

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 8 December 2009 at 1530

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

Present:	Craig Poxon Paul Applegate John Horne Grant Richards	Chairman
In attendance:	Adrian Bond Tony Butler Jon Gretton Martin Shuttleworth	Technical Officer Financial Administrator Secretary-General
Apologies for absence:	Ray Armstrong John Hitchen* Paul Ledden Paul Moore* Weed Stoodley*	NCSO

- at a meeting of the Competitions Committee running concurrently.

Item Minute

65/09 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 13 October 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>

66/09 Matters arising

66.1 Affinity programme (minute 53)

Specific proposals from Andy Tedstone of Clarke Roxburgh Insurance Brokers Ltd were still awaited. The Office would ask him for specific proposals for the BPA, for consideration at the February meeting.

Action: BPA Office / February 2010 meeting

66.2 Suggestion of a display skydive at the London 2012 Olympics (minute 54.2)

John Horne kindly agreed to sound out the Red Devils.

Action: John Horne

66.3 BPA Shop (minute 54.4)

Grant Richards of UK Parachute Services (UKPS) Ltd, the franchisee of the BPA Shop, reported that UKPS was re-launching the BPA Shop website. He demonstrated the new website, which would go live within the next few weeks. The BPA received 10% of the net profit on BPA-branded items sold, and £15 on each voucher. The vouchers were now e-vouchers, as the BPA Shop was now a wholly online business without a physical shop counter.

Grant Richards said that the BPA Shop would be happy to act as the agency for team clothing of the British delegation to international competitions. He believed that the buying power of the BPA Shop would enable it to secure a good deal on official team uniforms.

The BPA Shop had recently handed a cheque for £723 to the BPA. Sales during the current calendar year had been modest, with for example only 5 jump vouchers sold. The Union Jack BPA T-shirts were the most popular line, but there was some long-remaindered stock going back well before UKPS took over the BPA Shop franchise from Tony Knight in 2006. The BPA Shop had never sold parachute equipment as per the standing arrangement with the BPA since the BPA Shop had first been founded.

A draft letter of agreement between the BPA and UKPS that had been prepared in 2006 had never been signed. This was because UKPS was not happy with the termination timescale it proposed, which in UKPS's view was too short and therefore prejudicial to investment in the BPA Shop, for example by initiatives such as its new website. Grant Richards intended to update the draft to include provision for a minimum contract period of three years from 1 April 2010, and circulate it to the Committee for consideration for approval.

Action: Grant Richards

66.4 BPA credit card (minute 60)

Adrian Bond reported that the BPA had received commission of £501.16 from MBNA, the credit card issuer, for the period July to September 2009. During this time only one new card had been taken out, but cardholders had put a total of £173k of transactions through their BPA credit cards and most of the commission to the BPA was from this. MBNA had recently introduced web-marketing tools. Adrian Bond was considering whether these might be useful to help to promote the BPA credit card.

The Chairman noted that the USPA credit card offered a choice of one of a number of different skydiving images on each card. Adrian Bond said this had been highlighted before, but unfortunately the volume of BPA credit card holders fell below the number that MBNA required to offer alternative designs.

67/09 Reports on areas of responsibility

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

67.1.1 Sport England small grants scheme

John Horne reported he understood that the application for a grant under the Sport England small grants programme that had been filed by Sam Lee on behalf of Warwick University Skydiving Club had initially been referred back by Sport England, and then re-submitted by the Club. It was currently awaiting the outcome of the re-submission. John Horne said that the draft he had seen appeared to have been very well put together, and he very much hoped that the application would be successful.

67.1.2 BPA Reps to Sport England regions

John Horne said that most Sport England initiatives now appeared to be at a national level, and the significance of the regional structure of Sport England no longer appeared to be as prominent as it may once have been. Some of the BPA Representatives to Sport England regions had observed that there appeared to be little for them to do as there were aware of few if any regional initiatives of any potential interest. John Horne said he therefore intended to contact each of the BPA Regional Reps to enquire whether or not they believed it was worthwhile to continue with the network of BPA Reps to the Sport England regions.

Action: John Horne

67.2 Liaison with CCPR

Craig Poxon said he would try to go to the CCPR workshop on the Companies Act 2006 to be held in London in the New Year, as he was based most locally.

Action: Craig Poxon

67.3 BingoLotto benefiting sport through CCPR

Although BingoLotto had been suspended after only a few weeks of its most recent run due to poor ticket sales, Adrian Bond said there was still some funding due to the BPA through CCPR. It was not yet known how much this was likely to be. The Committee agreed to keep BingoLotto as an item on the agenda until the payment was received.

67.4 Insurance

The Chairman reported that he had attended the annual review meeting of the Insurance Working Party with Martin Mansley of Mansons Insurance Brokers Ltd held at the BPA Office on Monday 7 December. There had been few claims or potential claims this year. One claim had

been under the new death and critical injury policy, sadly for a fatality, and the BPA was grateful to Mansons for the speed at which the policy has paid out. The insurers had indicated that the premium for the next membership year, 1 April 2010 to 31 March 2011 inclusive, would be likely to be pegged at this year's rate. If the next insurance year was as relatively quiet as this one appears to have been (bearing in mind there can be a considerable time lag between an incident and an ensuring claim), there was the prospect of the insurers being able to offer a reduction in premium for the membership year beginning 1 April 2011.

The Chairman thanked Mansons Insurance Brokers and Liberty International Underwriters for kindly sponsoring the BPA training workshop for DZOs and CCIs on safety management systems to be held at the Blackpool Hilton on Friday 15 January 2010. Mansons and Liberty had also kindly agreed in principle to cover the BPA's costs of the one-off work in scouring draft European aviation safety legislation at consultation state to highlight and object to any provisions that might be prejudicial to sport parachuting. The project had already cost the BPA several thousand pounds. The support of the insurers in helping to fund these risk management initiatives was greatly appreciated.

68/09 Survey of lapsed members

The Chairman reported that he was still in the process of analysing the responses he had received to the electronic survey of lapsed members he had conducted in July 2009 through a specialist third sector communications company. He said he would e-mail the raw data to members of the Committee for suggestions and assistance in preparing a summary of the key points.

Action: Committee / Next meeting

The incentives that had been offered to respondents appeared to have been successful, with 10 winners selected at random being able to opt for either a complimentary Temporary membership or annual Magazine subscription.

69/09 The Airkix Fund: Canopy handling training video

Dave Giffen was continuing to work on this, and the video/s should be available soon.

Ongoing

70/09 BPA meeting for Drop Zone Owners & Operators

This had been held on Tuesday 27 October 2009 at Walcote Village Memorial Hall near Lutterworth in Leicestershire. The venue hire and lunch costs had kindly been sponsored by Mansons Insurance Brokers and Liberty International Underwriters, who had both been present on the day. The meeting had been chaired by the Chairman of Council. 16 DZs had been represented. The Chairman said that it had been a useful day with wide-ranging discussions on a variety of issues as summarised in the notes on the meeting that had already been circulated.

Issues referred specifically to the Development Committee (see notes on the DZO meeting) would be considered in the Action Plan (see minute 73.2) or at the first meeting of the 2010 Committee in February, when the Development Action Plan 2010-11 was being formulated.

Action: Next meeting

71/09 Development Action Plan: 1 July 2009 to 30 June 2010

71.1 Implement stage 2 of the new BPA website and database

The Office had expressed concerns about slippage of the implementation schedule on Hcoms' part. The Chairman and Martin Shuttleworth had therefore arranged to visit Hcoms on Monday 14 December to seek to resolve this.

Action: Chairman & BPA Office

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

The DZO meeting held on Tuesday 27 October (minute 72) had not supported the development by the BPA of an online tandem bookings agency for the reasons set out in the notes. The Committee therefore decided not to proceed with the idea.

No further action

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

As Weed Stoodley could not currently attend meetings of this Committee because they clashed with those of the Competitions Committee, it was understood that Paul Ledden had kindly agreed to help to progress this item. The idea was to seek to develop a pack of material for Clubs & Centres along the lines of that USPA provided for its national safety day – although there were no plans to have a common national safety day in the UK, rather events on different dates as decided by individual Centres.

Action: Weed Stoodley / Paul Ledden

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

John Horne and the Office were monitoring the position carefully. The government's implementation of this new scheme had caused public controversy, and a government review of the specifics of the planned provisions was currently taking place. As a result, the detail we were waiting for, of sector-specific guidance for sport, had not yet been published. The BPA could not sensibly take things forward until we had received and digested this key official guidance.

Ongoing

71.5 Take further initiatives in membership promotion and retention

As noted at the last meeting, the experimental concession to allow up to two temporary memberships to those who had not been full members in the last membership year depended on Centres to control. This was not easy because there was no accessible central database of Temporary members to enable Centres to check. Figures showed there to have been a 6% year-on-year increase in Temporary memberships. The position would be kept under review.

Ongoing

See minute 68 reference the survey of lapsed members.

71.6 Put updated Memo & Articles of Association to AGM 2010

Although an earlier draft had been completed and approved in principle by the Council (Council minute 84 refers), the legal advisers had since recast the whole document into the new format of Articles of Association only. The Committee would therefore need time to consider the new document before putting it forward for consideration by the full Council. The target to put the new governing instrument before the membership for approval would therefore now be the AGM 2011.

Ongoing

72/09 Possible role for a BPA President

The Chairman reported that the Council, at its last meeting (minute 78), had asked the Committee to consider whether there was a role for a President within the BPA. The Memorandum & Articles of Association included provision for a President. Tony Butler said that General Michael Rose had been invited to assume this role some years ago, but had unfortunately declined because he had not had the time. The Committee was greatly assisted in its deliberations by written advice from all four Vice Presidents, which had been circulated with the agenda. After discussion, the Committee had concluded that there was no need for the BPA to appoint a President, but that it would be appropriate to seek to offer the Vice Presidents more involvement in BPA activities, and to consult them on this. This was appropriate now that the BPA had in place a published disciplinary procedure, which freed the Vice Presidents from their previous involvement in disciplinary matters. The Vice Presidents' loyalty to the Association was clearly apparent from their written submissions, and this was of great value to the Association.

The Chairman asked the Office to draft a document that could be used as a basis for consultation with the Vice Presidents.

Action: BPA Office /Next meeting

73/09 Banner advertising rates on the BPA website

The Office reported that banner advertising rates on the BPA website had not been revisited for some years. At that time, some years ago, the Committee had always envisaged that the rates would increase pro rata with the number of web visitors. Now that the new BPA website was in place, the Committee gave the Office discretion to take advice from appropriate advertising sales professionals and to review the banner advertising rates, maintaining the longstanding two-tier discount for BPA Affiliated Centres and skydiving-related businesses.

Action: BPA Office

74/09 Instructor training

John Horne raised an issue concerning the balance of sessions in instructor training courses. Tony Butler suggested he should discuss the matter with John Hitchen.

75/09 Chairman's thanks

As this was the last meeting of the 2009 Committee, the Chairman thanked the Committee and BPA staff for their hard work during a busy and interesting year. The first meeting of the 2010 Committee would be held on the same day as the Council meeting (to be advised) in February 2010.

The meeting closed at 1650.