

# British Parachute Association

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## Development Committee

Minutes of the meeting held on  
**Tuesday 14 June 2005 at 1630**  
at the BPA Offices, 5 Wharf Way, Glen Parva, Leicester

**Present:** Eddie Jones in the Chair  
Chris Allen Chairman of Council  
Adrian Bond  
Ralph Fielding  
John Page  
Elizabeth Stoodley Media Co-ordinator

**In attendance:** Paul Applegate  
Lesley Gale Editor, *Skydive Magazine*  
David Hickling Insurance Subcommittee  
John Hitchen NCSO  
Martin Shuttleworth Secretary-General

**Apologies for absence:** Kieran Brady  
Tony Goodman

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### Item Minute

**21/05 Chair**  
Eddie Jones tendered apologies for absence for Kieran Brady, who had asked him to take the Chair for this meeting.

**22/05 Minutes**  
Ralph Fielding proposed, and John Page seconded, a motion that the minutes of the meeting of the Development Committee held on Tuesday 19 April 2005 be approved as a correct record.

**Approved**

**23/05 Matters arising**

**23.1 Freely manual (minute 10)**

Elizabeth Stoodley was continuing to liaise with Paul Floyd, who had recently advised John Hitchen that he hoped to have time over the next few weeks to work on drafting the remaining part of the Freely manual. Andy Newell, to whom Elizabeth Stoodley had also spoken, had suggested a different format for the manual. The Committee confirmed that, since this was to be one of a series of manuals for different disciplines, all manuals needed to share the same format. The Chairman asked that Tony Butler and John Hitchen should have the opportunity to review the draft once it became available. Elizabeth Stoodley said she would continue to liaise with those involved.

**Action: Elizabeth Stoodley**

**23.2 Change of website hosts (minute 13.1)**

The position, including the cost of transfer of the BPA website to new hosts, remained as set out in minute 13.1.

### **23.3 Wind tunnels and the BPA (minute 16)**

Eddie Jones reported that he had spoken with both of the operators of the planned UK wind tunnels – Simon Ward of Sky Venure UK (the Bedford wind tunnel) and Paul Mayer of Bodyflight (the Milton Keynes wind tunnel). Both had stressed the confidential nature of the discussions. Eddie Jones then asked that anyone present with a financial interest in either of the planned wind tunnels should declare that interest and not remain for the discussion of this item. No interest was declared.

Simon Ward had supplied a PowerPoint presentation, which the Committee viewed. Simon Ward's presentation proposed a marketing tie-in between Sky Venture UK and the BPA. Paul Mayer had offered to display any BPA literature and posters to help to promote skydiving at the Bodyflight wind tunnel.

The Committee carefully considered Simon Ward's proposal of a marketing tie-in between his wind tunnel and the BPA. However, the Committee believed that it would not be appropriate for the BPA, as a not-for-profit sports governing body, to enter into a marketing agreement of this nature. In particular, the Committee was aware that some members were strongly opposed to the BPA disclosing their personal data to third parties and wished only to be contacted by the BPA itself. To this end, advertising space in *Skydive Magazine* was available to as a channel to reach the Membership as was the facility for inserts. The BPA website also carried advertising.

The Committee believed that if either or both wind tunnels wished to offer an incentive to BPA Members to use their facilities that would be entirely acceptable and would almost certainly be welcomed by most Members. However, this would not require any special arrangement with, or agreement by, the BPA.

The Committee noted that BPA Affiliated Clubs & Centres were responsible for their own marketing and the BPA itself did not generally undertake corporate marketing for skydiving. It did, however, provide Centres, at cost, with publicity literature such as the recently updated *Freedom of the Skies* brochure. The reason the BPA did this was simply to help Centres by making quality publicity material available more economically than they could produce it themselves.

The Committee agreed that Eddie Jones should, on its behalf, thank both of the operators of the potential UK wind tunnels for their interest, and suggest or confirm (as the case may be) that BPA literature and posters be displayed at each of the wind tunnels once they were open. The literature that the Committee had in mind was a promotional leaflet to attract first-time skydivers. It might be particularly effective for those who had just had a session in a wind tunnel. The aim of the leaflet would be to direct people to the BPA website, and thence to a Club or Centre of their choice. It would be a smaller, simpler and less expensive leaflet than *Freedom of the Skies*. When agreement had been reached on the display of BPA literature and posters, a later stage might be the possible exchange of reciprocal website links, once each wind tunnel was up and running.

**Action: Eddie Jones**

### **23.4 Asbestos survey of the BPA Office (minute 17)**

The Office had arranged for this survey to be undertaken by a competent surveyor. The report had found little asbestos in the BPA Office building. That which had been found was of low risk if undisturbed. It did not require an asbestos management programme. The report documented the location and nature of asbestos in the premises and it needed to be shown to all contractors who were working on the building in the future. This discharged the BPA's legal obligations under the Control of Asbestos at Work Regulations 2002.

**Completed**

### **23.5 Contract with the BPA Shop (minute 18)**

Chris Allen summarised a draft framework (circulated) for the formulation of a contract (franchise agreement) between the BPA and UK Parachute Services Ltd, operators of the BPA Shop. The Committee noted that the BPA Shop was a virtual shop, which traded by telephone and over the web, by mail order, rather than a physical shop. It had its origins in the retail sale of items such as BPA publications, BPA logbooks, BPA sweatshirts, etc,

becoming too burdensome for the BPA Office, which was an administrative, rather than a sales, operation. Tony Knight had agreed to take over retail sales through the BPA Shop, and the BPA had entered into a franchise agreement with him for this purpose.

The Committee decided that only items that bear the BPA logo and BPA publications should be part of the agreement and wished to be informed if additional wording or design change were planned by the Shop for any item. The Committee did not wish the BPA Shop to sell parachute equipment of any kind, as it had never been its intention that the BPA Shop should compete with equipment shops on Affiliated Drop Zones. The Committee noted that the current stock list of the BPA Shop included gloves, goggles, hook knives and altimeters, which the Committee considered to be parachute equipment. Bearing the above in mind, the Committee wished to be kept informed of the franchisees' ideas for any new stock items in future.

Although the Committee believed that the original agreement with Tony Knight, when he ran the BPA Shop, was for gift jump vouchers to be sold for tandem skydives only, the Committee was content for jump vouchers to continue to be sold as per the BPA Shop's current link to the BPA website, to include the sale of AFF jump vouchers as well.

Turning to the financial arrangements, the Committee was content with remittance to the BPA of 10% of net profit from shop sales. Because of the length of time since any review of the gift voucher system, the Committee wished to revisit the current remuneration of £15 per voucher. For this, it asked that the BPA Shop should supply details of the current pricing structure and profit margins involved in the sale of BPA jump vouchers.

The Committee wished to receive a report on the performance of the BPA Shop and number of jump vouchers sold by category and the locations where they had been redeemed, on a 6 monthly basis. Payment to the BPA should be made at the same time.

The Committee believed that the contract should also (i) be ongoing with a clause to allow either party to revisit / suggest amendments within a reasonable time period; (ii) include a standard clause for termination in writing by either party; and (iii) state that upon termination of the contract by either party or upon the sale or transfer of UK Parachute Services Ltd (which shall be considered as repudiation of the contract), the franchise for the BPA Shop and sale of BPA jump vouchers would be put out to tender by the BPA.

The Chairman thanked Chris Allen for the document he had tabled, which had given rise to a valuable discussion. Chris Allen kindly offered to set out the Committee's specification in a letter to UK Parachute Services Ltd. The Chairman thanked Chris Allen for his help.

**Action: Chris Allen**

## **24/05 Reports on areas of responsibility**

### **24.1 BPA Regional Representatives to Sport England**

Ralph Fielding reported that Mike Allum (East of England Region Rep) had decided not to renew his BPA Membership this year as he no longer jumped in the UK. He had kindly offered to remain in post as Regional Rep until the AGM in January. The Committee thanked him for this, and would seek a new nominee to take over at the AGM. The Committee expressed its most grateful thanks to Mike Allum, a former BPA Council Member, for his many years' as East of England Rep and wished him well for the future.

**Action: Inaugural Council Meeting 2006**

Lofty Thomas (Yorkshire Rep) had called the attention of the Committee to a dinner organised by Leeds Metropolitan University to be attended by Sir Matthew Pinsent in support of the London 2012 Olympic bid. At £50 per head, the Committee considered to be it too expensive for the BPA to be represented.

### **24.2 Central Council of Physical Recreation**

Adrian Bond reported that CCPR planned to try out a new regional structure in the West Midlands. CCPR had also called the attention of sports clubs and centres to the new licensing application system that required, if a licensed bar was to be operated, a 21-page

application form to be lodged with local authorities by 6 August 2005. The Chairman said this did not apply to Scotland. The Committee asked the office to forward a reminder to BPA Clubs & Centres in England and Wales.

**Action: BPA Office**

#### **24.3 Insurance**

David Hickling reported that insurance was an ongoing issue with the Bad Lippspringe Drop Zone (Council minute 26/05 refers). The BPA should still consider itself to be under threat of legal action by a firm of German solicitors. The BPA Chairman would update the Council at its meeting later today.

#### **24.4 Media**

Elizabeth Stoodley reported on a press release she had prepared on POPS awarding honorary membership to Nancy Wake, a nonagenarian parachutist from World War II. Elizabeth Stoodley had also emailed the Centres hosting this year's Nationals to enquire what assistance with publicity they might need. To date, none had replied. Chris Allen suggested that a letter might be more likely to elicit a response and Elizabeth Stoodley said she would send one.

**Action: Elizabeth Stoodley**

### **25/05 Development Action Plan: 1 July 2005 to 30 June 2006**

#### **25.1 Publish a BPA web page for Members to make the most of the media**

Elizabeth Stoodley reported that she was preparing an article to go in *Skydive Magazine*, which could then be used as the basis for a summarised version on the BPA website.

**Action: Elizabeth Stoodley**

#### **25.2 Research the potential of re-launching the BPA Affinity Credit Card**

Adrian Bond updated the Committee on the progress of the re-launch of the BPA Affinity Credit Card. He said that a promotional insert, including an application form, would be included in the August 2005 issue of *Skydive Magazine*. The Chairman thanked Adrian Bond for his hard work on the re-launch and wished it every success.

**Good progress**

#### **25.3 Support and encourage Clubs & Centres to run safety evenings**

The Chairman reported that Kieran Brady had suggestions on how this target might be pursued, which he would be able to report to the next meeting.

**Action: Next Meeting**

### **26/05 Dates of future meetings in 2005**

Tuesdays at 1630 at the BPA Office, Leicester: 16 August, 11 October and 6 December.

The meeting closed at 1800.