

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

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

On Tuesday 25th May 2010

PRESENT:

Mr TR Bobbett	Chairman/National Director
Mr WA Heeks	Vice Chairman/ Regional Director – North
Mr C Fielding	Regional Director – West Midlands
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

MINUTES SEC: Ms M Voller

1. FORMALITIES

TRB opened the meeting at 0934 hrs, and welcomed all present to the first meeting of the 2010/11 Board. There was a quorum present, and no apologies had been received.

(a) Minutes of the 27th March meeting

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

(b) Matters arising

i) Item 2 (iii) Booklet 5 and 7 – NH said that it was for the ICTSC to adopt our rules and regulations, and not to approve them. She also asked that the new booklets would be changed back to CPSA showing the ICTSC only as a logo at the bottom of the front cover when they next go to print..

ii) Item 10 (c) Letters to PULL magazine – CDB asked JGP if any letters had been received from Deesons. JGP confirmed that Deesons had been contacted by SB, but no letters had been received over and above those printed in the magazine.

2. Management Team Updates

JGP left the meeting at this point.

a) FINANCE – Connie Pierre

CP enquired if there were any questions on the April financial reports she had prepared which included the income received through membership, clubs and courses, and expenditure for the month. The bank balance showed an additional £52,436 compared to the same time last year.

b) OPERATIONS – Stuart Oldman

SO presented his report which included Championships, VSPs, Classifications and a minor upgrade to the Shoot08 programme. The next classification release is due for release on the 1st June, and is on target. He also requested that the Board consider approving additional help within the Operations team for a six month period, and explained his reasons for this.

c) COMMERCIAL – Simon Barber

i) Membership Statistics

An updated version to the one contained in the Board Pack was distributed. SB said that it was the first time this type of statistic had been prepared as it was important to see what shift was occurring in both Full and Clubman membership, together with the reasons why members are not renewing. In his opinion, it was looking very positive for the future. BW expressed concern at the figures supplied, and queried SB's statement regarding "new positive figures". SB's opinion was that considering the financial situation the country was currently experiencing, the Association had done quite well bearing in mind the estimates that the Association would lose more members over the current and previous year. CDB raised the possibility of monthly Direct Debits in order to encourage new members, but SB replied that the transactional costs were too high. NH also queried the possibility of an unemployed rate, and various ways of how this would work were discussed.

ii) Membership booklet

SB had spoken with the companies who are included in the booklet, and understood that there has been a very good take up since its publication. Quarterly reports will be supplied. He confirmed that all benefits from the booklet go to the members themselves, whilst the benefit to the Association is that we retain the members. In reply to a question from GW, SB confirmed that the booklet will be issued once a year and had cost £4,000 to produce. GW suggested the possibility of including a membership form in future booklets in order to encourage the enrolment of new members.

iii) Membership Development Co-ordinator

CDB enquired whether reports were received from the Membership Development Co-ordinator, and SB confirmed that this was done on a monthly basis. SB had additionally produced an outline proposal on the future role of the Membership Development Co-ordinator which was included in "The Way Forward" report compiled by JGP and sent to the Directors with the Board pack. His reports included details of how, in SB's opinion, Bobby Watkins's role could be moved forward and increase the value of him in the field. Detailed work had previously been carried out by PJB, but SB would be responsible for it in the future.

iv) Commercial Administrator

PW's time is currently split between Fixtures and Commercial, and NH asked SB for specifics of why he was requesting that her time be reallocated to Commercial to work solely with him. He explained that she has always assisted on the Commercial side, even when his predecessor was in post, it having been a 3:2 split. PW does most of the Game Fair organisation, and works with SB on sourcing premiums and incentives. In his opinion there was a lot of work available which could easily occupy two people, and would mean that they could become proactive rather than reactive. He would also like more time for strategic thinking and statistics. In quieter moments, PW would be available to assist in other areas of the main office. When asked by NH what he thought the log jam was, SB replied that he was unable to work at the more strategic day-to-day work such as member queries, whilst PULL also took up a lot of his time. He hoped that it would allow him and PW to work more closely as a team, and have the opportunity to liaise and plan ahead. NH queried 'strategic thinking' and stated that emphasis should be put on seeking more sponsorship and commented that a lot of time had been spent on producing the booklet which had taken him away from this vital function. SB replied that it was very hard to find sponsors at the present time, or trade stands to attend the Championships. He listed the five companies who would be attending the World ESP. NH asked if HQ had exhibitor details from the CLA fair that could be contacted. SB said they had the full exhibitor lists but had not contacted those yet. BW commented that if there was a financial advantage in attending, Beretta would have been there. BW also recommended revisiting our Trade membership package.

v) Fixtures

SB reported that the small charge we make for supplying our Fixtures details to other publications shows a very poor return in relation to the amount of effort and work which is spent in compiling them each month. An average of 3 days a week is currently spent on them, and he suggested an increase in the amount that is charged to other publishers. NH commented that because of our not for profit status that we could not sell outside our membership, and the

fact that details are published in other magazines, was a benefit to the CPSA as it allowed our information to reach more shooters. A new publication, Clayshooter, had requested that they also receive the information, and it was agreed that this would be supplied under the same conditions as those we currently have with Blaze and IPC.

vi) Raffle tickets

CDB requested the current situation on the sale of this year's raffle tickets. SB replied that approximately £800 had been received to date. CF commented on the fact that the tickets this year were £5 each and that, in his opinion, members would purchase single tickets more readily.

d) **TECHNICAL – Mike Williams**

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

i) CLA Game Fair

He has just received confirmation that Hull Cartridge will support the Game Fair this year.

ii) Courses

The ESP referee course held in April at Doveridge had 10 attendees who all passed the examination. More courses have been arranged to ensure that all the Championships this year have been covered and will have sufficient qualified referees.

He had recently attended a CCPR Vetting and Barring Scheme course organised by the Independent Safeguarding Authority, and had found it a valuable exercise.

NH commented that she was still awaiting a reformatted Courses and Events calendar which she and MW had discussed. She also requested that the wording on our website be amended to clearly show that there must be a 12 month period plus successful completion of a portfolio between L1 and L2 courses.

JGP rejoined the meeting.

3. CEO Update

i) CCPR (Central Council for Physical Recreation)

Richard Norman (Business & Membership Development Officer) and Joy Tottman (Compliance Officer) had visited HQ. Whereas previously only one person within the CPSA had been working with them, now the whole management team does which means that we obtain the maximum benefit from our membership.

ii) Disability Shooting Group (DSG)

A request had been received via Sport England with seven questions from Mr Keith Shields concerning the provision for Disability Clay Target Shooting:

Q: What provision do the CPSA have for competition for participants with disabilities?

A: *We do have disabled shooters, and they compete in most of our disciplines*

Q: Are there any restrictions/guidelines that would not allow someone with a disability to clay target shoot?

A: *Only consideration of safety issues*

Q: If there a classification system for disabled clay shooting?

A: *There are not enough members to have their own classifications, so they currently use our standard ones.*

Q: If not, is there any intention to develop one?

A: *Yes. Standing/Sitting (Amputees) and Standing/Sitting (others)*

Q: Is there any provision for International competition for Clay Target Shooters with disabilities?

A: *We already have at least 3 shooters who are disabled, and compete in our main shooting teams*

Q: Do other countries compete internationally?

A: *Yes. Paul Panther has a large amount of contacts*

Q: Are there any restrictions for a person with a disability who wishes to be a coach or instructor?

A: *Only safety considerations*

iii) Defra/Lead Ammunition Group

JGP has spoken with John Swift of BASC who confirmed that to date there has only been one meeting. It is a fairly small group that is mainly concerned with lead contamination in food. A raft of information and research is available which has been carried out over 10 years on how food could become contaminated. NH mentioned that CMcv had also attended a meeting held by the Lead & Noise Abatement Group. JGP said that this meeting was organised by BSSC and is not connected to the Defra group.

iv) John Hall-Say

He has informed JGP that he is out of the country until the end of May, by which time JGP will also be on leave until the 21st June.

v) CPSA qualified Instructors and Coaches insurance

During a meeting with our insurers, Perkins Slade, it was discovered that we did not have the cover we understood we had regarding coaches and instructors. The Board now has to reinstate the separate insurance cover, as in the past, for our Coaches and Instructors. The reason given being that the majority of coaches and instructors operate as self employed businesses, sometimes using a business name, and therefore it cannot be seen as individual/personal cover. Safety Officers and Referees insurance, however, will remain included within their normal membership subscriptions.

JGP had received a proposal yesterday from PS based on proof of turnover, which includes Insurance Premium Tax of 5%:

Up to £10K	£23 per year
Up to £20K	£42.25 per year
Up to £50K	£63.25

It was proposed that a letter be sent as soon as possible to all CPSA qualified coaches and instructors held on our database informing them of this change in insurance cover. JGP confirmed that a draft letter had been compiled to go to Perkins Slade.

The meeting had been held in order that PS could prepare info for the next meeting of the Board of Directors. During the meeting everything was discussed in fine detail in readiness for the contract renewal when it is reviewed in September. PS had also indicated that they would like to attend the Board Meeting in July, and this was agreed providing that it was kept brief.

Action: JGP to supply draft letter to PS and inform them of July meeting.

vi) Policy documents

The CPSA policy documents are currently being reviewed and updated. Consistency was required particularly regarding disciplinary procedures.

vii) RFD

Following discussion with Surrey Police, no changes are required to the existing CPSA RFD paperwork.

viii) ODA

The Olympic Delivery Authority, which is responsible for building the facilities at Woolwich for 2012, has already done a lot of work and had contacted JGP asking if they could present to us at the next Board meeting. The consensus, especially in view of the controversial safety zone issue relating to the Olympic shooting venue, was that their request be declined

ix) Army Cadets

JGP reported that the Army Cadets from Derby Lodge attend our Safety Courses, and also used our literature. During a recent meeting, at which their representative was present, he had been asked if the Cadets needed to be members of the CPSA to take the course as they already carry insurance via other sources. The emphatic reply from the Board was that they did require CPSA membership. A letter received by the CPSA asking for preferential treatment in the qualification needed to attend a L1 course was to be refused.

x) Insurance quote

JGP had been approached by Doodson Insurance in Huddersfield to see if it we would be interested in them supplying a quotation to us. If directors wished to see further information on the company, the website address is www.doodsonbg.com.

xi) JGP had been contacted by the National Development Manager in the NSRA, who had detailed various activities, and wondered whether CPSA staff could be involved in various GBTSF projects sponsored by Sport England. CF's opinion was that he did not think spare time was available to attend such activities, and that it had already been agreed we should not be involved in this project any more. TRB confirmed he was also of the same opinion as the CPSA had enough of its own issues with which to deal.

4. Review/Way Forward

It was agreed that this would necessitate a substantial amount of time, and should be discussed at a separate meeting. It was therefore suggested that it be combined with a future scheduled Board meeting to make it a 2 day event in order to save on travel expenses. Everyone was in agreement with this and TRB will arrange a suitable date.

Action: TRB to arrange

5. Articles

Following a letter received from Clive Hames, it was proposed by NH that clauses 7 and 8 of our Articles revert to what they were before the AGM held in Taunton in March 2008 given they were not correctly amended by Special Resolution at that AGM. This was seconded by GW and all were in favour.

6. CEO Recruitment

JGP was of the opinion that the process to employ a new CEO should be commenced as soon as possible. However, due to lack of time, it was agreed that this item would be rescheduled to the July meeting.

7. Rules and Regulations

Because of lack of time, this was rescheduled to the July meeting.

8. Correspondence

Because of lack of time, this was rescheduled to the July meeting.

The meeting closed at 1635 hrs.
