

MINUTES OF THE MEETING OF THE CPSA BOARD OF DIRECTORS

Held at
Edmonton House, Bisley, National Shooting Centre,
Brookwood, Woking, Surrey GU24 0NP
6th December 2017

PRESENT:

Mr T R Bobbett	(TRB) South West Regional Director – Chairman
Mr W A Heeks	(WAH) North Regional Director – Deputy Chairman
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	(BK) West Midlands Regional Director
Mrs N Heron	(NH) National Director
Mr D Rollason	(DR) Independent Director
Mr N Fellows	(NF) Chief Executive

Mrs S Watson Minutes Secretary

QUORUM:

A quorum was declared present.

APOLOGIES:

Mr B Moorhead	(BM) Independent Director
Mr G Walker	(GW) National Director
Mr S Oldman	(SO) Operations Manager

CONFLICT OF INTEREST RE AGENDA:

None.

MINUTES OF LAST MEETING:

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

MATTERS ARISING FROM THE MINUTES:

WAH asked what sanctions were in place in relation to the non-submission of score cards. NF confirmed that would be discussed later in the meeting.

BK referred to the ABT Discipline sub-committee's review of the 'Straight Through' format option and said he had only received feedback from a small number of members none of whom were in favour of this option. BK said that if rules were to be amended, they needed to go through the sub-committee. Some members appeared to be against the optional system and preferred the shoot-break-shoot-break system. WAH stated there was a change in atmosphere where members turned up to shoot straight through and then go home.

ACTION LOG

Establish a Clay Scholarship Co/Charity

Ongoing.

JM collating ground noise/nuisance complaints

Ongoing.

Strategy Review

DR commented this was important, and needs consideration as a 12 month, 3 year and 5 year plan. DR proposed a review by directors is necessary.

JO asked if a specific meeting was needed for the task, as there was too much to cover within a Directors Board meeting. All agreed to extend the time to be spent at The Belfry in February 2018 to deal with the Strategy Review at that time.

Electronic Voting

BM has advised the current Articles do not provide for electronic voting for Director elections and will need a Special Resolution to amend them. Some of the Board expressed concern about electronic voting, as only two thirds of members were online leaving the question of how to include those who were not. NF confirmed a voting form will be available to all members who were not online.

All agreed a Special Resolution should be drafted to provide for electronic voting in Director elections, to be voted on at the AGM in March. An explanation should appear in the March edition of "Pull" to advise members of the proposal, along with the usual voting form for the AGM.

Formal review of Risk Register

Board agreed this task could be added to the Strategy Review. DR asked if Directors could see the Risk Register, and NF confirmed it was in the Board Pack in August but he would re-circulate it.

Setting up of Classification sub-committee

Ongoing. It was noted Peter will need to be involved, as there is IT to be taken into account.

Sub-committee review of tie-break rules

Ongoing.

Name change costings

Provided with Minutes.

Website Go Live date

Currently planned to be 11th December.

2017 Sporting Survey

Not yet carried out. TRB said this was a priority and asked that it be circulated by mid January 2018.

Review of Championship rota

It has been agreed we do not have to abide rigidly by the rota but proposals on how to make the Championships better will be sought from prospective grounds, then ideas could be considered before the 2019 calendar is finalised.

Effective sanctions rule changes for score cards not handed in

Proposals are included for this meeting.

Good Governance Code for Sport & Recreation

NF has drafted a letter, and spoken to one of the S&R Directors in relation to the various issues and concerns.

Review of Sportrap rotation

WAH asked if it can be optional. After discussion it was agreed that the rotation format will be introduced for all Registered competitions.

Insufficient members attending DTL sub committee meetings

New nominations have been requested from all Regional Committees

Commonwealth Games England website correction

Actioned.

New written procedure regarding spotters at shooting grounds with public access

NF confirmed there was a letter from a Ground in relation to this matter, which will be discussed during the meeting.

Rule change in relation to shooting 100 'straight through' at ABT shoots

Actioned.

The new Rule Book will be updated with effect from 1st March 2018 and will be made available electronically and on the website. A small number will be printed, and addendums can be added, if necessary, for future rule changes.

UPDATE BY CEO

Championships 2018 and Selection Shoots

NF explained that clashes had occurred over selection shoots with both BICTSF and British Shooting arranging competitions on the same date as each other. This had been caused by lack of communication from British Shooting (ISSF disciplines) prior to publication and lack of will from the BICTSF FITASC representative. This lack of communication puts the CPSA in a difficult position and it was felt that the needs of shooters were not being recognised. NF will be attending a British Shooting board meeting tomorrow, where he will raise the issue of diary clashes.

The Game Fair

A de-brief has been held and ideas discussed for next year, including the reintroduction of an Arena. The CPSA “Have A Go” line is extremely successful.

Commonwealth Games 2018

Team announcement has now been made. The team attended the CPSA offices the previous day along with BBC South and a Commonwealth Games Media representative. The announcement will have good TV coverage, with the film crew sharing with other regions, including areas where the team members live. CPSA staff also filmed the announcement, for future publicity use. The London Evening Standard has been in contact, wanting details and further printed media interest is expected.

Commonwealth Games 2022

A meeting was being held today regarding the host city for 2022.

British Shooting update

NF will be attending the Board meeting tomorrow, where the issue of diary clashes will be addressed. It was noted they are currently recruiting an additional two Independent Directors and have a 30% target to address gender balance on the Board under the UK Sport Governance Code.

Scores Working Group

NF tabled the final proposals from the sub-committee for the Board’s consideration. He drew attention to the sanctions 1.1.3 through to 1.1.5 as being the key points that need to go into the Rules. These will be automatically monitored and tracked through Merlin. A first offence of not returning a score card will yield a letter/email pointing out the error and asking for it to be submitted. For a second offence, a letter will be written referring to the first offence and confirming they are being warned a second time along with the sanctions that will apply if a third offence is committed within three years. Sanctions will include being de-classified for Registered shoots, not eligible for the Top 20 that year, not allowed to drop to a lower class and will not be able to enter major championships in the next year. CS suggested that three years was too wide a time span, and asked if should be taken over a shorter period. After discussion three years was agreed.

All agreed the sanctions should appear in the new Rule Book from March 2018, but the process would be effective from 1st January. There will be an announcement on the website, which was agreed should appear at the top of the website page for several weeks.

Action proposed by NH and seconded by DR. All agreed.

CPSA Governance

In light of the topic of Good Governance receiving so much attention in Government, the media and sport circles recently, NF asked the Board to consider how the Association could take steps to ensure it recruited Directors with appropriate skills, knowledge and experience in future rather than leaving this to chance. NH felt this went against the structure of the Association and as the role is voluntary we couldn’t ask too much and TRB observed it would require a change in the Articles which may well not be accepted by the membership. Suggestions included an appointments

panel to review applications and make recommendations to members prior to elections. WAH said it was crucial to have Directors with an understanding of the sport. NF advised that Sport and Recreational Alliance give recommendations in their Principles of Good Governance and he agreed to re-circulate the same to the Board.

All agreed it was a topic for the Strategy Review meeting.

CPSA 90th Anniversary

Board members asked why they had not been consulted in relation to the 90th Anniversary logo. NF advised it was not a matter classed as requiring a Board decision and it is an interim measure. BK stated it was an operational task, and that the Board should allow the skilled staff to make those decisions.

CPSA Courses – Tutor Standards Day

JM attended this session at Doveridge and confirmed it was a good day with useful discussion which will be repeated. Course content will be reviewed and the key will be to ensure all regions deliver from the most up to date materials. Observation in lectures next year will be of value and ensure best practice is shared with all Tutors.

Jay's Clay Target Club

Following a previous decision by the Board only to allow the ground to be listed under Devon, the owner had subsequently joined the WCTSA instead but it was now not a Registered ground at all. However, it seems he would be prepared to re-join the CPSA and many members have been calling on us to support this. Directors agreed it would be of benefit to members to have this Ground re-registered. WAH confirmed he has received many telephone calls from the owner on this issue.

NH proposed that NF speak with the owner to negotiate and TRB added that NF advise the owner that the Ground could be listed either under Devon and Cornwall or not listed under either county. The listing is simply a way for the ground to be found in searches and has no bearing on what competitions it may hold.

6 Board members agreed including the TRB amendment.

NF contacted the Ground owner during a break in the meeting, and they agreed the Ground be named "Devon and Cornwall Clay Target Club" with registration from January 2018.

MANAGEMENT TEAM REPORTS:

FINANCE / OPS

Connie advised the Board that no large profits were ever made on major shoots, and that the CPSA also top up the prize fund for some championships. The CPSA additionally pays half of the entry fees for Colts and Juniors. In the last year, as usual, a small surplus was made across championships (1.5%).

The budget for next year has been calculated on a 'worst case' basis, which is the usual method. In the nine years that Connie has completed this task, the CPSA has always done better than the 'worst case' scenario. There is to be an increase of membership fee of £1 per member and championship fees will increase by £1. The latter increase will generally be consumed by an increase in the Ground Fee.

IT costs included licences, software updates, Merlin, Shoot08 and cyber security.

Connie passed around Related Parties Declaration Forms to the Board, for completion by each Director prior to the annual audit later this month.

MARKETING AND COMMERCIAL

Angie advised that Bobby is now working full time again, with some hospital check-up appointments. Angie and Stuart will be collecting equipment from the lock-up but confirmed more County Committees are getting involved in local shows. Cheshire will do their County Show; Shropshire will do Midland Game Fair with a plan for a “Have A Go” day afterwards. Suffolk, Lincolnshire and Oxford are also traditionally active.

The new ‘Annual Review’ booklet for 2017 has not yet been finalised but will be ready to circulate soon. It will reflect the new Musto partnership and information on the Coaches Day, which has gained very positive feedback.

Bookings for the Awards Dinner are proceeding well with a number of additional tables being purchased.

Online course bookings are now live and being taken.

OPERATIONS

In SO’s absence, NF confirmed the need to comply with the forthcoming GDPR (General Data Protection Regulation) introduced by the EU regarding data protection, and the various measures we need to put in place to ensure the CPSA is compliant. NF advised that a Director had to be named as responsible for this area. DR was proposed by TRB and seconded by JM. All agreed.

SO had prepared details of the potential name change costs. The Board felt the expense to be prohibitive if it were to be brought in all at once but discussion led to the suggestion that it would be far more achievable to set a date in the future (three or four years’ time) to work towards a change. There was further discussion about the merits of changing the name and the likely response from members, from the traditionalists who would like to keep the name ‘Pigeon’ to the progressives who believe changing to ‘Target’ is more in keeping with today’s world and brought us into line with most national and international associations and many of our own clubs who use ‘Target’ in their title. It was recognised that the name change would have to be approved by a members’ vote on a Special Resolution at the AGM.

It was agreed that the costs should be reworked on the basis of preparing for a name change in three or four years’ time, recognising that the Association could not exist under two names and that all materials will need to reflect the current name as soon as any change was made.

NF will ask SO to create costing information for a three year period.

NATIONAL DEVELOPMENT

Richard had received a written policy from a Ground in relation to walkers and the exclusion/safety zone during shoots. The Ground has a procedure in place with both signage and spotters utilised during a shoot. WAH asked for a copy of the correspondence.

WAH raised the question of whether grounds should be awarded Premier status before they had held a major championship. NF advised the requirement to hold championships only at Premier grounds had been removed prior to 2011 and that ground status was reflective of the facilities available, not just for championships.

IT DEVELOPMENT

Peter confirmed the current aim is for the website to go live next week, on Tuesday or Wednesday. TRB asked that Peter email all Directors to confirm when the website is ready and about to be launched.

Nick advised the Board that after Georgie left, her post was filled short term with a temp and this post has now ceased. There is a growing need for a new staff member to be employed who can support Pete with IT issues and in particular support Grounds and regional committees over IT issues as they begin to use new systems, including at weekends. The Board agreed, given there had been some realignment of individual duties and responsibilities within the staff structure, to replace Georgie's position with an IT Assistant.

CORRESPONDENCE

WAH included an email from Nigel Lovatt for information purposes only.

AOB

Sighting issue - Eric Reed.

This matter should go to the Scottish Association for consideration as he is an SCTA not a CPSA, member, and if the SCTA think it a good case they should refer the matter to the ICTSC. The Board agreed a certificate/letter of confirmation would be required from Eric Reed's doctor setting out in lay terms the assessment in relation to ER's sight. It would then require the ICTSC members to agree on a one-off basis. NH to contact ER.

DTL sub-committee meeting

WAH relayed the proposals from the DTL sub-committee meeting regarding England team selections. It was proposed the Dougall and English Opens should be compulsory shoots, with the addition of 400 targets from three other Grounds making up the score to be submitted for invitation to the selection shoots in the following year. Bywell has agreed that, if the DTL weekend is included in the compulsory shoots and it is held at Bywell, they will not expect to have a selection shoot as well. CS said he had not heard of anyone particularly opposed to the proposal.

NF clarified there could not be any changes to the selection shoots for the 2018 team, including the one at Bywell, as these have already been published and members may

have made hotel bookings. June 2018 will be the start of the selection process for the 2019 team, as detailed in the sub-committee's proposal.

All agreed, subject to further review after the 2018-19 selection process.

UT Home International

NH asked for the inclusion of a Home International competition in UT to be revisited by the International Clay Target Shooting Council (ICTSC). TRB confirmed he would ask the Council but noted there are circa 400 registered UT shooters in England, 20 in Scotland, 14 in Wales, and no UT is shot in Ulster or the Republic of Ireland which does not bode well for reintroducing UT as a HI event.

Purchase of membership numbers

NH asked if the Board would consider reducing the purchase price of personal membership numbers as she had been contacted by a member wishing to purchase one. NH thought £500 seemed too high and is probably why numbers are not being sold when they could be a way of raising funds. It was thought that numbers up to 100 have a purchase price of £500 and numbers from 101 upwards have a purchase price of £100 but this needed to be checked. NH suggested the Board consider a price reduction in the run up to Christmas. TRB pointed out that there is no cost involved for the CPSA in holding the numbers. The Board did not decide to reduce the prices.
Post meeting note: current rates are 0 – 9 = £750; 10 – 99 = £500, 100 – 999 = £250; 1000 – 9999 = £100; 10000+ = £50; all dependent on availability.

Val Fraser

CS advised the Board that Val Fraser sadly passed away in June this year and had contributed so much time and effort over the years to the CPSA, especially the Skeet community. He felt this should be honoured in some way. Val's ashes have been dispersed around three different Grounds. All agreed the family be presented with a "Lifetime Contribution" Award, inviting the family to the Awards Dinner to receive it.

Strategy Review

The Board agreed to extend the next Board meeting to Friday 2nd February, before the Awards Evening on Saturday 3rd February 2018, for the purpose of holding a Strategy Review Meeting. The detail was agreed as follows:

Friday 2nd February 2018 - Arrival at 12:30 for afternoon Strategy Review Meeting.
Saturday 3rd February 2018 - Continuation of Strategy Review Meeting in morning, if required, followed by afternoon Board Meeting and then by evening Awards Ceremony.

The meeting was declared closed at 3.45pm.
