

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

**Held at Edmonton House, Bisley Camp, Brookwood
Woking Surrey GU24 ONP**

On Wednesday 17th December 2008 at 9am

PRESENT

MR T R Bobbett	Chairman/National Director
Mr W A Heeks	Vice Chairman/Regional Director – North
Mr P J Boakes	Chief Executive Officer
Mr B D Curtis	Regional Director – East Midlands
Mr C Fielding	Regional Director – West Midlands
Ms N Heron	Regional Director – South East
Mr K J Newton	Regional Director – South West
Mr T W D Blaney	National Director
Mr K Walsh	National Director

GUESTS (all but one attended part of the meeting)

Mr G Davis	Auditor (attended entire meeting)
Ms C Pierre	Accountant
Mr S Oldman	Operations Manager
Mr P Tomlin	IT and Championships Manager
Mr C McVerry	Technical Manager
Ms J Andrews	Marketing Manager

MINUTES SECRETARY

Ms E McEntaggart

1. APOLOGIES

None

2. MINUTES OF MEETING HELD ON 21ST OCTOBER

The minutes of the previous meeting were agreed to be an accurate record of the discussions held after the amendment to David Christensen's surname.

Proposed: KW

Seconded: WAH

Agreed: Unanimous

3. MATTERS ARISING

None

4. CEO REPORT

a) Following representations made by the staff in letter form The Board wished to express its total support for the staff for all their hard work and also to wish them a happy Christmas.

b) Sport England (SE) – the SE Funding award document for 2009-2013 was circulated. Shooting is due to receive £750,000. SE is to arrange a meeting to discuss how this money will be spent and what conditions/interventions are to be progressed.

Funds from the SE award would not be used to finance any of our Olympic athletes as the areas we were advised to apply for funding were not for elite athletes but to grow and sustain the sport.

Discussions then ensued regarding UK Sport and that shooting is still perceived as a sport "at risk". British Shooting realises they are not guaranteed a meaningful level of funding and may well be lucky to survive in their present form.

Jon Austin is the new 'sports liaison officer' for shooting at UK Sport. David Luckes of LOCOG and David Higgins the CEO of the ODA were amongst a group of people who re-visited Bisley camp to be shown the proposed new layouts to be built if the 2012 Olympic shooting venue moves to Bisley. This group also included a representative from KPMG. They met with a number of people from all three NGB's including the NRA architect Chris Liddle who showed them the new development plans during his presentation. The utilisation of the Lord Roberts building was a key part of the proposed plans.

Peter Underhill is to be the Competition Manager of the shooting sports at the 2012 Olympics and is soon to join the LOCOG staff.

A feasibility study costing £100,000 has been suggested by LOCOG which they feel is needed in order to assess the chances of holding the event at Bisley.

Another problem for the Woolwich site is that the army no longer wish to allow the use of the barracks unless LOCOG pay to re house the various troops for the 14 week period, which it has been suggested would be in the order of £10m. March 09 is the deadline for venue decisions.

4. MANAGEMENT TEAM UPDATES

a) Finance – Connie Pierre

CP advised there have been nominal code mis-postings throughout 2008 including the write down on items assigned to the shop - GD confirmed this was in the order of £4,800 and resulted from stock write downs of items which were in point of fact given away FOC. All stock is now entered through Sage as part of the new stock control system. PJB advised that as we are a not for profit company we should be careful when selling outside our members. NH reminded everyone that profit through the shop could only be made from our members and must be spent on our members. GD confirmed we do not want to exceed the £64k turnover and thus hit the VAT threshold. CP informed the board that the membership breakdown had moved down by just 5 members over the year. NH asked for the monthly membership spread sheet to be put in the Board pack in future. CP is to reinstate it. GD raised the issue of contingency provision for any potential outstanding issues. PB stated that TRB and he had both received a letter from Ken Nash, NSRA Vice Chairman, confirming all outstanding amounts from NSRA with regards to NATSS issues, currently being subsidised by the CPSA/NRA, will be paid up to date by end Jan 09.

b) Revised Budget 2009

GD advised the investment income was likely to reduce because of the lowering of interest rates. Also rental income is at risk as BS may not need their office space in the future and the budget does reflect this. With regards to Sport England Funding of £750,000 GD advises we need to establish any conditions that may affect how we might draw down on this fund. The original format was to accept any monies awarded by SE into the GBTSF but the £750K could be put with either the CPSA, the NRA or the NSRA to deal with on behalf of the whole sport with at least one development director. This person has not yet been decided on. The 2009 budget was currently working on a surplus of £17k. NH requested that the courses income and expenditure should revert back to being shown in the income and expenditure sections rather than just a netted figure in the income section. CP confirmed she would do a separate P&L for courses. GD confirmed that a hard copy of the budget and November actuals would be issued to the Board shortly.

NH would not vote in favour of adopting the 2009 budget as she still did not have the information requested from CM as to the estimated expenditure figures for the courses shown in the 2009 budget figures. The budget was adopted 8 in favour 1 against.

c) Operations – Stuart Oldman & Peter Tomlin

Classification issue 35: SO confirmed that all had gone well and that they had only received one or two queries. Shoot08 – KW raised the fact that his score was incorrect and needed to be revisited and that there could be others in a similar position. Peter confirmed this was a software adjustment and would be resolved by the end of the week. Booklet 5 & 7 is currently being reviewed by CMcV, JLA and PT. They will report back to the board in February. PB stated that technical drawings from 2002 are being recreated by SM as the originals were lost. NH stated that SM was a technical writer and not qualified to draw layouts as he did not have the experience. PJB stated SM was being advised by the rules and refs committee and had been given older copies of the booklets and thereafter will be printed in February. PJB stated the steel shot amendment will be added to the new book.

Event Calendar Issued – Peter advised he had at all times tried hard to avoid event clashes but some, such as the ESC shoot in Yorkshire, were impossible to avoid.

Beretta World Sporting 3-5 July: A discussion ensued re registration of this event as per last year. NH raised the issue of there being no entry for non Berretta users, although non CPSA members were allowed to shoot the Beretta World, discussions continued about this happening at other registered shoots. TRB believed it important to keep an excellent working relationship with GMK who are very supportive of the CPSA.

Vote For: 6 Against: 2 – so Beretta World will be registered.

DTL English team Selection: Confirmation of 6 trap layouts at NE grounds on voice activated system. Checked by Nigel Hirst.

d) Commercial – Jenny Andrews

- i) JLA reported that Pull Magazine October costs including postage amounted to £9282.16; she also confirmed that to date £32k in savings had been made.
- ii) Melanie Armstrong was the new editor of Pull Magazine. She does not shoot but JLA stated that she was going to start shooting and would be at several shoots during 2009 season.
- iii) JLA decided to address the perception of increase of pages for regional review – the result being that the average from 2005-2008 had been between 10.3-11.0. WAH mentioned that perhaps Counties and Regions needed to liaise more as often the same shoots got repeated in the same issue. Others responded that there could be a case for repetition as different aspects of the same event from two different quarters were reported.
- iv) Pull Survey – JLA reported amazing response. Mr Philip Gibbs of Cheshunt was the winner of the Webley & Scott gun.
- v) Website – JLA reported it has now been up and running for two weeks. Members of the board had responded that their regions had reported the Home Page as being a little “flat” - JLA countered that it was a quiet time of year and she didn’t expect very much happening and that it was dependent on the stories and pictures to bring it alive. JLA would be circulating advertising rates via email to Board shortly. She also reported that on syndicated websites a direct link was available and that the team were happy to import information/assist regions, she will keep the Board apprised of any issues. Bucks had issues with the site not being as good as the previous site. Problems with tools no longer being available for size, fonts or colours. Rationale of house style was explained and they accepted it although remained disappointed. JLA confirmed three advertisers were currently on board: Just Cartridges, Arrow Laser Shot, EJChurchill - and Promatic have expressed interest.
- vi) Logo - JLA circulated variations and explained that a decision was necessary today. Three votes received for Logo 1 and five votes for Logo No 3 so No 3 was chosen. JLA was requested by the Board to see what could be done to give the logo clay more definition and depth within the logo.

vii) CPSA Attendance Calendar – JLA confirmed there was a pitch at Newark showground for the 28 Feb and was keen to hear about any new events.

e) Technical – Chris McVerry

- i) CM advised that the Military Academy has now been agreed for joint services (ie Army/Navy/RAF) He stated that they will have to return each year to update safety.
- ii) Musto – Support offered for current instructors/coaches at discount for specific items - still negotiating the discount which currently stands at 25% when ordered through HQ.
- iii) Corporate Shotgun Trainer – CM advised that there is a need in the market place for a minimum qualification for “grounds to operate on corporate days” which has been particularly driven from Northern Region. Looking at one day training instead of IDW, cost to be probably in the order of £120-150 to be competitive. It will also comply with UKCC level 1
- iv) Commission – first cheque for Club insurance scheme received from Towergate, issued 46 quotes, 34 have been taken up which yields £18 per policy. Next year there are 75 expiry dates to chase; quotes could yield £1500 for next year.
- v) Query raised by WAH: is there a set procedure for checking a “down the line” layout? CM responded that although there was not a set procedure for checking as measurements can be determined by electronic devices as well as tape measures there is an agreed standard that has to be achieved. CM followed up by saying that the rule book was being reviewed and would be sent out to senior refs for approval shortly. NH asked who the senior refs were as they were the ones mentioned earlier as advising SM on the technical drawings of discipline layouts. CM stated the senior refs were Nigel Hurst, Andy Kirkland, Keith Mursell, and Mike Williams.
- vi) TRB raised the issue of a recent skeet referee course held at Kingsferry where the tutor was brought down from Yorkshire incurring overnight accommodation and 80p per mile travel expenses after the first 150 miles. CM responded that in cases where the only approved persons had to travel over 300 miles this was a way of compensating for the individual's time. NH asked why a tutor from the South East was not used as the South East used to run a lot of these courses. CMcV responded the Academy had one fewer Tutor since Jerry Parks-Young resigned – it was hoped Paul Rendell will shortly be qualified which will alleviate the situation. NH stated that the South East has 9 senior coaches all qualified in Skeet and asked why these were not used. CM stated that since the advent of the Academy there were not enough qualified tutors in certain areas hence the need for tutors to travel. This situation would hopefully not occur again as Paul Rendell will be qualified shortly. PJB said in this case it was academic as going forward 80 per mile would not be approved in 2009 and the course fee may change. NH stated again that the Region had several qualified people from the old CPSA system and that the Academy was supposed to have now been amalgamated to include all of the previous coaches and trainers.
- vii) NH challenged the validity of bypassing the level 1 & level 2 training by assessments of £195 per session. She reminded CM that he had insisted on the exact same training for all in order to maintain the excellence of our coaching systems and their credibility. If people can turn up just to try and pass several assessments in one day for £190, it makes a mockery of our training system, not to mention the fact that many have not been offered this option. Most have had to take 6 courses and pay £1700 to get to a Level 2 qualification. It also has the ability to destabilise the projected 2009 courses.
- viii) NH queried the lack of profit on the proposed 2009 courses, taking the two proposed level 2 courses as an example. £21,500 income and only £480 profit leaving a balance of £21K unexplained. CM replied that courses in the West Midlands only broke even yet courses in the South West made a small profit.

5. CORRESPONDENCE

Solicitor: TRB read correspondence from M Martin who had written to say he could not fulfil any further obligations as honorary solicitor. PJB will write to MM thanking him for all his hard work and input over the years.

- i) The CPSA need to find a replacement Honorary Solicitor going forward from the next AGM. Notifications via Pull and the website will be done shortly to attract candidates from the membership.

Action: All

Action: PJB

- ii) Attendance Rota: WAH offered to help with anyone who had difficulty meeting any obligations.
- iii) Major/Minor Championships: everyone happy with these.
- iv) Southdown Sporting Gun Club: Dave Peckham had written for application for Premier Plus status. NH again stated that it was time for this ground to be back on the rota as it has the terrain to put on quality targets. The last visit was not official but was just accompanying a 5 yr safety audit. It was agreed by a majority that in line with 3 previous visits Southdown was not comparable to Premier Plus clubs in the facilities it offered. Mr Peckham has previously been made aware of the shortfalls which he had not yet addressed. NH stated that the quality of targets and course setting were as important if not more than a big clubhouse and that not all grounds could afford vast investments due to financial or planning restraints. BC stated that there had not been any investment in the ground. NH replied that they had put in water system to prevent a future lack of water as at the 2002 World Sporting. NH asked if a specific letter could be sent to Mr Peckham making it clear what was needed to be done. PJB will send a letter to Mr Peckham, copied to the rest of the Board, outlining the situation once again.

Action: PJB

6. REGIONAL REPORTS POSTPONED UNTIL NEXT MEETING

7. REQUESTED ITEMS

- a) WAH relayed the message from Yorkshire that although they had split into 4 counties (South, North, West & East York's) at the inception of the regions and subsequently reverted to one county the Regional Committee had now requested they would like to reverse the situation. PJB confirmed the previous ballot had been paid for by HQ, GD advised a new ballot would be in the order of £1000. It was unanimously agreed that should they wish to undertake a ballot to reverse the previous decision the region/county should bear the cost themselves.

Action: WAH

- b) Bindley Twist, Solicitors, acting for Blaze Publishing: It was decided that TRB would talk to Paul Harvey, solicitor acting for CPSA, before going back to Wesley Stanton and was given a mandate by the Board to negotiate as necessary.

Action: TRB

- c) Open Proxy: our legal advice from SH-D of Farrer was that they cannot be banned but PJB stated they need to be with us 7 days before the meeting. TRB questioned whether the Companies Act 2006 would override anything in our Articles re the 7 days. PJB will ask SH-D from Farrers to confirm the situation in writing. GD was duly appointed as the arbiter of any open proxy forms.

Chairman Tenure: Following discussion it was confirmed the situation stays as is and when the Articles of Association are amended it may be addressed at that time. NH thought that the solicitor had misunderstood our requests and asked that in future all correspondence from the

CEO to solicitors should be in writing and copied to the Board, rather than the telephone conversations used at the moment. The Board approved this.

- d) Directors Elections: GD stated that the ballot papers for the Director's elections should have been sent out in colour to prevent photocopying.
- e) GD distributed guidance notes for election under section 8, Various questions were asked in order to clarify the position and adopt future rules. GD confirmed that advertising of candidates by the candidates themselves in magazines etc would invalidate their candidacy however it was impossible to police or control internet sites. Checks are being finalised on membership, namely; name/membership number/expiry date. TRB queried and GD responded on the question of results being secret until the morning of the AGM. NH suggested that in future all nominators for Directors should be put on one list when being checked by HQ rather than attached to the Director they are nominating. This would keep all applications confidential to the Auditors until the deadline had passed for their receipt.
- f) Pull Magazine: NH stated that the Deesons contract was not in evidence when she came to HQ to inspect it, along with the submissions and invoices, as it had not been passed to the Accounts Dept where such contracts are normally kept. JLA had filed it in her filing cabinet and subsequently passed it over to CP following direction from PJB. PJB only gave NH a proposal document saying he had not retained the submissions from Archant and Bourne following the decision to award the contract to Deeson. A meeting with Deeson confirmed they are not raising enough advertising revenue to cover their costs and have asked for a monthly additional contribution from us to cover the shortfall. They will need up to £5k per issue from commencement of the new agreement in May 09. PJB pointed out that even at that rate the CPSA would be paying £2k fewer an issue than we previously paid to Bourne. NH stated that she was worried about this - firstly the contract requires annual advertising revenue of £219K to cover their cost so Deeson may come back for even more if they struggle in the 2009 economic climate. Secondly that the quality and content of the magazine is now at risk with the departure of Keith Fisher and the fact that Deeson do not have any clay pigeon shooters on their staff to verify the validity of articles submitted or identify people in pictures received. TRB stated the feedback to him from members was that Pull magazine was inferior to the one produced by Bourne.

Action: All

- g) County Sports Partnership. A major meeting of the Sussex CSP took place on 3rd Dec 2008 attended by Gary Ward of the CPSA Sussex committee. He was shocked to hear that they had not heard of the CPSA or our consultant CM who has been tasked with dealing with the CSP's. Furthermore they could not fund clay pigeon shooting as they only looked at shooting sports linked to Modern Pentathlon which was air pistol. Serious work must be done to raise our profile with the CSP's and today Mr Ward was taking two of the 'specifiers' at Sussex CSP for a shooting lesson at Northall with Charlotte Kerwood in an attempt to raise the profile of clay pigeon shooting in Sussex. As this is an important issue and time was short NH stated that she would raise it again at the next Board meeting.
- h) The 'Brainstorming Session' suggested by TWDB was agreed to be postponed to the February meeting.

Meeting closed at 4.30.
