

British Parachute Association

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Development Committee

Minutes of the meeting held on

Wednesday 22 April 2009 at 1530

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

Present:	John Horne Paul Applegate Ray Armstrong Paul Ledden Grant Richards	in the Chair
In attendance:	Adrian Bond Tony Butler Jon Gretton Martin Shuttleworth	Co-opted Technical Officer Financial Administrator Secretary-General
Apologies for absence:	John Hitchen Paul Moore* Craig Poxon Weed Stoodley*	NCSO Development Chairman

* at a meeting of the Competitions Committee running concurrently. See Council minute 29/09.

Item Minute

18/09 Minutes

The Committee noted that the minutes (circulated) of the meeting held on Tuesday 17 February 2009 had already been approved by the Committee, ratified electronically by the Council and published on the BPA website <http://www.bpa.org.uk/minutes>

19/09 Committee composition

The Chairman noted that Paul Moore and Weed Stoodley were not present today because they were both attending a meeting of the Competitions Committee that was being held concurrently. Weed Stoodley had said in a note (circulated) that she was willing to give up her voting seat on the Development Committee in favour of Paul Ledden, who did not currently have a vote, and she wished to continue to belong to this Committee but as a co-opted, non-voting, member. The Chairman said this would need to be considered at the next meeting after the Council, at its meeting this evening, had decided on the future scheduling of Committee meetings.

Action: Next meeting

20/09 Matters arising

20.1 Terms of reference (minute 2.1)

Responsibility for public relations and the provision of information had now been transferred from this Committee's terms of reference to those of the Communications Committee, as mutually agreed by the Committees at their last meetings.

20.2 Drop Zone Defence Fund (minute 2.2)

Jon Gretton (Financial Administrator) reported that he had asked Chris Jones, Chairman of DZDF, for a report, but it had not yet been received.

Action: Next meeting

Tony Butler reported that the BPA membership renewal form offered the option for members to make a discretionary donation either to the British Team Fund or the Drop Zone Defence Fund. Jon Gretton reported that DZDF was administered by the BPA, and the money - currently about £7k - held in the BPA's bank account, but the Fund was controlled by DZDF independently of the BPA. The Chairman said that, when the report on DZDF was received, it would be appropriate to seek to publish a summary in the Mag so the membership was more aware of DZDF and how it was run.

Action: Lesley Gale, Editor

20.3 Suggestion of a display skydive at the London 2012 Olympics

Consideration of this item was deferred until the next meeting as the Development Chairman was progressing a contact. **[Note:** At the Council meeting, Alex Wilson said he had information about the company that had been appointed to manage the opening ceremony.]

Action: Chairman

20.4 BPA representatives to Sport England Regions (minute 6.1)

Grant Richards kindly offered to resume his role as BPA representative to the Sport England East Region. Paul Ledden kindly offered to take on a similar responsibility for the West Midlands. This left only the South West Region without a representative. A call would be put in the Mag for any member who was interested.

Action: BPA Office

21/09 Areas of responsibility 2009

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

John Horne reported that UK Sport had a new Chairman. UK Sport's funding was now channelled toward Olympic sports. However, Sport England had responsibility for community sport and offered grants of £250 to £5k for projects that met the criteria published on its website http://funding.sportengland.org/funding_programmes/small_grants/want_to_apply.aspx He suggested that teams and organisers of coaching events and safety days might consider whether they might be eligible to apply for a one of these grants.

John Horne said the Royal Aero Club was continuing to liaise on behalf of all airports with the government's Department of Culture, Media and Sport, with a view to improving funding opportunities. He had provided RAeC with a brief covering skydiving, and had offered to attend meetings in person should RAeC consider this to be appropriate.

John Horne reported on Sporting Equals, a body to promote equality and human rights in sport, which was offering training workshops to the sporting community.

21.2 CCPR

21.2.1 Liaison with CCPR

Ray Armstrong said that, stepping new into his new role of looking after BPA liaison with CCPR, he had been struck by the breadth of coverage of CCPR - the A to Z of sport – compared with the modest size of its staff of only about 10. CCPR had such an enormously wide remit, he believed this presented the organisation with a challenge to reach a focus.

21.2.2 BingoLotto benefiting sport through CCPR

Adrian Bond reported that the BPA paid an annual membership fee of about £80 to CCPR. One very tangible benefit of this had been to enable the BPA, as a member of CCPR, to take part in the trial run of BingoLotto last year. This had brought in new funding of £1,200 for BPA Competition Skills Coaching Roadshows for non-seniors. BingoLotto was to be re-launched in June 2009 with the prospect of even more funding for sport from BingoLotto profits. To administer the new scheme for sport, CCPR had to establish a greater number of community interest companies or 'Societies' that NGBs that were to benefit from BingoLotto funding needed to join (there was no joining fee). The Committee agreed that the BPA should complete the CCPR documentation to join as many of these Societies that distributed funding that were relevant to our sport.

21.2.3 CCPR Sports Club of the Year Award

Ray Armstrong reported that Warwick University Skydiving Club had asked the BPA to endorse its application for the CCPR Sports Club of the Year Award. Ray Armstrong said that, unfortunately, the BPA had received the detailed application for endorsement only shortly before the closing date. The application had contained some factual inaccuracies such that it could not simply be signed off, and he had asked the Club kindly to liaise with the BPA at an earlier stage should it wish to pursue such an application in future.

21.2.4 CCPR seminars – safeguarding vulnerable groups

CCPR also offered seminars to help NGBs keep up-to-date with developments that affected sport, such as phasing-in of new statutory requirements for safeguarding vulnerable groups. Martin Shuttleworth, Secretary-General, had attended and circulated a report on the first run of a CCPR seminar on child protection in sport, held in Nottingham on 15 April. John Horne and Tony Butler, Technical Officer, would each attend a subsequent presentation of the seminar in Manchester and London respectively as it was so important for the BPA to keep abreast of the latest developments. This was to enable the BPA to understand its statutory responsibilities and those of Affiliated Clubs & Centres. The Chairman summarised the current position on safeguarding and the new arrangements that were being phased in over the period 2010-15. The Department of Children, Schools and Families was due to publish guidance on safeguarding in sport and this would be key to helping National Governing Bodies such as the BPA interpret safeguarding requirements for their sport.

21.2.5 CCPR name

Martin Shuttleworth said he believed that CCPR might benefit from new identity that better conveyed its purpose. CCPR stood for the Central Council of Physical Recreation but only the acronym CCPR was now used as the operating name. The current identity also included an explanatory strapline 'one voice for sport and recreation'. He believed that this branding might benefit from a makeover in favour of something snappier and more memorable, perhaps along the lines of 'Active UK'. The Committee had no objection to his putting forward this suggestion to CCPR.

21.3 Insurance

The BPA had been with its new insurers for only three weeks. This was normally a quiet time of year for insurance, being the start of the new membership/insurance year and the beginning of the season. The first regular periodic review with the insurers would take place later in the year, probably by the autumn or early winter.

Tony Butler reported that he had been approached by a BPA member who worked in insurance who had asked to come to see him for an informal discussion. He had agreed to a meeting, which had not yet taken place.

22/09 Memorandum & Articles of Association

Weed Stoodley and the BPA Office had referred the BPA Memorandum & Articles of Association to specialist legal advisers, Co-operatives UK Ltd Legal Services, to be recast fully to comply with current statutory provisions and best practice, including allowing electronic communications with members. A comprehensive draft update, with commentary and guidance notes, had been received and circulated electronically to the Development Committee. Weed Stoodley and the Office would review this and seek to hone the draft - which still had a few areas requiring clarification from the BPA - with the legal advisers, before presenting it back to this Committee and then to the full Council.

The Committee discussed the procedure by which to circulate the draft to the membership in order for it to be considered at the AGM in January 2010. The Office would clarify this with Co-operatives UK Legal Services.

Action: BPA Office

An article giving an overview of the proposed update would also be prepared for the BPA magazine, perhaps at the time the draft was published. The current Memorandum & Articles was already available online on the BPA website.

Action: BPA Office

23/09 The Airkix Fund: CH/CP video

The Chairman reported that a draft storyboard for the CH/CP video was being prepared. The cost of the video was being met by the Airkix Fund, which stood at £1,400. Martin Soulsby had referred the storyboard to the TO/NCSO and it would then be circulated to this Committee. Distribution arrangements for the digital video had yet to be considered.

Action: Martin Soulsby

24/09 Membership recruitment and retention initiative

The Chairman reported that the new membership recruitment and retention initiative had started on 1 April. For a trial period, it allowed Drop Zones to enable members to take out two temporary memberships.

Paul Ledden believed that a factor militating against membership recruitment and retention might be the medical requirements for individuals aged over 40 and over 50. He said that, compared for example with an HGV driver, and the number of others that such an individual could put at risk, the medical requirements for parachutists appeared to be disproportionate. Tony Butler said that the advice of Dr John Carter, BPA Medical Adviser, was that this was not the case and that Dr Carter had consistently presented a cogent and convincing case to STC for the current medical requirements, which were of course kept under review.

25/09 BPA meeting for Drop Zone Owners & Operators

The Office reported that consultation with Drop Zone Owners and Operators had revealed that the majority would prefer an autumn meeting at a Central England venue. Three DZOs who were based farthest away had asked for a later start to avoid the morning rush hour, with the option of an overnight stay by locating the meeting near to reasonably priced overnight accommodation. Some DZOs had also suggested perhaps a shorter, follow-up meeting on the day before the AGM, and this was already being considered by the AGM working party of the Communications Committee.

The Office would therefore seek a Central England venue and an autumn date that might fit the bill, and report back to the next meeting.

Action: BPA Office

26/09 Development Action Plan: 1 July 2008 to 30 June 2009

26.1 Improve the functionality of BPA website to provide more and better services to Members and the wider public

This would be the second phase of development of the new website, once a debrief had taken place with Hcoms, the contractors, on stage 1 which had covered the new front end of the website, which was now up and running.

Ongoing

26.2 Pilot implementation of selected new funding stream/s

26.2.1 Possible BPA tandem bookings agency

This was a possible item to go forward for development in the new Action Plan year starting on 1 July 2009.

Action: Chairman

26.2.2 BPA Shop

John Horne was in ongoing discussions with Grant Richards and Jason Thompson over the BPA Shop.

Ongoing

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

Of the total budget of £1000, half had been granted to safety events at Target Skysports, Hibaldstow. Target had been the only Centre to have applied for a grant in the year to date. A reminder had been put in the Mag.

Ongoing

26.4 Increase media coverage of skydiving in local UK media

The target of issuing the new media contact form to first-time jumpers had already been achieved (minute 23.4/08 refers).

Target achieved

26.5 Research the promotion of the sport to young people

Martin Soulsby reported that the initiative being progressed by a commercial company through the Royal Aero Club appeared to have gone on the back burner because of the effects of the credit crunch.

Delayed

27/09 Development Action Plan: 1 July 2009 to 30 June 2010

After discussion, the Committee agreed the targets set out in the table below for recommendation to the full Council. The available budget was £5980 of which £3750 was earmarked.

Target	From	To	By	How	Budget
1. Implement phase 2 of the new BPA website and database	Successful implementation of phase 1, new website	Implementation of phase 2, online renewals	June 2010	Set out requirements to contracted web consultants and implement with them	£500 (additional to contract fee already agreed)
2. Explore the viability of the BPA developing a tandem bookings agency as an arm's length commercial activity	No model for such an activity	Possible model for such activity	June 2010	Consult with stakeholders on the appropriateness, or otherwise, of such a strategy	No additional budget required
3. Support and encourage Clubs & Centres to run more safety events	Grants available for Centres to run safety events	Grants supported by 'safety packs'	June 2010	Develop and promote safety packs	£1000
4. Keep up-to-date with developments in statutory safeguarding of vulnerable groups	Old legislation	Implementation from 2010-2015 by government of the provisions of the Safeguarding of Vulnerable Persons Act 2006	June 2010	Publish press release template on the BPA website	£750
5. Take further initiatives in membership promotion and retention	Pilot scheme in 2009	Further initiatives	June 2010	Monitor and review pilot scheme, develop new initiatives	£500
6. Put updated Memo & Articles of Association to AGM 2010	Old-fashioned Memo & Arts	Updated Memo & Arts	January 2010	Continue to draft updated Memo & Arts with legal advisers	£1000

Action: Recommend to the Council

28/09 Date of next meeting

Wednesday 23 June 2009 at 1530 at the BPA Office, Glen Parva, Leicester

The meeting closed at 1753.

Minutes electronically ratified by the Council and published on 14 May 2009