

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
www.bpa.org.uk



COMMUNICATIONS COMMITTEE

Minutes of the meeting held on
TUESDAY 12 DECEMBER 2000 at 1400
at the BPA Offices, 5 Wharf Way, Glen Parva, Leicester

Present: Kieran Brady - Committee Chairman
Paul Applegate
Ian Midgley
Lofty Thomas

In attendance: Tony Butler - Technical Officer
Lesley Gale - Editor, Skydive Magazine
Martin Shuttleworth - National Administrator
Glen Turnbull - Development Officer
Sue Waterfield - Administration Secretary

Observers: Matthew House
Craig Poxon

Apology for absence: John Hitchen

ITEM MINUTE

1 Minutes

Ian Midgley proposed, and Lofty Thomas seconded, a motion that the minutes of the meeting of the Communications Committee held on 17 October be approved as a correct record. This was carried unanimously.

Approved

2 Matters arising

2.1 Magazine finance (minute 2.1)

At the last meeting, the Committee had been content with the end-of-year figures (to 30 June 2000) on the financial performance of the magazine. Consideration of the revised budget for the current year had been held over until this meeting. Changes compared with the original budget had been highlighted on the budget paper. These reflected increased costs of design and print, etc, as the magazine had grown in size. It was noted that the magazine website was self-funding. The budget included the purchase of a Portable Document Format Writer at a cost of about £300, which would save about £620 per issue. Lesley Gale also sought budget approval to purchase image cataloguing software (Extensis Portfolio Image Bank) at a cost of about £152 with an upgrade at £81.

After discussion, Ian Midgley proposed, and Paul Applegate seconded, a motion that the budget (including the purchase of a PDF Writer and image cataloguing software) be approved. This carried unanimously.

Approved

Lesley Gale reported that the already-agreed purchase of a digital camera for magazine work (minute 7 of the last meeting) was still necessary because, although the BPA already owned a digital camera, it produced photographs of insufficient resolution for the magazine.

At the request of the Chairman, Lesley Gale agreed to prepare an inventory of BPA-owned equipment used for the magazine together with confirmation that each item was adequately insured. This would include new equipment that would need insurance to include use in the field, such as the digital camera.

Action: Lesley Gale

The Chairman said that the invoices he checked and signed off did not cover all of the magazine budget. Lesley Gale explained that this was because as Editor she checked and signed off some invoices for services provided for the magazine, as she was commissioning and co-ordinating services such as design, secretarial work and printing for each issue. The Chairman and Lesley Gale agreed to discuss this in more detail outside the meeting.

2.2 Visimap files (minute 3)

Lesley Gale confirmed that she had put Glen Turnbull in touch with the supplier of these electronic map files for possible use on the Drop Zone pages of the BPA website.

2.3 'People in the Sport' feature (minute 4)

The Committee confirmed it was content at the strong representation of UK nationals in this feature.

3 Starter Magazine distribution update

The Committee approved the third draft of a letter to Drop Zones for issue in February. The letter was a reminder to Drop Zones about the Starter Magazine and emphasised their key role in ensuring its distribution to first-time jumpers.

Action: BPA Office

Ian Midgley said that an internet service provider had expressed an interest in coming to an agreement with the BPA whereby it might distribute the Starter Magazine by post. Many issues would need to be discussed and clarified before any firm proposal could be put to the Committee, so the existing distribution mechanism via the Drop Zones would continue at least for the time being.

4 Skydive Magazine

Lesley Gale tabled a paper and reported that the December issue of the magazine had been produced on budget and was due to be posted by Warners on Thursday 14 December for receipt by Saturday 16 December. (Note: Subsequent to the meeting, Warners advised of a slight delay to posting until Monday 18 December.)

Lesley Gale then outlined the features planned for the February 2001 issue. She also tabled for information selected correspondence she had received for the letters page, which had been held over from the last issue to allow time for a proper response. The correspondence comprised two subjects: finance and incident reports. Debbie Carter would reply to the letter about finance and the role of the EGM in her capacity as Treasurer. The Chairman of STC (or his nominee) would be invited to respond to the correspondence about incident reports.

4 Website update

Ian Midgley reported that problems had been experienced with the technical operation of parts of the website and these were being discussed with the service provider. The existing service provider had been given notice that the current contract period was due to come to an end in February 2001 and had been invited to re-tender for a further period. Other tenders had also been sought.

Glen Turnbull, Development Officer, was leaving the BPA staff soon but routine maintenance of the website would still be carried out by the BPA Office. It was hoped that a new Development Officer would be appointed shortly.

Craig Poxon had asked a question about the posting of BPA minutes on the website. These were posted after ratification by Council, except for STC minutes which had special dispensation for earlier posting because of urgent safety issues. STC minutes were currently on the safety site but may in future be available from the same page as minutes of other meetings.

5 Action Plan Matrix

The Chairman asked for suggestions for the Action Plan Matrix 2001/2 to be sent to him to pass on to the first meeting of the Committee in the new year.

6 Advertising

The Committee decided not to place a paid BPA advertisement in next year's emergency services wallplanner.

7 Life Membership

In response to an enquiry from Lesley Gale, Lofty Thomas outlined the criteria for the award of life membership.

8 Date of next meeting

To be arranged for February 2000.

The meeting closed at 1500.

Distribution:

Council/Committee
Vice Presidents
Treasurer
Technical Officer
NCSO
National Administrator
Development Officer
Financial Administrator
Editor – Skydive Mag