

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

Held at
Edmonton House, Bisley

On
Wednesday 1st August 2018

PRESENT:

Mr T R Bobbett	(TRB) South West Regional Director – Chairman
Mr W A Heeks	(WAH) North Regional Director – Vice Chairman
Mr Iain Parker	(IP) Chief Executive
Dr J Martin	(JM) East Midlands Regional Director
Mr C Smith	(CS) National Director
Mrs N Heron	(NH) National Director
Mr R Kibblewhite	(BK) West Midlands Regional Director
Mr P Saich	(PS) South East Regional Director
Mr D Rollason	(DR) Independent Director
Mr B Moorhead	(BM) Independent Director (<i>via telephone</i>)
Mr S Oldman	(SO) Operations Manager
Mrs S Watson	Minutes Secretary

QUORUM:

A quorum was declared present.

APOLOGIES:

Mr G Walker (GW) National Director

CONFLICT OF INTEREST RE AGENDA:

None.

MINUTES OF LAST MEETING:

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

MATTERS ARISING :

BK asked whether the Finance section will be a standing agenda item in the future. IP confirmed it would be, as the Management Team have previously attended the Directors Board meeting for a short time, and have only had brief input. IP confirmed it would be useful for the Board to hear detailed feedback from the Management Team in relation to their reports, and that future Board meetings would include this structure.

BK advised a meeting was held yesterday to discuss the Annual Awards voting procedure and it was felt that there was no alternative proportionate method of counting votes, so for now there was no better process that could be put in place. General discussion about how some members are using social media to promote

or push for votes, which Board felt was not ideal, although the use of social media has increased votes and applications.

IP had discussed the matter with Angie and Sam, and they came to the conclusion that it was the 'least worst option'. BK did not feel that he nor GW needed to be involved with discussions. IP confirmed that whilst the system allowed members to vote, there needs to be consideration of the process from nomination, to review the merit, and analysis of the results of those being nominated, and that the CPSA would then create the short list of candidates.

ACTION LOG

Establish Clay Scholarship Co/Charity : *on-going*

JM collate ground noise/nuisance complaints : *on-going*

Strategy Review – *on agenda for discussion*

Annual review of risk register : *on-going*

Classification sub-committee : *consider at future date*

All sub-committees to review tie break rules – *pending, although completed by DTL sub-committee*

Name change costings : *on-going*

ABT tie break rules : *under review by BK*

GDPR training : *on-going*

UPDATE BY CEO

IP explained his report was relatively brief, as he has only been in the role for 2 weeks. IP is creating an understanding of the structure of the different disciplines, and the organisation as a whole. IP felt that the WESP at EJ Churchills was very well run – although more consideration needs to be given to the CPSA branding.

IP considered that the Beretta event was more trade orientated, by comparison.

IP has enjoyed getting to know the team, and complimented them on their knowledge and how well they work together. Recruitment is still on-going for two roles.

IP will be looking at the branding and marketing of the CPSA, especially at major events. Other companies have tried to have a stronger marketing presence, so the Board agreed that IP should use his professional background of marketing and branding to raise awareness of the CPSA.

IP attended the Game Fair, and has created notes on his findings, which he will circulate to the Board. IP confirmed the "Have A Go" attracted good attention, with some people paying 2 or 3 visits to the stand.

All agreed the images and logo used by the CPSA at the Game Fair are becoming out-dated and lack impact. General discussion about the CPSA stand, and how it is welcoming with seating area – all agreed further branding would be an advantage.

IP confirmed he will be looking to increase contact with members, trade and press with the aim of building relationships and creating stronger profile and attention.

BM proposed that sponsorship and consideration of different sectors should be put on the next meeting agenda. IP agreed to create a working document, to present at the next Board meeting.

MANAGEMENT TEAM REPORTS:

FINANCE

Connie advised the Board there might be a possible £18,000 deficit against the budget. Possible reason could be saving prediction on postage costs which did not materialise, but the assessment is on-going. There are no changes to Fellows costs or Pull magazine. Connie to circulate the forecast figures to the Board.

OPERATIONS

SO gave a summary of his report, confirming that Clare Heney had settled well into her new role.

SO confirmed the dates remained the same for the final ABT England Team selection and national inter-counties shoots, despite Beverley closing temporarily.

The Metropolitan Police have requested a training day, which Richard will look into organising. It is a bespoke safety awareness course, held onsite at the CPSA head office.

Insurance is due for renewal at the end of August.

The 2019 AGM will be held at the Chesford Grange, Kenilworth on Saturday 23rd March 2019.

MARKETING & COMMERCIAL

NH asked if the charts could have different colour options, as it was difficult to identify which blue shading related to which results.

Angie provided Directors with membership numbers.

Recruitment was on-going – a press release exercise was sent to 11 people, as a pre-interview task, but was only completed by 3 people.

The WESP event was a huge success, with Tweed Media providing excellent social media coverage.

A CPSA competition shooter, Anita North, gave an interview for BBC Radio 4 – she explained how she began shooting after attending a Game Fair, so that created great publicity for the CPSA.

DEVELOPMENT

RW on holiday but his report was considered.

IT DEVELOPMENT

Peter confirmed that work with Merlin was progressing, with future development being the transfer from Merlin to the Cloud. Internal tests would be carried out first, in readiness for next year.

Office equipment has been upgraded, as some items were approx. 8 years old (hard drives, desk tops etc).

The IT support role will be re-advertised via LinkedIn.

With a view to taking director elections etc online in the future the Board were given a presentation by the independent ballot provider, Electoral Reform Services (Munni Musa : Business Development Manager and Ben Halton : Consultant) followed by a detailed Q&A session afterwards

STRATEGY REVIEW

All agreed there needs to be a meeting to focus on this topic. IP asked the Board to consider what is the CPSA's end goal and said he would benefit from understanding Director's views on strategy. IP will circulate strategy comments and questions to the Board, for their feedback.

DTL SUB-COMMITTEE MEETING

Meeting took place on 15th June. Selection procedure was discussed, with agreement to run the selection on Grounds with 4 layouts. WAH advised that people will not want to travel to Bywell for the Dougall and English. A detailed review of selection procedures across all disciplines is taking place. Other proposals were agreed as follows: –
Slow pull – referee’s decision is final.
Use of speed guns, as alternative to distance markers, to set targets.
Clearing of guns – instruction that guns be aimed in the air not at the ground.

CORRESPONDENCE

NH had forwarded an email from a member re a B Class competitor at WESP at EJC who had been in AA a few years back. NH had no comment/strong viewpoint, but was asked to bring the email to the Board’s attention. General discussion on circumstances/reasons why a shooter may move from AA down to C class took place. Statistics provided did not support any untoward action by the competitor.

AOB

BK attended a Police Liaison meeting, where the advantage of early Shotgun Certificate renewals was discussed, as it would lessen the pressure on police administration workload. CS asked BK to forward details by email. There have been reports of Forces refusing to issue licences if there is no response from the relevant GP

General discussion in relation to Police legislation, dealing with firearms officers, and the “Power to Seize”. All agreed the Home Office guidelines need to be wider-known, so all parties can adhere to them.

Meeting closed 3:15pm

NEXT MEETING DATE:

Wednesday 3rd October
At Edmonton House, Bisley
