

British Parachute Association

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DEVELOPMENT COMMITTEE

Minutes of the meeting held on
TUESDAY 20 FEBRUARY 2001 at 1600
at the BPA Offices, 5 Wharf Way, Glen Parva, Leicester

Present: Ian Midgley - Committee Chairman
Chris Allen - Chairman of Council
Kieran Brady
David Hickling
Craig Poxon
John Saunders (from item 6.5)
Lofty Thomas

In attendance: Paul Applegate
Tony Butler - Technical Officer
Jon Gretton - Financial Administrator
Debbie Carter - Treasurer (from item 4)
Lesley Gale - Editor, Skydive Magazine
John Hitchen - NCSO
Martin Shuttleworth - National Administrator
Sue Waterfield - Administration Secretary
Lucie Wood - Development Officer

Observer: Colin Fitzmaurice

ITEM MINUTE

D01/01 Minutes

Lofty Thomas proposed, and David Hickling seconded, a motion that the minutes of the meeting of the Development Committee held on 12 December 2000 be approved as a correct record. This was carried unanimously.

Approved

D02/01 Matter arising

2.1 Commercial courses for Drop Zone Operators (minute 40)

The first course, on marketing, was due to be held at the BPA Office on Tuesday 27 February. 6 Drop Zone Operators had booked on the course.

2.2 New style of Membership card (minute 42)

Trials of the new style of membership card had not been satisfactorily completed in time for the new card to be introduced during the current renewal period. The item had therefore been included in the draft Administration Action Plan Matrix for the next year.

D03/01 Further investment of BPA funds

Jon Gretton reported that a further £200,000 had been invested in a capital bond, making a total of three bonds of £200,000 each. Although the best return could be obtained by holding the bond for its full five year term, it was segmented in case part of it needed to be encashed earlier. A further £200,000 was held on deposit, which would be sufficient to cover all the BPA's foreseeable expenditure, including the Action Plan for 2001/2. Ian Midgley confirmed that the intention was to maximise the BPA's reserves to invest in the future of the sport.

D04/01 Areas of responsibility

The following areas of responsibility were agreed.

- **Advertising** – Kieran Brady
- **Coaching for the future** – refer to the Council for advice on whether this is an item for the Development Committee or the Competitions Committee, which was organising a coaching roadshow
- **UK Sport, Sport England, CCPR** – Craig Poxon
- **Insurance** – David Hickling
- **Regional Representatives** – Lofty Thomas

D05/01 Regional Representatives

Lofty Thomas reported that he had been continuing to liaise with the Federation of Yorkshire Sport, who had advised him that they would like to visit Merlin Parachute Centre, Topcliffe, which he would be pleased to arrange.

The Chairman congratulated Lofty Thomas on his award of a medal by the Yorkshire Regional Sports Council for services to the management of sport.

D06/01 Development Action Plan Matrix: 1 July 2001 to 30 June 2002

A draft matrix was tabled which set out a number of ideas, some of which had originally been proposed in a short meeting on the day of the AGM. Each of the ideas was discussed.

6.1 Office extension

Richard Tregaskes was pursuing an application for lottery funds from Sport England. The Chairman reported that he had volunteered to come back on the Development Committee as a co-opted member to progress the application (see minute 7). The application had been made during the current year and the BPA Chairman had advised that it was not therefore appropriate to include the same item in next year's plan. It was noted that planning permission from the local authority had now lapsed, but a re-application could be made if the bid for funding was successful.

6.2 Electronic document scanning and storage system

A demonstration of the system at the BPA office had highlighted certain operational issues that needed to be resolved before a decision could be taken to include this item in the Action Plan.

6.3 Feasibility study on electronic questionnaire to Members

After discussion, it was decided that the most economical and straightforward means of conducting a membership survey remained as the insertion of a printed questionnaire with the renewal form in the February issue of Skydive Magazine. About 70% of Members had Internet access according to the last survey, and an electronic survey might be considered in future when the percentage of Members with net access had increased.

It was therefore agreed to set as a target a paper-based membership survey by questionnaire, with a budget of £1K. Planning of the questionnaire would need to start in October to ensure that it was ready in time.

Action: Propose to the Council

6.3 Loyalty reward scheme for Members and Centres

A suggestion had been made to the Committee that a loyalty reward scheme for long-serving Members and Centres might be considered, by giving a discount on Membership subscriptions to individuals, and capital grants for facilities or events to centres.

After discussion, the Committee decided that a Certificate and a mention in the Magazine was the most appropriate way to recognise Members with long service.

With regard to centres, the Committee considered that such a scheme could not be introduced in quite the manner suggested, but Chris Allen had an alternative proposal for a feasibility study into how the BPA might help Drop Zone Operators with their development plans, which would be considered later in this meeting.

No further action

6.4 Employ an advertising/sponsorship co-ordinator

Advertising in the Magazine was an issue for the Communications Committee. Part of the role of the BPA Development Officer was to seek sponsorship, as this was not by itself a full-time job. Therefore, this suggestion was not progressed.

No further action

6.5 Publish a handbook on head-up flying (freeflying)

Lesley Gale suggested this item. After discussion, it was agreed that the series of articles by Giles Fabris published in Skydive Magazine could be augmented and recast in the form of an instruction manual to add to the BPA's range of manuals. A budget of £5K was therefore earmarked and the item included in the draft matrix to go forward for consideration by the Council.

Action: Propose to the Council

6.6 Feasibility study on the removal of barriers for disabled skydivers

A specialist fundraiser had been in touch with Lesley Gale about this item. After discussion, the Committee agreed that everyone had to be treated as an individual and it was for the CCI at each centre to decide, after discussion with the person concerned, what level of participation in the sport a disabled individual could reasonably be offered without prejudicing their own safety or the safety of others.

No further action

6.7 Consult Drop Zone Operators about development plans and possible BPA grants

Chris Allen suggested this feasibility study to help promote the development of the facilities available to members at Affiliated centres and clubs. This idea was to encourage Drop Zones to think about realistic development plans, which might for example include the installation of a set of hanging harnesses or a new shower block or bunk house. Drop Zones would be asked to cost possible developments and from this the feasibility of the BPA making available grants to assist in funding specific agreed developments could be considered. This project was therefore (i) to explore the possibility of a BPA sponsorship scheme for the enhancement of facilities at Drop Zones and, if appropriate, (ii) to set out a draft budget and a draft of the conditions that must be fulfilled for Drop Zones to qualify for such sponsorship.

After discussion, it was agreed to include this item in the Development Action Plan matrix to be proposed to the Council tonight, with a suggested budget of £1K.

Action: Propose to the Council

D07/01 Co-option of Richard Tregaskes

The Committee agreed to co-opt Richard Tregaskes as a Member of the Development Committee and that the BPA would pay his expenses in attending meetings.

D08/01 AGM 2002

The Committee confirmed the venue for the next AGM, on Saturday 19 January 2002, as the Hanover International Hotel, Hinckley.

D09/01 Date of next meeting

Tuesday 24 April 2001 at the BPA Office (start time to be advised).

The meeting closed at 1800.