

**MINUTES OF THE MEETING OF THE CPSA BOARD OF DIRECTORS**  
**held at Chesford Grange Hotel, Kenilworth, CV8 2LD**  
**on Saturday 19<sup>th</sup> March 2016**

**PRESENT:-**

Mr T R Bobbett (TRB) South West Regional Director – Chairman  
Mr W A Heeks (WAH) North Regional Director – Deputy Chairman  
Mr P Simpson (PS) East Midlands Regional Director  
Mr J Offord (JO) South East Regional Director  
Ms M Conway (MC) National Director  
Mr C Smith (CS) National Director  
Mr J Martin (JM) East Midlands Regional Director (Elect)  
Mr N Fellows (NF) CEO

Mr S Oldman (SO) Minutes Secretary

**APOLOGIES:-**

Mr B Moorhead (BM) Independent Director  
Mr D Jellicoe (DJ) National Director

**GUESTS:-**

Ms Laura Saunbury  
Mr Jeremy Beard

**QUORUM:-**

A quorum was present.

**DECLARATION OF INTERESTS:-**

None.

**MINUTES OF LAST MEETING:-**

The draft minutes were proposed by PS and seconded by JO. All were in favour.

**MATTERS ARISING:-**

The use of No.9 shot at an Eriswell Lodge pool shoot was discussed but it was agreed this was allowable.

A discussion took place regarding when board meeting minutes should be published. It was agreed that it is best practice for minutes to be ratified at the following board meeting prior to publication on the website.

It was noted that Express are not sponsoring the EO ESK as previously stated.

**ACTION LOG ITEMS:-**

1. An update on the progress of setting up a Clay Scholarship / Charity was given. This is not currently being expedited due to a number of potential obstacles regarding charitable status. A question was asked regarding the previously identified donations. It was agreed we need to keep in touch with these potential benefactors.
2. The search continues for the second independent director. All agreed ideally a lady is required to assist the gender ratio of the board.
3. The guidelines regarding under 18's handling malfunctioning guns needs to be finalised and published as soon as possible. It is agreed that under 18 referees should not handle shooter's guns.
4. A discussion also took place regarding 16 to 18 year olds being safety officers. We do already allow under 18's to attend a safety course but they are not allowed to act as a safety officer until they reach the age of 18. It was agreed that we should consider a new safety course for this age group. This was proposed by WAH, seconded by CS. All agreed.
5. Shoot-off rules for ABT are an on-going discussion and MC will raise this again with the ABT subcommittee. It was agreed there is a need to shorten the shoot off process.

#### **CEO UPDATE:-**

1. The long awaited Phase 1 of our new CRM system has now been introduced in the office and is working well. Development will continue with other planned phases and the introduction of a new website.
2. It was confirmed that Paula Watkins would be leaving us just after the AGM and Sam Riddington will be her replacement. They have a week's handover period.
3. Our current IT support contract will be reviewed to consider weekend cover to provide more meaningful support when our new systems are rolled out to shooting grounds/clubs and committees etc.
4. A 'Change Workshop' course has taken place with staff to assist with the 'effects of change' due to the introduction of our new systems in the coming months. This was very well received in the office.
5. LAG Update:- There is no new information to report nor any official response from DEFRA.
6. A very successful standardisation day was held on 29<sup>th</sup> February for Instructors, Tutors and Assessors. This should ensure greater consistency on course delivery.
7. Championships:- entries are increasing and extra days have been added to the World English Sporting and English Open Sporting. Discussions took place regarding separating England DTL selection shoots away from the DTL weekend. This will be reviewed for next year.
8. The 2017 ICTSF World English Sporting was discussed regarding possible locations, the scope and size of the event (based on the low entry numbers in South Africa).
9. FSP England Selection shoots will not be combined with BICTSF selection. BICTSF considered this to be too complicated regarding Admin, Fees and Format.
10. NF thanked both Philip Simpson and David Jellicoe for their contributions over the last three years and their support of the association at all levels.

11. Reputational Risk Management:- The potential damage to the reputation of the CPSA was discussed following recent social media issues. Points raised included whether we should address such issues, particularly as they only involve such a small fraction of disaffected members, 'Tarnishing of Directors', 'The Clay Shooting Magazine article and whether we should be concerned about such a small circulation magazine', 'only comments on forums and prominent social media sites potentially doing the damage', 'Directors are receiving comments from many members stating we should be standing up to these people with other members saying they should be ignored as there are two sides to every story and the CEO should not waste time responding'.
12. West Midlands Regional Director Vacancy:- This was discussed and it was agreed that this would be advertised and an election held (if necessary) as soon as possible.

### **MANAGEMENT TEAM REPORTS:-**

Due to time constraints the management team did not attend this board meeting. However, NF answered any questions regarding their reports.

#### **Finance**

No questions were asked.

#### **Operations**

An explanation was given that our new website would allow members to join by paperless direct debit, once we receive HSBC/BACS approval.

The dress code for England Team was discussed, particularly with regard to the wearing of standard colour trousers. All agreed not to add this requirement to the uniform.

#### **Commercial**

No questions were asked

#### **Development**

It was noted that Broadmoor SG had now closed. Premier Plus requests had been received from Park Lodge and Holland & Holland. Details were provided and both grounds had recently had a director inspection visit. The recommendation to the board was that both be reclassified Premier Plus status. Proposed by JO, seconded by WAH. All were in favour.

#### **IT**

No questions were asked

### **ANY OTHER BUSINESS:-**

1. Members banned locally by Grounds/Clubs and how to deal with them for a championship or selection shoot was discussed. A document of the proposed 'contract' wording was discussed. All agreed with the wording with the addition of

the appointment of a subcommittee to review any such cases. This sub-committee should not include the regional director from the region of the banned member or the ground.

2. The number of proxy votes received for the various AGM resolutions was explained by NF.
3. A request had been received to use both registered shoot scores (DTL/ESK) for England selection purposes when two competitions are held on the same day. After a short discussion there was unanimous agreement that only the first shoot can be used for selection purposes. A proposal had also been received to allow members to choose whether a score should be registered or not. This will be discussed further at the next meeting but the consensus was 'No'.
4. A question had also been received from the Shotgun & Chelsea Bun Club regarding 'self-declared transgender' notification. The CPSA rules regarding transgender are already included in our rule book.
5. PS pointed out that he was currently the chairman for both the English Sporting Discipline subcommittee and the English Sporting Championships subcommittee. He would be happy to continue to take part in these subcommittees but not as chair. WAH volunteered to take these roles on.

**Meeting closed at 12:25 pm**