

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

Held at

The Belfry Hotel, Sutton Coldfield, B76 9PR

On

**Saturday 4<sup>th</sup> February 2017 @ 12 noon**

**PRESENT:**

Mr TR Bobbett	(TRB)	South West Regional Director – Chairman
Mr J Offord	(JO)	South East Regional Director
Dr J Martin	(JM)	East Midlands Regional Director
Mrs V Knowles-Lacks	(VKL)	West Midlands Regional Director
Ms M Conway	(MC)	National Director
Mr C Smith	(CS)	National Director
Mr G Walker	(GW)	National Director
Mr N Fellows	(NF)	Chief Executive
Mr S Oldman	(SO)	Operations Manager & Minute Secretary
Mr J Beard	(JB)	Auditor, haysmacintyre (part of the meeting)

**APOLOGIES:**

Mr WA Heeks	(WAH)	North Regional Director – Deputy Chairman
Mr B Moorhead	(BM)	Independent Director

**QUORUM:**

A quorum was declared present.

**CONFLICT OF INTEREST RE AGENDA:**

None declared.

**ANNUAL REPORT AND ACCOUNTS**

It was agreed by all that Jeremy Beard should join the meeting at the beginning to present the annual accounts, the audit findings report and any questions regarding the 2016 accounts.

JB ran through the audit findings report and confirmed this was a clean report with an unqualified opinion and thanked both NF and CP for their work and support. The new FRS 102 (Financial Reporting Standard) accounting format has been adopted and was discussed, we continue to provide full details to our members. A few points to note are that the CPSA includes the full year's membership payment in the month of receipt, previous years' unused designated funds have been drawn down, holiday pay accrual has not been included in the accounts as it is insignificant.

Two possible future risks to be considered by the board are: - Cyber security and the expected new Data Protection legislation.

Copies of the Report & Accounts (including the dormant companies) were signed by the Chairman (TRB) and John Offord as the longest serving director in the absence of the Deputy Chairman (WAH).

JB talked through the recent NGB/Sport benchmarking survey with regard to the CPSA and confirmed we sat in the expected locations within each measurement/graph.

JB was thanked for his input and for attending the board meeting. JB then left the meeting.

**MINUTES OF LAST MEETING:**

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

### **MATTERS ARISING:**

An update was given on the agreement with Eriswell Lodge regarding modifications to a skeet layout due to be completed by the end of 2016. MC to follow this up with Stuart at Eriswell Lodge when he returns from holiday and the weather improves.

It was confirmed that NF had written to Mike Faux (Fauxdeglia SG) explaining the process for ground selection for England selection shoots and minor championships.

It was agreed that we should actively consider electronic voting by members in the future to increase the number of responses – subject to the necessary security considerations.

### **ACTION LOG**

Review of Regional Team selection processes:

It was confirmed that only the East Midlands Regional Committee had responded and they were happy with their current process. Others to be contacted again for their input. A number of options had been put to Regional Committees to help meet the objective of stimulating more regional team entries.

Shooting Ground Noise and Nuisance complaints:

This is a long, ongoing and very complex topic and remains an action by JM and RW.

Strategy Review:

It was agreed this would be initiated at the next board meeting.

### **UPDATE BY CEO**

An update on staff was given, which included the temporary appointment of Tony Higham to review and update our course material. This will include proof reading by the senior tutors prior to any publication etc.

Championship calendar clashes were discussed, which we had tried to avoid by producing the calendar of CPSA championships considerably earlier than in the past to help ensure BICTSF could fit their's in without clashes. OSK and ESK selection shoots do clash but are unavoidable. The South West ESP selection shoot was discussed due to concern raised by the region over when it could be held. [Post Meeting Note – This has now been satisfactorily resolved]

Entries for 2017 major championships are good, with some days already being full.

British Shooting funding news was fantastic to hear and it shows UK Sport and Sport England have confidence in both the sport and British Shooting. The talent pathway continues, governance is healthy and there is focus on generating independent revenue.

Applications received for the vacant England Team Manager posts were discussed. Following votes being taken it was agreed that Richard Hunter be reappointed for ESP, Guy Bond for FSP, with new appointees Gary McCann for OTR and Dorothy Bird for OSK.

A meeting had been held with JM, RW, our insurers and John Grant from Acoustic Solutions a highly-regarded expert in the field of noise nuisance. Topics discussed included retaining JG and improving our insurance helpline. Advice given must be able to stand up in court if necessary. It is clear that 'nuisance' could become more of an issue than noise and is being considered by local councils even if noise levels are not being measured as excessive. JG also advised that we must be aware he could be appointed to represent either side in any complaint. It was agreed that the CPSA needs to liaise closely with clubs from the start of the process. Documents and check lists are being drafted, which will be sent to JG for input before release.

## **MANAGEMENT TEAM REPORTS:**

Due to the location of the board meeting and some managers preparing for the Annual Awards Dinner that evening they were not all present at this board meeting. Therefore, NF answered any questions relating to the manager's reports.

## **FINANCE**

NF was pleased to report that membership was up. There were no further questions.

## **OPERATIONS**

It was reported that all championship entries had successfully gone live on the 1<sup>st</sup> February and bookings were very good.

An addendum due for release on 1<sup>st</sup> March to the current General and Technical Rule book was discussed and approval sought. MC requested an addition regarding team shoot-offs. The addendum will therefore be adjusted and issued to the board for final approval prior to the 1<sup>st</sup> March 2017.

An air quality survey of CPSA Offices had recently been carried out with feedback that the building lacks sufficient good quality air. Surveys and quotes are being obtained and will be reported back to the board in due course.

A copy of the current championship attendance rota for directors was discussed with some changes being made. Feedback to be given to Clare Alger to update.

## **COMMERCIAL**

ESK championship sponsorship for 2017 was proving difficult to obtain due to the relatively low attendance numbers per day for these events. There were no further questions.

## **NATIONAL DEVELOPMENT**

Atkins Grant & Lang shooting ground had requested upgrade to Premier status. Following an inspection visit to the ground and subsequent report by MC & GW all agreed to an upgrade to Premier status. Proposed by JO, Seconded by VKL - carried. It was noted that some attention to detail may enable them to progress to Premier Plus status. There were no further questions.

## **IT DEVELOPMENT**

Merlin continues to make good progress with successful enhancements. The new website remains a work in progress with the developers. Meetings will continue with IB3 to bring this back on track as soon as possible. There were no further questions.

## **SELECTION PROCEDURE FOR MAJOR CHAMPS**

A question was asked about the ground/club selection procedure for major championships. It was explained that most disciplines are determined by the rota and only ESP championships are considered following an 'expression of interest'. All ESP Registered grounds are emailed about applying. It was confirmed that we had previously used a 'tender' process but this had not been successful, hence changing to an 'expression of interest'. Selected possible contenders are then visited to discuss plans and options. The board considered that a more formal process may be better, perhaps by providing a pro-forma template and check list to the grounds. In the past some grounds selected for a national inter-county ESP championship have then progressed to the English Open ESP and then to the BO ESP. This is not a set procedure and has depended on who has applied and the success of the championships. All agreed this process should be reviewed and a shortlist of suitable grounds should be provided to the directors for their input.

There were no AOB matters raised.

The meeting closed at 4.20pm.

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