

# British Parachute Association

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## Development Committee

Minutes of the meeting held on  
**Tuesday 17 February 2009 at 1630**  
at the BPA Office, 5 Wharf Way, Glen Parva, Leicester

<b>Present:</b>	Craig Poxon Paul Applegate Ray Armstrong John Horne Martin Soulsby Weed Stoodley	Development Chairman
<b>In attendance:</b>	Adrian Bond Tony Butler Debbie Carter Lesley Gale Jon Gretton John Hitchen Ian Marshall Steve Saunders Andy Scott Martin Shuttleworth	Co-opted Technical Officer Treasurer (from item 14) Editor, <i>Skydive Magazine</i> Financial Administrator NCSO Secretary-General
<b>Apologies for absence:</b>	Paul Ledden Paul Moore Grant Richards	Co-opted

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### Item Minute

#### 01/09 Composition

Craig Poxon, who had been voted to the Office of Development Chairman at the inaugural Council meeting on Saturday 10 January 2009 (Council minute 1.6), welcomed those present to this first meeting of the Development Committee 2009.

Consequent to Council's decision on Committee composition (minute 48/07 of the Council meeting on 12 June 2007), no Committee could have a voting majority on Council, which meant that the number of voting members on the Committee was limited to six plus the Chair.

Seven of the fifteen elected Council Members had expressed an interest in serving on the Development Committee. Adrian Bond offered to serve in a co-opted, non-voting capacity and the Chairman reported that Paul Ledden had, graciously, offered to do the same in the event that the Committee was over-subscribed.

The Chairman said that, on this basis, this year's Development Committee would comprise as voting members – himself, Paul Applegate, Ray Armstrong, John Horne, Paul Moore, Grant Richards, Weed Stoodley; and co-opted non-voting members: Adrian Bond and Paul Ledden. In addition, item 4 of the Committee's terms of reference specified that the Treasurer was ex-officio a member of the Committee.

It was noted that some Council Members had votes on two Committees, whereas some others had votes on none. This would be reported to Council.

**Report to Council**

## **02/09 Terms of reference**

### **2.1 Media Co-ordinators**

The Committee noted its terms of reference (BPA Form 174, issue 4, March 2008), which had been circulated with the agenda. The Committee agreed that, as had been discussed at the preceding meeting of the Communications Committee (Communications minute 2 refers), the Media Co-ordinators should from now on report to the Communications Committee instead of the Development Committee. The terms of reference of the Development Committee would be updated to reflect this.

**Action: BPA Office – see Appendix**

### **2.2 Drop Zone Defence Fund (DZDF)**

The Chairman noted that monitoring progress of DZDF came within this Committee's terms of reference. He said the last report from Jon Gretton (BPA Financial Administrator) had stated that the DZDF stood at approximately £6K. The Committee invited a report from Chris Jones, Chairman of DZDF, for its next meeting.

**Action: BPA Office**

### **2.3 FAQ**

Martin Soulsby reported that he was compiling a list of BPA FAQ, with answers, for the UKS website <http://www.ukskydiver.co.uk/>

## **03/09 Insurance Working Group**

The Chairman reported that David Hickling had decided to step down as Chairman of the Insurance Working Group. On behalf of the Committee, he thanked David Hickling for the sterling work he had done over many years that had this year culminated in a significant year-on-year reduction of about 25% in the insurance element of the BPA subscription. David Hickling had indicated, in a letter dated 31 January to the Chairman of Council, that he believed an elected Council Member should now take the chair of the Insurance Working Group. The Development Chairman said that, after informal consultations with others on the Insurance Working Group and with staff, he believed the best way forward for this year would be for him to chair the Insurance Working Group himself, and the Committee agreed.

The Chairman reported that he had invited Kieran Brady, Paul Moore and Grant Richards to continue to serve on the Insurance Working Group for 2009. The Committee was content with this. The Group would continue to meet at the BPA Office with staff in attendance.

The Committee recorded its most grateful thanks to David Hickling for his sterling work on the complex issue of BPA insurance over many years.

## **04/09 Minutes**

With the addition of an extra sentence to minute 53.2/08 requested by Weed Stoodley, John Horne proposed, and Paul Applegate seconded, a motion that the minutes of the Development Committee meeting held on Tuesday 2 December 2008 should be approved as a correct record. This carried unanimously.

**Approved**

## **05/09 Matter arising: Suggestion of a display skydive at the London 2012 Olympics**

The Chairman said that Tony Goodman had been seeking to progress this. However, he would possibly be going overseas this year and the Committee believed that it might be appropriate to pass the task on to someone else. The Chairman would liaise with Tony Goodman.

**Action: Chairman**

## **06/09 Areas of responsibility 2009**

### **6.1 UK Sport / Sport England / BPA Regional Reps to Sport England**

John Horne kindly agreed to look after liaison in these areas.

The Chairman reported that the three BA representatives to Sport England Regions who had stood down at the last AGM - John Page (South West), Mick Matthews (West Midlands) and Grant Richards (East) would be invited to suggest a local successor .

**Action: BPA Office**

## **6.2 CCPR**

Ray Armstrong would look after liaison with CCPR. However, Adrian Bond would continue to look after liaison on BingoLotto.

## **6.3 Insurance**

Minute 3 refers.

## **6.4 Media**

Minute 4 refers – responsibility for media liaison had now been transferred to the Communications Committee.

### **07/09 Memorandum & Articles of Association**

Weed Stoodley reported that work was ongoing on updating the BPA's Memorandum & Articles of Association to meet current needs. It had now reached the stage where external legal advice was being sought.

**Action: Weed Stoodley**

The possibility was discussed of introducing a new grade of voting Membership to encourage former members, who were no longer active jumpers, to re-join. The Committee noted that this was already catered for by the non-jumping Qualified Associate Member grade.

### **08/09 The Airkix Fund**

Martin Soulsby had put an item in *Skydive the Mag* to invite Members to tender for production of a training video for CH1/CH2/CP1. He had received one bid, from David Griffin who proposed to produce the video at Skydive Airkix in association with Stuart Meacock. The cost was estimated to be about £1,300, which the Airkix Fund of £1,400 would be able to cover. The DVDs would be made widely available to assist in canopy training. Martin Soulsby would circulate the proposal by e-mail.

**Action: Martin Soulsby**

John Hitchen asked about insurance since canopies would be flying close together for the purposes of filming, giving rise to a potential risk, in work being undertaken on behalf of the Association. The Committee believed that since the work was being sub-contracted, it was for the contractor to ensure that adequate insurance arrangements were in place.

### **09/09 BingoLotto**

Adrian Bond reported that the BingoLotto digital television programme was due to start again this year. Clubs & Centres would have the opportunity to sign up for the 'buddy programme' from which they would benefit from a percentage of their ticket sales.

### **10/09 Membership recruitment and retention initiative**

John Horne summarised the trial of greater flexibility with temporary memberships and conversion from student to full membership that was to begin on 1 April 2009 (minute 35 of the meeting on 19 August 2008 refers). Drop Zone Owners and Operators, at their meeting last November, had greeted the idea with indifference. It would be up to each Club & Centre to decide whether or not they took part in the trial. The trial would be evaluated by reference to year-on-year variations in the number of Temporary Memberships taken out.

The Chairman had interrogated the BPA database and believed there to be about 1500 Members a year who did not renew. Tony Butler said that he believed it to be nearer to 700, this being the number of A licences taken out each year. This loss was balanced out by new Members. John Horne said that the attrition rate was high and that a key focus of retention initiatives should be to reduce it. Lesley Gale suggested that one way to attract back lapsed members to the sport might be to offer them a discounted rate in a wind tunnel. With regard to recruitment, data on Members' route of entry to the sport was needed.

### **11/09 Next Drop Zone Owners' & Operators' meeting**

The Committee asked the Office to consult Drop Zone Owners' and Operators' on three possible date options for their next meeting, viz: (i) autumn 2009 at a Central England venue; Friday 15 January 2010 at the Blackpool Hilton (the day before the AGM); or (iii) February/March 2010 at a Central England venue.

**Action: BPA Office**

**12/09 Development Action Plan: 1 July 2008 to 30 June 2009**

**12.1 Improve the functionality of BPA website to provide more and better services to Members and the wider public**

This would be the second phase of development of the new website, once a debrief had taken place with Hcoms, the contractors, on stage 1 which had covered the new front end of the website, which was now up and running.

**Ongoing**

**12.2 Pilot implementation of selected new funding stream/s**

**12.2.1 Possible BPA tandem bookings agency**

The Chairman said this was a possible item to go forward for development in the new Action Plan year starting on 1 July 2009.

**Action: Chairman**

**12.2.2 BPA Shop**

John Horne was in ongoing discussions with Grant Richards and Jason Thompson over the BPA Shop.

**Ongoing**

**12.3 Support and encourage Clubs & Centres to run more safety events**

Of the total budget of £1000, half had been granted to safety events at Target Skysports, Hibaldstow. Target had been the only Centre to have applied for a grant in the year to date and the Committee hoped that other Centres would also apply – a reminder would be put in the Mag.

**Ongoing**

**55.4 Increase media coverage of skydiving in local UK media**

The target of issuing the new media contact form to first-time jumpers had already been achieved (minute 23.4/08 refers).

**Target achieved**

**55.5 Research the promotion of the sport to young people**

Martin Soulsby reported that the initiative being progressed by a commercial company through the Royal Aero Club appeared to have gone on the back burner because of the effects of the credit crunch.

**Delayed**

**13/09 Development Action Plan: 1 July 2009 to 30 June 2010**

The Committee discussed the following targets:

- grants for safety events at Clubs & Centres
- possible development of a BPA tandem booking agency website
- e-mail exit survey of lapsed members
- further initiatives on membership recruitment and retention
- further investigation of registration and safeguarding requirements for sports instructors and coaches in relation to the implementation of new legislation on safeguarding vulnerable groups (CCPR were holding a seminar in the spring, which John Horne and BPA staff were planning to attend)
- online broadcasting of meetings
- updated Memorandum & Articles of Association.

The Chairman said the ideas formally to go forward to the full Council would need to be firmed up, and a budget allocated (from the available budget of £5,980), at the next meeting on Wednesday 22 April. The Development Action Plan would then be recommended to the full Council for formal ratification at the Council meeting that evening.

**Action: Next meeting**

**14/09 Investments**

The Chairman reported that an instrument of the BPA's investments (of its financial reserves) was due to mature soon. Standing policy was that it would automatically be re-invested. However, the Chairman called attention to a possible investment strategy that he believed might

achieve higher returns and benefit Members at the same time. This would be further discussed at tonight's meeting of the full Council.

**Action: Refer to Council**

**15/09 Insurance**

The Office reported on a letter dated 14 February 2009 it had received from the Association's outgoing insurance broker, HSBC Insurance Brokers Ltd.

**16/09 Next meeting**

The Chairman reported that he would be at a skydiving event in the USA at the time of the next meeting. However, in case of a weather hold, he would likely to be able to contribute to the meeting via Skype. Andy Scott kindly volunteered to provide the necessary hardware to try out.

**Action: Andy Scott for next meeting**

**17/09 Date of next meeting**

Wednesday 22 April 2009 at 1600 at the BPA Office, Glen Parva, Leicester. The Chairman invited John Horne (Vice Chairman of Council) to chair the meeting in his absence.

The meeting closed at 1830.

**Appendix to the minutes of the meeting of the Development Committee held on Tuesday 17 February 2009**

Variations to issue 4 are shown in **bold**

**DEVELOPMENT COMMITTEE**

**TERMS OF REFERENCE AND RULES OF PROCEDURE**

**ACCOUNTABILITY**

1. The Development Committee is a Committee of the full Council of Management of the British Parachute Association, and is accountable in all its dealings to that Council.

**COMPOSITION**

2. The Chairman of the Development Committee shall be elected at the Inaugural Council Meeting, immediately following the Annual General Meeting, in accordance with the rules laid down in the Articles of Association of the BPA. He/she will be a member of the BPA Council.
3. The remainder of the Development Committee will normally be formed from other members of the BPA Council. The Chairman has the right to propose non-Council BPA members as non-voting co-opted members of the Development Committee, if their particular skills, knowledge or experience would enhance the workings of the Committee.
4. The Chairman of the BPA and the BPA Treasurer are ex-officio members of the Development Committee. The permanent members of the BPA staff will normally attend Development Committee meetings; one of whom will act as minutes secretary for the meeting.

**VOTING**

5. Each member of the Development Committee is entitled to one vote on any matter on which a ballot is required. Co-opted members are non-voting.
6. In the event of a tie in any ballot, the Chairman is granted an additional casting vote to prevent impasse.
7. Proxy votes on any matter are to be lodged, in writing, with the Chairman prior to commencement of any meeting. The acceptability and applicability of the wording of a proxy vote will be at the Chairman's discretion.

**RESPONSIBILITIES**

8. The Development Committee is responsible to Council for the following:
  - a) Proposing Policy on Financial Matters, including Budgeting.
  - b) Proposing changes to Annual Subscriptions for all members of the BPA.
  - c) Levels of Council/Staff Expenses (control is delegated to the Staff Liaison Officer).
  - d) Proposing Policy on Third Party Insurance and any associated insurance matters.
  - e) Actively encouraging and developing Sports Council Liaison .
  - f) Responsible for the Planning functions of the BPA, and the production of a relevant Development Plan, acceptable to the BPA and Sports Councils, and the monitoring of the plan during its life.
  - ~~g) **Increasing Public Relations and the provision of Public Information.**~~
  - h) Monitoring progress of the Drop Zone Defence Fund.

9. Specifically excluded from the responsibilities of the Development Committee is Staff Remuneration. This is vested in the BPA Employment Subcommittee (see Form 229), which makes recommendations to the full Council.

#### **QUORACY**

10. The Committee will be quorate with 3 voting members present. This will not present difficulty as all decisions taken are subject to ratification by the full BPA Council on presentation of the approved, written, minutes.
11. In the absence of the Chairman of the Development Committee, he/she will nominate another member of the BPA Council, or the Development Committee, to deputise.

#### **MEETINGS AND AGENDA**

12. There will be a minimum of 6 meetings per year, on dates promulgated by the Chairman in consultation with the rest of the Development Committee.
13. All meetings must be notified in advance, with an agenda, to all eligible members of the Development Committee. All items of A.O.B. should normally be notified to the BPA Office, in writing, by the Friday prior to the meeting in question. Additional agenda items may be accepted at the Chairman's discretion.
14. The Development Committee is in a special position as regards agenda items, in that they are empowered to discuss items of business raised by any BPA member, or any outside authority; the Development Committee may then raise these matters with the BPA Council.