

## 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 5<sup>th</sup> August 2015

### PRESENT:-

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

Mrs F Bloxham                      Minutes Secretary

### APOLOGIES:-

Mr S Oldman

The meeting opened and a quorum was declared present.

### DECLARATION OF INTERESTS:-

None.

### MINUTES OF THE BOARD MEETING 10<sup>th</sup> JUNE 2015:-

Minute ratification proposed by BM and seconded by JO. All were in favour.

### MATTERS ARISING:-

None.

### ACTION LOG:-

#### Under 18's handling malfunctioning guns:

Discussions took place regarding the various types of possible malfunctions and operator errors. There is a need to be proactive for referees not to take guns off shooters. The USA system was discussed, which allows for three malfunctions. However it was agreed that referees should not take the gun but should be allowed to inspect it. There are issues regarding age and 16 year olds who can be Safety Officers, insurance, maturity and the legal age of responsibility. Procedure to establish a misfire was tasked to NF.

#### Independent Directors:

Further discussions took place regarding some possible options, suggestions and the type of role/experience preferred.

#### Risk Register:

No feedback had been received on the draft risk register. It was agreed that it is OK as it is.

#### Review of Membership Categories:

We continue to lose some Clubman members after one year but overall membership was increasing.

**Development of Awards Dinner:**

A new category has been added for 'County Committee of the Year' and a sponsor for this category is yet to be identified and agreed. Discussions also took place regarding inviting celebrities to the event and a few suggestions were made. It was also considered that the event was fine as it is but that speeches should be limited. General agreement was not to change the structure until people started getting bored with the 'same old format'.

**Scoreboard system for BO ESP Super Finals:**

Options were being considered including manual and electronic versions. Waterproofing, the need to be rugged and sizing, all needed to be considered. NF to discuss options with the firm making the podium.

**CEO UPDATE:-**

It has been a very busy period for us with a number of events happening close together resulting at times with being short staffed in the office covering telephones and lunch breaks etc.

The Lead Ammunition Group was discussed and that an alternative report by four of its members that resigned has been submitted to DEFRA and a response is awaited. DJ mentioned a report published in the Shooting Gazette and agreed to circulate a copy thereof. Promatic have confirmed that their new Euro Targets are made of a pine resin and are equivalent to and available at the same price as standard clays. They also provide better visibility of target. These are safe to use over rape seed.

We have confirmation that Blaser have committed to sponsor the DTL weekend again next year. Meetings and discussions have also been held with EJC's regarding the 2016 World English Sporting and we are waiting to agree and finalise pricing. All administration for this week of shooting events will be based at the shooting ground rather than the split locations of 2014 with shoot-offs and finals being located at the West Wycombe Estate with its superb setting.

Major Championship entries for this year are up on 2014 with good numbers expected for both the BO ESK & ESP.

We have received this years insurance renewal/quotes and are pleased to report that costs remain similar to last year with minimal claims this year. Licence revocation legal expenses insurance cover remains a challenge for the underwriters and they require a further 6 months to determine risks before further reviewing the renewal quote.

Pleased to report that the pool car has proved a good investment saving just under £5k in its first 12 months, compared with private mileage claims. It was also recognised that it encourages visits helping to raise our profile at shooting grounds.

It was requested and agreed to take the current tie breaks/shoot-off rules for DTL & ABT to the sub-committees for review as it is very apparent how time consuming these can be. It was requested that the sub-committees look to reducing the two full rounds to one, before the sudden-death stage. WAH agreed and MC suggested for ABT going straight to sudden-death, providing benefits for time, weather & light. It was then suggested that this be considered for all disciplines. Chairs of sub-committees were tasked with going to members proposing sudden death shoot-offs. Uniformity is important. ESK is one full round and then sudden-death. It was suggested a questionnaire could be circulated to all members following sub-committee meetings.

England Team selection processes and procedures across all disciplines have evolved with no common standards. There needs to be consistency to make it easier for all to understand. A clear process could also be a vehicle for funding. Some have separate selection shoots, some are at championships with some having the team announcements at final selection shoots, some announced weeks after. All selection shoots are organised by Head Office, except ESP which are organised by Regional Committees. Discipline sub-committee chairs were asked to take this review to their committees with a need to do the review quickly. PS advised that the current system works for ESP shooters.

Linked to our on-going development and investment in our infrastructure are concerns around our current broadband services received at HQ which will compromise our IT capability for the future. Monthly costs can be reduced if a greater upfront investment is made. This investment is required whether or not we continue to run our own physical servers at HQ or move to the 'cloud'. Much improved connectivity is required for our new IT systems to allow for good connectivity with grounds and committee members as well as head office staff working practices. A question was asked what the NRA & NSRA currently have. It was confirmed that there is currently no spare capacity. NF/PT to put cost proposal together to present for Board approval outside of the Board meeting to avoid delays but support was agreed to invest as necessary.

## **MANAGEMENT TEAM UPDATES:-**

### **Finance Report:-**

Life membership was discussed with a consensus to leave it as it is for the time being but keep it under review.

### **Operations Report:-**

Booklet One (combined Booklets 5 and 7) had proved to be a big challenge but the final draft was being checked at present. Problems occurred around cross referencing due to combining two booklets, many inconsistencies in formatting and taking time to get it right. It was agreed it was better to get it right before issuing. PS advised that the new ESP rule had already been adopted by some grounds before being officially implemented. The revised timescale for the completion of the new rule book was now mid-August.

### **Commercial report:-**

Membership development and the following up of lapsed members was discussed, particularly around making evening calls and encroaching on peoples time. It was agreed there was a balance to consider with this. New staff (Megan & Sam) had recently joined us and both had settled in quickly.

The CLA was not as busy as in the past with visitor numbers down and exhibitors reportedly down by 30%. The location and entry cost were factors to take into account as well as the change of date clashing with two other shows and it encroaching on harvest time. The clay line was hidden and at a distance, however good contacts were made for 2016. The site layout is to be reviewed for 2016 at Ragley Hall. It would be noticed if we weren't there. The clay line was very professional and the stand was better than in previous years. Numerous issues with site planning and layout were clear and we need to push for a site visit as we had not been invited to one this year. Better planning for 2016 had been requested with the organisers. 73 memberships were taken, which is down from 2014 but the foot fall was far lower. CPSA team and coaches worked extremely well together and members who visited us were almost all positive.

### **Development report:-**

Premier league is well underway with 3 of the 5 fixtures having now taken place. The fixture at Bisley Shooting Ground had a record entry for a registered shoot of 314. There was also good feedback from West London SS and they are on board again for next year. Mid Norfolk SG has changed ownership and has been re-registered by Mike Williams with a recommendation for Premier Plus. Honesberie SG is also now a Premier Plus ground. A general discussion took place regarding grounds charging a 'green fee' to non club members at registered shoots. It is noted that some give their members a discount voucher to use at a subsequent non registered shoot. It was agreed that 'green fees' for registered shoots would be banned from 1<sup>st</sup> January 2016.

### **IT & Development report:-**

Good progress is being made with development work and delivery for phase one remains on schedule for September. Website development is also progressing well and a test version is due during August. A new version of the Shoot program is being tested which includes fixes for ISSF and BICTSF age categories. There are also plans to develop the program to accommodate the World ESP next year with the use of electronic tablets and real time scores. The technology will need to be waterproof, literally, and connectivity at remote sites will always be a struggle. HQ connectivity needs to be upgraded to ensure proper response times which was discussed earlier in the meeting.

## **OTHER AGENDA ITEMS:-**

### **Commonwealth Games Selection procedure:-**

A slight change to the points system is likely following a review by BICTSF. A review of funding will affect Sport England and may possibly result in a smaller team than Glasgow being sent to Gold Coast, Australia. Topics

for discussion and planning will include training support, ratify the selection policy with ETSF and an appeals policy. Selection and appeals policies to be published before year end. We also need to look at our costs for this. A question was asked if funding was going to be cut. Potential for more shooters to be funded, 2 per discipline, maximum of 12. Not sure about DT for women, so team size may be 10. Funding is to CG England and not CPSA.. All were in agreement with the revised selection policy.

**Social Media Policy:-**

A draft CPSA Social Media policy had been prepared for review. After discussion some amendments were suggested and accepted. The policy would be amended and published on the CPSA website.

**DTL Selection Policy:-**

The format for this lacks clarity for the shooters and requires clarification. There was discussion why shooters from the different countries could not be integrated within a squad as they are for other disciplines. All to be discussed by the sub-committee.

**Correspondence:-**

A letter had been received from someone in Botswana who wishes to set up a clay target shooting association. It was not too clear what he was looking for but it was agreed to send him some literature. There was also discussions regarding clay shooting in Poland which also does not have an association at present.

**AOB:-**

It was noted that Orston SG with 53 acres of land was for sale at £1.9m.

The setting up of the CPSA Charitable Trust was progressing with articles being drafted, the objective being to raise funds for young shooters. The advice is to set up a Company Limited by Guarantee and to then apply for charitable status, which can be a lengthy task. There is a need to formulate a business plan with a structure for its members and directors. Some names were provisionally suggested. The trust would be administered by the CPSA at minimal cost.

JO advised that at the last South East region meeting membership retention was discussed and the CPSA 'Welcome Pack', which contained no pin badges. It was confirmed pin badges are sent to all new members.

JK stated the West Midlands Region has donated £1k to the Disabled Shooters Group. Discussion regarding safety on Skeet ranges re falling over cartridge bins placed at the front of the stand rather than the side. CS would take the issue regarding cartridge bins on skeet layouts to the sub-committee. JK asked the difference between a Level 1 Instructor and a Coach. NF advised level 1 is 'Instructor' and level 2 is 'Coach'. We do need to create better coaches and offer CPD. The ICTSC had given approval to Mid Wales SG to use speed guns for H/I ESK and this was discussed.

**Meeting Closed at 14:35**