

**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 28<sup>th</sup> September 2016**

**PRESENT:**

Mr T R Bobbett	(TRB)	South West Regional Director – Chairman
Mr W A Heeks	(WAH)	North Regional Director – Deputy Chairman
Mr B Moorhead	(BM)	Independent Director
Mr J Offord	(JO)	South East Regional Director
Mr J Martin	(JM)	East Midlands Regional Director
Mr C Smith	(CS)	National Director
Mr N Fellows	(NF)	Chief Executive
Mrs V Knowles-Lacks	(VKL)	West Midlands Regional Director
Mrs S Watson		Minutes Secretary

**APOLOGIES:**

Ms M Conway	(MC)	National Director
Mr G Walker	(GW)	National Director
Mr S Oldman	(SO)	Operations Manager

**QUORUM:**

A quorum was declared present.

**CONFLICT OF INTEREST RE AGENDA:**

None.

**MINUTES OF LAST MEETING:**

Proposed by WAH and seconded by JO. All were in favour.

**MATTERS ARISING ORDINARY MINUTES:**

TRB had spoken with MC yesterday, who could not attend the meeting due to ill health. MC confirmed to TRB that she had spoken to Stuart Smith and Eriswell Lodge was committed to amending the ESK layout by the end of the year.

WAH raised the issue of the English Open FSP being held with the GB selection shoot or whether it should be combined with an England selection shoot instead. It was clarified that the EO and GB selection shoots are 150 bird formats whereas an England selection is 100 so it was agreed to leave it as it is.

WAH confirmed he and CS had set a date of 16<sup>th</sup> October for the DTL sub-committee to meet, where there would be discussion about the selection shoot process and the DTL weekend. The format introduced this year, as proposed by the sub-committee, had not been a success and attendance was down slightly. The general consensus after discussion was that we should look at two separate selection shoots separate from the DTL weekend, with the second shoot being squadded based on scores from the first. It was felt this would not affect detrimentally DTL weekend entries and would restore the important social

element of friends being able to shoot together. An early decision is needed so that the 2017 calendar may be finalised, ideally by the end of October.

TRB raised the European FITASC sporting championship next year. NF confirmed this is a major championship, well recognised and should be supported by CPSA wherever possible. As an example, we can help with visitor shotgun permit applications, which will need to be submitted at least 8 weeks ahead of the event. Around 800 entries would be deemed a success and the CPSA could provide a link for people to book through our Championships website. Nick Woodward (for BICTSF) has been asked by FITASC to organise a British Grand Prix that would link to the official FITASC calendar of events, giving British shooters the opportunity to score ranking points at a home event.

## **ACTION LOG**

Search for Independent Director: adverts had been placed on various websites but no replies had been received. VKL said a contact she knew, was interested, having a commercial background and is a member. She has not sat on a Board before. VKL will follow up.

Delegated Authority Form: done. All confirmed happy with the document. TRB and NF had actioned it.

Office furniture: desks to be upgraded in office. Current table and chairs in main boardroom to be relocated in office.

Company Pension Scheme has been reviewed (provided by Aegon) and is not compliant with auto enrolment; it also does not offer good value. The scheme will therefore move to Scottish Widows from October. Staff have been briefed, and auto enrolment explained.

Reputational Management: NF will identify a company to present at the December Board meeting. Tweed Media are connected to the shooting world and therefore understand the dynamics.

GP involvement with licensing: Some GPs have been attempting to charge applicants for the first police inquiry which is against the original advice issued by the BMA but this has since been changed. The police guidelines state that if the GP does not report a concern (they have 21 days to do so), a licence should be issued. Applicants must still declare if they have a medical condition when making an application and the police automatically write to the GP, but they are now being asked to put a marker on the patient's file. Guidelines are still under review, and the Home Office is negotiating terms with the BMA.

Coach Development and Training Role: General discussion on whether the role would be full time or part time and the salary envisaged. NF confirmed p/t and it is an important role for us to fill.

## **UPDATE BY CEO**

Most of the Championships are coming to an end, so the focus is now on planning ahead for next year.

NF and TRB advised the Board as to Connie's operation and recovery. NF said Connie hoped to return to work around 31<sup>st</sup> October, but was conscious that was only a month away from year end which represents an increased work load. Stephen (Temp) is doing an excellent job in her absence, and Stephen and Connie have kept in touch regarding work matters. Jack has settled in well, and is producing good written work. Lesley is settling into the role of admin, VSPs and phone calls.

Regarding Championships, the BO ESK and ESP events went well with good member feedback. Reaction to our live streaming of events was very positive and a new expectation has been set. This is good for our profile and the presentation of our sport and will demand planning and investment next year to maximise the opportunity. NF has planned a meeting with a member who is willing to help and has good experience with ITV news, World Sailing and the Goodwood Festival.

Electronic scoring: systems are being developed that will transmit data from traps or referees' score-pads and we are also moving ahead to ensure such data would integrate with our own systems. By developing a remote scoring resource for our major championships, grounds would be able to rent or lease our systems for other big competitions. There is the potential for scores to be recorded via tablets and then uploaded onto our website, so immediately published and able to be watched remotely. Investment would be needed and TRB proposed NF look into the cost for the system. All gave agreement.

Scoreboard: To professionalise our event presentation a large screen, similar to the one used by Churchills for the WESP championships, is highly desirable. It would cost approx. £1500 to hire one for finals day or we could look at a branded trailer to house a multi-function system, which could also carry kit to events. NF said another pool vehicle was needed, so this could be an adapted vehicle or one which could tow a trailer. Discussions followed about various options. The general consensus was to obtain costings in comparison – buying; hiring; adapting - so the Board could consider it further.

ICTSF World event next year: NF put forward the point that there were too many Championships in the same disciplines, with two WESP championships due to be held next year. It is likely that the Northern Hemisphere will host the next two ICTSF events, which would generate better entries than their previous events, but they would still clash with the WESP in the US. The question was raised as to whether the NSCA would consider joining ICTSF for the purposes of this event, noting they had previously declined to do so. NF agreed to approach them.

BICTSF: Comparisons were made between BICTSF and British Shooting. British Shooting attracts public funding, whereas BICTSF does not. TB said many shooters do not have confidence in British Shooting, but some also feel BICTSF should be more forward thinking. BM said the good aspects should be encouraged, and the talent programme should be developed.

Commonwealth Games: Selection policy is being finalised and higher and lower qualification/consideration scores considered. Next year's BICTSF selection shoots will be used and there will be a test event between 31<sup>st</sup> October and 9<sup>th</sup> November 2017, to which we plan to send a team. Sport England may or may not fund and support the preparations so we need to be aware of the possibility of having to part-fund this ourselves. Team size is

likely to be capped at 21 shooters across all disciplines, with ETSF making difficult choices if necessary. There is a maximum of 12 shotgun team places available.

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

##### **FINANCE / OPS**

Both taken as read with no questions.

##### **COMMERCIAL – Angie Marung**

Angie is currently in discussions with Archant in relation to recent challenges. The “Pull!” editor has left, and AM has concerns over them filling the void. AM held a critical meeting with Argant, voicing concerns over recent mistakes.

BM confirmed that “Pull” does look professional, but that they appear to have gone off the boil lately. The magazine is now overseen by the Senior Editorial and Production Team. We try to proof read the main articles, but the time frame for doing so is short, especially with the current schedule of events. Proofs are sent in pdf format usually without photo images, hence the recent mistake with the mislabelling of the gun picture etc. The Board queried if we could change provider, but AM confirmed this would probably take 6 months or more to put into effect. The problems with Archant have been recent, and since the management changes within their team, so AM hopes the meeting will encourage a better level of service from them. AM noted that Jack has been helpful with reviewing the articles, due to his journalist background.

AM confirmed that Bobby continues to do a good job. BM asked what the pink section represented in the pie chart, and AM confirmed it was in relation to ‘no conversion on phone’. The Board asked if it could be broken down further, to indicate whether messages were left on answerphone, or a different person was spoken to etc, to gain greater clarity.

Discussions are still ongoing with a major supplier regarding staff and director uniform. AM said discussions and feedback took a long time and there have been recent personnel changes. Clothing would be jointly branded.

CPSA Awards Event: Saturday 4<sup>th</sup> February at The Belfry. It will be separate from the AGM, and AM hopes to encourage corporate tables as well as members. Discounted golf, spa, ice breaker events, afternoon tea, reduced room rates are all under discussion to support the event. There is a possibility of a pre-dinner drinks reception for sponsors to meet nominees. It is planned to be a big event with dinner and party – there is also a casino and on-site nightclub. We are currently looking for a presenter. AM distributed ‘Save the Date’ cards and summary sheet for the event.

##### **DEVELOPMENT – Richard Worthington**

As this year’s events are now finishing, focus is on next year. CPSA coaches’ day is coming up, as are workshops. BM asked about the Club Legal Expense Scheme. RW confirmed this was for member clubs and covers issues such as noise concerns, threat of closure for Grounds, or issues with landlords. In the first instance, it is a helpline. Main concern is about noise, but the helpline does not provide specialised legal advice. RW suggested a consultant is used on a retainer to advise how to deal with noise concerns. CPSA needs to be supportive; not financially but with advice and early consultation. There was a concern

expressed that the current scheme covers topics which are no longer relevant or of biggest concern.

#### **IT DEVELOPMENT – Peter Tomlin**

No questions were asked; many matters had been dealt with in earlier discussions.

#### **AOB**

JM has been in discussion with Victoria regarding noise concerns. JM feels it is a big issue, which needs to be addressed and supported. JM made the comparison of two Grounds; one which was established and receiving nuisance complaints, and the other where a Ground was moving into an established community. JM proposed he collate information as to the nature of complaints, and how different Grounds are responding to them. JM asked that he carry out those investigations with the support of CPSA, and on behalf of the CPSA rather than on his own. All agreed with his proposal. Discussion followed about acceptable levels of noise, and reactions to complaints when made. BM suggested the CPSA build up a databank of case studies, so members could obtain information and advice. BM will ask at his firm whether they have had any cases which the CPSA could consider, and which could be added to the databank. BM stressed the CPSA should give recommendations, not specific legal advice. JM confirmed he was happy to visit Grounds to obtain information. All agreed that a database of knowledge should be created and built up; that JM should talk to Ground owners and collate feedback, which could then be passed back to RW.

WAH showed the Board a Team Results Report from the EO ABT at Beverley, which showed some members had competed for more than one team (eg Senior and Veteran). Rule 1.12 states that members may only shoot in one team. During discussion about best way forward, to deal with this mistake, TRB suggested the “one team only per member” point should be highlighted next year and VKL suggested the point goes onto the website, and is also confirmed by email. The actual winners will be sent badges and tankards as a reward.

#### **COMMONWEALTH GAMES: DRAFT SELECTION POLICY**

NF presented two documents; “General Selection and Appeals Procedure for Commonwealth Games 2018” and “Detailed Selection Information”.

Process options were discussed in detail. All agreed to take away documents for further consideration. NF confirmed he will be on holiday from next week, for a fortnight, so all parties agreed to share feedback on his return.

#### **CLOSING COMMENTS:**

CS referred to an email from Sean Severn, who raised lack of contact details being available for the Staffordshire Committee: VKL agreed to respond. [Post-meeting note: a contact form plus phone numbers and email addresses for committee members are shown on the county committee website]

CS raised the issue that team members were not named on results sheets, when the report appeared on the front page of the website. NF said Grounds can be asked to send pdf result sheets, which will contain individual names.

NF put forward an option, ahead of next year's meeting dates being confirmed at the December meeting, for the first Board meeting of 2017 taking place at The Belfry before the Awards Event. It was agreed this would be considered at the December meeting.

TRB declared the meeting closed at 4:00pm.

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