

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

**Held at Edmonton House, Bisley National Shooting Centre,
Brookwood, Woking, Surrey, GU24 0NP**

On Tuesday 27th July 2010

PRESENT:

Mr TR Bobbett	Chairman/National Director
Mr WA Heeks	Vice Chairman/ Regional Director – North
Mr. CD Butler	Regional Director – East Midlands
Ms N Heron	Regional Director – South East
Mr KJ Newton	Regional Director – South West
Mr B Waktare	National Director
Mr G Walker	National Director
Mr JG Perry	Interim CEO

APOLOGIES:

Mr C Fielding	Regional Director – West Midlands
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GUEST:

Mr R Doubleday	Perkins Slade Limited (for part of the meeting)
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MINUTES SECRETARY:

Ms M Voller

1. FORMALITIES

TRB opened the meeting at 0934 hrs, and welcomed all present. There was a quorum present, and apologies had been received from CF.

(a) Minutes of the 25th May meeting

Read and agreed. Proposed by WAH and seconded by CDB. All were in favour.

(b) Matters arising

i) CDB mentioned two items which should have been included on this Agenda, and had been marked accordingly on the previous Minutes. It was agreed that if Directors are aware that items have been inadvertently omitted, the Chairman is informed promptly by e.mail so that he can include them on an amended Agenda.

ii) CDB queried whether written responses are given to correspondence items received from members and discussed at Board meetings. He felt it important that they receive this in order to dispel the myth that “there is no point in contacting the CPSA when nobody replies”. BW agreed that every letter should be acknowledged when received, and a subsequent reply sent. WAH said that he always telephoned the member if they came from his Region. JGP agreed with this action saying that he found a lot of correspondence received related more to misunderstandings than complaints, and could be concluded to the satisfaction of both parties by discussing it amicably on the telephone.

iii) WAH suggested that the meal previously held between Board members and HQ staff the night before a Board meeting should be resurrected as it had been a very effective form of communication. All present were in agreement.

Action: JGP to arrange

iv) CDB requested that PULL magazine was put on the Agenda for the September meeting.

JGP left the meeting at this point.

2. Management Team Updates

a) OPERATIONS – Stuart Oldman

SO presented his written report which included coverage of the DTL weekend and World Sporting Championship, a change of venue for the ESP Home International, and the appointment of a temporary Office Administrator, Michele Horn, who is now in post.

i) CLA Game Fair

SO reported that the CLA Game Fair had been a very successful event, and was thanked by TRB for his input into the event. 60 new members had been enrolled and 20 renewals taken. The Champion of Champions event had gone well, but concern had been expressed by the length of it.

ii) Chief Referee

Following concerns raised via CDB about the EO ESP championship in May, SO asked the Board to consider reinstating the requirement for a Chief Referee in our Championship contracts. It would be the Chief Referee's responsibility to check all the stands before the event commenced to ensure they complied with the rules, and changes made if necessary.

BW observed that although it was the ground that set the course, the responsibility for the adherence to the rules lay with the CPSA. It was also necessary to ensure that it was set to cater for all abilities, thus making the event as enjoyable to the lower class shooters as well as the top competitors. CDB agreed with this comment as he felt it was the fine details which made a championship successful, and thus ensured that shooters would see it as a "must do" event in the year. KJN stated the reason the post was stopped was that there was nobody suitably qualified to carry out the task, although FITASC still does it on their events. BW thought the responsibility should lie with the Technical Manager.

TRB reported that a suggestion has been made by Pete Usher that a working group be formed with an aim to improve the quality of our Sporting Championships. It was suggested that individuals with disparate skills be invited to join the working group which would meet at HQ.

BW suggested the possibility of making it a non money event, together with the introduction of a "Champion of Champions" trophy. Both WAH and NH said a similar trophy called the Coronation Cup was already in existence but covered more disciplines than Sporting alone, although it had not been awarded in recent years.

b) TECHNICAL – Mike Williams

MW elaborated on his initial report contained within the Board Pack.

i) CLA Game Fair

TRB thanked MW for his input to the Game Fair. MW reported that 750 people had gone through the clay line during the event which had generated a good income. However, the hire of the traps at £600 per trap for three days use needed to be paid for which would significantly reduce this income. He was also of the opinion that the CPSA needed a more prominent presence at the event compared to BASC and CLA, but was aware that this would have a cost implication.

ii) Steering Group activities

All changes agreed by the Board relating to L1 courses had been implemented apart from one. The assessors disagreed with the decision whereby the assessor tells the candidate how they have done on each specific range, deciding instead that the candidate would not be given any information until the end of the course. NH said the reason the Board had chosen to make the change was that it would make the candidate aware of any problem/s and give them an opportunity to improve on the following layouts. She also stated that the assessors are instructed by the Board (via the Steering Group). They are given the course requirements, and must abide by the structure agreed upon. MW agreed with the comments and would advise the assessors accordingly.

iii) Course costing

Figures are still being worked on, but off range and on range projected models were presented. The courses will be modular meaning the cost to the member will be less than currently being charged. The Regions will be responsible for organising them, and the surplus (revenue less cost) made from courses will be divided equally between HQ and the Region involved. GW commented that by previously having to take four days off work plus course and accommodation costs, it was too costly for some. By breaking the courses down into modular pieces, it was hoped more people would apply.

iv) Ground audits

A template is being produced to enable Senior Safety Officers to carry out the exercise regionally. There is quite a lot of work to be done on both this and the format for ground status.

v) CIEH Level 2 Award "Safety in the Workplace" course

Attended on the 28th June by SO and MW, with results awaited.

vi) Code of Conduct

Drafted and passed to JGP for acceptance. Following this it will be implemented for compliance by Tutors, Coaches and Instructors.

vii) Sportscoach UK

Two meetings attended by MW and NH together with a representative of the NSRA and NRA to investigate alignment of our courses to the National framework. Ability to pick what is relevant to our sport, and there may be some support available from Sportscoach UK. It was agreed that if it became a cost to the NGBs, it should be abandoned but for the sake of attending a meeting every month, it was worthwhile continuing in the meantime. NH added that the 'participant development model' could be supported by GBTSF funds, and will be based on research from shooting sports from around the world.

viii) Visit to Southdown SG

The ground was visited by MW and GW who met the new owners Shaun Miller and Greg Swan. The ground is currently enjoying registered status, but will probably be applying for Premier Plus in the next few months. The clubhouse is being totally renovated as well as the toilets, doors have been fitted to the barns, and planters located around the yard. It is anticipated that the whole scheme will take two years to complete. In addition, the fees members are being charged have been reduced.

ix) Vetting and Barring Scheme

This has been stopped temporarily to allow the Government to remodel the scheme back to proportionate, common sense levels.

x) Club Safety Course

The manual has now been amended with the various changes agreed relating to insurance, legislation, and illustrations.

xi) L2 course

NH queried if the criteria for the course had been changed on the website. MW confirmed it had.

xii) Referee course

Creation of Referee course on MLP's initiated to replace the reading of the rules by the candidates. To be trialled initially following completion. GW and MW explained how the courses would be run in the Regions, and confirmed that 50% of the net surplus would be paid back to the Regions. GW praised MW for the amount of work he had carried out in the redevelopment of the course, and proposed that the Board accept it. This was seconded by CDB, and all were in favour.

xiii) Amendment to Firearms Act

New regulations come into force on the 28th July 2010 which bring the UK into line with the European Weapons Directive 1991. MW has posted notice of this on the website, but because of the implications relating to an increase in the minimum age from 17 to 18 for purchasing or hiring firearms or ammunition, it was agreed the information would additionally be e.mailed to all the grounds.

c) FINANCE – Connie Pierre

JGP rejoined the meeting at this point at CP's request. CP enquired if there were any questions on the June financial reports she had prepared which included the y-t-d income received through membership, clubs and courses, plus expenditure for the month. The bank balance showed an additional £77,418 compared to the same time last year. Membership numbers at the end of June were 25,113. Game Fair figures had not yet been completed.

i) England Team support

CP presented a sheet analysing the projected financial commitment for England team support in forthcoming years. This illustrated that every 6th year there was the potential for 12 events which would require funding if England teams attended them all. JGP commented that the percentage of membership which benefits from team sponsorship is a very small group. In reply WAH said that the shooters spend a lot of their own money in order to obtain a team place, and queried the possibility of introducing a levy at the selection shoots which would come back to the CPSA. BW suggested that a small sub Committee needed to be formed to work on this and come up with a proposal. KJN commented that all the CPSA selection shoots required consideration, together with those that have been given over to BICTSF.

CP and JGP left the meeting.

d) COMMERCIAL – Simon Barber

i) Game Fair

SB reported that it had been a very successful Game Fair with plenty of activity on the clay line, and he was pleased with the number of new members recruited, the majority of which were Clubman. TRB thanked him for his input to the event. In reply to questioning from KJN, SB confirmed that the budget for the CLA Game Fair was £12,500. In his opinion BASC were very prominent at the event, but our Association should not be compared to theirs.

ii) Field Sales

SB reported that he had spent a very useful weekend at the Game Fair working with Bobby Watkins, our Membership Development Co-ordinator. Two reports are currently being prepared that will illustrate the number of calls made by him, the number of lapsed members/clubs who have rejoined as a result of the calls, and the various reasons given why members/clubs have left the Association. During June the number of trade packs despatched to interested parties totalled 19. KJN commented he had received a complaint from a potential trade member who was very dissatisfied with the service received when they attempted to join, and SB undertook to follow the matter up. With 700 clubs showing as currently lapsed on the system, CDB was keen that they should be concentrated on, and the contact base updated. It was acknowledged, however, that some of the lapsed clubs would no longer be in existence. A full and detailed analysis of sales by month for 2008, 2009 and 2010 will be mailed to all Directors.

iii) Booklets 5 & 7

Still awaiting amendments to booklets pending agreed wording changes.

iv) Champion of Champions' event

BW queried the comment made by SB in the "News from HQ" section of PULL magazine regarding Land Rover's sponsorship of the event. SB confirmed that although the competition is actually run by John Bidwell on behalf of the CLA, he wanted to emphasize that the CPSA's input is invaluable into the event.

SB concluded his presentation by drawing attention to the two appendices covering an analysis on advertising, and the Minutes from the Field Sales Review meeting, which were included with his written report in the Board Pack. He also distributed new name badges to each of the Directors.

Although JGP rejoined the meeting at this point, his report was deferred to the afternoon session to allow the presentation by Perkins Slade during a working lunch.

3. Perkins Slade Presentation

Richard Doubleday of Perkins Slade Ltd gave a presentation to the Board on the various aspects of our current insurance cover which is held with them. He covered the range of insurance available to both the Association and its Members, together with the Clubs and Grounds.

i) The Civil Liability Protection was discussed and proposed comparative figures given for 2010/11 against those of 2009/10. Cover changes will now include Charity events (recognised and approved by CPSA) and Coaching/instructing (recognised and approved by CPSA). It was unanimously agreed that pistol shooting and hunting activities would no longer form part of the cover w.e.f. 1st September 2010.

ii) The Personal Accident benefits and cover were discussed, and it was agreed that two changes would come into effect from 1st September 2010. The death settlement would be revised to £10,000 (decreased from £20,000) and the Permanent total disability benefit raised to £30,000 (from £20,000).

iii) The Legal Expenses benefits and cover were discussed for both the Association and the Members. Richard Doubleday assured the Board they were covered under this part of the policy for the Employment Tribunal claim currently being brought against the CPSA by PJB.

CDB left the meeting towards the end of the presentation.

TRB thanked RD for attending and for his presentation. RD then left the meeting.

Continuation of Item 2

e) CEO – John Perry

JGP in conjunction with his written report included in the Board Pack, commented as follows:

i) Coaching Sub-Committee

Candidates have been selected by the South West, South East and East Midlands Regions. The North Region will choose their candidate at their Regional meeting scheduled for the 29th July, and the West Midlands will select their candidate at their next meeting (date tba).

ii) Annual raffle

Following the poor sales this year of the raffle tickets, JGP enquired whether the Board wished to revert to the previous format regarding the annual raffle, but it was agreed that for 2011, at least, the raffle would be suspended.

4. Articles

TRB requested that all Board members read the Articles carefully as their suggested amendment/update would be an Agenda item of the September Board meeting.

5. Correspondence

i) Clive Hames – Recovery of costs

Correspondence had been received from Clive Hames stating that he wished, on behalf of the membership, to claim from the Directors under the Code of Conduct. This relates to the £52,000 which the Association had incurred in costs in settlement of the JLA claim and for which the Association was found not to be insured, even though the Board had originally been assured by PJB that it was. CWH asserts that the Board should have confirmed what PJB had stated, and that the directors should repay the Association approx £6,000 each. TRB had responded to CWH by e-mail stating that if the matter was pursued along these lines it was likely the directors would have no option but to resign en masse. NH stated that there was enough information on e-mail records to confirm that PJB had been questioned consistently on the subject. Agreement reached by all present to ratify TRB's response and TRB to confirm same to CWH.

Action: TRB

ii) Mr. J. Kelly

A complaint had been received from the ICPSA regarding an alleged wrong classification used at a shoot in the Republic of Ireland. The CPSA, having investigated, had written back to the ICPSA confirming that, in its view, there was no evidence of any wrong doing on the member's part and completely exonerated Mr. Kelly. The matter is now closed as far as the CPSA is concerned.

iii) Lakenheath CTC

Request received from the club for it to be removed from the rota for holding the H/I ESP event (rescheduled to Barrow Heath Sporting Clays) and National Inter-counties ESK event (rescheduled to Northampton GC).

6. Regional reports

i) North Region

Nothing to report

ii) South West Region

A meeting on the 18th June had been attended by only 8 of the possible 15 current members of the South West Committee. Shoot rota amendments for 2011 onwards deferred until the September meeting, but nothing major to report.

iii) South East Region

Nothing to report as a meeting is coming up soon.

iv) East Midlands

CDB had earlier left the meeting.

v) West Midlands

CF not present at the meeting to give a report

The meeting closed at 16.15 hrs.
