Ashley**

With reference to the perceived issues for Drop Zones, the Chairman said he would prepare a short paper to refer these for consideration at the annual BPA meeting of DZ Owners and Operators to be held on Tuesday 9 November 2010 at Walcote Village Hall, Lutterworth, Leicestershire.

**Action: Chairman / Refer to DZO meeting**

Some of the perceived issues were beyond both the BPA's and Drop Zones' control - such as the British weather!

### **30/10 Reports on areas of responsibility**

#### **30.1 UK Sport / Sport England / BPA Regional Reps to Sport England / CCPR**

Now that Council had ratified the minutes of the last meeting of this Committee, and thereby confirmed the decision that BPA representatives to the Sport England regions would no longer be appointed after the 2011 AGM, John Horne would write to thank the Reps for their service.

**Action: John Horne**

John Horne reported that CCPR would change its name later this year to the Sports and Recreation Alliance.

CCPR was helping to provide footage for a series of short Channel 5 Television segments on sport. He had completed and returned an application to CCPR for skydiving to be included, but had to date heard nothing back. WPC footage was copyright to FAI/IPC and its media partner, so any suggested use of that would have to be cleared through the proper channels. The BPA had a right to use footage taken at the British Nationals for not-for-profit purposes such as promotion of the sport.

CCPR had advised that the EU was now taking on responsibility for part of the public funding of sport. Details were as yet still sketchy, but John Horne would monitor the situation with a view to identifying any possible funding opportunities.

#### **30.2 Insurance**

In addition to providing free-of-charge personal insurance for members of the British National Team (minute 29.1), Manson Insurance Brokers, this time together with Liberty International Underwriters - who provided the third party public liability insurance for the sport - had kindly sponsored the production of a series of eight BPA safety and information posters that had recently been distributed to all Clubs & Centres (see Communications minute 45.1.3). This was a Communications Action Plan target successfully completed by Andy Scott.

### **31/10 The Airkix Fund – CH video**

The Chairman reported that, at the STC meeting on Thursday 5 August, the STC Chairman had announced that Clubs would be sent a Canopy Handling video that had been produced on behalf of the Development Committee and paid for from the Airkix Fund. The video was to assist in the training of Students working towards their CH Grades. The video had now been completed and was now at the post-production stage.

**Completed**

### **32/10 Data protection audit**

The Office reported its initial findings of an informal internal audit of data protection compliance. This had identified a number of issues. One of these was that of retention policy. It was a data protection principle that personal data had to be retained for no longer than was necessary. Compliance was complicated by an array of legislation determined the periods for retaining certain data sets, for example of former members. Full BPA members were members of the not-

for-profit guarantee company BPA Ltd. The Companies Act 2006 required records of company members to be retained for a period of 10 years. This did not apply to provisional members such as students and temporary members who were, in legal terms, not members of BPA Ltd.

Once legal requirements had been taken into account, it was up to the data controller - the BPA - to set out its own policy on the retention period for personal data.

The Chairman said this required further consideration. He was himself researching data protection compliance issues, and would report back to the next meeting.

**Action: Chairman**

### **33/10 Development Action Plan: 1 July 2010 to 30 June 2011**

#### **33.1 Commission a new BPA website and database**

Phil Sumner, Archant Dialogue's web developer, had visited the BPA Office with two colleagues on Wednesday 4 August to receive a briefing on the BPA database from staff. His written report would be forwarded later this week. **[Note:** The report has now been received.]

**Ongoing**

Archant Dialogue had indicated that the project would take 3 months. They would schedule this in co-ordination with BPA membership services staff, who had their annual window of opportunity between now and next year's renewals, which would start next February.

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

Paul Ledden was taking this project forward with the help of a CCI who had promised to help him at the end of the season.

**Ongoing**

#### **33.3 Research provision and adequacy of information / courses for first-aiders at Drop Zones**

Kieran Brady, who was progressing this target, reported that he had spoken with Dr John Carter, BPA Medical Adviser, who had kindly provided him with a list of contacts.

**Ongoing**

#### **33.4 Update the BPA Articles of Association to reflect the BPA in the 21st century. Present this to the membership for consideration for approval at the AGM 2011**

This was an agenda item for tonight's meeting of the full Council.

**Ongoing**

### **34/10 Correspondence**

#### **34.1 From Hospital & Medical Care Association (HCMA)**

The Committee had received an unsolicited promotional letter from HCMA offering private medical plan benefits for BPA members. After consideration, there was no proposal to progress this. The Office would advise HCMA.

**Action: BPA Office**

#### **34.2 From BPA Member Mike Lehan**

The Committee had received an e-mail dated 8 July (circulated) from BPA member Mike Lehan enquiring whether his web development company 1-Web Services, might assist with further development of the BPA website.

The BPA had already entered into an agreement with Archant Dialogue for production of the BPA Magazine and its associated website. Archant had taken part in a competitive tendering process to win this contract.

Further development of the BPA website was also planned, most particularly to provide a facility for online membership renewals. The most cost-effective means of developing the BPA website, and administering it as a sister site to the Mag website, thereby to benefit from an economy of scale, was to re-skin a version of the Mag website. This approach had already been decided upon. Had this not been the case, it was likely that the Committee may have put out a specification to tender.

The Committee was not therefore in a position to take up Mike Lehan's offer of his web company's services, but wished him every success with his company.

With regard to the request in Mike Lehan's e-mail for endorsement of websites or IT systems that his company may develop for BPA Affiliated Centres, the BPA had no provision to provide any

such endorsement. BPA did not regard it as appropriate, as the National Governing Body, to seek to influence Affiliated Centres in their contractual arrangements on commercial matters such as this.

The Office would reply.

**Action: BPA Office**

**35/10 BPA credit card**

Adrian Bond reported that the BPA credit card had generated an income of just under £500, comprising £114 from 57 renewals and £386 on the total spend across all cardholders of £154,273.

**Noted**

**36/10 TAFF trial**

The Chairman reported that the CCI of NLSC Chatteris had advised him that trialling of Tandem Assisted Freefall (TAFF) was taking place at the DZ. A number of TAFF jumpers had converted. The Committee noted this development with interest, particularly with regard to its potential to encourage retention.

**Noted**

**37/10 Dates of next meetings**

Thursday 14 October and Tuesday 7 December at 1530 at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF.

The meeting closed at 1648