

# British Parachute Association

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## Development Committee

Minutes of the meeting held on

**Tuesday 19 June 2012 at 1530**

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

<b>Present:</b>	Craig Poxon	-	Development Chair
	Paul Applegate		
	Adrian Bond		
	Marc Fletcher		
	John Page		
	James Swallow		
<b>In attendance:</b>	Liz Ashley	-	Editor, Skydive the Mag
	Tony Butler	-	Technical Officer
	Jon Gretton	-	Financial Administrator
	John Hitchen	-	NCSO
	Martin Shuttleworth	-	Secretary-General
<b>Apology for absence:</b>	Kieran Brady		

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### Item Minute

#### 18/12 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 17 April 2012 had already been approved by the Committee, ratified electronically by the Council and published on the BPA website <http://www.bpa.org.uk/minutes>

**Ratified & published**

#### 19/12 Matters arising from the minutes

##### 19.1 BPA credit card - promotional leaflets (minute 10.1)

Adrian Bond reported that these had been printed and issued to Centres at STC.

**Completed**

##### 19.2 BPA 50 Years Award (minute 10.2)

No applications had yet been received through CCIs. The Committee would continue to keep this as a standing item on its agenda until the first award had been made.

**Action: Review at next meeting**

##### 19.3 BPA lapel pins (minute 14)

The Chair reported that the BPA Shop was arranging for BPA lapel pins to be available for sale.

**In progress by BPA Shop**

##### 19.4 Information on progression for new A licence holders (minute 15)

This was now being issued in hard copy with new A licences. It was also on the training and progression section of the BPA website. There had been positive feedback on Facebook and UKS. An extended version of the progression diagram had been published in 'Progression Zone' in the June issue of the Mag.

**Completed**

## **20/12 Reports on areas of responsibility**

### **20.1 UK Sport / Sport England / Sport+Recreation Alliance**

Marc Fletcher gave an oral report in which he put forward one item for discussion. The Sport + Recreation Alliance had led an initiative to create a Voluntary Code of Good Governance for the Sport and Recreation Sector. It had invited National Governing Bodies to sign up to the code. He believed this might be appropriate for the BPA to do so as part of Council's strategy of the pursuit of excellence, and the Committee agreed. The Chairman asked the Secretary-General first to confirm that the BPA was in a position to discharge the duties and meet the obligations set out in the code.

**Action: BPA Office**

Marc Fletcher then proposed, and Adrian Bond seconded, a motion that the BPA should sign up to the Voluntary Code of Good Governance for the Sport and Recreation Sector subject to confirmation from the Office as above.

**Carried unanimously**

### **20.2 Insurance**

The Technical Officer reported that he had attended a claims review meeting with the broker and the insurers' solicitor. The broker was due to visit the BPA Office at the end of July.

**Noted**

## **21/12 Development Action Plan: 1 July 2011 to 30 June 2012**

### **21.1 Go live with the new BPA website and database**

The new BPA website had gone live in July 2011.

**Achieved**

Phil Sumner, web developer at Archant Dialogue, had attended the meeting of the Communications Committee earlier this afternoon. He had arranged to come to the BPA Office on Friday 3 August to install the bridging program to link the BPA database with the facility for online renewals on the BPA website (Communications minute 24.4). This would allow trials of online renewals to begin.

**Ongoing**

### **21.2 Develop a resource package for safety events at DZs**

This target had been discontinued and replaced in the 2012-3 Action Plan by a trial of a progression briefing roadshow (minute 22.2).

**Discontinued and replaced by target in new Action Plan**

### **21.3 Offer Drop Zones a course for first-aiders**

A trial evaluation course had been run on Tuesday 29 May at the BPA Office. The course had been run by the BPA's appointed contractor, EMC Medical Services of Blewbury in Oxfordshire. Course members had included the TO, NCSO, Kieran Brady, Weed Stoodley, John Page and skydivers with particular expertise in this area. Professional commitments had prevented the BPA Medical Adviser from attending. Feedback had been provided to fine-tune the course for its roll-out to DZs. Jelf Manson Insurance Brokers and Liberty Mutual Underwriters had kindly sponsored the trial course. The Office would check to confirm that they would be prepared to continue to sponsor at least the first runs of the confirmed course (minute 22.3).

**Action: BPA Office**

A question that had arisen at the trial course was how many DZs, apart from military sites, had defibrillators. The course tutors had reported that businesses in certain locations were co-operating through the establishment of local 'defibrillator zones'. The TO said this should be discussed with the BPA Medical Adviser.

**Action: Refer to Medical Adviser**

### **21.4 Update the BPA Articles of Association to reflect the BPA in the 21st century**

**Completed**

### **21.5 Research establishing and maintaining a BPA archive**

**Completed**

### **21.6 Investigate means of video conferencing for use between meetings**

See minute 32.6 of the meeting on 16 August 2011.

**No further action**

**21.7 Consult with Clubs & Centres about the possible development of an online system for Provisional Student Membership**

**Completed and taken forward in Action Plan 2012/3**

**22/12 Development Action Plan: 1 July 2012 to 30 June 2013**

**22.1 Develop an online system for Provisional Student Memberships**

The Chair would progress this.

**Action : Chair**

**22.2 Trial one progression briefing roadshow, designed particularly for those between their A and B licences**

John Page was co-ordinating this, and outlined the planned programme for a maximum of 12 participants over a weekend. He planned to invite Clubs & Centres to bid to host the event, and in due course would circulate the bid form in draft to the Committee.

**Action: John Page**

**22.3 Offer Drop Zones a course for first-aiders**

The Committee discussed arrangements for making the course available to run at DZs. These would be confirmed by the Office outside the meeting after liaison with Kieran Brady, who had originally suggested this target.

**Action: BPA Office**

**22.4 Establish an online BPA Archive of the history of the sport**

A report on the BPA Archive Project from BPA Archivists Andrew Hilton and Graham Spicer had been circulated in advance.

The Archivists, in their report, had confirmed that they were arranging for scanning/ digitization of back copies of the BPA Magazine. They had already arranged for the first issue, from summer 1964, to be uploaded on Pagesuite software on the Mag website.

**Ongoing**

The quotations the Archivists had to date obtained to publish the archive on the web (this being its key outlet) had exceeded the budget for the entire Archive Project. They were therefore obtaining further quotations from other suppliers.

The Communications Committee had, at its meeting earlier this afternoon, decided to seek to consolidate the BPA's web presence around a single hub (Communications minute 26). This meeting invited Adrian Bond, Communications Chair, to discuss with the Archivists whether this might offer any opportunity for an economy of scale by consolidating the BPA's contractual arrangements across its entire web presence.

**Action: Adrian Bond / BPA Archivists**

The Archivists had asked for caution in including commercially sensitive budgets, such as that for the Archive Project, in published BPA minutes. This was because the Archivists were concerned that the information might be accessed through the Internet by commercial suppliers who were in the process of quoting us for services.

**Noted**

**22.5 Inaugurate BPA customer service award/s**

A paper by the Chair of Council had been circulated. It set out draft wording to launch a BPA customer service award for individual members who had gone above and beyond the call of duty. The introduction of a customer service award was in support of the Council's strategy of improving retention in the sport. The Committee suggested the wording should be honed, and if possible some examples added of the kind of customer service that might appropriately be recognised. The plan was to launch the award and call for nominations in the August 2012 Magazine. The intention was to make the first presentations on BPA AGM Day on Saturday 28 January 2013.

**Action: Chair of Council / BPA Office**

**22.6 Investigate catalysing an informal system of meet & greeters at DZs to welcome new members**

Marc Fletcher had set up an informal network of DZ 'meeters and greeters' through a message board on [www.ukskydiver.co.uk](http://www.ukskydiver.co.uk) Nine BPA Clubs & Centres were covered so far with, he hoped, more to come. This target was also in support of the Council's strategy of improving retention in the sport.

Liz Ashley (Editor, Skydive the Mag) invited Marc Fletcher to submit anything on this, should he so wish, for inclusion in the Mag.

**Action: Marc Fletcher**

**23/12 Request for funding for a Wingsuit competition**

A request for funding for a wingsuit competition had been circulated with the agenda. The same request had previously been declined by the Competitions Committee (Competitions minute 19) on the grounds that wingsuiting was not presently a recognised IPC discipline. After discussion, the Development Committee also turned down the application. This was largely for the same reason, because of the need for IPC recognition to consolidate arrangements for the discipline. It was also because training of judges was not within the terms of reference of this Committee.

**Declined**

**24/12 Arrangements in the event of an election for Council 2013**

The Office outlined measures it had taken in recent years to keep the cost of external election administrators to a minimum. This had contributed to a year-on-year reduction in cost over the last few elections. After discussion, the Committee asked the Office to make arrangements should there be more nominees than seats on Council 2013, so triggering an election.

**Action: BPA Office**

**25/12 Annual meeting for Drop Zone Owners & Operators**

The Committee decided to hold a meeting for Drop Zone Owners & Operators on Tuesday 6 November 2012 in Central England at a venue to be arranged. Attendees' feedback had been strongly in favour of an annual event. The Office would put out notice of the date together with a call for agenda items.

**Action: BPA Office**

Per minute 51/11, the meeting would include a report back by the BPA on the progress of matters referred to the BPA from last year's meeting. The TO had previously suggested that the PR/media initiative that the Communications Committee was developing with Archant Dialogue (Communications minute 7) might be an appropriate agenda item.

**Noted**

The Committee agreed that seating at the meeting arranged in a semi-circle or U shape would be acceptable, as setting out chairs in a circle, as had been done before, limited the choice of venues. The BPA's insurers, Jelf Manson Insurance Brokers and Liberty Mutual Underwriters, had kindly met the costs of holding this meeting over the last number of years. The Committee agreed that the Office should invite them to sponsor this year's meeting.

**Action: BPA Office**

**26/12 External audits of BPA Office**

**26.1 Fire risk assessment**

The Office reported that, in accordance with a statutory obligation, a fire risk assessment had recently been conducted there. A competent external assessor had been engaged for this, and their report was awaited. The assessor had highlighted no major issues in his informal oral summary.

**26.2 Data protection audit**

The Secretary-General suggested, and the Committee agreed, that a competent external assessor should be engaged to conduct an overview audit of data protection at the BPA Office. A local independent specialist had been identified with experience of third sector organisations.

**Action: BPA Office**

**27/12 Dates of next meetings**

1530 on Tuesdays 14 August & 9 October & Thursday 13 December at the BPA Office, 5 Wharf Way, Glen Parva, Leicester LE2 9TF.

The meeting closed at 1705.

Ratified electronically by the Council and published on 24 July 2012.