

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

Held at  
CPSA, Edmonton House, Bisley

On  
**Wednesday 31<sup>st</sup> July 2019**

**PRESENT:**

Dr J Martin	(JM)	East Midlands Regional Director - Chairman
Mr W A Heeks	(WAH)	North Regional Director – Vice Chairman
Mr Iain Parker	(IP)	Chief Executive
Mr S Oldman	(SO)	Operations Manager
Mr C Smith	(CS)	National Director
Mr R Kibblewhite	(BK)	West Midlands Regional Director
Mr D Rollason	(DR)	Independent Director
Nicola Heron	(NH)	National Director
Ben Moorhead	(BM)	Independent Director
Richard Faulds	(RF)	South West Regional Director
Peter Saich	(PS)	South East Regional Director
Ms M Conway	(MC)	National Director (via Skype)
Mr M Machin	(MM)	Guest
Mrs S Watson		Minutes Secretary

**QUORUM:** A quorum was declared present.

**APOLOGIES:** None.

**CONFLICT OF INTEREST RE AGENDA:** None

BK introduced MM to the Board, and advised MM would be pleased to finish BK's role to next March if Co-opted. BK proposed. NH seconded. All were in favour.

JM welcomed MM, and advised him that he was welcome to comment on issues discussed at the meeting, but was not able to vote. MM understood and agreed.

MM was asked to give a brief summary of his background. Whilst running his own business, MM has also been involved with Cheshire CPSA for approx. 6 years, which has seen an increase in membership in that time, including the ladies league. MM was proud to advise the Board that his team had been awarded County Committee of the Year three times. The Board welcomed MM and thanked him for agreeing to take over BK's role, who is stepping down due to retirement.

## **MINUTES OF LAST MEETING:**

Proposed by DR. Seconded by MC. All were in favour.

## **MATTERS ARISING**

BK drew the Board's attention to the first item on page 1 and commented that the wording did not reflect the viewpoint that he had tried to convey. BK wanted to convey that it was not a task for the Board. BK felt members were more likely to read the Minutes, rather than the Rule Book, so that wording needed to be carefully considered and recorded.

There was general discussion in relation to how Grounds distribute prize monies, with various options such as cash, prizes or incentives. All agreed it was up to the grounds how the prize fund was paid as long as it was paid in full and that IP would email a reminder to Grounds, and SO would put an article in Pull magazine to that effect. NH suggested that on the next review of the Rule Book, and words "at the discretion of shoot organisers" be removed.

CS advised the Board that the email to Grounds should remind them that they need to notify shooters how long the money is kept for and what happens to the money thereafter (e.g. charity/future entries etc). SO agreed to action.

BK asked for an update in relation to noise issues. IP confirmed that Ground owners need to contact Romero immediately after any complaint is made, and that RW is still putting information together for Grounds to have access to.

MC drew the Board's attention to the last page of the Minutes, and raised concern that Rules 1.1 and 15.2 in relation to Country trophies still excluded those who qualified to shoot in different categories. MC confirmed there was a need for clarity on how trophies were awarded. General conversation in relation to interpretation of rules and allocation of trophies followed.

MC proposed that County and Regional Secretaries be contacted to remind them of the Rule, so they could pass the advice through their own committees that the Rule should be enforced.

Seconded by NH. 6 were in favour; 1 against; 2 abstained.

PS asked for sight of the risk assessment policy and rules in relation to Grounds advising whether they allow the use of steel or fibre cartridges. After discussion, it was decided this was a procedural matter and that no vote was required by the Board.

DR asked if the referee membership category has been made available.

MC asked that when the Minutes are published, should there be an asterisk comment of "Subsequently Revoked" by the reference to Counties and Regions. SO confirmed there was no need, as the point had been superseded in any event.

## **ACTION LOG**

**Disability evidence draft policy wording :** Ongoing

**New Director GDPR training :** BK queried whether MM needed the training. IP to liaise.

**Directors email account issue :** Neither BM or PS receive first emails. They only have sight of emails if and when another Director responds. SO will ask Pete to consider the problem. One option was to send an email out to the entire Board, using their Director email address and personal email address, so every Board member would then gain confirmation as to whether their Director email address had worked. Whilst concerns in relation to data protection were raised, BM confirmed if personal emails were used for this purpose no GDPR breach would be in effect. All agreed that an email be sent between now and the next meeting, to gain an understanding of who does not receive emails, when they are sent to the Director email addresses.

**Drip feed name change :** IP reminded Board members to continue to drip feed the idea, when at events, and that any feedback will be gratefully received.

**2020 Board meetings :** After discussion, all agreed to keep meetings on Wednesdays.

## **UPDATE BY CEO**

IP referred the Board to his Overview paper, and pointed out a more detailed analysis was set out on the following pages of his report.

Recent competitions have gone well. There have been some issues with clothing and headwear. Referee behaviour was questioned as being 'over the top' at one event, which was addressed and dealt with at the time. Attendee numbers were down for some events, but overall they had been well organised and executed.

Some members of the Board felt the HI/DTL gala dinner needs to improve next time, both in terms of food, cost and distance from the Championship venue. There has been a suggestion of a marquee, to hold a more relaxed event with comfort food and music in a separate marquee. Conversations will continue based on feedback, to consider changes to the event next time.

IP again referred to noise complaints, and how it can affect different Grounds across the regions. JM said there is a perception that the Board should be doing something. Ground owners tend to work with their local council if a complaint is made, to achieve a resolution. The Board could consider an article for Pull magazine to demonstrate their view and guidelines as the governing body.

Discussion in relation to the costs involved with running Championship events. There are many expenses to consider, such as installation and take down

charges, banners, signage, podium, and scaffolding for sponsorship material. The use of an external signage company is being reviewed for 2020.

IP put to the Board that there may not be a need for membership renewal cards, which would save £8-10,000 per year. Many shooters do not carry their cards, and know their membership number instantly, in any event. As membership is increasingly dealt with by email, a computerised pdf card could be sent instead, thereby giving members the option to print it themselves if they want a paper version.

Summary conversation in relation to on-going discussions with potential sponsors, and the challenges of gaining support for minority sports.

### **OPERATIONS MANAGER**

SO talked through the annual Membership Review document and that it is only produced for the regional AGM's. Cost is minimal and the booklet is well received.

It was agreed that future discussions would be needed by the Board in relation to a decline of interest in some disciplines and whether such disciplines should continue to be supported.

In relation to the England Team Selection Process, the Board had voted for a new process in 2018. JM proposed that a report be circulated by email, rather than lengthy discussion during the meeting. The review would need to contain ideas for better operating procedures; an increase in shoots to give members an increase in event options; consideration of location, especially as shoot offs tend to take place on Sunday afternoons. IP asked the Board to consider the same and pass on remarks before the next meeting, in order that any suggested changes could then be considered and voted upon where necessary, unless voted on before the next meeting by email.

It was noted that the ABT sub-committee required a Chair – MC was offered the role, which she accepted. All were in favour. MC requested the ABT member list, which IP confirmed he would ask Pete to provide the same.

\*\* PS, BM and RF left the meeting at lunchtime. \*\*

SO has considered alternative locations for the 2020 AGM, however it will not be any more cost effective to host the event nearer HQ. Therefore SO proposed the AGM take place on 21<sup>st</sup> March 2020 at Chesford Grange. The Board agreed to the booking being made.

IP gave an overview of Pete and Richard's reports. The proxy voting had worked well, with an increase in member votes. Members are notified of upcoming ballots in October/November issue of Pull! and can opt in to a proxy vote if required. Director vacancies are also advertised in Pull magazine and the website, where an application form can be completed and either scanned and

sent by email or posted to our auditors. IP agreed to speak to Pete, with a view to further discussions with ERS. The Board did not want Director nomination to be considered for electronic submission.

Content for Pull magazine was also discussed, with focus on the potential of reducing advertising space to allow for more articles and event write ups. Time deadline of going to print is 6 weeks, which can affect content for the magazine. Social media is beneficial, but the Board also discussed the option of a latest news section on the landing page of the website.

### **DTL SUB COMMITTEE MEETING REPORT**

IP thanked WAH for his time and effort in creating this subcommittee and providing feedback from the recent meeting.

WAH asked if his attendance would be needed at next year's World DTL – IP confirmed it would, so WAH will look into accommodation.

WAH confirmed there were issues raised at the sub-committee meeting, which they felt need further consideration by the Board. WAH confirmed there was some contention in relation to the final shoot as a tie must be in place for a shoot off. It was agreed no change could be made until 2021 at the earliest due to the dates of next years events.

### **CORRESPONDENCE**

Thames Valley Police licensing paper – this is a standard GP form, which can be downloaded and taken to the GP by the member for subsequent submission with the application. Chief Officers still require compulsory guidance so there are no interpretation problems. BK felt this was the first step towards shooters knowing where they stand.

### **AOB**

NH asked if the classification committee would be announcing a date to implement the changes re sand bagging after the championship season. SO confirmed this would happen hopefully in October, once the season had finished and checks had been carried out to ensure Merlin development was complete.

NH raised the subject of Directors sitting on more than one Board, and the duty of care in relation to passing on information. There needs to be clearer agreement on what is a conflict of interest, what is deemed confidential to a particular governing body, and asked that this be added to the action log for discussion at the next meeting.

MC requested that a National I/C championship helice team event be considered in 2020. The Board agreed to a pilot event to gauge interest but such an event would not be managed by HQ.

**\*\* BK left the meeting at 2:30pm \*\***

MC had received a letter from Tony Randall regarding the withholding of scores. SO and Pete have had conversations with Tony, and explained how the system works, so no further response or action is needed.

CS noted the CPSA website advertises fixtures on the home page in alphabetical order by Ground name. Therefore, Grounds that begin with A, B, or C will be advertised the most. CS asked if the fixtures can be rotated, so other Grounds can also appear on the landing page. IP will talk to Pete, and place the request on matters arising for the next meeting.

JM had received a request to change the process re 2<sup>nd</sup> entry on Sportrap, to shoot 2 registered on the same day. The Board declined the request.

JM has also been asked whether the Board should re-enforce the day pass rule. If it is scrapped, people will abuse it. If it is taken away, why would you need to become a CPSA member, as it would be difficult to police. It was agreed to leave the rules as they are.

JM: DTL selection, 200 bird shoot, 8 in qualifying period. This year the computer took the top 5 which meant that people couldn't use all their results. If Grounds want a 200 bird shoot, it has to be a 2x 100 bird shoot format. The Grounds need to report back the scores to HQ as two sets of 100. As per the Rule Book (500 registered scores from ex 100 target shoots) there should not be any change. All agreed that Grounds should be asked to send 2x100 target shoot results, and that the current rule stating 100 target rules does not need to be changed and should be re-enforced by the Grounds.

JM thanked Directors for their attendance at the Board meeting and reminded Directors that as dates are set a year in advance, full attendance should be expected.

***\*\* Meeting closed at 2:50pm \*\****

**NEXT MEETING DATE:**

Wednesday 9<sup>th</sup> October 2019  
at Edmonton House, Bisley