

# British Parachute Association

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## Development Committee

Minutes of the meeting held on  
**Tuesday 19 February 2008 at 1645**  
at the BPA Offices, 5 Wharf Way, Glen Parva, Leicester

<b>Present:</b>	Craig Poxon Paul Applegate Adrian Bond John Horne David Ibbotson Paul Ledden John Page	Development Chairman
<b>In attendance:</b>	Kieran Brady Tony Butler Debbie Carter Jim Crocker Lesley Gale Jon Gretton David Hickling John Hitchen Ian Marshall Paul Moore Grant Richards Andy Scott Martin Shuttleworth John Smyth MVO Martin Soulsby Weed Stoodley	Insurance Working Group Technical Officer Treasurer Vice President (from item 8.2) Editor, <i>Skydive Magazine</i> Financial Administrator Insurance Working Group NCSO (from item 11) Co-opted Co-opted Competitions Chairman (from item 5) Secretary-General Chairman of Council (from item 11) Co-opted Co-opted

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### Item Minute

#### 01/08 Composition

Craig Poxon, who had been voted to the Office of Development Chairman at the inaugural Council meeting on Saturday 12 January 2008 (Council minute 1.3), welcomed those present to this first formal meeting of the Development Committee 2008.

Consequent to Council's decision on Committee composition (minute 48/07 of the Council meeting held on 12 June 2007 refers), no Committee could have a voting majority on Council, which meant that the number of voting members on the Committee was limited to six plus the Chair.

Ten of the fifteen elected Council Members had expressed an interest in serving on the Development Committee. The Chairman said that the fairest way would be to draw out of a hat the names of the six voting members, the remaining four Council Members who had expressed an interest would be co-opted onto the Committee as non-voting Members.

The voting members selected by this method were, in alphabetical order: Paul Applegate, Adrian Bond, John Horne, David Ibbotson, Paul Ledden and John Page. It was noted that item 4 of the Committee's terms of reference specified that the Treasurer was ex officio a Member of the

Committee, which meant that she had a vote, which in practice she had rarely if ever used. However, the Treasurer was a co-opted Member of the full Council, at which she did not have a vote.

John Page then proposed, and David Ibbotson seconded, a motion that the four remaining Council Members who had expressed an interest in serving on the Development Committee - in alphabetical order: Paul Moore, Grant Richards, Martin Soulsby and Weed Stoodley - should be co-opted as non-voting Members.

**Carried unanimously**

**02/08 Terms of reference**

The Committee noted its terms of reference (BPA Form 174, issue 3, February 2007), which had been circulated with the agenda.

Item 5 of the terms of reference stated that co-opted members of the Committee had a vote. Consequent on Council minute 48/07 (minute 1 above refers) this was the case, and the Committee asked the Office to update the terms of reference accordingly and set out the updated draft as an Appendix to these minutes for recommendation to the full Council for ratification.

**Action: BPA Office – see Appendix**

The Chairman said that the Office had suggested that it might be appropriate for the Committee to review the terms of reference towards the end of the year.

**Action: December 2008 meeting**

**03/08 Insurance Working Group**

Grant Richards proposed, and John Horne seconded, a motion to replace the Insurance Subcommittee with an Insurance Working Group comprising Members of the Development Committee and others with relevant experience to assure continuity. The working party would report to the Development Committee. Its composition would be: Craig Poxon (Development Chairman), Grant Richards, Paul Moore, David Hickling and Kieran Brady. It would work in liaison with BPA staff.

**Carried unanimously**

**04/08 Media Co-ordinator**

The Chairman reported that he had been liaising with a Member who had seemed to be keen to take on the role of BPA Media Co-ordinator. However, shortly before today's meeting, they had withdrawn their name.

John Horne therefore proposed, and Adrian Bond seconded, a motion that the Committee should advertise for a volunteer unpaid Media Co-ordinator through the BPA website and the Magazine. The advertisement would refer to BPA Form 259 (circulated), which set out terms of reference for the role.

**Carried unanimously – Action: Chairman**

Weed Stoodley kindly offered to act as temporary Media Co-ordinator until a new appointment was made. Adrian Bond proposed, and John Horne seconded, a motion to accept this offer.

**Carried unanimously**

The Committee thanked Julian Storey for his work as Media Co-ordinator in 2007.

**05/08 Minutes**

With typographical corrections to show Paul Applegate in attendance and to delete the name of John Horne from the list of those present, as he was also correctly listed under apologies for absence, John Page proposed, and Adrian Bond seconded, a motion that the minutes of the Development Committee meeting held on Tuesday 4 December 2007 should be approved as a correct record. This carried unanimously.

**Approved**

## 06/08 Matters arising

### **6.1 Suggestion of a display skydive at the London 2012 Olympics opening or closing ceremony (Council minute 5/07)**

The Chairman said that this harked back to the minutes of the meeting of the Council held on Saturday 20 January 2007, which read as follows:

#### **Possible parachute display for the London 2012 Olympics**

*John Page recommended that Tony Goodman, who had started to liaise with the organisers of the London 2012 Olympics about a possible parachute display as part of the opening or closing ceremony, should be authorised to continue this work, reporting to the Development Committee. The Council agreed.*

The Chairman reported that he had recently been in correspondence with Tony Goodman, who was keen to continue to deal with this, and said that he had been asked by the London Olympics Organising Committee to re-approach them with the suggestion during the middle of this year. The Chairman said that there had been discussion on [www.UKSkydiver.co.uk](http://www.UKSkydiver.co.uk) from which it had been clear that quite a few of the membership were keen to see the sport promoted at such a prestigious event.

John Page said that the Council had decided to take charge of the approach to the London 2012 Organising Committee on a sport-wide basis because some display teams had been planning to write direct to offer a skydiving demonstration for the opening or closing ceremony.

### **6.2 Carriage of parachuting kit by commercial airlines (various past minutes)**

The Chairman said that previous written requests by the BPA to a number of commercial airlines, including British Airways, for them formally to recognise sport parachute kit as sporting equipment (which would then come within its sporting equipment weight allowance) had fallen on deaf ears. He therefore invited Committee Members to consider how best to continue to pursue this goal, which he believed needed a champion to help to maintain pressure on the airlines. Andy Scott called attention to a helpful e-mail from a Member that had recently been copied out via the Office, which had indicated that British Airways had no problem with parachutes being taken on board their flights as hand luggage. John Page said that this was a move in the right direction, but it was still short of parachuting kit being added to the airlines' lists of recognised sporting equipment.

The Chairman said that posters on the UKS website had suggested that the BPA should approach the International Air Transport Association (IATA). John Page said that each airline had its own policy on luggage, therefore he doubted whether IATA would have a co-ordinating role in this matter. However, he agreed to take the matter forward although, as we already knew, progress was likely to depend on a process of attrition because this was a tough nut to crack.

**Action: John Page**

## 07/08 The Airkix Fund

To date, the BPA had received one cheque from Airkix in respect of the Airkix Fund, for £620, in August 2007, although news from Airkix for the Chairman's Annual Review at the AGM last month had been that the Fund had then stood at over £1000. Airkix had said that they would not be charging any start-up expenses, so the full amount could go to good skydiving causes. John Page said that the launch of the Airkix Fund had not cost the BPA anything either – reports he had seen of costs to the BPA were based on use of space in the Magazine by the Airkix Fund if it had been sold as advertising space. In fact, the Airkix wind tunnel had continued to support the Magazine with paid advertising so there had been no loss of income to the BPA. Weed Stoodley said that technically space in the Magazine cost the BPA money when it might have been turned to income earning advertising. Therefore, there were hidden costs to the BPA in promoting the Airkix Fund.

John Page reported that, as Members of the Committee would be aware, Skydive Airkix had been launched earlier this year as the new name for Peterborough Parachute Centre at Sibson. Two Drop Zone Operators had expressed to him their concern at the BPA's link with Airkix through the Airkix Fund, now that the name Airkix did not relate just to a wind tunnel, as had been the case when the agreement with the BPA had been made. Weed Stoodley said that a lot of

time and effort had gone into establishing the Airkix Fund, but it had not produced the results that had been hoped for, and the feedback from Members she had received was that they did not perceive the arrangement as being even-handed, with Airkix benefiting from free advertising. Now that there was a Drop Zone called Skydive Airkix, it had changed the picture completely.

Some Drop Zone Operators had also commented on the news item about the Airkix Fund on the BPA website, which linked to the Airkix Fund page of Airkix's own website. They saw this as free advertising, in contrast to the advertising banners that a number of Affiliated Centres paid to display on the front page of the BPA website. John Page said that Simon Ward of Airkix had pointed out that Centres' paid advertising was aimed at an entirely different market – the Airkix Offer to BPA Members meant nothing to the student parachutists whom the paid advertisers were seeking to attract.

The Committee agreed to review the Airkix Fund's finances after a full year of operation, in March or April 2008. John Page reported that Simon Ward had suggested that the Fund might be applied to produce a canopy handling video. Andy Scott believed that this would be a much-needed and positive contribution to the sport.

The Chairman said he had spoken with Simon Ward, whose view was that apathy had reigned and that if the Fund was to continue, the way to go was to make the Airkix Offer to BPA Members more straightforward and simple.

Paul Applegate said that the Airkix Fund may not be a bright light, but it was doing some good. Debbie Carter (Treasurer) said the Fund had a gentle income stream but would never be likely to generate a significant amount of cash for the sport. She believed that BPA Members might be able to get better deals with other Airkix offers. She said the Airkix Fund had not been particularly attractive to the BPA, with a lot of effort expended in formulating the agreement with Airkix for relatively little reward.

Weed Stoodley said that the Airkix Fund had a small income stream, which had been generated by relatively few Members taking up Airkix's special offer on tunnel time - comments on the UKSkydiver.co.uk website about the timing limitations of access to the Airkix offer being one possible reason for this. John Page said the timings may be negotiable depending on how busy the tunnel was at the time. Weed Stoodley called attention to the cost of goodwill that might be lost to other Drop Zones now that Skydive Airkix was about to start up, and Paul Ledden shared concerns about the effect on other Drop Zones.

The Committee decided, at the suggestion of John Horne, that the Development Chairman should seek a face-to-face discussion with Simon Ward, together with Members of the Income Streams Working Group as may be available, to consider how the Airkix Fund might be improved to generate more money for the sport.

**Action: Development Chairman / Income Streams Working Group**

**08/08 BingoLotto**

Adrian Bond outlined the BingoLotto scheme, through which sports could benefit because of co-ordination by CCPR. The BPA had joined the scheme (minute 37.2). There would be a pilot period of 12 weeks, with the first draw live on the digital television channels Virgin 1 and Challenge at 1900 on Friday 29 February, and thereafter weekly. Initially, 20% of ticket sales would benefit sport and recreation, with CCPR sharing the sum, less its own administrative expenses, equally among those of its members that had signed up to the scheme. The main criterion for use of the funds was that the money must be used to support grassroots sport and recreation.

Adrian Bond asked that the BPA should promote BingoLotto on the BPA website and in the Magazine, and send an e-mail to call it to the attention of Clubs & Centres.

**Action: BPA Office**

Participating sports organisations had been invited to go to a launch event in Trafalgar Square dressed appropriately for their sport. Martin Soulsby kindly agreed to go to represent skydiving.

**Action: Martin Soulsby**

Weed Stoodley said that the BPA's association with BingoLotto should be reviewed after the 12-week trial period because it involved the promotion of gambling by the BPA. Adrian Bond said that the trial period would be an appropriate way for the BPA to test our involvement in a bite-sized chunk.

## **09/08 Areas of responsibility 2008**

### **9.1 Central Council of Physical Recreation**

Adrian Bond kindly agreed to continue to oversee the BPA's liaison with CCPR.

### **9.2 UK Sport / Sport England / BPA Regional Reps to Sport England**

John Horne kindly agreed to look after these areas of liaison.

### **9.3 Insurance**

Minute 3 refers.

### **9.4 Media**

Minute 4 refers.

## **10/08 Memorandum & Articles of Association**

The Office reported that a number of factors made it timely to review the BPA's governing instrument, its Memorandum & Articles of Association, with a view to updating it. There were a number of clauses in the document that would benefit from updating because they used old or obsolete names or terms. Also, there was a new format for Articles of Association offered by the Companies Act 2006, including provision for electronic communication with Members. There was also at least one significant omission from the present document – it did not specify which categories of Member were entitled to stand or vote in Council elections.

Weed Stoodley volunteered to co-ordinate this work, with support from the BPA Office. The Committee gratefully accepted.

**Action: Weed Stoodley / BPA Office**

Weed Stoodley invited all members of this Committee, the full Council, and the membership to read the Memorandum & Articles (which would be downloadable from the 'About the BPA' page of the BPA website [www.bpa.org.uk](http://www.bpa.org.uk)) to contact her with any suggested variations or other comments. Jim Crocker kindly offered to assist, and Weed Stoodley thanked him.

**Action: All**

As regards timescale, any new governing instrument would need to be issued to Members ahead of an AGM at which it would need formally to be voted in before taking effect. This would mean that the draft would need to be approved by the October 2008 meeting of the Council for it to go to the AGM on Saturday 10 January 2009.

The Committee agreed to put review of the Memorandum & Articles of Association as a target in the Development Action Plan 2008/9.

**Action: Include in Action Plan 2008/9**

## **11/08 Policy on the use of electronic recording and transmitting devices at BPA meetings**

This item had been referred to the Committee by the Council at its meeting on 4 December 2007 (Council minute 109/07 refers). The Chairman said that recent USPA meetings had been videoed by an ordinary member, then uploaded to the web and that we should be mindful that the same could happen here. Weed Stoodley proposed, and Adrian Bond seconded, a motion that a statement was to be read out before an in-camera session stating that all recording and transmitting devices must be switched off. Further, in an open session, a statement should be read out that all recording and transmitting devices should be declared, in fairness to other people.

**Carried unanimously**

Weed Stoodley pointed out that the Memorandum & Articles of Association specified that the formal record of a meeting was its official written minutes.

## 12/08 Development Action Plan: 1 July 2007 to 30 June 2008

### 12.1 Research methods of membership recruitment and retention

As reported in minute 32.1/07, the idea of reducing the cost of conversion from static line to full Membership at first freefall to encourage people to stay in the sport, had been considered by last year's Insurance Subcommittee. The outcome (minute 25.1/07) had been that the loss of income to the BPA would be too great to take this forward. Tony Butler said this was not a straightforward matter, as the conversion to full Membership had been put at the first freefall at the request of Centres in the first place. He said that some progress had been made with the insurers, who had agreed to a sliding scale – which was now in operation – that reduced the cost of insurance pro rata for those who converted later in the membership year.

### 12.2 Investigate replacement of reduced exchequer funding

John Horne was developing a number of possible ideas through the Income Streams Working Party (which comprised Paul Moore, Paul Ledden and himself), and was now honing these down to a smaller number of ideas that appeared to offer the greatest potential for income generation.

**Action: Income Streams Working Party**

### 12.3 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 one centre, Target Skysports, had availed itself of a BPA grant to run safety events, although other Centres had run such events without BPA funding. The availability of these grants had been promoted in the Chairman of Council's speech at the AGM. Kieran Brady thought that a typical grant of £100 was insufficient. John Page said the BPA should supply safety experts to present a talk or seminar at Drop Zones, as a lot of Drop Zones already had in-house safety experts. Martin Soulsby believed that in the next Action Plan, the BPA should put together a canopy handling package, perhaps including the proposed video supported by the Airkix Fund (minute 7).

**Ongoing**

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

Grant Richards had circulated two quotations (circulated) for a new BPA website, from (i) Hayes Computing Solutions Ltd (HCOMS) and (ii) ZCT Ltd. Although both companies had been supplied with the same specification, the cost of the two quotations differed significantly. Weed Stoodley said that it was important, before proceeding, to establish whether the quotations really were like-for-like in relation to the architecture and functionality of the new website, or if not precisely how they differed. John Page said there was insufficient information in the quotations to enable the Committee to do this.

Adrian Bond said he would carry out a due diligence check on both companies.

**Action: Adrian Bond**

Because of the limitations of time at today's meeting, which was now overrunning, the Committee decided to convene a separate meeting for Grant Richards, the Development Chairman, the Communications Chairman, the Chairman and Vice Chairman of Council, the BPA Office and Lesley Gale to meet to take this forward. Grant Richards kindly agreed to co-ordinate this, and to contact the two companies who had quoted to ask them to provide further information.

**Action: Grant Richards**

Grant Richards said that the Committee would need to make a special application to the Council for funds to progress website development, because the budget in the Action Plan 2007/8 was for research and development only, and as yet no budget had been voted for implementation. The overall development Action Plan budget for next year, 2008/9, which was £6385, would be insufficient for the Development Action Plan *and* a new website. The Chairman of Council assured him that adequate funding would be provided as the Council was determined to see a significant upgrade to the BPA and Magazine websites, as the existing ones were still effectively first generation websites dating from the late 1990s.

The Development Chairman said that he envisaged phased payments to the selected contractor in line with the proposed phases of the project, which could alleviate some of the budget concerns. He asked Grant Richards to try to complete the investigation of the two potential contractors and their quotations ahead of the next meeting of the Committee on 22 April, at which time a clear figure for the cost of the new website should be known. He also reminded the Committee that the Communications Committee, at its meeting earlier this afternoon, had decided to seek to combine the BPA and Magazine websites into a single website to help to consolidate the sport's presence on the web and to be more cost effective.

**Action: Grant Richards**

**13/08 Development Action Plan: 1 July 2008 to 30 June 2009**

The Chairman suggested, and the Committee agreed, that the Development Plan for 2008/9, beginning on 1 July 2008, should follow naturally from the current development plan (minute 12) and seek to implement some of the outcomes of the research and development that had been carried out during the current year. This would include implementing new income streams (minute 12.2) to replace UK Sport exchequer funding which was now being restricted to Olympic sports; implementing a more specific, focused campaign of safety events (minute 12.3) and implementing the new BPA website (minute 12.4).

There had also been two ideas put forward for entirely new Action Plan targets. Paul Ledden had made a suggestion (circulated) about monitoring the membership for equality and diversity, and Martin Soulsby had suggested a project (outline circulated) based on a nationwide development around the Drop Zones of Rick Boardman's concept of the 'Young Eagles', to educate children about the sport. As there was no time remaining today, consideration of these ideas would be held over until the next meeting.

**Action: Next meeting**

The Chairman confirmed that the Development Action Plan would need to be ready for recommendation to the full Council at its meeting on Tuesday 22 April 2008.

**Action: Next meeting**

**14/08 Dates of next meetings**

Tuesdays at 1600 at the BPA Office, Glen Parva, Leicester: 22 April, 17 June, 19 August, 7 October and 2 December 2008.

The meeting closed at 1845.

**Appendix to the minutes of the meeting of the Development Committee held on Tuesday 19 February 2008**

Variations to issue 3 are shown in **bold**

**DEVELOPMENT COMMITTEE**

**TERMS OF REFERENCE AND RULES OF PROCEDURE**

**ACCOUNTABILITY**

1. The Development Committee is a **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. **Co-opted members are non-voting.**
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.

**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) Increasing 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 in the BPA Employment Subcommittee (see Form 229), which makes recommendations to the full Council.

#### **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, on dates promulgated by the Chairman in consultation with the rest of the Development Committee.
13. All meetings must be notified in advance, with an agenda, to all eligible members of the Development Committee. All items of A.O.B. 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.