

**DRAFT MINUTES OF THE MEETING
OF THE CPSA BOARD OF DIRECTORS**

**Held at Edmonton House, Bisley National Shooting Centre,
Brookwood, Woking, Surrey, GU24 0NP
on Wednesday 28th January 2015**

PRESENT:-

Mr T R Bobbett	(TRB)	South West Regional Director - Chairman
Mr W A Heeks	(WAH)	North Regional Director - Deputy Chairman
Ms M Conway	(MC)	National Director
Mr D J Jellicoe	(DJ)	National Director
Mr J Kitson	(JK)	West Midlands Regional Director
Mr J Offord	(JO)	South East Regional Director
Mr P Simpson	(PS)	East Midlands Regional Director
Mr G Walker	(GW)	National Director
Mr B Moorhead	(BM)	Independent Director
Mr N Fellows	(NF)	CEO

GUEST:-

Mr J Beard	(JB)	haysmacintyre - Auditor
------------	------	-------------------------

MINUTES SECRETARY:-

Mr S C Oldman

APOLOGIES:-

None – all present

QUORUM:-

The meeting opened at 9:05 and a quorum was declared present

DECLARATION OF INTERESTS:-

None.

2014 ACCOUNTS:-

Jeremy Beard was introduced to the board members elected at the 2014 AGM and Connie Pierre (CP) was invited to attend this part of the meeting.

JB informed the board that the purpose of his attendance was to run through the Audit Findings Report, the Letter of Representation and an explanation of the tax owed. The result of the review carried out was standard and CP was thanked for her excellent financial control and preparation prior to and during the audit. One element that clearly affects the results biennially is the major championship, i.e. the World Sporting. The reserves policy remains appropriate and our reserves are divided into two clear parts, 'Free Cash Reserves' and 'Designated Reserves'. JB explained the relevant section as a reminder of director responsibilities. The increase in corporation tax was explained as being due to an investment maturing and the tax being due on its interest. The surplus for the year of £106,000 is explained in large part by the cancelled IT development contract and the subsequent full refund received in respect of the first stage payment. This, together with the reversal of the earlier accruals, is shown in the 'Designated Funds' item in the accounts, which will be used to fund the replacement project. It was agreed by all that the large surplus needs to be explained carefully to our members.

It is important for all to be able to explain this to members when questioned and an explanation should be included in the notes to the accounts in Pull!

JB informed the board that the 'Audit Findings Report' showed a very smooth audit once again and being able to sign off the accounts within two months of the year end is an achievement for all. JB stated that the financial function of the CPSA was in good order thanks to CP. A new haysmacintyre audit manager had been appointed for the audit and this is seen as a good approach as it demonstrates a different view to the investigation. An external audit is not a thorough check of finance systems and controls which is something that is recommended every three years. It is a standard part of this report to identify 'Risks & Key Judgement' areas. All audit work was considered to be satisfactory. The fixed asset registered needs to be tidied up in relation to one specific item but this was not a major concern.

JB highlighted to the board that haysmacintyre were seeing an increase in fraudulent transactions in a number of other NGB's. CPSA daily bank reconciliations are done and the risk is low but awareness of such issues is important. A question was asked regarding iXBRL compliance and this was explained as an HMRC requirement to electronically tag either P&L accounts or the tax computation.

It was agreed that JB would in due course provide a benchmarking report of other NGBs.

The Board agreed that the Chairman should sign The Letter of Representation, a standard part of the audit.

TRB thanked JB for the explanations and for attending the board meeting.

REPLACEMENT INDEPENDENT DIRECTOR:-

Discussions took place regarding finding a replacement for Cate Cannon who resigned as an independent director on 20/01/15. It was agreed we should seek someone with the same area of expertise (commercial and marketing). All agreed to start looking and it was noted that other sports NGBs could be looked at as such skills are transferrable. The S&RA and some sports equipment manufacturers could also be approached.

MINUTES OF THE BOARD MEETING 3rd DECEMBER 2014:-

Minutes ratification proposed by DJ and seconded by BM. All were in favour.

MATTERS ARISING:-

Sponsorship for ESK majors was discussed.

It was noted that since the December board meeting Edgar Bros had withdrawn their sponsorship for the EO ESP due to rationalisation of their commitments. NF will be discussing potential replacements with John Bidwell, who has indicated he has some ideas for this championship. It was also confirmed by BM that he was hoping to arrange a meeting with another gun manufacturer and he will report back in due course.

JK was asked how his work on developing coaching opportunities was progressing at county level. He advised that there was no update from the winter months.

DJ confirmed that he had approached the Police Authority Licensing Group for a position on the group and that he had now been invited to the next meeting in three weeks' time.

WAH requested that the ESK sub-committee's proposal to review target speed and separate side by side competitions should be published in Pull so that all members could see it, even if they did not have access to a computer. NF explained that although the survey was on-line we had also written to known ESK shooters. WAH advised that this not an urgent issue and requested that any decision could wait until next year. It was confirmed that we had already received over 100 responses to the survey and that the letter had only been sent out two weeks ago, therefore further responses were highly likely.

ACTION LOG:-

PS put forward the proposal from the ESP sub-committee to allow the first shooter to view the targets from inside the cage. The sub-committee voted 10 For and 4 Against.

This was proposed by PS and Seconded by WAH. All were in favour. This will be included in the 2015 rule book and effective from that date.

Provision/space is required on scorecards for referees to note formal warnings. A list of standard fault abbreviations needs to be made before this is implemented. PS and WAH to produce a list.

MANAGEMENT UPDATES:-

TRB welcomed Peter Tomlin to the meeting and congratulated him on his promotion to the Management Team.

FINANCE UPDATE (CP):

CP asked if the board had any questions regarding her report in the board pack.

A question was asked regarding allowances for international matches. It was confirmed that England Team members attending HCIT and WESP events outside of the UK mainland receive £350.

OPERATIONS UPDATE (SO):

An updated copy of the championship calendar was provided, together with the Staff & Director attendance schedule for each event. Directors were asked to let SO or CA know if any changes to attendance were required.

COMMERCIAL UPDATE (AM):

An update was given on the new stand design for the British Shooting Show. This is a modular and flexible system. Also a larger version will also be used at the CLA game fair. The panels used are not hugely expensive and a mixture of four different sizes can be used.

The 'Sponsorship Agency' proposal from Archant Dialogue was explained, although it should be noted that this will be an annual contract separate from Pull! NF explained the commission scheme being discussed. Archant have been tasked with finding new sponsors for the Association rather than just advertisers for the magazine. Full details will emerge in due course.

A question was asked regarding a recent CPSA insurance advert in Clay Shooting magazine referring to "available" rather than "included". It was confirmed this has now been updated.

WAH noted from the figures provided that Bobby Watkins was doing well following up on lapsed members and that he does his job well.

A new member draft 'Welcome' flyer was distributed and all agreed the format was good. The inclusion of some pictures of ethnic minority shooters was recommended.

A competitor review had recently been completed and extracts of the content was explained by NF.

DEVELOPMENT UPDATE (RW):

An update was given on the proposal to upgrade Ian Coley Shooting School to Premier Plus status. All agreed the upgrade and asked RW to inform Ianw. WAH requested an up to date list of Premier and Premier Plus grounds.

Planning is underway for this year's Young Shots Days, Clubman Classic League and the new Premier League. Further details to follow.

It is planned the website will include an on-line renewal system for our clubs/grounds, which will include a new process for submitting paperwork and confirming insurance cover etc. Waiting for paperwork to be submitted by some grounds can cause a significant delay in club renewal. The new on-line process will significantly help everyone.

The membership upgrade scheme (Clubman to Full) was a success last year and has been re-launched for January 2015.

A Referee Record Card has been produced and a copy was passed around for all to see.

We have also amended and re-launched the Student membership scheme and this is already proving a success. Students have to provide a copy of their NUS card to be able to subscribe to this membership category.

SYSTEMS DEVELOPMENT UPDATE (PT):

PT gave an update on the current work on the Magic and Website Replacement Project which is now making good progress with development starting in February. This is a bespoke system being developed for the CPSA, however it was confirmed that we have the right to remove it from the developers if required. We are confident they will deliver.

Cloud computing is also being considered for the future, however the performance from the recently installed fibre optic service from BT is disappointing and options to improve this are on-going. The new system will be built and installed in-house until such time as cloud computing is a viable option.

CEO UPDATE (NF):

Insurance:

A meeting was held in December to review the club legal expenses policy and to gain some insight to the progress of the licence revocation legal expenses scheme. Claims so far have been nil on the clubs scheme and minimal on the licence revocation scheme. We have agreed to combine these premium pots to broaden the risk and have also agreed no increase in premiums for the clubs scheme.

Club / Ground Support:

We are aware of plans for a couple of new or returning grounds, including an extensive plan for a Midlands trap & skeet ground and Lakenheath appears to be in the process of resurrection, both of which are good news. British Shooting are continuing to work with UK Sport regarding a national training centre which could help to replace the loss of Southern Counties. The scale of this development is not yet known.

A sponsor review meeting with Promatic was productive and we are continuing to progress constructive support for grounds that have to shoot over rape seed crop. An article regarding this will be running in Pull! in March. CCI and Promatic have recently merged and have considerable plans for the future. We are very happy to continue to work closely with them.

Championships:

Venues for our major championships are now finalised. Meetings are scheduled with both Steve Lovatt and John Bidwell to progress plans for the BO & EO ESP championships. Recommended format changes presented by the sub-committee and agreed by the board have been included in the two events.

For 2016 ESP events and onwards we will be seeking 'Expressions of Interest' rather than formal tender documents.

Membership Retention:

An analysis of membership retention and drop-off was presented to the board which clearly showed some very interesting trends. This identified that the largest proportion of members leaving were Clubman members who had joined a year ago. Once members got to their second or third year, numbers leaving reduced considerably. Further and continuing analysis, made easier by new IT systems, will help us identify trends better and enable

us to identify member's reasons for not renewing and act on them where possible. A survey to lapsed clubman members is being planned to get a deeper understanding of these reasons.

British Shooting:

The cadet's project has a formal launch planned for 11th March in London. We are also moving ahead with a cadet's day at Fareham Gun Club on 8th April.

Voting Age for CPSA Members:

We have received a well written letter from a young member, requesting that we reduce the voting age from the current 18 years to 16 and to allow 16 year-olds to become members of county and regional committees. After some discussion this was agreed but a change will need to be made to our Articles by special resolution. This will have to be done at the 2016 AGM.

Registered Scores:

We have been asked to consider allowing members to choose at the beginning of a registered shoot whether or not to submit their score for classification, due to known issues they may be having, e.g. trigger freeze or using a new gun.

After a short discussion it was confirmed that this is not feasible. NF to report back to the member.

OTHER AGENDA ITEMS:-

DTL – Vets Team:

WAH had received a request to clarify the rules for a team applicant for DTL who chose to shoot as a senior in the England selection shoots, made the top 20 but not the top 5. When shooting the European DTL or Worlds as an individual, do they have to enter as a Senior or can they choose Vet?

It was agreed to contact FFBT to query the rules for France and to also ask about whether or not official 'B' teams are, or should be, allowed. NF to follow up.

CORRESPONDENCE:-

A request had been received to consider changing the number of targets required to be shot for the Top 20 in ABT from 1,000 to 500, as with OT & UT. After discussion it was confirmed that OT & UT are lower as the number of shooters are also lower and, as ABT is a domestic discipline, it is in line with the other domestic disciplines. All agreed to leave ABT at 1,000. NF to update the member.

A letter had been received regarding the publication of top 20 rankings for FITASC and also starting proceedings against the ISSF for discrimination in the European Court of Human Rights that Sporting is not an Olympic sport. NF explained the background to this and the board agreed no further action was required. NF to write to the member.

AOB:-

A request was made to incorporate a page on our website to record the representative honours for England and GBR team shooters. This was agreed and SO agreed to inform PT to take this into consideration for the new website.

Consideration was given to England Team selection shoots for OT and whether there was a need to run these separately from BICTSF selection shoots due to the recently changed format. It was agreed the current joint shoots with BICTSF are considered to be the best use of resources.

Meeting Closed at 14:40