

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

Held at
Chesford Grange Hotel, Kenilworth

On
Saturday 17th March 2018

PRESENT:

Mr T R Bobbett	(TRB) South West Regional Director – Chairman
Mr W A Heeks	(WAH) North Regional Director – Vice Chairman
Mr N Fellows	(NF) Chief Executive
Mr S Oldman	(SO) Operations Manager
Mr J Offord	(JO) South East Regional Director
Dr J Martin	(JM) East Midlands Regional Director
Mr C Smith	(CS) National Director
Mr G Walker	(GW) National Director
Mr R Kibblewhite	(BK) West Midlands Regional Director
Mr D Rollason	(DR) Independent Director
Mr P Saich	(PS) South East Regional Director-elect
Mr J Beard	(JB) Partner, hayesmacintyre
Mrs S Watson	Minutes Secretary

QUORUM:

A quorum was declared present.

APOLOGIES:

Mr B Moorhead	(BM) Independent Director
Mrs N Heron	(NH) National Director

CONFLICT OF INTEREST RE AGENDA:

None.

ORDINARY MINUTES OF LAST MEETING:

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

MATTERS ARISING ORDINARY MINUTES:

DR asked if any rule change had been put in place, in relation to the use of Shotkams. SO confirmed this would be discussed later in the meeting.

BK raised the subject of the annual accounts, and asked the Board whether Directors should gain a better understanding of the accounts information. JB agreed it was a good observation, and that perhaps a finance/audit sub-

committee could be created General discussion took place and BK requested this could be put forward for the next meeting agenda. All agreed.

JO asked BK if the Oxford Gun Club appointment had been made. BK confirmed it was scheduled for Tuesday 20th March. NH will not be able to attend, due to recent injury, so DR said he would check work commitments to see if he could attend in NH's place. (*Note: DR subsequently confirmed he could attend*)

STRATEGY REVIEW

TRB pointed out the mission statement has not been updated on the website - SO will rectify this. TRB considered the strategy review needs more attention, and suggested it should be added again to a future meeting. All agreed.

ACTION LOG

Establish a Clay Scholarship Co/Charity

TRB questioned whether there was any merit in pursuing the task and believed the Board needed BM's opinion on this matter. NF confirmed it was difficult to judge, as charitable status is being rejected at present for shooting related organisations. BM had framed the draft as being educational. The Board felt this was the right approach, and agreed they would seek BM's comments on whether it was worth pursuing.

JM collating ground noise/nuisance complaints

Ongoing. Priory have had contact from their local Council, stating they wish an expert to attend the Ground.

Strategy Review

Further attention required.

Formal review of Risk Register

Ongoing.

Setting up of Classification sub-committee

Ongoing.

Sub-committee review of tie-break rules

Ongoing. WAH confirmed the DTL sub-committee were happy with tie-break rules. No other sub-committees have given feedback so far.

Written procedure re spotters at shooting grounds with public access

Ongoing.

Name change costings

Ongoing.

Sighting issue

ICTSC confirmed it followed ISSF policy and ER had been advised accordingly by SCTA. Subsequently a letter received from eye specialist confirming ER's medical condition. England, NI, ROI and Scotland (nothing received from Wales) approved use of ER's sight aid in relation to him only and decision relayed to ER by SCTA. It was confirmed such approvals were on a case by case basis.

UT Home International Tournament

TRB presented the request for a UT HI competition at the recent ICTSC meeting but there was no support from the other four countries.

Oxford Gun Company

Meeting scheduled for 20th March. Ongoing.

UPDATE BY CEO

NF confirmed there was nothing specific to raise with the Board at this time.

TRB suggested the CEO as being the obvious choice to be the CPSA representative board member on the British Shooting board. However, he suggested that as NF had resigned and the Board were actively seeking his replacement, DR could possibly take on the role for, say, 12 months. DR was happy to do so. Proposed by BK. Seconded by JO. All agreed. (Next British Shooting meeting thought to be on 11th April, but TRB will check and advise the British Shooting Chairman and DR.)

BK advised the Board he would be happy to take the lead on governance issues. Proposed by TRB. Seconded by GW. All agreed.

TRB raised the topic of a director being responsible for overseeing data protection and recommended, with his agreement, DR and therefore requested a proposer and seconder. Proposed by WAH and seconded by GW that DR take on the role of the responsible Director overseeing data protection issues. All agreed.

MANAGEMENT TEAM REPORTS:

OPERATIONS

SO discussed with the Board the potential use and problems with members using any visual recording devices such as Shotkams. All agreed it should not be allowed, and that SO will amend the wording to include "*equally prohibited*".

MARKETING & COMMERCIAL (summarised by NF)

32,000 newsletters have been sent out. Not all recipients are current members, but it has encouraged renewals. There will be an opt-in campaign run before 25th May. Discussions will take place regarding potential attendance at next year's British Shooting Show at the NEC.

General discussion in relation to the Game Fair, the merit of being the only provider of the "Have-A-Go" stand, TV coverage, and celebrity fundraiser events.

IT DEVELOPMENT (summarised by NF)

Merlin is progressing, albeit alongside other tasks which have equal priority. Security and compliance should be addressed by 25th May.

GW asked if the budget had been reached for the computer project – NF confirmed the budget was on-going, and had been included as such due to the expected operating needs.

TRB highlighted that Pete was being ‘pulled in all directions’ and needed an assistant. NF confirmed an assistant was required, but that they needed input from Pete as to the job spec for that assistant, and therefore needed Pete to allocate time to consider the recruitment needed.

BK asked if he could join any IT training session for staff, as he would like to increase his understanding. SO confirmed he would ask Pete to extend the invitation to BK when the next training session is organised.

FINANCE

Board satisfied with Report. No comments or feedback.

DEVELOPMENT

The Board discussed good attendance for courses, and strong interest in events. NF confirmed that Richard, as well as his own activities, was endeavouring to keep on top of the admin given the absence of Cheryl, and that the discussions in relation to temporary staff would also include support for Richard with day-to-day admin.

CORRESPONDENCE

The Board discussed the proposal from Dan Harrison for a sporting series of shoots. All agreed that whilst some interesting points had been raised, there was not enough merit to the proposal to justify the extra required workload. All agreed to decline the suggestion.

AOB

A discussion took place in relation to the recruitment of a new CEO. An excellent response of 145 applications had been received. Suggested by TRB that a similar process be followed as was used last time in that that Derek Wetter, the executive recruitment consultant retained, short-list applicants to 8 people, then TRB, DR and JM will further short-list to 3 or 4 applicants, who will then be interviewed by the whole Board. The final applicants would be invited to attend the offices before their interview, in order to spend time with the Management Team thus gaining a better insight into our operation. All agreed. TRB will feed back to DW.

JO advised the Board that in relation to the County Committee of the Year Award, some members felt that the Award was not evenly balanced where some County's had more members. GW reminded the Board of the system where the best 3 nominated were listed in Pull magazine, for all members to vote. BK asked

why the previous system had been changed. NF responded that a different method was being tried. All agreed the system for voting needs to be reviewed.

JM advised that Darren Parsons from East Midlands wished to have a question minuted – i.e. why can there not be an All-Round event in the Home Internationals? The Board confirmed that AR was mostly shot in England and there was a lack of support from other home country governing bodies.

SO had received a request from Bywell, for the first DTL selection shoot to be over 8 layouts instead of 6. All agreed with request.

In the light of BK deciding not to join the BICTSF Board, TRB requested that he continue as sole CPSA representative on the BICTSF Board until the appointment of the new CEO, who will then become the second representative. All agreed.

TRB expressed his thanks, on behalf of the Board, to NF and JO for their past services.

TRB declared the meeting closed at 11:45.

NEXT MEETING DATE:

Wednesday 6th June
At Edmonton House, Bisley.
