

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

**held at Edmonton House, Bisley Camp, Brookwood,
Woking, Surrey, GU24 0NP**

on Tuesday the 02nd of September 2008 at 09:00am

PRESENT:

Mr TR Bobbett	Chairman/National Director
Mr WA Heeks	Vice Chairman / Regional Director - North
Mr PJ Boakes	Chief Executive Officer
Mr BD Curtis	Regional Director – East Midlands
Mr C Fielding	Regional Director – West Midlands
Ms N Heron	Regional Director – South East
Mr KJ Newton	Regional Director – South West
Mr TWD Blaney	National Director
Mr K Walsh	National Director

GUESTS: (attended part of the meeting)

Ms C Pierre	Accountant
Mr C McVerry	Technical Manager

MINUTES SECRETARY:

Miss KJ Boazman

1. APOLOGIES

None.

KJN informed the Board that he would have to leave at midday.

2. MINUTES OF MEETING HELD ON 08th JULY

The minutes of the previous meeting were agreed to be an accurate record of the discussions held.

Proposed: WAH

Seconded: NH

Agreed: unanimously

3. MATTERS ARISING

- a) At the meeting of the 08th of July, TWDB raised an issue with the minutes of the previous meeting. Further to this, he had submitted a proposed addition to the minutes to TRB. TRB rejected this proposal. TWDB was still not satisfied with the outcome. It was therefore decided to circulate a hard copy of TWDB's proposal to the Board for discussion under AOB. Ref: point 2 (f)
- b) PJB has not had time to re-word the regulations for CPSA registered events regarding steel shot. TRB had prepared a suggestion, which was circulated to the Board. It was agreed unanimously to amend the wording, as per TRB's suggestion, to come into effect from 01st of January 2009. Ref: point 5 (f)
- c) With regard to the correspondence between David Lloyd and PJB, CF pointed out that the discussion was about the "de-registration" of the ground and not the

suspension of its membership as the minutes suggest. PJB confirmed that he did indeed refer to “de-registration” in the letter he sent. Ref: point 9

- d) BDC asked if there was an update with regard to the investigation of safety procedures at Kibworth. PJB confirmed that this matter will be addressed at the next audit, with particular focus on establishing whether they have permission to shoot over a neighbour’s land. Ref: point 3 (b)
- e) TRB asked the Board for any particular points to add to AOB. The following were suggested:
 - SCTA proposal (PJB)
 - NATSS (CF)
 - CEO's Terms of Reference (CF)

4. REQUESTED AGENDA ITEMS

- a) **Prize money (PJB):** PJB summarised that complaints have been received relating to a) the distribution of prize money, b) the amount paid out does not always seem to reflect the amount paid in by competitors, c) how long should ground owners keep this money and what will happen to it if it is not collected with the time frame advised. He asked the Board whether a policy should be implemented to regularise this issue in particular at England team selection events. KW thought it would be unrealistic to try and impose strict regulations from such a high level, particularly with regard to smaller disciplines where different rules might apply. KW thought it would be better to agree upon a 'suggestion' to pass on to grounds. TRB noted that the problem with prize money only seems to occur with Sporting events. PJB agreed with this but thought it would be unfair to apply any kind of regulation (be it policy or suggestion) to only a selection of areas. It was unanimously agreed that the Board would not introduce any uniform regulation but would suggest that Regions makes decisions with the grounds as appropriate.

ACTION: REGIONAL DIRECTORS

- b) **Proxy voting (PJB):** PJB asked the Board to make a decision regarding the possible amendment of the CPSA articles concerning proxy voting. TRB queried whether the CPSA is or would be in contravention of the Company's Act which allows email voting up to 48 hours in advance. There was some discussion as to whether the CPSA is legally obliged to follow the Company's Act in its entirety (ie. allow all types of proxy voting) or whether it could simply use it as a guide (NH and CF both had received separate legal advice which said that if it was not cost effective for a company to follow parts of the Company's Act, then it was not obliged to do so). It was unclear whether the CPSA had to allow proxy voting via email or simply make a method of proxy voting available to members. It was agreed to seek further legal advice on this matter. NH requested that legal advice be sought from a professional in the appropriate field. Although the CPSA has to pay for advice from Farrer's (when MM is free), it was agreed that this would be the best course of action. It was agreed that PJB would contact Farrer's to find out the following:
 - i) Does the CPSA have to accept proxy votes via email?
 - ii) Is there a way to restrict proxy votes?
 - iii) Is there a way to remove the possibility of an open proxy?
 - iv) How should the articles be worded?

It was also decided that PJB should enquire about the following:

- v) Is it possible to extend the length of time the Chairman and Vice-Chairman are in place and how should this be worded? The Board agreed that it would be better for the Chairman and Vice-Chairman to be allowed to stay in

position for 3 years to establish stability and consistency for the Board and the CPSA.

- vi) Generally check that the CPSA articles are compliant with current Health and Safety regulations, the Company's Act etc.
- vii) NH pointed out amendment to Articles must be approved by the membership at an AGM.

ACTION: PJB

c) **Shotgun revocation (PJB):** PJB asked the Board to clarify their position with regard to shotgun revocation – what, if anything, should the CPSA do with members whose shotguns have been confiscated by the police (particularly those who have yet to attend a court case in order to have them returned)? It was agreed that taking action prior to a member attending court would be risky as the CPSA could be liable to pay compensation if the guns were returned. KW also added that it would be too difficult to find out about shotguns being confiscated prior to a court case, as members are not obliged to inform the CPSA of this. The CPSA would therefore struggle to make decisions and take action in a uniform and fair manner. NH suggested that in cases where the sport itself is not brought into disrepute the CPSA should perhaps not get involved at all. PJB referred the Board back to the written advice from Farrer's in the previous Board pack. Further to this, the Board considered including a 'suspension clause' in the CPSA articles. All were in agreement with this idea, except CF who abstained and NH who was "completely anti a suspension clause as it could be open to abuse and misinterpretation". It was agreed that PJB would find out the following from Farrer's:

- i) How would the CPSA invoke a suspension clause?
- ii) What are the procedures for investigation into a case where the suspension clause may be used?
- iii) What rights of appeal must the CPSA allow suspended members?
- iv) NH again said it would have to be approved by the membership at an AGM and thought an appeal procedure should definitely be set up.

ACTION: PJB

d) **The Academy (KW / NH):** At the last meeting, the Board came to the decision to include all coaches (Academy and existing CPSA Coaches and Instructors) in one list (with the only differentiating factor being a column to show those that hold the Shotgun Skills qualification) and KW published an article in Pull! to that effect only to find that what has actually happened is that coaches have been listed and Academy instructors have a highlighted 'A' next to their name. This is therefore more divisive than inclusive and totally against what had been agreed by the Board and published by KW. NH furthered this point by giving the example of comments from SE Region members who have said it is too confusing, and unfairly makes some instructors seem 'better' than others. PJB explained that Jenny Andrews' request to Sport Focus (which adhered to the originally agreed amendments) was not feasible and too expensive and as yet, the office team has not had time to update the list to minimise the differentiating features between instructors. PJB apologised for the outcome thus far and agreed to arrange for the removal of all the 'A's and the addition of a SGS column as soon as possible. NH stated it should be inserted after the SNR column so as not to continue a perceived difference.

ACTION: PJB

e) **News alerts (KW):** KW felt that as a shooter and, particularly as a Director, the Board is not kept well enough informed and up to date of CPSA news. CF agreed, saying that most members feel the Board is often 'in the dark', which is not necessarily the case. KW explained that news is more often than not received via word of mouth, for example the cancellation of the Thursday shooting at the recent

British Open. KW suggested that the Board should be informed via email of news as it happens, not necessarily in order to broadcast the information but to be able to give coherent and consistent answers if questioned by members. KW suggested keeping the Board apprised of cancellations of shoots, 'important' articles in Pull! (prior to publication), anything in the 'News' section of the website, incidents and contentious issues etc. Although everyone agreed that this would be an excellent idea, TRB and PJB did raise the issue that it might be hard to actually implement a system for this to work; who would manage the process? PJB was also reluctant to put into writing any unclear issues or legal matters. It was agreed that an effort would be made to keep the Board more up to date than it has been with regard to key information and PJB will endeavour to create a system at CPSA HQ to manage the process.

ACTION: PJB

- f) **Membership categories (KW):** KW briefly raised the idea of 'corporate membership' at the end of the last meeting, which could unlock a vast amount of sponsorship opportunities for the CPSA and also benefit members wishing to sign up for 'corporate membership'. KW suggested that something as simple as a short article in Pull! to encourage existing eligible members to come forward could 'get the ball rolling'. PJB asked KW to put together a detailed proposal to circulate to the Board, outlining exactly how he sees this idea working, including details of costs, perks to members, general logistics and administration...

ACTION: KW

- g) **Honesberie SG (BDC):** BDC had heard informally that the ground had lost the battle with planners to allow shooting for competition and could only allow private shooting to take place for four days in the week, with nothing at weekends. It was agreed to monitor this ongoing issue but there was no action to be taken at present.

At this point in the meeting, KJN had to leave.

5. CHIEF EXECUTIVE'S REPORT

- a) PJB reported that Marion Voller, the Operations Manager, has resigned. Arrangements are underway for her replacement: a job description is being drawn up and the role will then be advertised; there may be possible candidates from recent interviews for a different post; the role will, of course, be advertised in-house too.
- b) A new Championships and Classifications Co-ordinator, Peter Tomlin, has been appointed and will join the team from the 15th of September. Peter has been involved with the administration of Star Gun Club and also has a strong background in IT and web design. PJB told the Board that PT would be present at the Southern Counties British Championship if they wanted to meet him prior to the 15th of September.
- c) PJB referred the Board to the section of the Directors' Handbook which outlines the proposed insurance renewal details. There were several points for discussion and that PJB asked the Board to decide upon. The following was agreed:
- i) The CPSA will pay an extra £1000 premium to cover members' excess of any amount (whereas currently it is limited to £250)
 - ii) The CPSA will pay a further £5250 (a small part of which can be recovered from the ICTSC/ICTSF) to insure trophies. There was some concern that the cover appears to only be valid in the UK but does not include Ireland. PJB will look into this.

ACTION: PJB

- iii) The CPSA will not pay an additional £16.5K to increase public liability and professional indemnity cover from £5m to £10m as this was deemed unnecessary at present.
- d) CPSA's contribution to the Sport England funding bid was submitted as part of the overall Shooting bid and a meeting is scheduled for the 11th of September to review and discuss feedback. PJB will circulate the bid (Version 9.1) to the Board via email.

ACTION PJB

- e) The draft Articles were accepted in principle at the ICTSF in Ireland (attended by TRB and PJB). The President will be Ewen Pirie from New Zealand, John McCormack from ICPSA will be the Vice President and the CPSA has been elected to undertake the secretarial and accounting duties.
- f) 2012 update:KPMG have been asked to look again at the costs of shooting, equestrian and basketball. There will therefore be some reconsideration and formulating of views on this matter over the coming months.

6. MANAGEMENT TEAM UPDATES

a) Finance – Connie Pierre

PJB introduced CP to the Board; she has been working at HQ since 11th August 2008.

- i) CP confirmed that the all accounts prior to July were dealt with by others and that by late September both July and August accounts will be mailed to all Directors. By the next scheduled meeting of the Board, all accounts will be up to date.
- ii) CP suggested emailing accounts to Board members prior to meetings so that queries can be raised (via email) in advance. In order for this to be possible and to ensure the Board are discussing current data, meetings would have to be scheduled for the end of the month The Board agreed that this would be a good idea and TRB thought it should start happening from next year (meetings for this year are already scheduled).
- iii) CP explained that the nominal codes system currently in use at HQ requires revision. This is not possible before December however she is currently working on the necessary amendments. PJB asked the Board if they currently receive 'too much' information in the accounts they receive. He invited thoughts via email.
- iv) CP explained to the Board that printed expenses forms are preferable to hand written ones. The 'event' section is the most useful for her and therefore should be the most detailed, although there is no need to break down individual costs such as 'petrol', 'food, 'hotel' etc. CP will circulate an updated expenses claim form shortly so that everyone can submit their claims under the same format. It was agreed that expenses under £1000 can be submitted via email, paid via BACS and receipts can be forwarded after. CP requires bank details from each Board member.

ACTION: BOARD MEMBERS

CP was thanked for her presentation and left the meeting.

b) Operations – Marion Voller

MV was not available to give the presentation. PJB will circulate the information via email.

ACTION PJB

c) Marketing – Jenny Andrews

JLA was not available to give the presentation and therefore PJB spoke on her behalf.

i) There have now been four editions of Pull! magazine published. The Regions have requested more than 500 words, which would necessitate an increase in the number of pages in the magazine and therefore raise costs (publication and distribution). The costs are currently down, thanks to the new publishers that are being used.

ii) The press release for GCSEs was successful and appeared in several publications, including Pull!, Shooting Times, the Financial Times and BBC online.

iii) There will be a meeting later in September to discuss the new CPSA website. The HQ team are still in contact with Sport Focus who has agreed to continue providing their service until the new site is ready to go live. PJB is confident that the new Championships and Classifications Co-ordinator will be able to assist in this process too.

iv) CLA Game Fair in July was a success. The Technical Team ran the shoot line, which looked excellent and very positive feedback was received. The Commercial and Operations Team ran the main tent and registered 147 new members, which is the best yet by about 30 people.

v) WAH asked how long the 80th anniversary logo would be in use as he has received feedback that it is unclear, particularly as it does not show what CPSA stands for. PJB said that it was for the Board to decide although he encouraged them to 'think forward': the logo must be "fresh and modern". BDC commented that in his opinion the 80th anniversary logo is modern and he is in favour of keeping it for as long as possible. No decision was reached with regard to further action on this matter.

d) Technical / Training – Chris Mcverry

CM was welcomed to the meeting by PJB.

i) Two safety courses have been successfully delivered at UK Army barracks in Germany. All costs were covered and a profit centre has been established. The Team are now looking to deliver similar courses in Edinburgh. The ongoing safety campaign with cadets is also going well, 200 people have been reached so far.

ii) There is a major scouting event at Gilmore Park which is expected to be attended by around 2000 scout leaders. The idea is to show them the kinds of activities scouts could be involved in and eventually align scouting activities to CPSA clubs.

iii) The Academy's Adult Training Centre has been successfully added to the LEA (Local Education Authority) listings, which should raise the profile of the Academy and encourage new members.

iv) A training day is being planned for mid-October where about 20 environmental health officers are expected to attend. The idea is to inform them about how shooting grounds work in reality; explain the CPSA safety requirements; provide some more insight into shooting in general; explain what CPSA affiliation means... Overall, it is hoped that this very positive step will encourage more productive relationships between CPSA grounds and EHOs.

v) CM displayed a slide showing the break down of the Sport England funding and explained that the CPSA will be applying for part of £5m (allocated from the overall fund for up to 15 'new' sports) and part of £4.5m (allocated for the Youth Sport Trust, for up to 46 'new' and existing sports). If the CPSA successfully secures a part of the Sport England funding, it will open up a multitude of further funding opportunities, for example with local governments etc. There was a meeting at the end of August to finalise the CPSA bid and it was felt to go well. CM and PJB feel that the CPSA is in a very strong position to be able to win a share of the funds, and will update the Board as the process continues. TRB asked where / how the Sport England funding would be spent if the CPSA bid is successful. CM explained that it would go towards the CPSA's contribution to the Whole Sports Plan, a five-year project encompassing all shooting. The Plan includes 20 interventions, of which 12 have been accepted in principal by Sport England. The criteria for the Sport England funding state that 60% of the money must go towards sustainability (including 30% on coaching etc); 25% must go towards 'excellence' in the disciplines; 15% must promote growth of the sport. The remaining 8 interventions on the Whole Sports Plan will be funded from other sources, such as 'Respect the Gun'. PJB had already offered to circulate Version 9.1 of the funding bid to the Board via email and this will also provide further information of the Whole Sports Plan.

vi) This year's Game Fair Clay Line was a great success. The format was changed from that of 2006 as people were keen to partake in shooting activities. In 2006 there was an operating loss of £1511 whereas this year there was an operating profit of £1562. 1200 shooters took part and there were still queues of people hoping to partake. CM explained that there is definite potential to increase the size of this event as well as it providing a good basis for future CPSA presence at other Game Fairs.

vii) A survey was recently circulated to coaches and instructors and received a 30% return rate. Results were discussed by the Board, particularly that instructors do not necessarily appear to be affiliated with one particular ground (CPSA or other). The majority of instructors are paid for their work although only 24% said that it was their main source of income. Over half of those surveyed said that they would be interested in Shotgun Skills.

CM was thanked for his contribution and left the meeting.

7. REGIONAL UPDATES

a) East Midlands (BDC): nothing to report

b) North (WAH/TRB): TRB attended the North meeting as WAH was in Ireland.

- i) TRB reported that steel shot was discussed and he fed back the news from the previous Board meeting with regard to this.
- ii) A member had also raised a discrepancy with the number of grounds in the south and the number in the north, claiming that there are in fact more clubs in the North than the CPSA lists. PJB will investigate this.

ACTION: PJB

c) South East (NH):

- i) Aside from an issue with the 'A's on the coaches mist (CPSA website), Kent had also requested more shoots in their region and further clarification on funding and donations from HQ to assist with their forthcoming budgeting. PJB provided NH with the relevant details, which she will pass on to the County.

ACTION: NH

- ii) Greater London and Surrey have expressed further dissatisfaction with the management and financial implications of The Academy; in principal they still

agree with the aims of The Academy but feel that priority should be given to gaining members and not “fancy training schemes”.

- iii) Greater London would also like to see more pages in Pull! to ensure that what they send in can actually be printed in its entirety. They are also unhappy with the fact that the new editor insists upon articles being sent in under one format only.
- iv) Greater London is in support of establishing a remit for the CEO to adhere to. PJB responded that he already does adhere to a remit, his job description. v) With regard to Shotgun Skills on the Academy pages of the website, there is a link that says “What if I need to update my licence?” It was previously stated by CMcV that the CPSA had no intention of licensing coaches and therefore the Board decided to avoid the term 'licence' and therefore this would be changed to 'certificate' instead.

ACTION: PJB

d) South West (TRB):

- i) The Region has decided to combine inter-county and regional shoots to save shooters' money.
- ii) The idea of their own regional online forum was discussed but ultimately rejected.

e) West Midlands (CF):

- i) The Region would like to know what the selection process is for the World Skeet, PJB explained that it had not been finalised yet.
- ii) The Region feels that money spent on The Academy would be better spent on grass-roots shooters. PJB referred back to the lengthy discussion of the previous Board meeting and reiterated that The Academy is simply a rebrand of the old Technical Division and therefore this should not be an issue.

Once all Regional Directors had given their updates, TRB asked that for future meetings, as had been asked by the previous Chairman, Directors submit a report / update two weeks in advance via email to PJB for circulation within the board pack prior to the meeting (which should reduce the time that the Board meetings last).

ACTION: REGIONAL DIRECTORS

8. CORRESPONDENCE

- a) There has been considerable correspondence from members with regard to the refereeing at the recent English Open English Skeet at Doveridge. CF explained that only one person actually complained to him personally on the day but from his own experience, the referees concerned can be poor and therefore, in his opinion, the complains received are justified. PJB explained that the problem really is that unless the grounds take action during the event, there is no redress on poor referees. The CPSA regulations state that CPSA qualified referees must be used at all major events but there is no obligation to have a Head Referee: there is therefore currently no device in place to manage this kind of issue. NH wondered whether it should be for The Academy to deal with (like with coaches). She suggested that if enough complaints are received in relation to a particular referee, a 'refresher course' should be recommended. The Board could see merit in this idea however PJB clarified that the referee courses are to build knowledge and not to increase reaction times, which is really at the heart of the issue. BDC suggested that this kind of problem should really resolve itself and hoped that grounds would quite naturally avoid using referees who are notoriously poor. He also raised the point that although complaints have been received post-event, nobody actually approached the Jury on the day. After a lengthy discussion and in the absence of any recourse to Juries on the day, the Board decided it would be unable to take further action on this issue.

- b) Correspondence has been received from Mr. Spicer, a referee who has not been asked to officiate at events for sometime and who suspects that this is as a result of an 'incident' with a shooter at BDC's ground. BDC explained to the Board that he has received consistent negative feedback with regard to Mr. Spicer and has indeed decided to refrain from using him at shoots on his ground. BDC stands by his decision and does not intend to change his mind on this matter.

9. ANY OTHER BUSINESS

- a) TWDB circulated his proposal for the amendment of the minutes from the May 2008 Board meeting. – matters arising. It was agreed by a majority decision to ratify the minutes and to include TWDB's "alternative views" of the discussion held as an addendum to the May minutes.
- b) PJB referred the Board to the Directors' Handbook which includes a proposal from the SCTA. It was agreed by all that the information provided is too vague for the CPSA to decide at present whether to support the project or not. PJB will respond to the SCTA explaining that, while their project is potentially something that the CPSA might support, much more information is required before a decision can be reached.

ACTION: PJB

- c) CF questioned whether it was fair that the NSRA was incurring an increasing debt to the CPSA in that the three NGBs would each contribute one third of John Perry's remuneration (as agreed between the Chairmen at the time) for the secondment of John Perry to NATSS and the NSRA were not in a position to pay at present, particularly given that CPSA members are already frustrated at the apparent lack of financial focus on grass-roots shooters. The NSRA is currently in a large amount of debt and does not look set to be in a position to repay CPSA/NRA for some time to come. No firm decision was reached as to how to resolve this issue although it was felt by all that should the decision be made to merge all assets to form NATSS the CPSA should not be used to cover the NSRA's debts.
- d) CF aired his views on the discussion held at the previous meeting with regard to the CEO's Terms of reference. CF thought that PJB conducted himself in an "unprofessional" manner (which the CEO refuted) and sought assurance that this would not be repeated if the issue of an amendment to the CEO's ToR was raised again, for example if NATSS goes ahead. TWDB said that any changes that might be made as a result of NATSS are totally different from those discussed at the last meeting, and therefore felt that it was neither relevant nor necessary to raise this issue with PJB. PJB stated that he had no further comment to make on this matter but clarified that he did not 'threaten' the Board, as NH and CF would seem to think. NH stated in her opinion he clearly had.
- e) BDC told the Board of a case at a ground in Cambridge where Shoot08 was modified by a member. He encouraged the Board not to condone such actions as all modifications should go through the software company.
- f) It was noted that scores for Wales do not appear on the CPSA website. PJB explained that it would involve in-house programming costs to the CPSA database as well as website costs to fix this issue. TRB questioned whether it would be worth doing on the current site or whether it might be better to wait for the new website to go live first. PJB will investigate costs and update the Board.

ACTION PJB