

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 18 June 2002 at 1600
at the BPA Offices, 5 Wharf Way, Glen Parva, Leicester

Present:	Ian Midgley Kieran Brady Eddie Jones David Hickling Craig Poxon	-	Development Chairman
In attendance:	Tony Butler Jon Gretton John Hitchen Martin Shuttleworth Lucie Wood	-	Technical Officer Financial Administrator NCSO National Administrator Development Officer
Apology for absence:	Debbie Carter	-	Treasurer

Item Minute

16/02 Minutes

The Chairman apologised for missing the last meeting and thanked Kieran Brady for kindly chairing it in his absence. Kieran Brady then proposed, and Craig Poxon seconded, a motion that the minutes of the meeting of the Development Committee held on 23 April 2002 be approved as a correct record.

Approved

17/02 Matters arising

There were no matters arising from the minutes of the last meeting.

18/02 Reports

Craig Poxon (who looked after liaison with Sport England) reported that he had received correspondence on the 'Coach of the Year' awards. There were various categories within these awards, and he wondered whether it may be appropriate for the BPA to consider making a nomination if a suitable nominee or nominees could be identified. The Chairman thanked Craig Poxon for this helpful suggestion, and asked him kindly to liaise with John Smyth (Competitions Chairman) to determine whether or not it might be appropriate to take this further.

Action: Craig Poxon

There were no other reports.

19/02 Development Committee Terms of Reference

The Office had prepared a paper (circulated) that suggested it might be appropriate to carry out a routine review of the Development Committee terms of reference. This was mainly to reflect the change in the name of the Committee from its former title of 'Finance and Development

Committee' which was still written into the terms of reference. Also, the Council had agreed a BPA definition of the term 'proxy vote' and had asked for this definition to be included in the terms of reference of all its Subcommittees (Council minute 20/02 refers).

After discussion of the above, together with other minor updates to the wording, David Hickling proposed, and Kieran Brady, seconded a motion that the Development Committee's terms of reference, as set out on BPA Form 174, should be updated in accordance with the paper that had been circulated.

Carried unanimously

The Office would update Form 174 and a copy of the updated version, issue 3 dated July 2002, is attached as an appendix to these minutes.

20/02 Membership questionnaire 2002

Lucie Wood had analysed 1,256 completed and returned Membership Questionnaires from the survey that had been issued as an insert to the February 2002 issue of *Skydive Magazine*. This represented a response rate of approximately 25%. The results of the analysis had just been published in the June issue of the Magazine. The Chairman thanked Lucie Wood for the long and painstaking work she had undertaken in analysing the questionnaires.

Kieran Brady started off the discussion by highlighting points, which had struck him as he had perused the results. First, in relation to use of the websites, he noted that 64% of respondents had said they used the BPA website, compared with 43% who said they had visited the Magazine website. On the subject of competitions, Kieran Brady noted that a majority of respondents appeared to be broadly content with the Association's present level of competitions funding. However, he was not entirely convinced that all respondents were fully aware of where such funding came from - some Members might think it was largely from a UK Sport grant, whereas in fact the majority of competitions funding over the last few years had come from the BPA's own reserves.

Kieran Brady then highlighted the popularity of electronic communications, and the cost savings that it offered compared with more traditional means of communication. He pointed out, however, that whilst the BPA had certainly embraced electronic communications, there had never been a budget allocated specifically to this area. Until now, it had always been funded by dipping into reserves. He suggested that it might be far better to set out an annual budget for electronic communications. This would better enable the Membership to identify the real cost of the BPA investing in this area.

After further discussion, Kieran Brady suggested that it might be a good idea to run an article in the Magazine to call attention the BPA's sources of income and expenditure. The Chairman agreed that it would be appropriate to remind Members where the Association's money comes from, and how it is spent. Kieran Brady kindly agreed to draft an article. He said he wanted to do this with the help of others, as it was important to get a balanced view. He suggested, and the Committee agreed, that he should seek an input to, or comment on, the article from someone from each of the BPA's Subcommittees in order to ensure a balanced view covering all areas of the Association's activities.

Action: Kieran Brady

Eddie Jones noted that only about 1 in 4 questionnaires that had been issued had been completed and returned, and he found this response rate of 25% to be disappointing. Others suggested that a response rate of 25% was in fact good for a questionnaire of this nature. There followed a discussion in which Eddie Jones suggested that, the next questionnaire might be printed integral to the Membership Renewal Form. This would mean that it would not be possible for Members to return the renewal form without returning the questionnaire. Tony Butler thought that this might push up the cost of printing considerably, which was a factor that needed to be taken into consideration. The Committee agreed that this idea should be noted and brought forward for costing when at the time of planning the next questionnaire.

Action: Bring forward when planning the next Membership Questionnaire

Kieran Brady concluded the discussion of this item by playing devil's advocate and asking the question 'What use is the questionnaire?'. He said that this might seem to be a strange question after all the time and effort that had gone into preparing and analysing the questionnaire, and the help and effort by Members to complete and return it. But it was nevertheless, he believed, a question that *should* be asked. Competitions used the results of the questionnaire to justify their expenditure, but what other use was the analysis? Was the information yielded of sufficient value to the BPA to justify the whole exercise? Kieran Brady accepted that it was probably too early to answer that question, but he wished to flag it up now so that it could be re-visited at the next meeting in a couple of months' time.

21/02 Freefly manual

Craig Poxon reported on the progress of the new Freefly Manual. He said that Giles Fabris, on whose articles for the Magazine the Manual was to be based, was now back in the UK after a period overseas. Craig Poxon tabled a list of proposals to break down the work into a series of smaller, more manageable chunks. The Chairman said that some of the items on the list, for example safety issues, were at risk of moving the focus away from the project brief of a progression manual. Safety was covered by the Operations Manual and managed by STC, not the Development Committee. Equally, the definition of Freefly awards had to be as currently stated by STC. The intention of the Committee was for Giles Fabris to take current guidelines, update them as he believed to be appropriate, and then for these to be presented first to the Development Committee and then, after consideration, to STC. Tony Butler said that if Freeflyers in general believed that the rules for this discipline needed to be reviewed, they should put forward suggestions. But this had to be done through the proper channels, and not be confused with the preparation of a progression manual, which was an entirely different project. If there was felt to be a need for further guidelines on Freeflying, once agreed by STC, these could be put on one or two sides of an A4 document and posted on the BPA website as downloadable guidelines in an official BPA Form.

Craig Poxon thanked colleagues on the Committee for their input and said he would like to send a note to all Drop Zones to find out more about the situation regarding Freeflying at each Club or Centre. The outcome would help him to inform the preparation of the progression manual. The Chairman supported this initiative and suggested that the best approach would be for Craig Poxon to draft out a short paper, and circulate it via the Office to all DZs inviting their comments and opinions on the clearly-labelled draft. This was agreed.

Action: Craig Poxon

Craig Poxon then raised the matter of the time span for this project. It was a target in the BPA Action Plan for the current year, 1 July 2001 to 30 June 2002, but would clearly not be completed before 30 June 2002. The Chairman said that it should therefore be noted as an uncompleted item that was still ongoing. Craig Poxon noted that Giles Fabris expected to be out of the UK again in the autumn, so the summer presented a window of opportunity to take the project forward. The Chairman thanked Craig Poxon and Giles Fabris for their work to date.

22/02 Banner advertising on the BPA website

Lucie Wood reported that an organisation promoting charity parachute jumps had expressed an interest in purchasing banner advertising space on the BPA website. After consultation with Tony Butler, she was bringing this forward for consideration by the Development Committee. After thorough discussion, the Committee decided that the BPA was not in a position to accept this advertising. This was because the BPA website was intended to promote for the enjoyment of sport parachuting in the UK, rather than one-off charity jumping. The Committee asked Lucie Wood to reply to the organisation to thank them for their interest, and to explain that unfortunately their advertisement could not be accepted because of the BPA's policy as set out above.

Action: Lucie Wood

Kieran Brady proposed, and Eddie Jones seconded, a motion that a banner advertisement should be posted on the homepage and other pages of the BPA website to promote the First Jump Vouchers available from the BPA Shop. The BPA received a percentage of the cost of each

voucher by way of a commission, and the vouchers could be used at all participating Clubs and Centres, which meant that the benefit would be spread nationwide. The advertising banner for the First Jump Vouchers would alternate with the message to attract new advertisers to the website with wording such as 'Your advertisement here'.

Carried unanimously Action: Lucie Wood

23/02 Suggestion of launching a BPA Benevolent Fund

The BPA had received a letter (circulated) seeking assistance in raising funds for a new form of medical treatment for a former Member who had been paralysed from the waist down in a parachuting accident in the USA some years ago. This letter had been forwarded to the Magazine, which had publicised it. The letter had given rise to internal suggestions at the BPA that it might be appropriate to consider the possible establishment of a BPA Benevolent Fund, as many Associations and Institutions seemed to have one. Therefore, this idea was being referred to the Development Committee for consideration.

In discussion, the Committee considered that a BPA Benevolent Fund might indeed be a way of formalising decisions on requests that the Council might from time to time receive from those who were suffering hardship as a result of parachuting accidents, old age or for other reasons. Should any such Fund be established, it could be managed by the Council. Guidelines on its application would need to be published, to set out the terms and conditions of application to, and any payments from, the fund. It would of course first be necessary to build up a Fund, and this might be done through donations, including perhaps legacies and a request for donations on the Membership Renewal Form, perhaps in rather the same way that the Drop Zone Defence Fund sought donations from renewing Members. A Fund size of probably at least £50K would be necessary before it could reasonably be called on to make any significant donations.

There was clearly a great deal to think about and no-one was suggesting that the matter was straightforward. However, Kieran Brady proposed, and David Hickling seconded, a motion that the Development Committee should investigate the possibility of establishing a BPA Benevolent Fund. This would be without any firm commitment one way or the other, simply to consider the advantages and disadvantages of having such a fund, together with the possible terms and conditions of its use if it was decided to recommend to the Council that such a Fund should be established.

Carried unanimously

Kieran Brady kindly volunteered to prepare draft terms of reference for a possible BPA Benevolent Fund, together with a draft wording to invite donations to the Fund, for use on the back page of the Membership Renewal Form. He would report back to a subsequent meeting.

Action: Kieran Brady

The Chairman thanked Kieran Brady for his offer to carry out this work.

24/02 Dates of future meetings in 2002

Tuesdays at 1600 at the BPA Office, Leicester: 20 August, 22 October, 10 December.

The meeting closed at 1658.

Appendix: BPA Form 174, issue 3, July 2002 - Development Committee Terms of Reference and Rules of Procedure.



DEVELOPMENT COMMITTEE

TERMS OF REFERENCE AND RULES OF PROCEDURE

ACCOUNTABILITY

1. The Development Committee is a sub-committee of the full Council of Management of the British Parachute Association, and is accountable in all its dealings to that Council.

COMPOSITION

2. The Chairman of the Development Committee shall be elected at the Inaugural Council Meeting, immediately following the Annual General Meeting, in accordance with the rules laid down in the Articles of Association of the BPA. He/she will be a member of the BPA Council.
3. The remainder of the Development Committee will normally be formed from other members of the BPA Council. The Chairman has the right to propose non-Council BPA members as non-voting co-opted members of the Development Committee, if their particular skills, knowledge or experience would enhance the workings of the Committee.
4. The Chairman of the BPA and the BPA Treasurer are ex-officio members of the Development Committee. The permanent members of the BPA staff will normally attend Development Committee meetings; one of whom will act as minutes secretary for the meeting.

VOTING

5. Each member of the Development Committee is entitled to one vote on any matter on which a ballot is required. Any co-opted member of the BPA Council, who is also a member of the Development Committee, is entitled to one vote on any matter on which a ballot is required. A BPA member co-opted to Development Committee, but not a member of the Council, is not entitled to a vote.
6. In the event of a tie in any ballot, the Chairman is granted an additional casting vote to prevent impasse.
7. Proxy votes on any matter are to be lodged, in writing, with the Chairman prior to commencement of any meeting. The acceptability and applicability of the wording of a proxy vote will be at the Chairman's discretion.

The definition of the term 'proxy vote' is as follows:

A vote by proxy in the British Parachute Association is the right of a voting member of the Council of the Association, or one of its Subcommittees, to exercise their vote when they are unable to attend the meeting on any motion which, from the agenda of, or papers for, the meeting they know, or may reasonably expect, will arise.

A member has the right to appoint the Chairman of the meeting as their proxy to cast their vote at the meeting. The vote must be made in writing, which includes by fax, and by e-mail from a recognised or verifiable e-mail address of the voting member. The Chairman of the meeting is then duly obliged to cast the absent member's vote in accordance with his or her written instructions.

RESPONSIBILITIES

8. The Development Committee is responsible to Council for the following:
 - a) Proposing policy on financial matters, including budgeting.
 - b) Proposing changes to annual subscriptions for all members of the BPA.
 - c) Levels of Council/Staff Expenses (control is delegated to the Staff Liaison Officer)
 - d) Proposing policy on third party insurance and any associated insurance matters.
 - e) Actively encouraging and developing Sports Council Liaison.
 - f) Responsible for the planning functions of the BPA, and the production of a relevant Development Plan, acceptable to the BPA and Sports Councils, and the monitoring of the plan during its life.
 - g) Improving public relations and the provision of public information.
 - h) Monitoring progress of the Drop Zone Defence Fund
9. Specifically excluded from the responsibilities of the Development Committee is Staff Remuneration. This is vested with a special Committee consisting of the Staff Liaison Officer, BPA Treasurer and the Chairman of the Development Committee.

QUORACY

10. The Committee will be quorate with 3 voting members present. This will not present difficulty as all decisions taken are subject to ratification by the full BPA Council on presentation of the approved, written, minutes.
11. In the absence of the Chairman of the Development Committee, he/she will nominate another member of the BPA Council, or the Development Committee, to deputise.

MEETINGS AND AGENDA

12. There will be a minimum of 6 meetings per year, normally during the afternoon of the same day as an evening meeting of the full Council, in order to make optimal use of Committee members' time and to minimise travelling expenses.
13. All meetings must be notified in advance, with an agenda, to all eligible members of the Development Committee. All substantive items of any other business should normally be notified to the BPA Office, in writing, by the Friday prior to the meeting in question. Additional agenda items may be accepted at the Chairman's discretion.
14. The Development Committee is in a special position as regards agenda items, in that they are empowered to discuss items of business raised by any BPA member, or any outside authority; the Development Committee may then raise these matters with the BPA Council.