

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

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

On Wednesday the 27th January 2010

PRESENT:

Mr TR Bobbett	Chairman/National Director
Mr WA Heeks	Vice Chairman/Regional Director – North
Mr C Fielding	Regional Director – West Midlands
Mr BD Curtis	Regional Director – East Midlands
Ms N Heron	Regional Director – South East
Mr KJ Newton	Regional Director – South West
Mr TWD Blaney	National Director
Mr G Walker	National Director
Mr PJ Boakes	Chief Executive Officer (Attended parts of the meeting)

GUESTS:

Mr CD Butler	Regional Director Elect – East Midlands
Mr G Davis	Graeme Bruce & Partners, Auditor (attended part of the meeting)
Ms C Pierre	Financial Controller, CPSA (attended part of the meeting)
Mr S Oldman	Operations Manager, CPSA (attended part of the meeting)
Mr S Barber	Commercial Manager, CPSA (attended part of the meeting)
Mr M Williams	Technical Manager, CPSA (attended part of the meeting)

MINUTES SEC: Ms M Voller

APOLOGIES: None

1. FORMALITIES

TRB opened the meeting at 9.18 am and welcomed all present. PJB had been asked by the Vice Chairman not to attend the commencement of the meeting.

a) Minutes of the 1st December meeting

Read and agreed. Proposed by CF, and seconded by KJN. All in favour.

**Subsequent changes requested by PJB:

- i) Item 2(a) Insertion of “However a request *by ETSF* has been made to us.....”
- ii) Item 2(c) Delete complete sentence “*ETSF are instructing us on how to choose our teams, who will be sent to Cyprus around July time to prepare*”
- iii) Item 2(i) Paragraph to now read “*Agreement for PJB to attend a meeting on Friday 4th December at UK Sport. Liz Pill, Sport Development Manager of Dorset County Council and Andy Dayus, Active Dorset are keen to promote the sport within the County’s schools, and have agreed to meet with PJB and SB at Southern Counties Shooting Ground on the 18th January 2010*”
- iv) Item 3(a) Second bullet point: delete the words “require the use of” and insert the words “have access to”

v) Item 3(i) Sentence to be amended to read “*NH had requested that netted figures were not shown for Courses in the budget, but the budgeted income and expenditure.*”

vi) Item 4(iv) Second paragraph, insert the words “and therefore based on the information received from the ground all scores were entered.....”

vii) Item 4(v) Final sentence to be amended to read “*ICTSF*” and not ICTSC, plus “*PJB will report back to the Board at the following meeting in March*”

PJB joined the meeting.

b) Matters arising

Item 4(iv) English Skeet Club PJB confirmed that, in fact, one person’s classification had been altered because of the removal of the scores from the CPSA computer of the event held at Northampton SG on the 25th October.

2. YEAR END ACCOUNTS

GD reported on the Audited accounts and explained that this year they have tried to keep them in line with the Management accounts. They had gone back to the 2008 accounts to try and match as much as possible. There were some very minor adjustments to be made. Courses have been included into Income & Expenditure as well as Championships. The Wages & Salaries figure totalling £467,000 requires adjustment as NIC contributions are to be deducted and noted separately. It should also read that there are currently 12 employees and not 13. Health & Safety Audit should be amended to read Ground Audit.

CF felt that the title “Internet costs” should also be reworded to read “Website costs” as it currently appears as if there is a very heavy use of the Internet. GD confirmed that the cost of the website is being spread over 3 years. He also highlighted the fact that Property repairs and Maintenance costs were also raised, but included installation of the new air conditioning and heating system.

Praises were paid to CP who, in GD’s opinion and seconded by PJB, had done an excellent job during the year.

GD to supply a copy of approved accounts to TRB and WAH to sign in readiness for publication in the March PULL magazine, and presented at the AGM.

3. FINANCE & GENERAL PURPOSES COMMITTEE

TRB stated that the Committee had been in existence for a number of years, and recently a number of people, including KJN and CF, have informed him that, in their opinion, it is illegal in its current form as all Directors are liable, and are therefore entitled to know the actual figures which have been discussed and agreed upon. He therefore acknowledged the Committee could no longer keep salary increases and other decisions from other members of the Board.

PJB observed that reports do go to the Board. NH responded that the problem was they were not detailed, and needed to be. TRB said all members of the Board are entitled to be fully informed and know what each employee earns, i.e. specific figures, increases and bonuses paid. BDC queried whether these figures were to be made available to the members, and TRB emphasized the importance of any information being kept confidential within the Board room. CF stated it was important that the F&GP Committee is not seen as a secret organisation, but is there to be used as a tool to help run the business better. For this reason it is important the all the Directors have the details. NH also felt it was important that the Directors had the opportunity to discuss the Committee’s proposals before they were implemented.

TRB said two choices were now available, either: (a) “Are the other Directors happy for the F&GP to act on behalf of the Board, or (b) “This is what we are proposing”. His preference was for it to remain as it is currently. GD said there could be problems with delays if you

have to wait for a Board meeting to verify any proposals. NH suggested a possible way around this problem would be for the Committee to meet before the Board meeting rather than after it. She felt that very important issues should be discussed within the Board. CDB stated that if a monetary decision needed to be taken, he would have a problem if it had not been discussed with all the Directors. TRB felt there was little point in the F&GP making a decision, having spent time in a meeting, for it to be subsequently overturned in the Board meeting. A general discussion followed regarding the pros and cons of having it included in the Agenda. BDC's opinion was that the F&GP Committee continued to make recommendations to the Board for their approval unless they strongly disagreed, and that the Committee should meet on the morning of the Board meeting. NH stated that all important issues and major spends should be discussed with the whole Board. If anything was urgent then it could be discussed on Board email.

It was agreed therefore that in future the F&GP Committee will meet at 9.00 am with the main Board meeting commencing at 10.00 am when the Board will be asked to ratify any recommendations from the F&GP.

4. SAFETY OFFICER & CORPORATE SHOTGUN TRAINER COURSES

(a) Safety Officer Re-qualification process

NH and CF said that the chargeable re-qualification procedure/requirement was still causing a lot of angst among the members, and would like to see this stopped. . She acknowledged that whilst Safety Officers are unpaid volunteers, they have an important role to play as the unofficial eyes and ears of safety around the shoots. Once the initial course has been completed, the only changes most likely to occur relate to Health & Safety, and NH suggested these could be put on the website for downloading with a main page notification of any changes that occur.

The current Safety Officer course for anyone wanting to become a Safety Office is not affected and remains at a cost of £95. Any existing SO's who require replacement safety manuals or replacement badges can purchase these from HQ for a nominal amount.

It was agreed that a decision had to be made. It was also agreed that the change was from 2010 and that no refund would be given to any member who had undertaken the re-examination process prior to the 1st January 2010.

NH therefore proposed that the chargeable re-qualification process be stopped.. Proposal seconded by KJN, and followed by a unanimous vote.

Action PJB: (i) Any member who has applied to take the S/O re-qualification from the 1st January 2010 is to be refunded.

(ii) All future updates to be put on the website for downloading.

(iii) Notice to this effect to be put on the website stating that the Board has listened to the representation of the CPSA members in taking this decision.

(b) Corporate Shotgun Trainer course

In NH's opinion, the course had been flawed since its inception, especially as the certificate which is awarded shows the word "Coach" on it. The IDW was always intended to be a filter for the LI course by assessing the candidates' suitability to proceed on to it.

KJN suggested that this should be discussed initially by the Steering Group, and then presented to the Board. NH thought that because of time constraints, the CST course needed to be suspended immediately until a meeting of the Steering Group could be held and the matter fully discussed. She also suggested that a letter be sent to everyone who holds the CST certificate informing them that it does not cover them whilst coaching on a one-to-one basis until they have attended and passed a L1 Instructor course. PJB informed NH that they are covered and Perkins Slade will confirm this. NH pointed out that the CST are not qualified instructors or coaches and therefore should not be attempting to operate as one.

The insurance side will be looked at on the Steering group. GW supported the reasons given for suspending the course until the Steering Group has met, and additionally cancelling the courses already arranged for the 8th and 24th February. All Directors were in agreement.

Action: i) **Cancel CST courses booked for the 8th and 24th February and refund money to the applicants.**

ii) **Suspend the course until further notice.**

5. TRADE MEMBER COMMISSION

NH opened the discussion by saying that there had been a long discussion between SB and Jerry Parks Young on the commission earned by Trade members for selling membership of the CPSA. The seller only earns his/her commission on the initial sell. The commission at the current time stands at £3.50 for Clubman and £10 for full membership. Since its inception, the Clubman membership fee has increased but the commission earned has not, and remains as originally set. PJB emphasized that the commission is open to everybody who enrolls new members, and not just to the Trade members. NH felt there was a clear case for increasing the commission earned on Clubman memberships by Trade members.

PJB reported that very few Trade members actually recruit, and JPY is an exception. 2 Full memberships are also included as part of the Trade membership package, which PJB felt was excellent value. He was also of the opinion that if an increase was given to Trade members, the same logic should apply to individual members, coaches & instructors, Counties & Regions, and clubs who also recruit. NH did not see that this was a problem as it would still bring new members in. CF commented that this subject had been raised at Regional level in the West Midlands. BDC and KJN both confirmed they did not actively attempt to recruit new members at their reception desks because of queues forming by shooters wishing to book into a competition event.

NH therefore suggested that the commission for Clubman enrolment be increased to £5 and leave Full membership at £10. It will apply to all those to whom commission can be paid, and will not be restricted to Trade members only. PJB was of the opinion that it should remain as it is currently however the unanimous Board agreement was that it should be increased.

Action: PJB to ensure the Membership Services Officer is made aware of this change.

NH also raised the idea of a voucher system for Clubman membership which could be purchased via the website, together with the possibility of vouchers for shooting lessons etc. PJB said that SB currently had such a system that he was working on at the moment, and would make reference to it in his presentation later in the meeting. They were also considering gift vouchers for competition entry/entries.

6. MEDIA RESPONSES

Following a quote printed in the National Press recently and attributed to an incorrectly named representative of the CPSA, TRB wished to establish that in future, should any enquiry be received from the media, it is only dealt with by PJB, SB or a member of the Board. PJB stated that the usual policy is to give a written statement rather than an oral comment when such a request is received. He would ensure that all staff are made aware of the correct procedure.

Action: PJB to communicate this information to all staff.

7. DATE CHANGE OF JULY BOARD MEETING

It was necessary to change the date of the 20th July Board meeting, as it clashed with the NRA Imperial Meeting, and with the agreement of all present was rescheduled to Tuesday 27th July 2010.

8. MANAGEMENT TEAM UPDATES

TRB asked PJB to leave the room during the Management Team presentations.

a) FINANCE – Connie Pierre

CP said that three adjustments were required in the end of year accounts:

FWCS account for £5,000
Depreciation
Audit fee requires adjustment.

The overall income for the year nearly reached £1.5M, resulting in a surplus of £17,000.

Membership in November closed at 25,052. In reply to a query from GW and CF on the loss to the shop of £4,156, CP explained that this was in respect of obsolete stock, i.e. pens and Clay Target Shooting Handbooks which had been written off, and were being given away.

Reporting on the December accounts, CP said the month had ended with a loss of £8,720, but was very reassured as this figure was considerably lower than had been expected. Courses income for the month was £5,336, which might be lowered if refunds are subsequently made. Salaries are below budget due to bonus' normally paid in December being put into 2009 figures. There were no salary increases for the coming financial year. Membership in December closed at 24,956.

b) OPERATIONS – Stuart Oldman

i) Championships The latest 2010 draft calendar had been enclosed in the Board pack, and adjusted Attendance Rotas distributed as per the changes discussed at previous Board meeting. NH queried that the EO UT had been omitted from the rota. Scheduled to take place at NCSC on the 2nd May, and NH confirmed that she would attend. Entry forms for the EO ESP will be in the March issue of PULL magazine. On line bookings for all the Championships will commence on the 1st February.

ii) Recent weather conditions It was confirmed that most website updates have and can be added remotely when required, as illustrated during the recent spell of bad weather.

c) COMMERCIAL – Simon Barber

i) PULL magazine The meeting with Deesons on the 22nd January to discuss and agree editorial focus for 2010 had been very productive. It had been proposed that, where appropriate, two-liner replies would be used in the Letters section. Advertising had also been discussed, and the possibility of approaching 4x4/utility vehicle manufacturers mentioned.

SB had been very disappointed with the results achieved from the adjustments to paper quality, and Deesons had agreed to increase the paper weight commencing with the March issue in order to achieve a good quality magazine. There will be no additional postal charges because of this decision. CDB mentioned that coverage of some of the big events had been missed in 2009.

ii) Members Benefits Programme 2010 The bonus book is going to press shortly and will be launched together with the April issue of PULL magazine. Avis car rental, Virgin Wines and Cottages4You are just some of the new entries into the scheme. Regrettably, the Chevrolet (GM) partners programme has now been frozen due to a major restructuring within GM, necessitating a total review of the business. GM will continue to honour all enquiries and discounted offers from CPSA members for the foreseeable future. Until such time as the situation has been resolved at GM, therefore, this promotion is withdrawn. A

notice to members to this effect will be published in the next available issue of PULL magazine.

iii) New voucher system Work currently in progress, but will not be ready until later in the year when it will be launched at the Midland Game Fair. Discussions need to be held with grounds, coaches and instructors.

iv) PR £5000 has been allocated this year to commission writing and placement of PR stories in key publications and also national press where there are suitable stories. All targeted publications will be sent CPSA press releases as they are produced.

v) AGM. The Chairman's Report and audited accounts to be published in March PULL magazine.

vi) Flags & banners. It was confirmed that Promatic will be paying for those which contain their name as a sponsor.

vii) Champion of champions'. Further meeting at Ragley Hall scheduled for the 9th February which SB and MW will attend. A letter has been sent to all the County Secretaries asking for nominations. It was acknowledged that organisation of the event last year left much to be desired as well as the quality of the referees.

d) TECHNICAL – Mike Williams

TRB welcomed MW to his first Board meeting, and updated him on the earlier decision of the Board to drop the chargeable Safety Officer re-qualification requirement and to suspend the CST

MW explained possible changes on various Instructing/Coaching courses. This included the L1 (Shot Gun Instructor) course whereby removing classroom based sections on Nutrition and Sports Psychology would free up time for more time to be spent on the ranges. All the proposed/recommended amendments will be referred to the Steering Group for consideration. The requirements for Tutor status within the Academy will also be looked at. NH agreed that this is important because this is currently flawed and needs to be discussed by the steering group.

A DTL rule amendment is also being recommended in the event of a referee/marker not calling change at the end of a sequence of five targets on a particular stand which results in an overrun of the number of targets taken.

GW confirmed that a meeting of the Steering Group would be arranged as soon as possible.

PJB rejoined the meeting.

e. CEO report

ii) Meeting 18th January PJB and SB had attended a meeting with Andy Dayus (Active Dorset) and Liz Peel (Dorset County Council) at Southern Counties SG. AD advised that all his 2010 budgets had been set and there was nothing available to use on any initiatives we might come up with for the remainder of 2010. The Council group of 6 department managers are likely to be very wary of being associated with guns. PJB said that he would welcome the opportunity of illustrating to them how safe the sport is, and to eradicate the bad publicity associated with it. They were invited to attend the World Cup event to see what happens, with the possibility of clay shooting being involved in future years budgets. AD will approach the managers and get back to PJB in due course.

iii) World Cup meeting Entries to the competition had now exceeded 400 and 83 officials would be in attendance. PJB was very pleased to attend the recent meeting during which it transpired the accounts were a potential major problem. After unravelling them, SportWorks confirmed that no VAT had been included in any totals within the accounts presented as they believed the organising committee had not informed them that British Shooting was not VAT registered.. Both Peter Underhill and Jenny Holsman confirmed that was not the case and that they had been made aware of this point from the outset. Following the necessary cutbacks, the budget for the event is now looking towards a positive outcome

instead of a negative one. A VIP day will be included and it is probable that Christian Schofield will be the main contact.

iv) ETSF Further problems had been encountered with visas from the Indian High Commission in London. Confirmation received yesterday that England will now be attending the event later this year.

v) World ESP Meeting held last week with Pete Usher (Lakenheath), and Mike Haw and Susan Bontoft of Hull Cartridges. Everything is progressing well with no problems foreseen. Stipulation made that referees are to meet the criteria laid down. Assurance received that sufficient toilets will be on site. The trade stand area is not dissimilar to last time. Sponsorship arrangements confirmed by PJB after questioning by CDB. NH also queried the actual title of the event, and PJB confirmed that it will be called "The Promatic World Sporting Championship".

vi) BO ESP and BO STR These Championships will be held at Doveridge from the 3-5th September. Hull Cartridges are keen to sponsor the event with a variety of their products and various other levels of involvement have been discussed, including the possible supply of back numbers and cartridges for CPSA use at courses and the game fairs. They have also confirmed they will willingly be the cartridge sponsor at the World ESP.

vii) PULL magazine With effect from May, agreement has been reached with Deasons that the cost of the magazine will not be increased for the next 10 issues. The terms will remain unchanged. Following a discussion on whether there might be the possibility of negotiating a 2 year deal, it was agreed that PJB get full details of what they are offering. He will report back to the Board before a final decision is reached by the Board and before any agreement is signed.

9. CORRESPONDENCE

- i) DEFRA – for information only
- ii) BSSC Quarterly report – for information only
- iii) Complaint regarding HQ administration of courses – MW (Technical Manager) has investigated the complaint.

i) Laporte complaint A letter of complaint had been received that morning from Laporte following the publication of the January/February issue of PULL and related to the wording in the article written by PJB in the Comment section entitled "World Sporting 2010". General agreement reached that a letter in reply was necessary and TRB would write one.

Action: TRB to write letter.

10. REGIONAL REPORTS

- i) South West Region - Nothing to report
- ii) South East Region - No meeting held.
- iii) East Midlands Region - Nothing to report
- iv) West Midlands Region - Nothing to report
- v) North Region - WAH reported that following the EGM held this month, a Regional Committee had now been formed. Nigel Hirst had been elected as Chairman. Every County within the Region is now represented on the Committee, with the exception of Merseyside. There is the possibility that Merseyside may be dissolved, with those members affected being absorbed into the counties of either Lancashire or Cheshire depending upon their addresses.

KJN left the meeting at this point.

11. AOB

a) Llandegla Shooting Ground

NH was totally against the amity agreement being used by CPSA to ban the ground from holding CPSA Registered shoots because of alleged unpaid levies to the WCTSA. Allegedly the levies were not paid by Llandegla Shooting Ground Limited which was a separate limited company owned at the time by an individual who had an agreement to lease the ground from the ground owner. When this limited company stopped trading the land owners took back the shooting ground and have been dealing with the Welsh CTSA concerning the levies that have been outstanding. The Home International banquet for the ABT in September was held at Northop Hotel and golf club and when the invoice was sent to the Welsh CTSA, they deducted the outstanding levy monies from the invoice before payment was made. NH stated that this was contra invoicing and we should not be getting involved. TRB commented that he understood it is illegal to use contra-invoicing when it has not been pre-agreed. WAH confirmed that he has a meeting arranged with Mick Merrington.

PJB said he had spoken with both the land owner and Arthur Williams on the matter. Arthur had said that the whole issue was over unpaid levies but could not recall how the figure was made up. The matter has been put on the Agenda of the next ICTSC meeting for discussion. TRB felt that the CPSA should not currently become involved. NH asked that PJB makes our position clear to the council meeting that we will not ban Llandegla.

b) Oxton Shooting Ground.

Bad weather during December and January had prevented a visit to the ground taking place. A further suitable date is awaited.

c) Coniston Shooting Ground

It is now understood that Coniston Shooting Ground have to finish shooting by 2.00 pm on a Sunday, therefore making it impossible for them to hold a Major/Minor Championship, or a two day selection shoot. No such restriction had been declared when they applied for Premier status, and neither CF or WAH were informed of this fact when they visited the ground for inspection purposes. TRB suggested that a more detailed questionnaire is sent to grounds who are considering upgrading.

d) Academy Steering Group

PJB queried the composition of the Steering Group as he had understood that it would consist of himself, GW, NH and MW. It was confirmed by TRB that MW did not form part of the core group, but would attend the meetings in an advisory capacity when invited. PJB said that in the Articles of the Association, it stated that 3 people were needed to form a quorum on any sub-committee formed by the Board and clearly this "sub-committee" had not abided by the Articles. TRB stated it simply required all three members to be present as per the F&GP which had three members plus the CEO on some occasions. A debate followed which elicited that this was not a sub-committee, but was a Steering Group and therefore was not covered by the Articles. WAH proposed that MW become a core member of the Steering Group, and BC seconded the proposal.

Vote: For x 3 Against x 4 Proposal not carried.

TRB declared the meeting closed.
