



The future of our sport

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

held at Edmonton house, Bisley National Shooting Centre, Brookwood, Woking, Surrey. GU24 0NP
on 12th February, 2008 at 09.20Hrs

PRESENT:

Mr TWD Blaney	Chairman
Mr PJ Boakes	Chief Executive
Mr WA Heeks	Vice Chairman/Regional Director North
Mr KJ Newton	Regional Director - South West
Mr TR Bobbett	Co-opted Director - National
Mr AJ Kirkland	Regional Director - West Midlands
Ms N Heron	Co-opted Director – South East
Mr K Walsh	Co-opted Director - National
Mr C Fielding	Nominated Co-opted Regional Director elect – West Midlands

GUESTS:

(attended part of the meeting)

Mr G Davis	Auditor
Mrs JL Andrews	Commercial Manager
Mr B Yates	Financial Manager
Ms M Voller	Operations Manager
Mr C Mcverry	Technical Manager

MINUTES SECRETARY:

Miss Penny Lewis

WELCOME

TWDB welcomed everyone to the meeting and in particular Graeme Davis and Carl Fielding (West Midlands' nominee for Regional Director). CF's co-option to the Board was proposed by TRB, seconded by NH and he was duly co-opted.

APOLOGIES FOR ABSENCE

Brian Curtis

MINUTES MEETING HELD ON 18TH DECEMBER

Adoption of the Minutes was proposed by WAH and seconded by PJB.

MATTERS ARISING

- a) P.10 Communication (North) para. 2 (modification of website):
AJK considered that the website needed to be amended sooner rather than later.
- b) P.11 AOB para. 1 (compulsory shotgun testing):
AJK asked for the Minutes to be amended to read "AJK confirmed that Shotgun Skills ..." as he had raised this issue and not CM as stated.

It had previously been agreed that Draft Minutes would be distributed to Board Members and that any requested amendments would be proposed within seven days of distribution, allowing for timely publication on the web site. TWDB requested that we adhere to that agreement, rather than wait until Board Meetings to request adjustments.

ITEMS FOR ANY OTHER BUSINESS

- a) PJB Formal Complaint/Alf Slade
- b) TRB Cliff Ford
- c) WAH Life Vice Presidents
- d) WAH Dartford Shooting Ground
- e) TRB Ground Classification and Grading

CHIEF EXECUTIVE'S REPORT

Code of Conduct: Prompted by a letter from BDC, there was an extended discussion on the Code of Conduct of The Board of Directors, in general and specifically as relates to inappropriate contributions to third party generated communication vehicles. It was also appropriate to remind The Board of the 'duty of care to employees'. It was confirmed that Members of The Board are directors 24/7 with no opportunity to express independent views outside of the collective decisions or to behave in any way that might bring the sport into disrepute.

ACTION: ALL

HQ Staff: PJB advised that BY had resigned and will be leaving at the end of this month. As PJB is shortly to commence annual leave, Graeme Davis of Graham Bruce & Co will be handling initial applications for a replacement. It is planned that GB&Co will provide interim cover as required.

HR Review: PJB advised that as well as having an arrangement with Roger Phillips, (a monthly retainer of £175.00 + VAT), we are contracted with Croner until November 2008. RP will be invited to attend the next Board Meeting to discuss HR issues. TRB agreed at the last Board Meeting to provide PJB with details of the consultants that he recommends we consider for HR support. TRB advised that he intends handing over a brochure today. PJB will undertake a review of alternatives in time for the expiry of the Croner contract, including the company recommended by TRB.

ACTION: TRB & PJB

NATSS: The Board were asked to consider and express their initial views on how NATSS might be best structured to provide the most 'fit for purpose' organisation to represent the interests of all target shooting sports. It was concluded that an organisation comprised of an effective Board of Directors/Trustees, with for example the specific responsibility for Strategic Planning and Development for all Target Shooting Sports, Finance and Asset Management, Government Lobbying etc, with Shooting Councils for each of the major target shooting disciplines, focusing on all else would be an appropriate structure.

It was further considered that it is not essential but desirable that the Board of Directors/Trustees are comprised of people with a knowledge of shooting. However, it was readily agreed that the Shooting Councils must be comprised of people with an intimate knowledge of the specific sectors, e.g. fullbore, smallbore and clay target.

PJB/TWDB agreed to share the initial thoughts of the CPSA Board with the NATSS Steering Group at the next meeting.

ACTION: PJB/TWDB

2012 Olympic Venue: PJB provided an update on British Shooting's ongoing discussions with LOCOG and others. LOCOG are standing firm with their intentions to have the shooting sports take place at Woolwich. British shooting are championing Dartford, (as the only possible venue within the specified travel distance from the Olympic Village. It was reconfirmed that relocation of shooting sports and utilisation of already approved Satellite Villages, will not be approved. PJB advised that the current offering of legacy is the potential for acquired targetry to be gifted.

PJB has a further meeting with LOCOG and others during the coming weeks and will update The Board on those discussions. PJB will continue to lobby for a change of venue. He will attend an event in Beijing during April and will talk with ISSF representatives at that time. An opportunity will be taken to talk with contemporaries at the Beijing Olympics to apprise them of the situation and seek their support for a change of venue.

ACTION: PJB

TWDB will be attending an All Party Parliamentary Group Meeting on Shooting & Conservation later this month, where the topic is the Olympic Venue. TWDB will update The Board on that event.

ACTION: TWDB

The alternative venue proposed by British Shooting i.e. Dartford was selected as the only possible venue that is within the other criteria specified by LOCOG. PJB asked that it be recorded that neither he nor TWDB have any vested interest in Dartford. Had LOCOG accepted that Bisley was an option, PJB expressed the opinion that it would have received the unanimous support of the NRA, NSRA and CPSA.

PJB also asked that it be recorded that contrary to publicly expressed opinion, he does not retain the honorarium that is paid for his work as Chairman of British Shooting or BICTSF. The monies are paid direct to the CPSA.

MANAGEMENT TEAM UPDATES

Finance:

GD commented on the Fiscal 2007 Financial Statements, advising The Board that the Revenue and the Expenses now reflect the total income and the total expenditure for Championships, rather than just the net figure as previously. GD expressed the satisfaction at the accuracy of the financials and that they are fine for publication in Pull Magazine.

BY will formalise his commentary on areas of significant variance in readiness for questions that may be posed by Members.

ACTION: BY

BY presented the figures for January explaining that the deficit seen in December (due to a short month for income) had been reversed in January. Expenditure had been lower than forecast and the reduction in insurance premium was being reflected. A surplus for the month of £13,772 had been achieved (approximately £2,000 more than budgeted for at this stage).

BY had been tasked as a member of the Senior Management Team, to champion one of the initiatives from the 'brainstorming session' regarding Membership Growth. BY's specific initiative being the 'Member Get A Member' opportunity.

The proposal suggested as a special promotion during the 80th Anniversary Year, is for the original Member to enjoy free membership as the reward for securing 3 new Full Members, 5 new Clubman Members or a combination of 4 new Members. The Board supported the initiative. In view of BY's imminent departure, it was agreed that JLA will progress the initiative.

ACTION: JLA

Operations:

Facilities Management: MV advised that the office moves had now been completed and British Shooting will be moving into the small meeting room from 1st March.

Lapsed Members: Telephone contact with Lapsed Membership continues with a success rate of approximately 10% recovery being experienced. MV is currently investigating a discount initiative for Members who have lapsed for over 13 months and is arranging a course for staff to help them increase their 'telesales skills'. A discussion followed on the possibility of paying Membership by direct debit.

ACTION: MV

IT: Shoot 08 is currently being beta tested. Regional Seminars have been arranged during April and May to help with the implementation of the programme which is producing a good response – Directors will be very welcome to attend if they are available.

5 th April	South West	Southern Counties
12 th April	North	Bywell
19 th April	East Midlands	Lakenheath
26 th April	West Midlands	Doveridge
3 rd May	South East	Head Office

A further date is being arranged mid-week for those grounds unable to attend at a weekend owing to shoots.

ACTION: ALL

MV advised that the reclassification disk will be sent out on 1st June and all clubs will have to use the new system by this date, otherwise scores will not be registered.

HQ Staff: A new member of staff, Nicky Reeves, had joined The HQ Team this week. Her duties will be divided between support for JLA, assistance to Mark Smith and general administrative support.

Technical:

H&S: CM advised he had been looking at Health & Safety Management and with the help of Lyndon Ruskin they had produced a package listing the grounds' responsibilities in this respect. At additional cost LR will visit grounds and present a more comprehensive programme of education and support. CM confirmed that Grounds will be kept up to date with what is happening with regard to Health & Safety matters.

ACTION: CM

Ground Insurance: Townergate have put together a club insurance package for Affiliated Clubs which is also available for Non-Affiliated Clubs at a cost of £250. There are 1,100 Non-Affiliated Clubs in existence, all of whom will be approached.

Military: CM had visited the military at Sandhurst with a view to us delivering courses to the military personnel and to carrying out assessments. They want to deliver the Shotgun Skills Package to all of their Members which will be rolled out to other armed service sectors.

CM advised that he had been approached to provide a licensing arrangement for the Academy for the Irish Republic. A submission has been made and a response awaited.

ACTION: CM

Workshop: CM provided an update on the Academy Workshop held on 4th February. Attendance was good and debate lively but overall constructive. The Workshop resulted in six new members. It is necessary to establish the level of activity of those CPSA Qualified Coaches, as it seems doubtful that many of them are actively coaching.

ACTION: CM

UK Coaching Certificate: CM mentioned the UK Coaching Certificate where there are only two serious enquirers – clay target shooting and fencing. The potential for funding is still being investigated.

ACTION: CM

Discounts to Coaches: Whilst the fine detail is yet to be concluded and these will be number dependant, Musto are considering discounts to Coaches for clothing.

ACTION: CM

C o m m e r c i a l:

Membership Update: Membership was 25,612 in January 2008.

Pull Magazine: The publishers will change with effect from the May issue. The new Editor will be Keith Fisher who held a similar post with Clay Shooting. Bourne have been invoiced for the approx £7,000 of overcharged postage.

Clay Shooting: JLA provided background to a complaint by Wes Stanton/Clay Shooting, following the use of contact details contained in a directory that he published. A letter has been sent to Deeson's, (our new publisher) and they will respond as appropriate. Board Members were advised to avoid contact or comment on this matter. JLA will keep the Board advised of progress.

ACTION: JLA

Sponsorship: Webley & Scott will be the headline sponsors of the World Sporting to be held at Lakenheath. Hull Cartridges have offered 35,000 cartridges. Nine trade stands are available – four are already confirmed by Blazer, Krieghoff, Webley & Scott and Essex Guns. Secondary areas for Trade Members not wishing to pay for prominent space, will be made available free of charge, in accordance with the benefits of Trade Membership.

ACTION: JLA

Hull Cartridges are also sponsoring the English Open Sporting, English Open DTL and The Academy by providing cartridges.

The first £5,000 sponsorship payment by Towergate has also been invoiced.

JLA is to meet with Hidden Hearing who have offered Members discounts and possibly sponsorship. AJK asked that JLA seek possible benefits for Coaches as well.

ACTION: JLA

A very productive meeting has been held with GMK who wish to become more closely aligned with the CPSA. JLA described some possible opportunities. As possibilities develop, JLA will update The Board.

ACTION: JLA

Membership Development: The new promotional leaflet is being produced and will be available in March for the AGM.

Website: The new website is also being progressed and four companies have been approached to present options.

ACTION: JLA

REGIONAL UPDATES

West Midlands: The AGM was held on 28th January.

East Midlands: BDC had provided a formal summary of County AGM's attended, (see attached). The AGM is scheduled for 18th February

South West: The AGM was held on 8th February.

North: No meeting during the subject period. The AGM was held last year.

South East: A brief summary of County Meetings was provided by NH. The AGM is on 5th March.

ANY OTHER BUSINESS

a) **Alf Slade Complaint:** TWDB asked for two volunteers to join him in a review of Alf Slade's complaint. The review will take place immediately following the Board Meeting.

ACTION: TWDB

- b) **Cliff Ford Reinstatement:** Reinstatement of Cliff Ford as a Member was discussed. It was unanimously agreed that he should be invited to reapply. PJB agreed to advise CF of The Board's decision.

ACTION: PJB

- c) **LVP's:** WAH asked for suggestions for potential Life Vice Presidents. One name was suggested which was unanimously agreed upon. PJB to advise the intended recipient.

ACTION: PJB

- d) **Ground Classification:** TRB requested some clarification. CM explained his intention to visit some grounds with a view to testing the draft of a new Ground Classification system, which has been developed on from that which had been presented to The Board in December 2007. CM advised that he would be representing his thoughts in due course. CF expressed concern that the number of Grounds that might be awarded Championships could be further limited as a consequence of the possible re-classification being considered.

ACTION: CM

TRB explained the scenario of a Ground in the South West Region which wished to be upgraded and where the Regional Committee were not supportive for reasons explained. The Ground has subsequently been upgraded to Premier status although TRB thought that this would not be the case until after the New Ground Classification System had been finalised. PJB acknowledged that he was not aware that CM had re-graded the subject ground in August, at the time of writing to TRB in September.

- e) **Championship Title:** CF proposed that the term "Minor Championships" be changed in view of the connotation. PJB asked The Board to consider and suggest a more appropriate name. The subject will be discussed at the next Board Meeting.

ACTION: ALL

- f) **NATSS Survey:** PJB advised The Board of the 'Online Survey' initiated by NATSS. Details will be circulated to all Board Members.

ACTION: PJB

- g) **Target –v- Pigeon:** Without intending to re-ignite the debate, PJB provided an example of the description being used by a major supplier, clearly identifying ‘clay targets’.

DATE OF NEXT MEETING

March	May	July	September	October	December
29 th (AGM)	13 th	8 th	2 nd	21 st	9 th

There being no other business the meeting closed at 2.55 p.m.



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