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Development Committee

Minutes of the meeting held on

Tuesday 13 February 2007 at 1610

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

Present:	Robin Durie Adrian Bond David Hickling John Horne Eddie Jones Paul Ledden Paul Moore John Page Weed Stoodley	Development Chairman Chairman, Insurance Subcommittee Chairman of Council
In attendance:	Paul Applegate Kieran Brady Tony Butler Lesley Gale Jon Gretton John Hitchen Martin Shuttleworth	Technical Officer Editor, <i>Skydive Magazine</i> Financial Administrator NCSO Secretary-General
Apologies for absence:	Grant Richards Mike Rust Alex Wilson	
Observers:	J B McGeechan Craig Poxon	

Item Minute

01/07 Composition

Robin Durie, who had been voted to the Office of Development Chairman at the inaugural Council meeting on Saturday 20 January 2007 (Council minute 1) welcomed those present to this first formal meeting of the Development Committee 2007.

Other Members of the Committee were, in alphabetical order: John Horne, David Ibbotson, Paul Ledden, Paul Moore, John Page, Grant Richards, Mike Rust and Alex Wilson.

Debbie Carter (BPA Treasurer) was ex-officio a Member of the Development Committee.

Paul Moore proposed, and Adrian Bond seconded, a motion that David Hickling should be co-opted as a Member of the Development Committee in his capacity as Chairman of the BPA Insurance Subcommittee, which reported to the Development Committee.

Carried unanimously

Paul Moore then proposed, and Weed Stoodley seconded, a motion to co-opt Julian Storey, in his capacity as BPA Media Co-ordinator, as a Member of the Development Committee.

Carried unanimously

02/07 Terms of reference

The Committee noted its terms of reference (BPA Form 174, issue 2, September 2000), which had been circulated with the agenda. The document was still headed 'Finance and Development Committee', but the Committee was now known as the 'Development Committee'. Eddie Jones proposed, and Adrian Bond seconded, a motion that the title of the Committee in the terms of reference should be changed to reflect this.

Action: BPA Office

There had been some informal discussion outside the meeting about whether the role of BPA Media Co-ordinator better came under the Communications or Development Committee. Paragraph 8(g) of the Development Committee's terms of reference specifically related to public relations and the provision of public information and therefore it was clear that, for now at least, the Media Co-ordinator role came in scope to the Development Committee.

The Communications Committee, which had met earlier in the afternoon, had already noted that control of the BPA website was included in the Communications Committee's terms of reference (Communications Committee minute 7.3). However, the Development Committee had been looking after the website. This was a legacy from when the BPA website was new and in its developmental phase. The Chairman said that now the web had become an established channel of communication, he was more than happy for the Communications Committee to look after the BPA website. However, certain possible specific web developments might well still come under the auspices of this Committee. There was therefore clearly a need for the Communications and Development Committees to continue to work closely together.

With this as background, the Chairman and Adrian Bond (Communications Chairman) agreed to review the terms of reference of their respective Committees with a view to making any recommendations for updates or other variations.

Action: Development & Communications Chairmen

03/07 Minutes

John Horne asked that the singling out of his name should be removed from minute 42.1, Income Streams Subcommittee, in the draft minutes of the Development Committee meeting held on Tuesday 5 December 2006. This variation was agreed.

Paul Moore proposed, and Elizabeth Stoodley seconded, a motion that the minutes of the Development Committee meeting held on Tuesday 5 December 2006 should be approved as a correct record. This carried unanimously.

Approved

04/07 Matters arising

4.1 The Airkix Fund (minute 33)

The Airkix Fund had been launched at the AGM on Saturday 20 January 2007. Simon Ward, Chief Executive of Airkix, had asked that two representatives of the BPA should be nominated to sit on the Fund Committee. After considerable discussion, a consensus emerged that the BPA representatives should be Council Members and that it would be most appropriate to nominate the Development Chairman and - since one of the areas to which the Fund was likely to be applied was competitions (and of course subject to his agreement) - the Competitions Chairman, John 'Geordie' Page. The Chairman said he would put forward this recommendation, subject of course to John page's agreement to be nominated, to the full Council at its meeting tonight.

Action: Recommend to the full Council

The Airkix Fund logo had been displayed on the BPA website, with a link to the Airkix Fund website, as per the BPA's agreement with Airkix. However, the BPA logo had not yet been displayed on the Airkix Fund website, together with a reciprocal link to the BPA website. The Committee believed that this had been an oversight, and asked the Office kindly to remind Airkix.

Action: BPA Office

4.2 Discontinuation of the category of BPA Associated Organisations (minute 40.3)

A letter had been prepared for issue later this month to advise Associated Organisations that the BPA had decided to discontinue with this category with effect from 31 March 2007. The letter went on to express the hope that commercial Associated Organisations would take up advertising in *Skydive Magazine* to continue to keep their contact details in front of readers. Non-commercial Associated Organisations (BCPA, POPS and SOS) would continue to be listed in the Magazine as parachuting societies.

Completed

4.3 "Dragon's Den" proposal by David Turner (minute 40.5)

No further communication about this proposal had been received from David Turner. David Hickling kindly offered to liaise with him.

Action: David Hickling

4.4 Development Action Plan 2006/7 (minute 42)

4.4.1 Enhance income streams (minute 42.1)

Paul Moore had prepared a helpful paper, which had been circulated. Paul Moore, John Horne and Paul Ledden kindly agreed to progress this Action Plan target outside the meeting, and report back to the next meeting.

Action: Paul Moore, John Horne & Paul Ledden

4.4.2 Run more safety evenings (minute 42.2)

A reminder to Drop Zones about 10 grants of £100 available from the Committee, through the BPA Office, to help meet speakers' expenses for Safety Evenings would appear in the February issue of *Skydive Magazine*. Weed Stoodley said that the availability of the grants should be promoted at the planned Drop Zone Operators' meeting (minute 7). If the feedback was that a grant of £100 was not enough, the arrangements for future promotion of safety evenings at Clubs & Centres may need to be reviewed at the next meeting.

Action: Next meeting

05/07 Areas of responsibility 2007

5.1 Advertising

The Chairman said he would be pleased to maintain a watching brief over advertising and marketing literature received by the BPA, filtered down to items of possible interest by the Office, in order to call to the attention of the Committee anything he thought might potentially be of interest. There were no items for consideration at present.

5.2 UK Sport / Sport England / BPA Regional Reps to Sport England

Alex Wilson kindly agreed to look after this area. A matter of particular concern to the BPA was UK Sport's policy towards non-Olympic sports in the light of the 2012 London Olympics. The Chairman was particularly concerned about the significant decline in UK Sports exchequer funding of parachuting, from over £100K two decades ago to zero from 2009. He believed that sport parachuting had to show resolve in situations like this and not be too much on the back foot.

5.3 Central Council of Physical Recreation

Adrian Bond kindly agreed to continue to oversee the BPA's liaison with CCPR. He said he was currently working with Paul Ledden on a funding application.

5.4 Insurance

David Hickling confirmed that he was pleased to continue to Chair the BPA insurance Subcommittee for the time being. Equally, he said he would be happy for a Council Member to take over if that was this Committee's wish.

Paul Moore said it would be beneficial to have an in-depth study of what kind and structure of insurance we may want in future. David Hickling said that, during the last year, the Insurance Subcommittee had again scoured the market for a mirror image of the umbrella policy that was already in place, in the belief that this kind of structure represented the best available value to all of those enjoying protection under the policy. He said that without two potentially significant new claims he was confident that the premium would have at least stabilised this year.

The Chairman said that with successive year-on-year increases, it was now time to step back and review what type of policy was required, and whether this might be obtained more cheaply consequent on any adjustments that might be considered appropriate. John Horne said he believed the question of what type of insurance arrangements should be sought in the future should be put to the Membership at an EGM. Kieran Brady said that the Insurance Subcommittee had been running for a number of years, and as a Member of that Subcommittee he had consulted widely with a cross-section of the Membership to elicit their views. He complemented David Hickling on having investigated arrangements for insurance with thorough professionalism.

Kieran Brady said that it was essential that the insurance policy was sufficiently robust to protect the Drop Zones, otherwise we might reach a situation where a DZ declined jumpers because of what the DZ might perceive as inadequate insurance and therefore an unacceptable risk. Although the main stakeholders were ordinary jumpers, it was essential that the policy should also cover riggers, packers, DZOs and others in the sport. This may not be what Members might, at first glance, want. But any chink in the armour of the policy in terms of breadth or depth of cover, could result in jumpers having to pay more in the end. Insurance was a complex issue, and the umbrella policy was so effective because it covered all the interdependencies in the sport that could be exposed at potentially significant cost if the existing arrangements were discontinued. Kieran Brady said that the BPA had in place the policy it needed. If there was a slight conflict with what the Membership thought it needed, this was a communications issue.

David Hickling said that if the Council decided that it wanted a different sort of policy, it should say so. The recognition of appropriately qualified and experienced European jumpers, which the Membership had requested at the AGM in 2006, was being introduced into the insurance policy from 1 April 2007. David Hickling said that just as he took no credit for that, he took no blame for the two incidents that had increased the cost of the premium for the year from 1 April 2007. The Insurance Subcommittee existed purely as a facilitator of the Council's requirements.

The Chairman suggested that it would be appropriate to study the arrangements for insurance in other European countries and the USA. He asked whether the terms of reference of, and resources available to, the Insurance Subcommittee would allow it to do this or whether other alternatives should be considered, such as the possibility of engaging a consultant to research the area. Paul Moore said that a detailed study might well take about two years to complete.

Turning to the new insurance year from 1 April 2007, David Hickling said that there BPA had received only one quotation. This was a quotation for renewal from the existing insurers. The Committee discussed whether or not to recommend to the Council that an EGM should be called to put the premium (the insurance element of the BPA subscription) to the Membership. A variety of opinions was expressed: John Horne was in favour of calling an EGM and Weed Stoodley and Paul Moore were not. The Chairman said that the decision on whether or not to hold an EGM was one for tonight's meeting of the full Council.

Action: Council

Paul More then proposed, and David Ibbotson seconded, that this Committee should make a recommendation to tonight's meeting of the full Council, that the BPA should accept the quotation for renewal of the BPA's existing insurance policy (with the addition of the recognition of experienced EU jumpers with adequate third party public liability insurance to jump under their own insurance).

Carried unanimously – Recommend to the Council

The Chairman concluded this item by saying that if the Insurance Subcommittee were to be given a fresh mandate, it was up to this Committee to formulate a clear set of requirements. He believed that it was necessary for the Membership to be consulted about this, and of course for that consultation to include sufficient information for the Membership to be able to make informed choices. It was clear that during the year to come, insurance would remain an issue at the top of the agenda. Further consideration would be given at the next meeting on how best to formulate the BPA's future insurance requirements.

Action: Next meeting

5.5 Media

The Chairman read aloud an e-mailed report (paper copy circulated) by Julian Storey, BPA Media Co-ordinator, on his recent activities. An article on 'Jump flying' was due to appear in this month's *Pilot Magazine* and there would be an article co-written by Tony Knight and Julian Storey in next month's *Go Flying Magazine* aimed at encouraging more people to become involved with aviation. Weed Stoodley said that Julian Storey was working hard and doing a good job at what, she knew from her own experience in the role before she had handed it over to Julian Storey a year or so ago, could often be a thankless task. It was important to remember that the role was that of Media Co-ordinator, and that the key intention was to help Members who had achieved something special to generate their own publicity, as World Champion Team Airkix had so successfully achieved with guidance and advice on how to get the most from the media. The Media Co-ordinator role was not intended for the holder to have to do everything themselves, but to be a facilitator and enabler.

06/06 Development Action Plan: 1 July 2007 to 30 June 2008

The Chairman confirmed that the Action Plan 2007/8 was not, as previous Action Plans had been, a bid document. Rather, it was to be submitted to UK Sport as part of the compliance requirements for its already-confirmed exchequer-funding grant to the BPA of £25K. This Committee's recommendations would therefore be made not to tonight's meeting of the full Council, but to the Council meeting after that (minute 10). This gave valuable additional time to formulate the Communications Action Plan for the year 1 July 2007 to 30 June 2008. The Chairman invited ideas for possible Action Plan Targets. He said that a limitation of the Action Plan was its focus on short-term, one –year targets. However, Weed Stoodley said that longer-term targets could still appear in the Action Plan, but they had to be expressed in annual stages. Kieran Brady said that the Action Plan had been good for budget purposes – the BPA had been successful in keeping a curb on its spending.

The Chairman offered to draft some suggestions for possible Development Action Plan targets, both short-term and longer-term, for consideration at the next meeting. He invited suggestions and ideas from other Committee Members so that a plan could be formulated at the next meeting for recommendation to the full Council.

Action: Chairman and All Committee Members

07/06 Drop Zone Operators' Forum 2007

The Chairman said it was now almost two years since the BPA had last held a Drop Zone Operators' Forum, and the Committee agreed that it would now be appropriate to convene another. The feedback sheets showed the 2005 meeting to have been extremely well received. The only negative comments were that the BPA Board Room had been too small to accommodate the 33 people present. The Chairman said that he would progress arrangements for a meeting of the BPA DZO Forum through the Office, and he hoped to be able to arrange sponsorship that would allow a larger room to be hired.

Action: Chairman / BPA Office

08/06 Subscription payments by direct debit

The Chairman said that he had reviewed the BPA's accounts and had been surprised to learn that the BPA spent about £5K on the cost of credit card transactions last year. He asked that the Office should ask the banks to reduce the card transaction fees they charged the BPA by one half or one per cent.

Action: BPA Office (Jon Gretton)

Craig Poxon suggested that the BPA should make Members aware of the cost of credit card transactions to the BPA, and ask wherever possible for payment by debit card or cheque.

09/07 Request for a link to the BPA website

The Committee declined a request received by e-mail for a link from the BPA website to the Airfields of Britain Conservation Trust because the organisation was unknown to the BPA.

10/07 Date of next meeting

To be decided at tonight's meeting of the full Council. The Development Committee would meet at 1600 on the afternoon of same day, with the Council meeting in the evening. The meeting closed at 1805.

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