

British Parachute Association

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Development Committee

Minutes of the meeting held on

Tuesday 4 December 2007 at 1705

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

Present:	Adrian Bond	in the Chair
	David Ibbotson	
	Eddie Jones	Chairman of Council
	Paul Ledden	
	Paul Moore	
	Grant Richards	
	Mike Rust	
	Weed Stoodley	
In attendance:	Paul Applegate	
	Tony Butler	Technical Officer
	Debbie Carter	Treasurer
	Jon Gretton	Financial Administrator
	John Hitchen	NCSO
	John Page	Vice Chairman of Council & Competitions Chairman
	Martin Shuttleworth	Secretary-General
Apologies for absence:	Robin Durie	Development Chairman
	David Hickling	Chairman, Insurance Subcommittee
	John Horne	
	Alex Wilson	
Observers:	Kieran Brady	
	Craig Poxon	
	Jason Thompson	

Item Minute

34/07 Chair

In the absence of the Chairman Robin Durie, Adrian Bond, Communications Chairman, took the Chair.

35/07 Minutes

Grant Richards proposed, and Eddie Jones seconded, a motion that the minutes of the Development Committee meeting held on Tuesday 9 October 2007 should be approved as a correct record. This carried unanimously.

Approved

36/07 Matter arising: The Airkix Fund (minute 23.1)

John Page said he had met with Simon Ward, Chief Executive of the Airkix Wind Tunnel, to discuss the Airkix Fund. The Fund had not yet paid off its start-up costs. Eddie Jones said that this was a one-year project, subject to review thereafter. He said he believed it to be necessary for the BPA to recover its start-up costs, and then to consider whether the Fund had a future in the light of the frankly rather disappointing outcome so far.

Eddie Jones said he understood the estimated start-up costs to have been around £2000 each for Airkix and the BPA, the BPA's contribution including the cost of advertising in the Magazine. Kieran Brady said he believed the total start-up costs amounted to some £4,200.

The Chairman said it was important to itemize the start up costs to the BPA, and he was sure that Airkix would do the same, in order that a full financial statement for the Fund could be drawn up in time for its first anniversary after the AGM 2008 (the Fund having been launched at the AGM in 2007). He invited asked John Page, Weed Stoodley and Kieran Brady to do this, as they had been most closely involved, and they agreed.

Action: John Page, Weed Stoodley & Kieran Brady

The Chairman said that, once the above financial statement had been prepared, it would be appropriate for the Development Committee 2008 to arrange to meet Simon Ward to review the position and to consider whether or not it might be appropriate to continue with the Airkix Fund in some form beyond the initially-agreed period of one year.

Action: Next meeting

37/07 Reports on areas of responsibility

37.1 Insurance

In the absence overseas of David Hickling (Chairman, Insurance Subcommittee) Tony Butler reported that, although more than one quotation for BPA insurance for the year beginning 1 April 2008 was expected, none had yet been received. Therefore, it would not be possible to set the insurance element of the Provisional Membership subscription at the EGM tonight. The quotations were expected to have been received in time in time for the AGM on 12 January 2008. The premium would therefore be agreed at the AGM, after the quotations had been considered by the Insurance Subcommittee. The Subcommittee would also consider the proposal on premium allocation that Grant Richards had made at the DZO meeting in September, which could only meaningfully be considered during negotiation on real premium figures. The Insurance Subcommittee would report to the Development Committee and the Council, and the outcome would be put to the AGM in by the Treasurer in the normal manner.

37.2 CCPR

Adrian Bond (BPA liaison officer with CCPR) reported that the BPA's application for funding, through CCPR, from the Sport England Impact and Improvement Fund had unfortunately been unsuccessful. It was to increase participation by under-represented groups and had been considered by the adjudication panel as 'too conceptual'.

CCPR had circulated information on another possible source of funding, the 'Bingo Lotto' scheme. This involved promoting the sale of Bingo Lotto tickets, the surplus on which was shared out among sports organisations that belonged to CCPR and had signed up to their scheme. He believed that it would be appropriate for the BPA to consider joining the scheme, and would circulate details through the Office.

Action: Chairman & Office

37.3 Sport England / UK Sport

The Monitoring Report to UK Sport, on application of exchequer funding to the BPA Action Plan for the year 1 July 2006 to 30 June 2007, was due at UK Sport by the end of the year.

37.4 Media

In the absence of Julian Storey (Media Co-ordinator), no report was available. Weed Stoodley said that Julian Storey had agreed to be Media Co-ordinator this year for one year, which was now drawing to a close. She said that Jamie Dunbar (Membership no 976009) had expressed an interest in media issues and might be invited to come to a Committee meeting with a view to the possibility of him taking on this role. The Chairman asked the Office to ask Julian Storey whether or not he wished to continue, so that the Development Committee for 2008 could consider its options. Weed Stoodley reminded the Committee that she had produced Terms of Reference for the role of Media Co-ordinator, which were available as BPA Form 259.

Action: BPA Office / Next Meeting

38/07 Development Action Plan: 1 July 2007 to 30 June 2008

38.1 Research methods of membership recruitment and retention

As reported in minute 32.1, the idea of reducing the cost of conversion to full Membership to encourage people to stay in the sport, had been considered by the Insurance Subcommittee, but the outcome (minute 25.1) had been that the loss of income to the BPA would be too great.

Ongoing

38.2 Investigate replacement of reduced exchequer funding

John Horne was developing a number of possible ideas through the Income Streams Working Party, which would report back in due course.

Action: Income Streams Working Party

38.3 Support and encourage Clubs & Centres to run more safety events

To date during the current Action Plan year (1 July 2007 to 30 June 2008), only once Centre, Target Skysports, had availed itself of a BPA grant to run safety events. The availability of these grants would again be promoted in the Chairman of Council's speech at the AGM. The Committee believed this to be an important target, albeit that it was again turning out to be a slow burner, as in previous years.

Ongoing

38.4 Research functional (back-end) development of the BPA website for members and the general public

Grant Richards reported that he had approached two web-design companies for quotations to develop the functionality of the BPA website, to include the facility for online membership renewal. This morning, had also had discussions with the BPA's current website consultants, ZCT Ltd, with a view to inviting them also to quote. He was now formulating a draft specification, the content of which he outlined, and which he would circulate it in draft to the to the full Council.

Action: Grant Richards

[Note: A copy of the draft specification, which was subsequently circulated to the Council, is attached as an appendix to these minutes. No variations were suggested by Members of Council.]

Grant Richards said that developing the functionality of the back-end of the website would be done together with improving the front-end appearance of the website and improving its ease of navigation, etc. The Communications Committee had, earlier this afternoon, chosen a design format for this by announcing the winner of the BPA website design competition (Communications Committee minute 50.2 refers).

Grant Richards said he envisaged there would be three phases of the work – 1 improvements to the general website; 2 online voting; and 3 online membership renewal.

The timescale was to receive quotations in February for a decision on which web firm to engage. The rest of the timetable is set out in the Appendix.

With regard to online renewals, there were a number of issues that would need to be considered including the use of a secure online payment system. Logistically it would be easier if renewals were on a rolling basis rather than all on 1 April each year, but the Treasurer said that staggered renewals had been considered in the past and Clubs & Centres did not want them.

Grant Richards said that the budget allocated to website development would need to be reviewed and increased. The budget of £1K had been allocated purely to research the development of the website, which he was now doing. Additional funding would be needed to implement these developments. He believed it was high time to get it done! The budget would be considered at the next meeting, once quotations had been received.

Action: Next meeting

Martin Shuttleworth said that human factors were important and that there was a need to consult the BPA staff at all stages, in particular staff in Membership Services regarding the development

and implementation of the online renewal system. The existing paper-based renewals system was undoubtedly old-fashioned, but it was a proven procedure that worked well. Staff involvement would be essential if the new system was to work properly. If an effective system could be developed, it would offer the possibility of an even better service to members with less work for staff. However, it would take a lot of effort and inputs from many people to achieve that goal. Tony Butler suggested an early meeting of the project team with BPA staff. The Chairman said that the method of implementation would need careful planning.

Grant Richards proposed, and David Ibbotson seconded, a motion to progress development of the BPA website as above.

Carried unanimously

39/07 Chairman's closing comments

The Chairman thanked Robin Durie, Development Chairman, and the Members of the Committee for their hard work during the year. He was particularly grateful to Robin Durie for his contribution to planning and running – and to his organisation, the Army Parachute Association, for sponsoring – the BPA's meeting with Drop Zone Operators on 12 April 2007. The Chairman said that Robin Durie had a demanding day-to-day job that had meant that he had unfortunately missed a few Committee meetings, but his support for, and commitment to, the work of the Committee had been constant. The Members thanked Adrian Bond for taking the Chair today.

40/07 Date of next meeting

To be arranged at the AGM, to be scheduled at 1600 on the day of the February Council meeting (to be arranged).

The meeting closed at 1740.

Appendix to the minutes of the BPA Development Committee meeting held on Tuesday 4 December 2007

British Parachute Association (BPA) Web Site (www.bpa.org.uk)

Aim

1. To incorporate the ideas from the winning design from the BPA Web competition
2. To improve the functionality of the BPA Website

Implementation

Design

- Elements of the winner of the BPA design competition, <http://www.badsey.org/bpa>, are to be used for the general layout of the new website.

Functionality

Improvements need to be made in the following areas:

- Website navigation
 - o The current site is difficult to navigate and has no search facility
 - o There are currently 200 pages, this needs to be reduced
- Content management
 - o Elements of the site require a content management system to allow the BPA staff to make in house amendments. This must be easy to administer for personnel with limited IT knowledge. Some of the areas which require this are
 - Home Page
 - DZ Focus (Amendments by DZ through admin log in)
 - Diary of events
 - BPA forms
 - Council members details
 - Minutes of meetings
 - Safety and training
 - Staff contacts
 - Training Manuals
 - o A full list of areas will be submitted at the initial web meeting after full consultation with the BPA office.
- Fixed Pages
 - o A number of pages can be fixed as they are purely used for information, these may need updating periodically
- Newsletter/members email facility
 - o A facility is required to contact all members via email. This would need to be linked to a BPA database

.../continued

- BPA Database
 - o This is currently run by Mike Gorman, (Contact details can be obtained via the BPA office) and the new website would need to be integrated with the current database. The database would need to include the following information about the members and have the relevant database security:
 - Name
 - Age
 - Gender
 - Contact details
 - Membership number
 - FAI Number
 - Qualifications
 - Any other relevant details (Liaise with the BPA office)
- On Line membership renewal
 - o This would include an online payment system to cope with the different type of members.
 - o The payment system would need to be secure
 - o Linked to the BPA database
- On line Voting
 - o This would be used annually for the election of the BPA council (currently administered by Electoral Reform Services ERS)
 - o This would need to be secure
 - o Linked to the BPA database

Timelines

As the BPA council meets every 2 months the following timelines are to be met:

- Quotation for work 01 Feb 2008
 - o The BPA council meets in Feb and will decide which company to adopt. They will be informed, in writing, no longer than 7 days post the BPA council meeting
- April 2008
 - o To present an up date of website to the BPA development committee.
 - o Not include any online services
- June 2008 - Website Live
 - o To present the final website to the BPA Council for approval, Once given, the website is to go live.
 - o Not to include on line services
- Aug 2008
 - o To present an up date of all online facilities to the BPA development committee
- Oct/Nov 2008
 - o The online Voting to be finalized for the council elections of 2009
 - o Update on the online membership facility
- Feb 2009
 - o The online membership to be available, in line with new membership year starting 01 April 2009