

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

Held at

Edmonton House, National Shooting Centre,
Brookwood, Woking, Surrey GU24 0NP

On

Wednesday 2nd August 2017

PRESENT:

| | | |
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| 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 |
| Dr J Martin | (JM) | East Midlands Regional Director |
| Mr C Smith | (CS) | National Director |
| Mr R Kibblewhite | (RK) | West Midlands Regional Director |
| Mrs N Heron | (NH) | National Director |
| Mr D Rollason | (DR) | Independent Director |
| Mr N Fellows | (NF) | Chief Executive |

In attendance:

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| Ms C Pierre | (CP) | Financial Controller and Minutes Secretary |
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QUORUM:

A quorum was declared present.

APOLOGIES:

Mr G Walker due to a hospital appointment.

CONFLICT OF INTEREST RE AGENDA:

An amended agenda was distributed to all present. None noted.

MINUTES OF LAST MEETING:

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

MATTERS ARISING:

NH asked that the Registered Scores / Cheating item in the minutes be changed to state that she had suggested a working group, as per her comments following the draft minutes being circulated. TRB stated that he had asked Stuart Oldman (SO) to listen to the recording, which confirmed that NF had requested the working group, and therefore the minutes will remain unaltered.

RK asked where we are with regards to company name change. TRB stated that he is waiting for SO to complete his estimates on the likely cost.

TRB asked that as the 7th June deadline had passed, how close were we to going live with the new website. NF explained the staffing issues with the developer and expected this would soon be resolved, so that we can go live in September.

ACTION LOG

No 2: Clay scholarship/charity: Still on-going.

No 45: JM collating response to ground noise/nuisance complaint: Dr John Pritchard from Derby University has visited the ground and written a report for the Local Authority (LA). The problem is that the LA has to take into account the nuisance complaint, so it is not necessarily a question of just the noise level, but the effect the nuisance has on the complainant. Until the complainant is happy or the ground has done all that is reasonable and practical the LA has to keep addressing the issue. We will know more in a few weeks.

JM would like to look at the way noise complaints are dealt with generally, and what we can do to help.

No 52: Director Roles & Responsibilities sheet: This has now been completed and will be discussed later in the meeting.

No 53; Strategy Review: This will take place at the December meeting.

No 58; Electronic Voting: Work is still ongoing.

No 60; Review of Risk Register: Reviewed twice yearly. NF attended a recent seminar at Hewitson Moorhead on this topic.

No 61; Possible attendance at British Shooting Show: Still waiting for information from the organisers.

No. 63; Letter to British Shooting: TRB had sent the letter re their Board meeting minutes.

UPDATE BY CEO

Connie is back part time, and is being flexible with her time.

Bobby is making reasonable progress and we are trying to help relieve his workload.

Angie is recovering from operation on her wrist, and is working from home. NF will be bringing her into the office as she can't drive with the plaster on.

Megan has been fantastic, and has now found herself a permanent position which starts in September.

ICTSF World Sporting - There has been a thorough de-brief taking into account all feedback received. There were lots of negative comments on social media, but it was always going to be difficult to follow the highly successful CPSA World Sporting at EJ Churchill last year. Part of the attraction was being on a greenfield site plus the trade contacts Clive Bramley has from Countryman Fairs which it was hoped would bring local stall-holders as well as the CPSA Trade members, who were all invited. We will take on board everything that's been said, and learn from it going forward. This was however an ICTSF event, not a CPSA one. As a member of the ICTSF we agreed 2 years ago to host their WESP this year. ICTSF members predominately shoot DTL and Sporting is less well attended by most of the other member nations. Next year will be the CPSA World Sporting at EJ Churchill's.

TRB stated that there had also been many positive comments, including members who said even though it had not been the best, it was far from being the worst championship they

had attended. There then followed a general discussion about the event. NH/TRB praised the staff who worked tirelessly throughout. The Board agreed a statement should be published from CPSA.

Action required TRB/NF to draft statement and circulate to the board.

NF proposed doing a survey of competitors to ascertain views on additional attractions at major championships and ideas for attracting trade and other stands, along with an indication of how much members may be willing to spend at such stands.

The EO ESK had disappointing entries and there appeared to have been little effort made by the ground to attract entrants.

NF suggested that rather than strictly following the rota for non-ESP major championships we should approach the next three grounds and find out what they think they can bring in terms of sponsorship and to the event as a whole. CS believes that not all grounds will tender if not it's not financially viable for them. It was agreed that we should look into this. **Action required** NF to review rota and to draft letter to grounds prior to discussing what they could offer.

There was some disquiet during the ABT selection weekend at Bywell regarding scores. Allan Henry made a decision rather than referring the matter to a jury.

Action required NF to follow up with Allan Henry.

Bywell are interested in holding a new event, the EO STR. It was agreed that Bywell can hold the EO STR but as a test event for one year and we would class it as a minor championship. **Action required** HQ to have discussions with Bywell for new DTL proposal. Inform Bywell of EO STR decision. A perpetual cup needs to be bought for High Gun as per other minor championships.

Blaser have also been interested in running the DTL on a greenfield site. The board agreed that they should run their own test event first, before we could consider it further.

It was noted that an estimated prize fund should be displayed at all our championships.

The Game Fair. Sam has done a sterling job. We have invested a lot more into this event, and CPSA are now a more integral part of the Game Fair rather than being just another exhibitor. As ever there are things we can improve on, and these will be discussed at the de-brief next week. CS was complimentary on how professional we looked.

Education and Training. We will soon have someone in to do some much-needed work. Mike Williams will chair the Steering Group given his knowledge and experience.

Commonwealth Games. ETSF have emailed Commonwealth Games England asking them to change the shooting governing body statement on their website. A new website for ETSF is being produced.

The British Shooting Board will be focusing on raising independent funds as a priority over the next few months and the staff have begun work on the culture health check as required of all funded bodies as a result of some significant investigations into at least three high profile sports recently. BS are expecting to meet the stringent new governance requirements by the end of October.

The Scores Working Group has begun its work by email and it is agreed there needs to be effective sanctions for offenders, following a process of writing to them to ask for their card to be returned initially and then escalating in the case of repeat offenders.

Governance. The Sport and Recreation Alliance have asked all signatories to their original code to review and renew their commitment to the new code entitled "The Principles of Good Governance for Sport and Recreation". We are not obliged to comply, but need to be aware of what is now considered best practice. Not signing up doesn't stop us being a member. The board consider the code is very involved and not clear in places, and we would almost certainly fail to meet the stated requirements in some instances. It was agreed we would sign up, but are not looking to change our articles currently to meet certain of the new requirements.

Action required NF to write to SRA outlining our issues and concerns.

MANAGEMENT TEAM REPORTS:

FINANCE

CP was asked whether sponsorship income was included in the Championship figures. It was explained that all sponsorship income is shown under its own separate heading in the monthly accounts of Income & Expenditure. However, prize money is sometimes topped up using part of the sponsorship income.

OPERATIONS

SO is currently working on new legislation re General Data Protection.

COMMERCIAL

Angie is looking at options to sort cover for Bobby while he's off sick.

NATIONAL DEVELOPMENT

Premier League progressing well. WAH asked why there was no Premier League in the North. It was explained that there were not enough grounds on board for it to work effectively but if one or two more were interested it would be good to have North and South Divisions followed by a National Final. WAH said he would go and talk to some grounds that he knows and visits.

Shotgun Skills - the first CPSA-run course was held at West London SS and attended (by invitation) by some members of the shooting press and the Met Police Firearms Team. We received positive feedback from those in attendance, and hope this will result in some positive PR. An advert in the Telegraph Supplement for 12th August has also been arranged, to reach out to the non-shooting public.

IT DEVELOPMENT

Peter gave an update on where we are with regard to the new website and our core office solution and central database (Merlin). Office 365 accounts are being set up for all the directors allowing better, and more secure, access to their CPSA email accounts.

DIRECTORS DUTIES AND RESPONSIBILITIES

BM has produced (Pro Bono) an updated version. He explained what it entailed and that it should be part of the Directors Code of Conduct.

Action required BM/NF to update the Directors Code of Conduct to incorporate this. All directors will be required to re-sign the Code of Conduct.

CORRESPONDENCE

CS has received a letter of complaint about how Archant are dealing with the county and regional committee columns in Pull! Magazine. Articles are being changed or chopped, sometimes losing context and making no sense in the published article which is causing frustration among contributors. Archant are not always acting upon feedback from proofs before publishing. The reduction from four to two photos was also commented upon; NF said committees are being encouraged to publish more photos on their website, where there is unlimited scope, and to focus the Pull column on the higher priority features.

Action required NF to speak to Angie and Archant.

The board discussed whether photos of shooters carrying a shotgun on their shoulder, rather than in the preferred CPSA "T-position" should be published. It was agreed that even though this is not what the CPSA promotes or teaches to beginners, it is however a practice widely adopted by many shooters, particularly in the ISSF disciplines and is not deemed to be unsafe. It was thereby agreed that photos where a shooter has a gun on their shoulder can be published.

Action required NF to inform Marketing / Archant.

The coverage of the support Henry Hopking and Eriswell Lodge had provided to the England ESP team was noted and NF undertook to speak with Archant with a view to doing a more comprehensive interview with Henry.

NH suggested that our Fixtures List be shared with other magazines. It was pointed out that a certain publication had previously put the BASC logo all over what was clearly our property, therefore a decision was made to only publish fixtures in our Pull! magazine and on our website, to which all members and non-members have access.

Sportrap shooter rotation was discussed. A proposal was made that the shooter starting on stand one on the first layout starts second on the second layout, third on the third layout etc, so it is not the same person starting first on each layout. This was generally agreed to be a good idea.

Action required NF to check with Staff and Sub-Committees if there are any implications in changing this.

AOB

DTL Subcommittee. There are not enough members attending meetings to make a quorum.

Action required NF to write to regional committees asking for representatives to be confirmed who would be able and willing to attend meetings when they are called.

It was stated members using the website contact: Info@cpsa.co.uk are not always receiving a reply.

Action required NF to check with PT/SO for any problems.

Next meeting: Wednesday 4th October 2017 at Bisley.
