

# 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](mailto:skydive@bpa.org.uk)  
[www.bpa.org.uk](http://www.bpa.org.uk)



## Development Committee

Minutes of the meeting held on

**Tuesday 22 February 2011 at 1550**

at the BPA Office, 5 Wharf Way, Glen Parva, Leicester

<b>Present:</b>	Craig Poxon Paul Applegate Adrian Bond Kieran Brady Alex Busby John Page	Development Chairman
<b>In attendance:</b>	Tony Butler Jon Gretton John Hitchen Martin Shuttleworth	Technical Officer Financial Administrator NCSO Secretary-General
<b>Apology for absence:</b>	Debbie Carter	Treasurer

---

### Item Minute

#### 01/11 **Composition and terms of reference**

Craig Poxon, who had been voted to the Office of Development Chairman at the inaugural Council meeting on Saturday 22 January 2011 (Council minute 1.6), welcomed those present, with a special welcome to new members, to this first meeting of the Development Committee 2011.

The voting members of the Development Committee for 2011 were: Paul Applegate, Adrian Bond, Kieran Brady, Alex Busby, Craig Poxon (Chair), and John Page.

The Committee's terms of reference (BPA Form 174, circulated with the agenda) were noted. In accordance with these, it was noted that Debbie Carter (Treasurer) was ex officio a co-opted, non-voting, member of the Committee.

The Committee agreed that the composition of the Insurance Working Group would remain unchanged for 2011, viz; Craig Poxon (Chair), Kieran Brady and Paul Moore, with BPA staff in attendance.

#### 02/11 **Minutes**

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 7 December 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>

#### 03/11 **Matters arising**

##### **3.1 Possible display skydive for the London 2012 Olympics (minute 45.1)**

The Committee decided not to pursue any further the suggestion of a display skydive at the London 2012 Olympics because of airspace restrictions at the time of the games.

**No further action**

### **3.2 Letter of agreement with the BPA Shop (minute 45.2)**

The Chairman had recently raised the points made at the last meeting with Grant Richards of UK Parachute Services Ltd, franchisees of the BPA Shop, and was awaiting his response.

**Action: Next meeting**

### **3.3 Data protection audit (minute 49)**

The Chairman reported that he believed the BPA was compliant in collecting only such personal data as was necessary, and using it fairly and properly for the purpose for which it was known by members to be supplied, namely to administer safety, participation and competitions in sport parachuting.

However, the BPA needed to set out a formal policy on data retention. Martin Shuttleworth (Secretary-General) reported that the advice of the insurers' solicitor was that it was necessary only to keep a member's signature on their first membership agreement, that being the point at which the contract of membership (assuming continuous membership) had been entered into. If the BPA changed the wording of the agreement, evidence the member's signature of acceptance of the new agreement should be retained. Tony Butler said he appreciated the reasoning behind this approach, but it would be impracticable in terms of sorting paperwork for selective retention.

Martin Shuttleworth said that the Sport+Recreation Alliance (S+RA, formerly CCPR), which in its capacity as a 'trade federation' for membership bodies in sport, had advised that data retention law in this area was complicated in that there was a range of legislation that might have a bearing on retention periods for different types of data. S+RA had advised that the Companies Acts required retention of personal data of company members for a period of six years. Although the BPA was a guarantee company without shareholders, full (voting) BPA members were members of BPA Ltd and S+RA had advised they believed the data retention period determined by provisions of the Companies Acts to apply. This period did not, however, apply to personal data of Student and Temporary members, for which a shorter retention period was likely to be appropriate. The Office would seek further advice from S+RA.

**Action: BPA Office**

Different retention periods also applied to other categories of data. John Gretton (Financial Administrator) reported that financial records had to be retained for 7 years.

The Committee asked the Office securely to destroy all renewal forms more than six years old, together with any other archived material whose retention could no longer be justified.

**Action: BPA Office**

The Committee then considered the security of the garage at the BPA Office as a storage facility for paper records. Security could be improved by replacing the garage with a modern secure storage unit. The Committee noted that office buildings were general BPA business rather than specifically that of the Development Committee. However, the Committee suggested that the Office might obtain quotes for demolishing the garage and replacing it with a secure storage facility of an appropriate size for the records that needed to be retained.

**Action: BPA Office**

Tony Butler (Technical Officer) reported that payment card information was now being redacted after use on renewal and other BPA forms before they were filed and subsequently archived.

## **04/11 Areas of responsibility 2011**

### **4.1 UK Sport / Sport England**

The Chairman agreed to oversee liaison with these bodies, including monitoring their communications with us.

**Action: Chairman**

### **4.2 Sport+Recreation Alliance**

The Chairman agreed to oversee liaison with S+RA, including monitoring its communications with us.

**Action: Chairman**

### **4.3 Insurance**

There was nothing further to report on insurance, renewal for the new membership year from 1 April 2011 having been negotiated last autumn and formally agreed at the AGM on 22 January.

**05/11 BPA credit card**

Adrian Bond reported that the BPA credit card had generated an income of £465 for the last quarter. The Committee agreed with him that it would be appropriate to promote the availability of the card through a mention in the March 2011 BPA e-newsletter.

**Action: Adrian Bond**

The Chairman said it would be wonderful if Centres might consider giving a discounted jump rate to members paying by BPA credit card, although he recognised that commercial centres might not be in a position to do this. Kieran Brady kindly volunteered to try this out at his own Club, Skydive Strathallan, by offering a 3% discount (terms and conditions would apply) and said he would report back in due course.

**Action: Kieran Brady**

**06/11 Temporary memberships**

The Committee reviewed the two-year trial of the arrangement by which up to two temporary memberships may be taken out by individuals who had not been full members during the previous membership year. The number of Temporary memberships had increased in the first year of the trial, but dropped back in the second year. It was therefore difficult to identify a clear trend. Tony Butler said that he could see no harm from retaining the provision. The Committee decided to retain it as it may encourage membership and retention. John Page had kindly offered to design a new application form. There were about 200 temporary memberships taken out during each membership year.

**Action: John Page**

**07/11 BPA 50**

The Committee discussed possible ways of celebrating the BPA's 50<sup>th</sup> anniversary year, 1961-2011. These included a 50-way or 50 formation or larger celebratory jump, other ways to engage members in the celebrations such as a competition for the most spectacular way of celebrating BPA 50, and possibly some free memberships.

This was an item on the agenda for the meeting of the full Council tonight, and this Committee's suggestions would be fed in there.

**Action: Refer to Council**

**08/11 Development Action Plan: 1 July 2010 to 30 June 2011**

**8.1 Commission a new BPA website and database**

The window had now passed for the introduction of online renewals for the new membership year. Issues of functionality and how the data was displayed were currently being worked through, which were likely to require another visit by Phil Sumner, Archant Dialogue's web developer, to liaise with membership services staff at the BPA Office. However, the workload at the Office was now building up to peak level with renewals, so it would be later in the year when staff would be able to resume the trials. The target would therefore be carried forward into the next Action Plan Year, 2011-2.

**Ongoing**

**8.2 Develop a resource package for safety events at DZs**

Alex Busby offered to take on this target, which would now be extended into the 2011-2 Action Plan. The Chairman reported that a former CCI, who had experience of running safety events at his DZ, had already offered to help. Tony Butler (Technical Officer) reported that USPA had kindly agreed to BPA reproducing what it might consider relevant from their safety materials, with due acknowledgement.

**Action: Alex Busby**

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

Kieran Brady had liaised with Dr John Carter, BPA Medical Adviser, and was progressing this with a prospective course tutor who could issue appropriate certification of attendance. The BPA's insurers, Jelf Manson Brokers and Liberty International Underwriters, had kindly agreed in principle to sponsor the courses, subject to agreement with them of an acceptable budget.

**Action: Kieran Brady**

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

This had been partly achieved. The AGM on 22 January 2011 had agreed a minimal update to allow electronic communication with members on company business of BPA Ltd. A wholesale draft update of the document, in the new form of Articles-only, had been completed last autumn

and was now awaiting any comment from the legally qualified Vice Presidents before being progressed to a final draft for Council approval and thence put before the membership.

**Ongoing**

**09/11 Development Action Plan: 1 July 2011 to 30 June 2012**

The Committee agreed that all four of the 2010-11 Action Plan targets would be updated to continue to make further progress in the next Action Plan year starting on 1 July 2011.

In addition, the following new targets were put forward: (a) at the suggestion of John Page, investigate video conferencing for Council and Committee members to discuss urgent issues that may arise between meetings; and (b) at the suggestion of the Chairman, consult with Clubs & Centres on the possibility of developing an online system to issue Provisional Student Memberships.

The Chairman said that the Development Action Plan 2011-2 would be finalised at the next meeting to recommend to the full Council later that day.

**Action: Next meeting**

**10/11 Dates of future meetings**

At 1530 at the BPA Office, Glen Parva, Leicester, on Tuesdays 19 April, 21 June, 16 August, 11 October & 6 December 2011.

The meeting closed at 1735.