

# 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



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## Development Committee

Minutes of the meeting held on

**Tuesday 15 February 2005 at 1700**

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

<b>Present:</b>	Kieran Brady	Development Chairman
	Chris Allen	Chairman of Council
	Adrian Bond	
	Ralph Fielding	
	Eddie Jones	
	Elizabeth Stoodley	Media Co-ordinator
<b>In attendance:</b>	Paul Applegate	
	Jon Gretton	Financial Administrator
	John Hitchen	NCSO
	Martin Shuttleworth	Secretary-General
<b>Apologies for absence:</b>	Tony Butler	Technical Officer
	Debbie Carter	Treasurer
	Tony Goodman	
	Geordie Page	

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### Item Minute

#### 01/05 Minutes

Elizabeth Stoodley proposed, and Eddie Jones seconded, a motion that the minutes of the meeting of the Development Committee held on Tuesday 7 December 2004 be approved as a correct record.

**Approved**

#### 02/05 Matter arising: Drop Zone Operators' Forum (minute 43.1)

The date for the DZ Operators' Forum had been fixed as Tuesday 8 March 2005. The draft agenda was confirmed. DZ Operators had been invited to suggest items for the open forum sessions and a number had already done so. The indications to date were that the day would be likely to be well supported.

#### 03/05 Allocation of areas of responsibility 2005

The Committee agreed the following allocation of areas of responsibility for 2005:

- Advertising (consideration of possibly relevant promotional material sent to the BPA) - Kieran Brady
- UK Sport, Sport England (including BPA Regional Reps in England) - Ralph Fielding
- CCPR - Adrian Bond
- Insurance - David Hickling
- Media - Elizabeth Stoodley.

David Hickling had kindly agreed to remain involved in insurance matters now that he had stepped down from the Council so that the Committee could continue to benefit from his knowledge. Ralph Fielding proposed, and Eddie Jones seconded, a motion to co-opt David Hickling as a non-voting member of the Development Committee to enable him to continue to hold the insurance brief.

**Carried unanimously**

**04/05 Reports on areas of responsibility**

**4.1 Media**

Elizabeth Stoodley reported that she had been helping POPS with publicity for Nancy Wake, a 93-year-old who had parachuted into France during the Second World War. Elizabeth Stoodley had also been contacted by the manufacturers of Seven Seas cod liver oil who were looking for an active 70-year-old parachutist to feature in promotions to celebrate the product's 70<sup>th</sup> birthday. John Hitchen suggested a number of names.

**4.2 Other areas of responsibility**

There were no reports on other areas of responsibility. A proposal on insurance was to be considered later in the meeting (minute 7).

**05/05 Development Action Plan: 1 July 2005 to 30 June 2006**

**5.1 Media webpage**

Elizabeth Stoodley proposed, and Eddie Jones seconded, a proposal that a webpage should be developed for the BPA website to guide members on the key elements of how to compose a press release and where to send it. Budget: £300.

**Carried unanimously – include in Action Plan**

**5.2 Freely manual**

Elizabeth Stoodley said that the publication of a Freely Manual, which had been included in the 2002/3 Action Plan, had not yet been fully completed. She had circulated copies of relevant papers from that time. Paul Floyd had drafted the FF1 section but the FF2 section had still to be prepared. John Hitchen said he would remind Paul Floyd and also liaise with Andy Ford to see whether he could help. The intention was to put the FF1 and FF2 sections of the manual together to STC for approval.

**Action: John Hitchen**

As this target had already been covered by an earlier Action Plan, and was still in progress, albeit delayed, the Chairman said that it would not be appropriate to include it in the 2005/6 Action Plan.

**5.3 BPA Affinity Credit Card**

Adrian Bond proposed, and Elizabeth Stoodley seconded, a motion to review the effectiveness of marketing the BPA Affinity Credit Card with a view to possibly re-launching the card. Budget (for review meetings): £250.

**Carried unanimously – include in Action Plan**

**5.4 Safety evenings**

After discussion, Elizabeth Stoodley proposed, and Adrian Bond seconded, a motion that a fund should be set aside to cover specialist speakers' expenses to encourage safety evenings at Clubs & Centres that did not have access to such speakers locally. This would be subject to gaining STC's agreement. Access to the fund would be subject to a maximum limit of £100 per application and on a first-come, first-served, basis. Budget (for fund): £500.

**Carried unanimously – include in Action Plan**

A letter would need to be sent to Drop Zones in when the fund was launched in summer 2005.

**Action: June 2005 meeting**

### **5.5 Summary of targets 2005/6**

The Chairman summarised by saying that the Committee had agreed three targets for the Development Action Plan to run from 1 July 2005 to 30 June 2006. These would be recommended to the full Council at its meeting this evening. The targets were:

- 1 Publish a BPA web page for Members to make the most of the media - budget £300
- 2 Research the potential of re-launching the BPA Affinity Credit Card - budget £250
- 3 Support and encourage Clubs & Centres to run safety evenings - budget £500.

### **06/05 Action Plan 2004/5**

#### **6.1 Target 1: Start a new page on the BPA website on National Skydiving Records**

The new page was online. It featured the *Brit Chicks 2004* record with an invitation for Members to email information and pictures on other appropriate records.

**Achieved**

#### **6.2 Target 2: Host an open forum meeting for Drop Zone Operators**

Arranged - see minute 2.

**Arranged**

#### **6.3 Target 3: Create a new role as Media Co-ordinator**

Elizabeth Stoodley was active in this role.

**Achieved**

#### **6.4 Target 4: Improve the quality and quantity of media coverage of skydiving in the UK**

This had been achieved by Elizabeth Stoodley's liaison with the media, which had resulted in positive media stories reaching some 1.2 million people during the calendar year 2004 via local newspapers, national and local radio and regional television.

**Achieved**

### **07/05 Insurance**

The Chairman reported on a proposal by the Insurance Committee to reduce the amount of cover for third party claims when jumping at non-affiliated centres abroad. This would not reduce the premium but would help to reduce the potential risk and should help to contain future increases in premium. At present the £2m limit meant there was significant potential for possibly massive member-to-member claims which could cause future premiums to soar. Chris Allen explained that, at the time the policy had first been written, it had been expensive to travel abroad. Now that the cost of overseas travel of fallen significantly, the number of members jumping overseas had increased, and the exposure of the policy had increased proportionately. The BPA had no control at overseas non-affiliated Drop Zones. As at present, the insurance at overseas non-affiliated drop zones would not cover instructor negligence.

The BPA's broker was currently in discussion with the underwriters who would suggest an appropriate limit of cover at overseas non-affiliated Drop Zones. The Chairman said that he was looking for agreement today on the concept of a reduction rather than a particular figure, because the figure could not be settled until the broker had reported back.

John Hitchen said that he would like to see a limitation in the policy that those who intentionally put themselves at risk would not be covered.

Kieran Brady proposed, and Ralph Fielding seconded, a motion that the amount of overseas cover at non-affiliated drop zones provided by the BPA insurance policy should be reduced from the start of the new membership year on 1 April 2005.

**Carried unanimously**

### **08/05 Dates of future meetings in 2005**

Tuesdays at 1630 at the BPA Office, Leicester: 19 April, 14 June, 16 August, 11 October and 6 December.

The meeting closed at 1830.