

British Parachute Association

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Development Committee

Minutes of the meeting held on

Tuesday 21 June 2011 at 1530

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

Present:	Craig Poxon Adrian Bond Alex Busby Paul Applegate Kieran Brady John Page	-	Development Chairman
In attendance:	Tony Butler Jon Gretton John Hitchen Martin Shuttleworth Martin Soulsby	-	Technical Officer Financial Administrator NCSO Secretary-General Chairman of Council (from item 27.7)
Apology for absence:	Debbie Carter	-	Treasurer

Item Minute

19/11 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 19 April 2011 had already been approved by the Committee, ratified electronically by the Council and published on the BPA website <http://www.bpa.org.uk/minutes>

20/11 Matters arising

20.1 Letter of agreement with the BPA Shop (minute 13.1)

The Chairman reported that he had now agreed this with Grant Richards of the BPA Shop's franchisee, UK Parachute Services Ltd. The variations agreed to the draft were (i) that the BPA Shop would remit to the BPA 10% of the *gross* (rather than *net*) profit from BPA branded items; and (ii) that the BPA Shop *may* (rather than *will*) supply the UK National Team uniform.

Action: BPA Office

21/11 Budget

The Chairman reported that there were no budget items to address at this meeting.

22/11 Reports on areas of responsibility

22.1 UK Sport / Sport England

Nothing to report.

22.2 Sport+Recreation Alliance

The Chairman reported that S+RA was holding a conference on bribery. It had also published the results of a study on best practice for governance in sport.

22.3 Insurance

Tony Butler (Technical Officer) reported that he had arranged to hold a routine claims review meeting later this month with the insurance broker and the insurer's solicitor.

23/11 Development Action Plan: 1 July 2010 to 30 June 2011

23.1 Commission a new BPA website and database

A new BPA website and database had been commissioned from Archant Dialogue. The first phase, the new website, would go live early in the new Action Plan year. See minute 24.1 below.

Commissioning completed

23.2 Develop a resource package for safety events at DZs

Alex Busby had taken on this target mid-year, and would continue to progress it during the new Action Plan year. See minute 24.2 below.

Ongoing

23.3 Research provision and adequacy of information / courses for first-aiders at Drop Zones

Kieran Brady had completed this research and recommended a bespoke course. The course would be progressed through a new target in the next Action Plan year (minute 24.3).

Research completed

23.4 Update the BPA Articles of Association to reflect the BPA in the 21st century

Helpful feedback on the draft of the updated Articles of Association had recently been received from Jim Crocker, Vice President. The Committee thanked Jim Crocker for his valuable input. This feedback would now be used to continue refining the draft with Co-operatives UK Legal Services, who had prepared it. The action carried forward into the next Action Plan year, with a view to putting the final draft before the membership at the AGM in 2012.

Carried forward to next Action Plan

24/11 Development Action Plan: 1 July 2011 to 30 June 2012

24.1 Go live with the new BPA website and database

The first phase of the new BPA website and online database that had been commissioned from Archant Dialogue was planned to go live on Monday 4 July. Phase 1 would comprise the new website with an enhanced Member Search facility that returned additional information. Phase 2, at a later date, would comprise the new database upon which a facility for online renewals could subsequently be rolled out.

24.2 Develop a resource package for safety events at DZs

Alex Busby was progressing this target. The intention was to produce a safety resource package for Centres to dip into as and when they wished. It might include a generic hazard-spotting brief. He also saw a training gap between category 8 and experienced parachutists. He had asked all CCIs for feedback. The Chairman asked Alex Busby kindly to liaise with Liz Ashley, Editor of Skydive the Mag, in relation to possible use of the 'What if' series of safety articles in the Mag.

Action: Alex Busby

Alex Busby also mentioned the need for the CH1 and CH2 manuals to be updated. The Chairman said that came under STC (of which Alex Busby as a CCI was a member) rather than the Development Committee.

24.3 Offer Drop Zones a course for first-aiders

Kieran Brady reported that he was planning to meet the prospective trainer tomorrow. He had in mind starting with a pilot course. He would report back to the next meeting. Tony Butler reminded the meeting that, as this was a safety-related activity, the insurers had indicated they would in principle be willing to fund such a course from their risk management fund.

Ongoing

24.4 Update Articles of Association to reflect the BPA in the 21st century

See minute 23.4 above.

Ongoing

24.5 Research establishing and maintaining a BPA archive

Two members had expressed interest in carrying our archive work for the BPA. In discussion, the Committee confirmed that this was a voluntary role, although reasonable out-of-pocket expenses would be paid. The Committee decided not to make a decision today but to wait to

see whether any further volunteers came forward as a result of the series of articles that the Mag was running about the sport during BPA's first five decades.

Action: Review at next meeting

The Office suggested that, in thinking about establishing a BPA archive, it might be appropriate to liaise with the Royal Aero Club Trust (RAeCT) as holder of the official archive for UK airports, for the benefit of any guidance or advice they might be in a position to offer. The Committee asked the Office to contact RAeCT.

Action: BPA Office

24.6 Investigate means of video conferencing for use between meetings

John Page kindly offered to set up, at the next meeting, a trial of video conferencing from the next room at the BPA Office to see how such a system might be used, for example if a Committee member could not be present in person for a meeting.

24.7 Consult with Clubs & Centres about the possible development of an online system for Provisional Student Memberships

This was a possible item for inclusion on the agenda of the next BPA meeting for Drop Zone Owners and Operators. See minute 25 below.

25/11 Annual BPA meeting for Drop Zone Owners & Operators

The Chairman said that feedback from Drop Zone Owners and Operators to the annual meetings that the BPA had arranged for them over the last few years had been very positive. It was clearly valued by DZOs as a networking opportunity.

However, last year it had been something of a struggle to find pertinent items for the agenda, in the absence of any burning issues - as the cost of insurance had been some years ago.

The Committee therefore considered possible agenda items. One, consulting with Clubs & Centres about the possible development of an online system for Provisional Student Memberships, had already been mentioned – minute 24.7 above.

The insurance brokers – who had again kindly agreed to meet the cost of the meeting for DZOs - had suggested another possible agenda item, electronic incident reporting. Tony Butler said this might be a good idea in principle, but it raised a number of practical issues that would benefit from discussion with DZOs and CCIs to develop an effective and efficient system for our sport – the insurers already had experience of operating a similar system in another sport.

The Committee believed that the above items formed a springboard for a meeting, and asked the Office to call for other agenda items from DZOs themselves.

Action: BPA Office

The Committee decided to hold the meeting at the now customary venue of Walcote Village Memorial Hall, near Lutterworth, Leicestershire. Subject to venue availability, which the Office would check, the meeting would be arranged for a midweek date in early November, after the school half term holiday.

Action: BPA Office

26/11 Personal accident insurance

Jelf Manson Insurance Brokers were planning to propose to the Committee a new online facility to purchase personal accident insurance for BPA Members, which they hoped to launch with the endorsement of the BPA. They had indicated that the proposal was still being fine-tuned, and it was understood that they may be ready to come forward with it to the August meeting.

Await proposal from Jelf Manson insurance Brokers

27/11 BPA credit card

Adrian Bond reported that the BPA credit card had generated an income to the BPA of £449.71 for the first quarter. Kieran Brady said he would report to the next meeting how many members were using the BPA credit card at Strathallan, where he had kindly offered to waive the 3% credit card fee if the BPA credit card was used.

Action: Kieran Brady

The possibility of offering a discount to members who used the BPA credit card to pay their annual membership subscription was discussed. However, providing a 2.5% discount would mean the BPA had to cover the discount plus the card issuer's charge of another 2.5%, making a 5% reduction in total, which would be likely to cost the BPA more than the income the card was generating. It was therefore unfortunately not practical to pursue this idea.

28/11 Dates of future meetings

At 1530 noon at the BPA Office, Glen Parva, Leicester, on Tuesdays 16 August, 11 October & 6 December 2011.

The meeting closed at 1635.