

# British Parachute Association

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## Development Committee

Minutes of the meeting held on

**Tuesday 23 February 2010 at 1530**

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

<b>Present:</b>	Craig Poxon Christopher Beattie Adrian Bond Kieran Brady John Horne Paul Ledden	Development Chairman
<b>In attendance:</b>	Tony Butler Debbie Carter Jon Gretton Lee Harrison John Hitchen Andy Scott Martin Shuttleworth	Technical Officer Treasurer (from item 8.3) Financial Administrator Insurance adviser NCSO Co-opted Secretary-General
<b>Apology for absence:</b>	Paul Applegate	

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### Item Minute

#### 01/10 Composition and terms of reference

Craig Poxon, who had been voted to the Office of Development Chairman at the inaugural Council meeting on Saturday 16 January 2010 (Council minute 1.6), welcomed those present to this first meeting of the Development Committee 2010.

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.

The six voting members of the Development Committee for 2010 would be: Paul Applegate, Chris Beattie, Adrian Bond, Kieran Brady, John Horne and Paul Ledden.

Adrian Bond proposed, and John Horne seconded, a motion which carried unanimously, that Andy Scott and Debbie Carter (Treasurer) be co-opted as non-voting members.

The Committee's terms of reference (BPA Form 174, circulated with the agenda) were noted.

The Committee agreed that the composition of the Insurance Working Group would remain unchanged for 2010, viz; Craig Poxon (Chair), Kieran Brady and Paul Moore, with BPA staff in attendance.

#### 02/10 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 8 December 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>

## **03/10 Matters arising**

### **3.1 Insurance (minute 66.1)**

The Chairman reported that Andy Tedstone of Clarke Roxburgh Insurance Brokers had advised that the underwriters he had been working with to develop a bespoke offer for BPA Members had now decided that it was not for them. There was therefore no report back for the time being.

However, the Chairman was pleased to introduce Lee Harrison to the meeting. A former BPA Member who had belonged to the Red Devils, Lee Harrison was now a self-employed specialist in term insurance. The Chairman invited him to address the meeting.

Lee Harrison outlined the structure of the insurance industry and highlighted the key role of re-insurers. Re-insurers stood behind brokers and underwriters. Re-insurers' assessments of risk were fundamental determiners of insurance premiums. He had secured contacts in general re-insurance and discovered that their profiles of risk for skydiving were out-of-date and inaccurate. Current data was significantly better in terms of improved risk management and lower injury rates. Skydiving should no longer be classified as a 'high risk activity' but a 'controlled adventure sport'. This had to affect premiums for term insurance, such as life insurance, for skydivers. Lee Harrison therefore believed he could negotiate favourable rates of life and critical illness insurance for BPA Members, possibly rates little different from non-skydivers, with the statistics he had already received following meetings with Tony Butler, Technical Officer, and others at the BPA Office.

Lee Harrison also hoped to be able to secure competitive rates for personal accident insurance. The Committee took cognizance of the Financial Services Authority regulation of insurance sales, and the need for brokers to be registered. A Drop Zone could not act as a broker, but as an introducer.

The Chairman invited Lee Harrison to draft an article for submission to the Magazine to outline the different types of insurance such as (i) term insurance, (ii) personal accident insurance and (iii) BPA insurance, which was third party public liability insurance.

The Chairman thanked Lee Harrison for his contribution to the meeting and said that the Committee looked forward to hearing concrete proposals from him in due course.

**Action: Lee Harrison**

### **3.2 Possible display skydive at the London 2012 Olympics (minute 66.2)**

John Horne was in contact with the Team Leader of the Red Devils and would report back to the next meeting.

**Action: John Horne**

### **3.3 BPA Shop (minute 66.3)**

The Chairman had negotiated a letter of agreement with the BPA Shop and would circulate it to the Committee for formal approval and recommendation to Council. The BPA Shop's new website was now live at <http://www.bpashop.co.uk/>

**Action: Chairman**

### **3.4 Consultation with Vice Presidents on their role (minute 72)**

The Chairman read aloud a letter to Vice Presidents drafted by the Office. The Committee agreed it would be appropriate to issue this, subject to agreement by the Chairman of Council.

**Action: BPA Office**

### **3.5 Banner advertising rates on the BPA website (minute 73)**

Martin Shuttleworth, Secretary-General, said he had not yet reviewed the prices charged by the BPA for display of banner advertising on the BPA website because the development of the BPA website was currently under discussion.

**On hold**

## **04/10 Areas of responsibility 2010**

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

John Horne had looked after this area last year, and this year offered to seek to establish a more co-ordinated way of liaising with all these bodies and CCPR.

He had drafted a letter to the BPA representatives in each of the Sport England Regions to ask whether they considered regional representation still to be valuable to the BPA. This was in the light of an apparent decline in regional activity by Sport England. He said it would also be sensible for the BPA to liaise with the other home country sports councils, for Wales, Scotland and Northern Ireland.

In discussion, the Committee noted that a key objective of liaison with these sporting agencies was to identify possible sources of external funding. However, the amount of public funding available had reduced significantly over the years. Now only small pockets appeared to remain, and the application process was typically so bureaucratic that Kieran Brady said he had formed the view that the rewards and the strings attached to them sometimes hardly justified the effort.

John Horne would update the Committee once he had corresponded with BPA regional representatives in the Sport England regions.

**Action: John Horne**

#### **4.2 CCPR**

The Chairman reported that CCPR had issued a notice about membership of the Adventure Activities Industry Advisory Committee. The Committee asked Tony Butler to advise on whether or not it might be appropriate for the BPA to make a nomination.

**Action: Tony Butler**

The Chairman reported that a communication from CCPR had highlighted the BBC Thrillseeker website <http://www.bbc.co.uk/thrillseeker/> which encouraged people to try new outdoor activities. Skydiving was not included. The Chairman said he would find out about how our sport might become involved.

**Action: Chairman**

#### **4.3 Insurance**

The Chairman reported that two insurers had contacted the Office with a view to quoting for BPA insurance. Tony Butler, Technical Officer, believed it was important for the BPA to look to a long-term partnership with its new insurer, having changed only last year.

Tony Butler reported that the BPA's insurers, Mansons Insurance Brokers and Liberty International underwriters, had kindly covered the costs of the BPA workshop on Drop Zone Safety Management Systems held at the Blackpool Hilton on Friday 15 January. They had also agreed in principle to cover the foreseeable one-off costs of representing the interests of sport parachuting in the consultation on new pan-European air safety regulations being developed by the European Air Safety Agency (EASA). To date, these costs came to about £6.5k. The Committee asked whether the cost of the BPA's membership of the European Parachute Union (EPU) might be included in the sponsorship, as this was a vital part of the machinery of consultation in Europe. The answer was that the insurers had not been asked to cover the BPA's cost of EPU membership as a direct cost for safety / risk management in the sport. The Office would broach this with the insurers.

**Action: BPA Office**

#### **05/10 Survey of lapsed members**

The Chairman reported that Martin Shuttleworth, Secretary-General, had suggested that it might be setting ourselves a daunting task to seek to summarise the responses in any rigorous or scientific way. The Chairman agreed that each reader of the survey would draw out their own conclusions. However, responses included some repeatedly occurring themes and these could be put in a short list. The Chairman said that this appeared to him to be a reasonable way forward and that the responses, together with the short list, should be published on the BPA website. The Committee agreed.

**Action: Chairman / BPA Office**

#### **06/10 The Airkix Fund**

The Chairman reported that he had spoken with Martin Soulsby who had said that production of the canopy videos was continuing, slowly but surely.

**Ongoing**

#### **07/10 BPA meeting for DZOs – autumn 2010**

The Committee decided to hold the now annual BPA meeting for Drop Zone Owners and Operators at the now established venue of Walcote Village Hall, Lutterworth, Leicestershire, on Tuesday 9 November 2010. The Committee decided that, unless the insurers sponsored the day

as they had kindly done last year, the BPA Office should issue invitation should be extended to all Centres for one of them to sponsor the day, as had been done in years gone by.

**Action: BPA Office**

**08/10 Development Action Plan: 1 July 2009 to 30 June 2010**

**8.1 Implement stage 2 of the new BPA website and database**

The Office had expressed concerns about slippage of the implementation schedule on Hcoms' part. Hcoms had cancelled their scheduled meeting with the Chairman and Martin Shuttleworth on 14 December 2009. The meeting had been re-scheduled for 2 March, involving Adrian Bond as the Chairman was not available.

**Action: Adrian Bond / BPA Office**

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

Not now being progressed. See minute 71.2/09.

**No further action**

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

After consideration of different possible approaches, Paul Ledden agreed to contact those Centres known to run a safety day or other safety event, to enquire about its content and format. This would help the Committee to decide how best to take forward this target.

**Action: Paul Ledden**

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

John Horne reported that he would be attending a government roadshow on the Vetting and Barring Scheme (VBS) of the Independent Safeguarding Authority, and would report back. Sector-specific guidance for sport was still awaited.

**Action: John Horne**

**8.5 Take further initiatives in membership promotion and retention**

Tony Butler reported that the experimental initiative to allow up to two temporary memberships to those who had not been full members in the last membership year would continue, as originally envisaged, during the new membership year beginning on 1 April 2010. A second year of trialling the scheme should enable sufficient data to be accumulated to evaluate its effectiveness.

**Ongoing**

See minute 68 reference the survey of lapsed members.

**8.6 Put updated Memo & Articles of Association to the AGM**

The re-draft of the BPA's governing instrument in the new format of Articles only (previously circulated) was being considered by Weed Stoodley and Martin Shuttleworth, who would report in due course. The timetable now was for the Council to recommend the updated Articles for formal adoption by the AGM 2011.

**Ongoing**

**09/10 Development Action Plan: 1 July 2010 to 30 June 2011**

The Chairman asked for ideas to be forwarded to him for discussion at the next meeting. The Development Action Plan needed to be recommended to the full Council at its next meeting in April. The budget was £4925. In reply to a question, Debbie Carter (Treasurer) said that any underused budget from an Action Plan would go back into general BPA funds.

**Action: All Committee / Next meeting**

**10/10 BPA credit card**

Adrian Bond tabled reports showing that the BPA had earned a commission of £1132.09 for the six months to December 2009. Advertising to members through the Mag etc had generated 9 new accounts.

**11/10 Clothing supplier**

The Chairman reported on an e-mail from a clothing supplier forwarded by Paul Moore. The Committee said that the supplier was of course welcome to advertise to Members in the Mag, and the idea of offering BPA Members a discount was a good one. However, this was not a matter in which it was necessary for this Committee to get involved.

**12/10 Dates of next meetings**

The next meeting would be held at noon on the day of the next Council meeting, to be confirmed at the Council meeting tonight.

**[Note:** At the Council meeting, the following dates were agreed for meetings of the Council 2010, and for meetings of Committees that meet on Council days:

Tuesdays 23 February, 20 April, 22 June, 17 August, 12 October and 7 December at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF.]

The meeting closed at 1650.