

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



Development Committee

Minutes of the meeting held on

Tuesday 23 June 2009 at 1530

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

Present:	Craig Poxon John Horne Paul Ledden	Development Chairman
In attendance:	Tony Butler Debbie Carter Lesley Gale Martin Shuttleworth	Technical Officer Treasurer (from item 35) Editor, Skydive the Mag Secretary-General
Apologies for absence:	Paul Applegate Ray Armstrong Adrian Bond John Hitchen Paul Moore* Grant Richards Weed Stoodley*	NCSO

* at a meeting of the Competitions Committee running concurrently.

Item Minute

29/09 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Wednesday 22 April 2009 had already been approved by the Committee, ratified electronically by the Council and published on the BPA website <http://www.bpa.org.uk/minutes>

30/09 Matters arising

30.1 Committee composition (minute 30)

The Council at its meeting on 22 April (Council minute 29) had referred back to the Development Chairman the issue of possible variations to the composition of the Committee. This had come about because the Competitions Committee, with which this Committee shared several members in common, had established a new pattern of meeting at the same time as this Committee, so that it too could meet on Council meeting days.

Weed Stoodley had advised the Development Chairman she would be pleased to offer her voting seat on the Development Committee to Paul Ledden, who did not presently have a voting seat on any of the Committees, whilst herself retaining a co-opted (non-voting) seat on Development. The Chairman said he would be happy with this arrangement, and invited Paul Ledden to take up the voting seat that Weed Stoodley had vacated. Paul Ledden agreed to do this. This meeting was therefore now quorate with three voting members present, as specified by the terms of reference (Form 174).

30.2 Drop Zone Defence Fund (minute 20.2)

A report by Chris Jones, Chairman of DZDF, had been circulated. The Committee suggested it might be helpful to Members to include an item in the Mag about DZDF ahead of the next

membership renewal, because the renewal form offered Members the option of making a voluntary donation to DZDF. Lesley Gale said she would liaise with Chris Jones with a view to putting an item in the February 2010 Magazine.

Action: Lesley Gale

30.3 Suggestion of a display skydive at the London 2012 Olympics

The Chairman said there was no update yet.

Action: Chairman

30.4 BPA representatives to Sport England Regions (minute 20.4)

A call had appeared in the June Mag for any member who was interested. None had come forward to date. The Committee asked the Office to contact the two Affiliated Centres in the region to seek a volunteer. The task was not onerous or time-consuming.

Action: BPA Office

31/09 Reports on areas of responsibility

31.1 UK Sport / Sport England / BPA Regional Reps to Sport England

John Horne reported that links to the funding sections of the Sport England and other home countries sports councils covering Scotland, Wales and Northern Ireland, had been put on the front page of the BPA website. Sport England offered National Lottery-funded small grants open to application by not-for-profit clubs and societies. BPA had called this to the attention of the Chair of BCPA, because it appeared that university and college skydiving clubs in England might be eligible to apply for Sport England funding. This might give more opportunity for success than the BPA handling applications centrally, as there was an annual funding cap on each applicant organisation.

John Horne asked the Office to send him a list of BPA Reps in the Sport England Regions.

Action: BPA Office

31.2 CCPR

31.2.1 Liaison with CCPR

Ray Armstrong reported in absentia that he had arranged to meet James Stibbs, CCPR's Head of Communications, at the BPA office this Thursday, 25 June. He would report back to the next meeting.

Action: Ray Armstrong

31.2.2 BingoLotto benefiting sport through CCPR

The Committee understood that BingoLotto was due to re-start this summer. BPA had registered with CCPR for a share of the distribution for sport. Adrian Bond was keeping a watching brief on BingoLotto.

Ongoing

31.3 Insurance

Tony Butler (Technical Officer) reported he had had a meeting with a Member whose company was interested in providing personal liability insurance including insurance for military instructors. This was not something that the BPA arranged centrally.

Tony Butler also reported that the BPA's new brokers for the sport's third party public liability policy, Manson Insurance Brokers, had indicated that they were willing in principle to sponsor a safety training day for Drop Zone Owners and operators and CCIs on Friday 15 January 2010 at the Blackpool Hilton, the day before the AGM.

32/09 Update of Memorandum & Articles of Association

Martin Shuttleworth reported that Weed Stoodley and he had carried out a detailed review of the updated draft of the BPA Memorandum & Articles of Association that had been prepared by Co-operatives UK Legal Services. They planned to circulate the draft to the Development Committee within the next few weeks, and later to the full Council.

Ongoing

33/09 The Airkix Fund: CH/CP video

The Chairman reported that development of the CH/CP video, funded by the Airkix Fund, was continuing. The storyboard had been agreed. Videoing was due to take place this summer. Martin Soulsby was liaising with Dave Geffin and Stuart Meacock who was producing the video.

Ongoing

34/09 Safeguarding vulnerable groups

John Horne, Tony Butler and Martin Shuttleworth had each attended a CCPR seminar on safeguarding vulnerable groups in sport. Reports had been circulated. John Horne said the good news was that it appeared to be unlikely that parachuting would be classed as a regulated activity, to which special statutory provisions would apply. However, there was likely to be some impact on instructors and coaches, particularly when they were instructing young people under 18 years old. The new statutory provisions were to be phased in over a five-year period. The Home Office had more recently run an information Roadshow on safeguarding, at which the BPA had been represented. Official government guidance on safeguarding in sport was due to be published between July and September this year. Until this was available, it was difficult to set out any specific plans.

John Horne said that safeguarding vulnerable groups was a topic for the agenda of the BPA meeting for Drop Zone Owners and Operators to be held this autumn (minute 35).

Note for DZO meeting

35/09 BPA meeting for Drop Zone Owners & Operators

On considering three venue and price options reported by the Office, the Committee decided to hold the meeting on a mid-week date to be arranged in late October 2009 at the same venue as last year, Walcote Village Memorial Hall near Lutterworth in Leicestershire (M1 Jct 20). The Office would confirm a date with the venue. The Committee agreed that the BPA would provide lunch. The overall cost was expected to be about £500.

Action: BPA Office

36/09 Development Action Plan: 1 July 2008 to 30 June 2009

36.1 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. The debrief was arranged for Monday 27 July at the BPA Office, when the Development Chairman would be able to attend.

Ongoing

36.2 Pilot implementation of selected new funding stream/s

36.2.1 Possible BPA tandem bookings agency

This target had been carried forward for development in the next Action Plan year starting on 1 July 2009.

Action: Chairman

36.2.2 BPA Shop

The Chairman said it was not appropriate further to discuss the BPA Shop without Grant Richards, who was co-holder of the franchise, present.

Ongoing

36.3 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. A reminder had been put in the Mag. A similar target appeared in next year's Development Action Plan (minute 37.3).

Ongoing

36.4 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

36.5 Research the promotion of the sport to young people

Martin Soulsby had 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

Development Action Plan: 1 July 2009 to 30 June 2010

Target	From	To	By	How	Budget
1. Implement phase 2 of the new BPA website and database	Successful implementation of phase 1, new website	Implementation of phase 2, online renewals	June 2010	Set out requirements to contracted web consultants and implement with them	£500 (additional to contract fee already agreed)
2. Explore the viability of the BPA developing a tandem bookings agency as an arm's length commercial activity	No model for such an activity	Possible model for such activity	June 2010	Consult with stakeholders on the appropriateness, or otherwise, of such a strategy	No additional budget required
3. Support and encourage Clubs & Centres to run more safety events	Grants available for Centres to run safety events	Grants supported by 'safety packs'	June 2010	Develop and promote safety packs	£1000
4. Keep up-to-date with developments in statutory safeguarding of vulnerable groups	Old legislation	Implementation from 2010-2015 by government of the provisions of the Safeguarding of Vulnerable Persons Act 2006	June 2010	Publish press release template on the BPA website	£750
5. Take further initiatives in membership promotion and retention	Pilot scheme in 2009	Further initiatives	June 2010	Monitor and review pilot scheme, develop new initiatives	£500
6. Put updated Memo & Articles of Association to AGM 2010	Old-fashioned Memo & Arts	Updated Memo & Arts	January 2010	Continue to draft updated Memo & Arts with legal advisers	£1000

The available Development Action Plan budget was £5980 of which £3750 had been earmarked.

37.1 Implement stage 2 of the new BPA website and database

This was contingent on the debrief on stage 1 (see minute 36.1).

37.2 Explore the viability of the BPA developing a tandem bookings agency as an arm's length commercial activity

The Chairman was continuing to investigate this.

Action: Chairman

37.3 Support and encourage Clubs & Centres to run more safety events

Weed Stoodley had suggested that the BPA produce a safety pack to help to structure safety events. The Committee noted that both Target Hildalstow and Langar had run safety events and they might be asked whether they would be willing to share material for possible use in a BPA safety pack.

Action: Weed Stoodley

The Committee noted that USPA had a national safety day. Although the Committee decided against the idea of designating a particular safety day in the UK – the message was that every day is a safety day – Tony Butler said he would contact USPA ask whether they would be prepared to let us see their safety pack.

Action: Tony Butler

37.4 Keep up-to-date with developments in statutory safeguarding of vulnerable groups

See minute 34.

On target

37.5 Take further initiatives in membership promotion and retention

The Chairman had circulated in advance a paper that proposed an e-mail survey of lapsed members. He outlined his proposals, which the Committee believed to be an excellent initiative. There was discussion about the need for an incentive to respond. The Committee agreed that a prize by random draw of respondents of the option either of a free-of-charge Temporary Membership (if the respondent was eligible for Temporary Membership) or a free-of-charge annual subscription to 'Skydive the Mag'. A total of ten prizes was agreed, to an overall value of about £250. The mailing would be carried out by a communications company that specialised in work for third sector membership bodies such as the BPA. They would contact the Office to harvest the last recorded e-mail addresses of lapsed Members from the BPA membership database.

Action: Chairman & BPA Office

37.6 Put updated Memo & Articles of Association to AGM 2010

See minute 32,

On target

38/09 Sponsored links on website?

The Office reported it had received a request for a sponsored link on the BPA website from a Member who was offering skydiving images for sale. The Member did not wish to have a banner advertisement but a more economical and straightforward link on the links page. The Chairman noted that the links page had always contained only links to national sports agencies and official bodies or societies related to skydiving. He said he would think about the issues raised by the request such that it could be considered by the Committee.

Action: Next meeting

39/09 Date of next meeting

Tuesday 18 August 2009 at 1530 at the BPA Office, Glen Parva, Leicester

The meeting closed at 1715.