

British Parachute Association

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Development Committee

Minutes of the meeting held on

Tuesday 19 April 2011 at 1200

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

Present:	Craig Poxon Paul Applegate Kieran Brady Alex Busby John Page	Development Chairman from item 14
In attendance:	Tony Butler Jon Gretton Martin Shuttleworth	Technical Officer Financial Administrator Secretary-General
Apologies for absence:	Adrian Bond Debbie Carter John Hitchen	Treasurer NCSO

Item Minute

11/11 Meeting start time

The Chairman thanked the Committee for meeting earlier than usual so that Adrian Bond, who was unable to be present until mid-afternoon, could chair the Communications Committee at 1530.

12/11 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 22 February 2011 had already been approved by the Committee, ratified electronically by the Council and published on the BPA website <http://www.bpa.org.uk/minutes>

13/11 Matters arising

13.1 Letter of agreement with the BPA Shop (minute 3.2)

The Chairman would report back to the next meeting after he had spoken with Grant Richards of UK Parachute Services Ltd, franchisees of the BPA Shop.

Action: Next meeting

13.2 Data protection audit (minute 3.3)

The Office had disposed of about half the old paper records in the old garage. The remainder needed to be kept for the time being. Committee members were invited to visit the garage after the meeting to see the remainder. The Office had obtained three quotes for demolition of the garage, and was investigating the cost of purchasing a secure container to store the remaining records. The Committee would refer this matter to tonight's meeting of the full Council for a decision.

Action: Refer to Council

Martin Shuttleworth (Secretary-General) reported a correction that S+RA had clarified that, under the provisions of the Companies Act, it was in fact necessary to keep records of lapsed company members for ten years, not six. A database would suffice, there was no need to keep paper records. He said legal advice was unclear on the law relating to retention of personal data of student and temporary members because, in company law, they were not members of the company BPA Ltd, but non-voting associate members. Clearer guidance was likely to emerge over time, as the provisions of the Companies Act 2006 relating to data retention were still relatively new.

Data retention periods applied equally to data in electronic form. He suggested that the transfer of data to the new BPA database being developed by Archant Dialogue offered the opportunity to delete personal data relating to lapsed members that was more than ten years old, unless the BPA had a specific reason for retaining it.

13.3 Updated design of Temporary Membership Form (minute 6)

John Page had circulated in advance his updated design of the Temporary Membership form. After discussion, the Committee accepted it with thanks.

Completed

14/11 Reports on areas of responsibility

14.1 UK Sport / Sport England

Nothing to report.

14.2 Sport+Recreation Alliance

The forthcoming S+RA National Conference was noted. A registration fee applied and there was no proposal from around the table that a BPA representative should be sponsored to attend.

14.3 Insurance

In response to a question, the Office confirmed that the BPA members' insurance summary (for third party public liability insurance) had been published on the BPA website since before its start date of 1 April 2011. The full policy document had not yet been received, which was not unusual, as it normally arrived from the broker during late April or May.

Tony Butler (Technical Officer) and Martin Shuttleworth (Secretary-General) were due to meet Martin Mansley of Jelf Manson Insurance Brokers, at one of their regular liaison meetings early in May. Martin Mansley planned to introduce them to the new contact at the underwriters who had succeeded Mick Turvey, who had left Liberty International Underwriters earlier this year. Martin Mansley had also indicated that Jelf Manson Insurance Brokers would provide an update on their new insurance product designed to be of interest to BPA members. This information would be relayed to the next meeting.

15/11 Development Action Plan: 1 July 2010 to 30 June 2011

15.1 Commission a new BPA website and database

The new BPA website and online database had been commissioned from Archant Dialogue. The website was nearing completion and the online database ready for further trial when staff from the membership services section of the BPA Office were available later in the year after the high workload of the peak renewal period.

Ongoing

15.2 Develop a resource package for safety events at DZs

Alex Busby would carry forward this target into the next Action Plan year, 2011-2. There was discussion about previous targets of providing grants for safety events at Drop Zones. The Chairman explained that the grants had never fully been taken up, and the Committee had decided instead to seek to produce a safety resource pack for Centres to use as they saw fit

Tony Butler had highlighted the USPA safety pack, and had kindly arranged with USPA that BPA could use any parts of this material it considered appropriate for the UK, with due acknowledgement. Two UK Centres were known regularly to hold safety events, and Alex Busby would liaise with their CCIs to find out what resource material might already be available for possible inclusion, with originators' permission, in the pack. The Chairman said a good approach would be to find out what material might be available, and then decide what to select and how it might be used.

Action: Alex Busby

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

Kieran Brady had completed this research and recommended a bespoke course to be run at those Centres that required it.

Completed

This course would be progressed through a new target in the next Action Plan year (minute 16).

New target for next Action Plan

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

This had been partly achieved. There had been no further developments since the last meeting. A wholesale draft update of the document, in the new form of Articles-only, had been completed last autumn and was awaiting any comment from the legally qualified Vice Presidents before being progressed to a final draft for Council approval and then put before the membership.

Carry forward to next Action Plan

16/11 Development Action Plan: 1 July 2011 to 30 June 2012

The Committee discussed targets for the new Action Plan year beginning on 1 July 2011. Several of the targets would be continuations of projects already began in the current Action Plan year (minute 15).

Additional new targets were discussed and three agreed, targets 5, 6 and 7 in the matrix on page 4. Alex Busby suggested a target on the BPA purchasing a selection of intermediate canopies for hire to members. In an extensive discussion, Tony Butler (Technical Officer) reported that the BPA had received legal advice previously that it should not provide jumping kit or equipment for reasons of legal liability. The Committee therefore decided not to pursue the idea.

The agreed Development Action Plan to be recommended to tonight's meeting of the full Council is set out in the matrix on page 4.

Action: Recommend to the Council

17/11 Car mileage rate

Paul Applegate sought a review of the BPA mileage rate paid for private car use, in the light of increasing fuel prices. The Chairman asked him to raise this at tonight's meeting of the full Council, when the Treasurer would be present.

Action: Raise at Council

18/11 Dates of future meetings

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

The meeting closed at 1330.

Draft Development Action Plan 2011-2

Target	From	To	By	How	Budget
1. Go live with the new BPA website and database	Existing website	New site with facility for online renewal	June 2012	Complete project started last year	Contract already in place
2. Develop a resource package for safety events at DZs	No package	Safety resource package	June 2012	Review and adapt material, with permission, from existing authoritative sources	May be able to secure sponsorship from insurers
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 2012	Develop course with an appropriately qualified trainer	May be able to secure sponsorship from insurers
4. Update Articles of Association to reflect the BPA in the 21st century	Essential update - 2011	Comprehensive update of Articles in new format (compliant to Companies Act 2006)	June 2012	Once draft fully approved by Council, put updated Articles to the membership at the AGM 2012	Updated draft already paid for and delivered
5. Research establishing and maintaining a BPA archive	No formal archive	Structured archive	June 2012	Use the BPA's 50th Anniversary 1961-2011 as a springboard to seek to put in place more formal archive arrangements	No budget required
6. Investigate means of video conferencing for use between meetings	No video conferencing	Video conferencing	June 2012	Investigate free-to-use services available by telecom/ web providers	No budget required
7. Consult with Clubs & Centres about the possible development of an online system for Provisional Student Memberships	Paper-based system	Review of online possibilities	June 2012	Discuss with DZOs, possibly at BPA annual meeting for DZOs	No budget required