

British Parachute Association

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Development Committee

Minutes of the meeting held on

Tuesday 11 October 2011 at 1530

at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF

Present:	Craig Poxon	-	Development Chairman
	Paul Applegate		
	Adrian Bond		
	Kieran Brady		
	Alex Busby		
	John Page		
In attendance:	Liz Ashley	-	Editor, <i>Skydive the Mag</i>
	Tony Butler	-	Technical Officer
	Jon Gretton	-	Financial Administrator
	John Hitchen	-	NCSO
	Martin Shuttleworth	-	Secretary-General
	Martin Soulsby	-	Chairman of Council

Item Minute

37/11 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 16 August 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>

A typographical correction to the ratified minutes was noted. On p4, item 33, final line of third paragraph before the numbered points, reads '... from which not only the main points are reproduced here'. This should read '...from which only the main points are reproduced here'.

38/11 Matters arising

38.1 Letter of agreement with the BPA Shop (minute 30.1)

This had now been countersigned by Grant Richards of the franchisee, UK Parachute Services Ltd, and the document returned to the BPA.

Completed

38.2 BPA credit card (minute 30.3)

Adrian Bond reported that the card issuers, MBNA, were unable to provide cardholder data and that they did not offer organisation-branded debit cards. He would continue to review promotion of the BPA credit card and report back to the next meeting. It was also on the agenda for the DZO meeting to be held on Tuesday 1 November 2011.

Action: Adrian Bond

38.3 BPA website and database (minute 32.1)

The Committee agreed that the Chairman and the Office would update the data protection statement on the membership renewal form and, in due course, its online counterpart, to bring the statement in line with current best practice.

Action: Chairman & BPA Office

39/11 Reports on areas of responsibility

39.1 UK Sport / Sport England

There was nothing to report.

39.2 Sport+Recreation Alliance

There was nothing to report.

39.3 Insurance

Tony Butler (Technical Officer) reported he was to have a claims history review meeting with the insurers ahead of their quoting the premium for the new membership year beginning on 1 April 2012.

Action: Tony Butler

40/11 Development Action Plan: 1 July 2011 to 30 June 2012

40.1 Go live with the new BPA website and database

The new BPA website had been live since July 2011. Phil Sumner, web developer from Archant Dialogue, had attended the meeting of the Communications Committee earlier this afternoon. He had confirmed that he would visit the BPA Office on Wednesday 2 November to meet with BPA staff and start the process of migration to the new online membership database.

Action: Archant Dialogue & BPA Office

40.2 Develop a resource package for safety events at DZs

Alex Busby was progressing this target. He would review relevant material published by the USPA and the Australian Parachute Federation.

Action: Alex Busby

40.3 Offer Drop Zones a course for first-aiders

The Office had written to course facilitator in August and was disappointed that we had not yet received the information that had been requested in our letter. This had delayed the planned trial run of this course, which would otherwise probably have been scheduled, if not already completed, by now. The Committee shared this disappointment and agreed that the Office should write to the facilitator to invite his comments.

Action: BPA Office

Alex Busby reported that he had recently attended a one-day course on emergency first-aid at work, on which most of the course members had been skydivers. The certification for successful completion of this course had a validity period of 3 years. He believed that the course might be capable of adaption to our needs. The cost per course member was lower than that of the first provider we had considered. The Chairman said that the opinion of Dr John Carter, BPA Medical Adviser, would need to be sought on the suitability of the content and facilitator/s of any proposed course. With this caveat, he asked Alex Busby kindly to provide contact details of the alternative course provider.

Action: Alex Busby

The position would be reviewed at the next meeting.

Action: Next meeting

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

This was an item on the agenda of the full Council tonight.

Action: Refer to Council

40.5 Research establishing and maintaining a BPA archive

Two members had expressed interest in carrying out archive work for the BPA. They had each sent in a proposal of how a project to create and maintain a BPA archive might be progressed. The proposals had been circulated in advance and were discussed. Both proposals were of a high standard. The Committee expressed its gratitude to both of the members who had put forward a proposal.

In discussion, a number of points emerged. The Committee agreed that the way forward should be for the Chairman to have an informal discussion by telephone with both of the members concerned, and to report back to the next meeting.

Action: Chairman

40.6 Investigate means of video conferencing for use between meetings

See minute 32.6 of the meeting on 16 August 2011.

No further action

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

This was an item to be discussed at the meeting with Drop Zone Owners and Operators to be held on Tuesday 1 November 2011 (minute 41).

Action: Discuss at DZOs meeting

Martin Soulsby (Chairman of Council) said he was keen to explore means to capture the data of the approximately 45,000 BPA student provisional members each year. He suggested that one way to do this might be to have an online declaration of fitness form. He envisaged that Centres and jump booking agencies might send out a hyperlink to this form, which would save on printing and postage. The provisional student membership number would be linked with the completed form once the jump had taken place. The data collected would enable the BPA to start a dialogue with provisional student members.

Kieran Brady said he saw students at the stage of completing a declaration of fitness to parachute as potential customers of his Drop Zone and would be reluctant for even the BPA to have access to their data at that point. Martin Soulsby said that concerns of this nature could be mitigated by hosting the form separately with no links or branding, and that the data would be ring fenced until after a student had made their first jump. However, John Page and Alex Busby both believed that such an approach could lead to problems for both Centres and jumpers, and that any such proposal would require consultation with Drop Zones. The BPA meeting with DZOs on Thursday 1 November 2011 (minute 41) could provide an opportunity for the Chairman to float the idea with them.

Action: Chairman

41/11 Annual BPA meeting for Drop Zone Owners & Operators

The provisional agenda had been circulated with the agenda for this meeting. It would be issued to DZs shortly. One DZO had said he had felt constrained about what he could discuss by the number of non-DZ people at the meeting, but when asked to be more specific, had not elaborated further.

The Chairman said he had been contacted by a BPA member who had asked whether he could make a presentation or have exhibition space to publicise his DZ manifest system. The discussion that followed identified the answer as no, because of the importance of maintaining clear delineation between official and potentially commercial content. Delineation of this nature was maintained for example in the Magazine, where editorial was clearly distinct from commercial advertisements; and on AGM Day, where BPA seminars were clearly distinct from commercial exhibition spaces.

Notes on the meeting for DZOs would be circulated with the agenda for consideration at the next meeting.

Action: Next meeting

42/11 Temporary memberships

The Committee further discussed the possibility of unlimited Temporary Memberships. The Chairman believed that this might afford the opportunity to provide additional flexibility without being financially or otherwise detrimental to the BPA. Temporary Members had no vote, and were not eligible to receive the Magazine or hold BPA ratings or FAI Certificates.

Kieran Brady, John Page and Paul Applegate all said that in their view, unlimited Temporary Memberships would put an additional responsibility on Centres who would have to check jumpers' currency of BPA membership on almost a daily basis - why take the risk? Kieran Brady said that, if unlimited Temporary Memberships were introduced, he might be minded to say that full BPA Membership was required for UK jumpers to jump at his DZ.

The Chairman asked whether the Committee wished to promote further discussion on the possibility of unlimited Temporary Memberships, and the answer was no.

No further action

43/11 Office computer system

The Office had obtained three quotes for renewing the hardware and software comprising the Office computer system. John Page had considered the quotations and liaised with the Office before today's meeting. He recommended the middle-priced option, at around £12K (subject to a fuller survey), discounting the lowest priced because it did not include a new server, which he believed to be essential. The Office was content with the proposed new supplier, who had made the strongest impression in their discussions with BPA staff. John Page therefore proposed, and Alex Busby seconded, a motion to accept the quotation from Computerlink, Leicester, for renewal of the computer system at the BPA Office. This carried unanimously.

Recommend to Council

44/11 Investments

At the request of the Chairman of Council who introduced this item, the Committee considered BPA investment policy in the light of the current record low interest rates due to the world economic downturn. The BPA had financial advisers with whom Jon Gretton, BPA Financial Administrator, was in touch. The Committee decided to postpone the discussion until the full Council meeting tonight, at which the Treasurer would be present.

Refer to full Council

45/11 BPA 50 award suggestion

The Chairman reported on a suggestion submitted by a former member for a BPA '50 non stop' award for members who had retained their membership, and jumped, for each of the last 50 years. The name of one member who was possibly eligible for such an award had been identified by the former member who suggested it, who had noted that there might be others too. The Chairman invited the Committee to consider the suggestion. He said that, were this idea to be progressed, we should need clear criteria together with a means of identifying those who might be eligible so we could get a better idea of the likely number. At the suggestion of the Chairman, to allow time for this research, the item was deferred for consideration at the next meeting.

Action: Chairman / Next meeting

46/11 Dates of next meeting

Tuesday 6 December 2011 at 1530 at the BPA Office, Glen Parva, Leicester LE2 9TF.

The meeting closed at 1743.

Ratified electronically by the Council and published on 14 November 2011.