

**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 31<sup>st</sup> January 2012**

**PRESENT:**

Mr TR Bobbett	Chairman/National Director
Mr WA Heeks	Deputy Chairman/ Regional Director – North
Mr CD Butler	Regional Director – East Midlands
Mr R Kibblewhite	Regional Director – West Midlands
Mr WA Johnson	Regional Director – South East
Mr KJ Newton	Regional Director – South West
Mr G Walker	National Director
Mr N Fellows	CEO

**GUEST:**

Mr J Offord                      Regional Director Elect – South East

**MINUTES SECRETARY:**

Ms M Voller

**APOLOGIES:**

None

**1.     FORMALITIES**

TRB opened the meeting at 0916 hrs, and welcomed all present. He confirmed there was a quorum present, and no apologies had been received. KJN had been delayed on the M3 and was approximately 20 minutes away.

**a)     Minutes of the 29<sup>th</sup> November 2011 meeting:**

It was proposed by CDB that the Minutes be accepted. This was seconded by WAH, and all present were in favour.

**b)     Matters arising:**

i)     Page 2 Item 1b(iv) DTL Rules

RK asked if NF had contacted the Regional Committees regarding nominees for the suggested Technical Advisory group. It was agreed that NF would write to each Region asking for a representative in each of the four disciplines, ESP, ESK, DTL and ABT. WAH offered to chair the ESP and ESK disciplines, whilst RK volunteered to chair the trap disciplines. WAH stated that the nominees would require several years experience of the discipline they would represent.

**Action:       NF to write to the Regional Committees.**

**2.     EO ESP format**

A decision was required on the format for the EO ESP Championship before entry applications go live on the website tomorrow. CDB said that there had been a proposal from the Championship Working Group to make it a qualifying day procedure with the finals on the Sunday as opposed to 2011 when it had been “first past the post”. Implications were discussed on changing the format which would include the need for additional funding to support a Finals Day. NF said that if the decision was to retain a “first past the post” format, it would avoid a higher cost being attached to the entry fee which might merit consideration in

the current economic climate. WAH commented that he would have changed the format of the British Open rather than the English Open, and mooted instead a change in 2013 rather than this year. It was agreed by all that the format for the EO ESP would therefore remain at "first past the post" in 2012, with a finals day in 2013. It was also agreed that staggered squadding would also be used with the squads going out at 9.00, 11.00, 13.00 and 15.00 hours. The Board acknowledged the work and time given by the members of the Working Group in preparing their recommendations.

### **3. Haysmacintyre Audit – Jeremy Beard**

TRB invited the Board members to introduce themselves to JB. JB stated that this had been haysmacintyre's second year of preparing the Association's accounts, and there had been more time to plan and work things through. They had been on site in December with a final meeting held on the 11<sup>th</sup> January, and he declared that the fact the accounts were being signed off today, only two months after financial year end, spoke for itself. If any major concerns had been highlighted, this time line would not have been met. In JB's opinion, a very good standard of information had been received and no real concerns noted from an audit point of view.

Referring to pages 4 and 5 (Independent Auditors' report to the members of the CPSA Ltd) JB confirmed a standard audit report with no concerns at all. Page 6 (Income & Expenditure account) showed a small surplus which was healthy. Page 7 (Balance Sheet) again was very positive with strong cash reserves of £447,536, and with the overall reserves position starting to fit into the Association's Reserves Policy. JB explained the depreciation policy on Page 8 confirming the only vehicle the Association now possesses is the one used with the trailer by the Membership Development Co-ordinator. Page 11, Note 12 (Funds held for Others) was new this year having been agreed that this would be added at last year's meeting. Detailed accounts relating to Income & Expenditure was given on pages 13/14/15 together with an explanation of the tax figures included on Page 6. Tax is payable on interest receivable and rental received, and in the future JB explained that it will be simplified in that it will only be on interest receivable as the rental income stream (British Shooting office) no longer applies.

CDB queried the difference in championship income and expenditure between 2010 and 2011, and CP explained that in 2010 the World championship had been included, and would again inflate the figures this year. AGM costs were down because no elections had been necessary, and it was suggested that in future the AGM and election costs should be split in order that members could see the individual costs.

JB also explained the letter of representation which is signed on behalf of the Board as a standard audit requirement and contained nothing specific to the Association. The Management letter contained reference to IXBRL which JB explained, as well as reference to membership subscriptions. Additional paperwork presented included Unadjusted Misstatements, Detailed Control Points, Internal Control, Review of Treasure Management and Emerging Issues. At the end of his presentation, RK proposed a vote of thanks to CP and JB for the manner in which the accounts had been managed during the year.

### **4. CEO update**

4:2 Staffing The changes mentioned to the staffing structure at the last Board meeting had progressed well. Tanika has since resigned and a replacement is being sought with a significant number of applications received. Two positions were interviewed for last week. An offer has been made for the post of part time Communications Officer which is office based and for 17 hours per week worked over two days. The successful candidate will work closely with the Commercial Manager and concentrate on communications plus the website, Facebook, and ensuring information reaches the members.

The interviews for the National Development Manager had started with six candidates, been reduced to 2 and a final offer has been made to the successful applicant who can start quickly and who has been a member of the CPSA for 18 months. The post is initially for a twelve month period and is wholly funded by a grant from Sport England. A further application to

Sport England will be made, and we should know the result before the end of the year. The remit for the post includes assisting a number of grounds, setting up an Inter Club competition, and improving the perception of the Association. Before a decision is reached on whether to extend the post beyond the 12 month period, it was NF's intention to carry out a review in order to see whether the programme and salary costs had proved worthwhile.

4:3 CPSA Annual Awards 105 nominations had been received to date in the various categories with a closing date of the 10<sup>th</sup> February. The winners would be chosen by panels which would consist of the relevant sponsor for each category, WAH, RK and NF. Archant, the new publisher of PULL!, had agreed to sponsor the Volunteer of the Year award.

4:4 Championships Entries for this year's Championships will go live via the internet or by telephone from tomorrow (1<sup>st</sup> February). NF thanked everybody involved for their hard work regarding arrangements for the World and BO ESP championships. He also reported that Southdown GC had subsequently proposed running a Sportrap event alongside the EO Sporting championship, with the possibility of instigating an EO STR championship on a regular basis. After discussion and taking into account the current economic situation, it was agreed by all not to proceed with this proposal.

#### 4:5 Corporate Governance

i) Two amendments to the Articles of Association by way of Special Resolution are to be proposed at the AGM, and will be published in the next edition of PULL!

Independent Directors – Amended wording approved as follows:

Delete "*the majority of the*" from new Paragraph 8(f) to now read "*with skills or experience in such areas as the Board.....*" Also delete from (i) "*recruited and*" with the sentence now reading as "*be appointed by the Board, and with.....*"

Directors Code of Conduct – Amended wording approved as follows:

Delete the words "*upon appointment and before they can take office or attend Board meetings*". Amend the first line to read "*must agree to sign and abide by*". Also amend the final sentence to read "*and may be replaced by another Director following the normal process*".

TRB queried whether the proposed changes and wording were sufficiently robust to ensure future compliance. NF was confident that it will enable monitoring of Directors conduct, and a further discussion ensued relating to when it was considered essential for the document to be signed by a new member of the Board. Agreement was reached that it must be signed before attendance at any Board meeting. However, two Board meetings would need to elapse should the new Director refuse to sign the document and be unable to attend, before the Region he/she represented was approached to nominate a replacement.

ii) Steering Groups NF reported that he was aware of a number of groups currently in existence with various names and an unclear definition of their purpose. He therefore proposed a review of these groups in order to form clearly defined Steering Groups, each chaired by a Director, who could work with a series of specific topics. NF supplied a diagram to illustrate the various responsibilities. The Steering Groups would be standing groups with regular members whereas the Working Groups would be "task and finish" groups with people having appropriate expertise brought in for specific issues. The Steering Group would report back to the Board. CDB urged the Board to take notice of the recommendations made by the groups otherwise members of them would become disillusioned and demotivated. TRB replied that whilst the Board would not automatically rubber stamp their recommendations, it would most certainly recognise and discuss their views before a decision was made. However, the ultimate decision rested with the Board.

iii) Risk Register Draft suggestions for a Risk Register, which the Association does not currently possess, were distributed and included, amongst other headings, the key areas of Finance and Human Resources. NF stated that he considered it an important tool for the Association to have and maintain, and asked the Directors to give it careful consideration.

4:6 WWSI/Club insurance NF reported that the new Club insurance should be ready by the beginning of March although it was frustrating that it had taken so long to come to fruition. He had also requested SO to speak with Martec who are our current Honorary Adviser for noise and planning. There was no particular benefit to the Association in recommending the firm, and he asked for feedback from the Board on their efficacy. Following responses from three Directors, TRB suggested this was an opportune time to cease the appointment, and the Board was in full agreement with this.

4:7 British Shooting update/England development plan NF gave a brief synopsis of the functions of British Shooting and the various bodies which it covers. It is not totally inclusive to all the NGB's, and is UK Sport and Sport England funded. NF was pleased to report that British Shooting has received an "Amber" classification following the recent self assurance process through Sport England, and is keen to ensure that improvement in certain areas continues during the forthcoming year. Following the novation of funds from the NSRA to British Shooting, The Disability Shooting Project, for which RK is our representative, has been resurrected and had its first meeting on the 30<sup>th</sup> January. RK reported that the group, who has the Queen as Patron, is unhappy with the word "disabled" in its title which it feels is unacceptable, and should be entitled "Disability Sports Project". It is still debating its "Terms of Reference", and plans to hold Have A Go days where all types of shooting can be tried. They are requesting a small space in PULL!, and intend to attend the Motability Road Show, and are talking about a Disabled Shooting awards ceremony at the end of the year.

NF stated that the next submission for funding, which will include Talent, Governance and Disability, will need to be made in early May, but the final plan will not be ready until after the March Board meeting and before the next scheduled meeting for the 29<sup>th</sup> May so deadlines will be tight.

4:8 Adopt a Charity Following on from the well received support for the "Help for Heroes" charity at the BO ESP championship, NF was keen to align the Association with another high profile charity as a method of raising its profile, and providing a cash boost to the chosen charity. Having considered the demographic of our members, NF proposed that whilst we could consider any number of charities, he supported one which would be pertinent such as The Prostate Cancer Charity. TRB thought that the choices open to us should be considered carefully rather than a decision being made at this meeting. He therefore requested the Board to consider whether (a) we would go ahead and adopt a charity, and (b) to then decide which one to adopt.

4:9 Courses and Regional Support In conjunction with GW, NF reported that they had set out a new Role Description and Person Specification for the post of Regional Courses Co-ordinator, and recommendations have been made to each Regional Director for a particular candidate in each region. The role has been made less onerous on volunteers although still conforming to a specific structure within the Association, and is currently out for discussion by the Regional Committees. Feedback will be managed by NF and GW. TRB stated that it should be made clear that it is an annual appointment and the selection decision lies with the Regional Committees.

## **5. Financial Update – C. Pierre**

CP presented the December figures which she had prepared for the Board pack.

i) Membership Membership numbers were down to 23,693, a drop of 166 compared with last month's figures. Club membership now totals 363. RK enquired whether it was possible to break down membership numbers by individual Counties. TRB confirmed this was possible and, following a further question, stated that the criteria for assessing which County a member lived in and could represent as a member of their County team, is decided by where they pay their Council Tax to and not according to their post code.

ii) Distribution of Building Society monies With the advice of our Auditors, the monies previously held solely by the Furness Building Society had been redistributed as follows:

Furness Building Society	£60,000
Bath Building Society	£70,000
Cambridge Building Society	£70,000
Teachers Building Society	£70,000

in order to take advantage of the FSCS guarantee for funds up to £85,000 per institution.

iii) Month 1 of new financial year The balance for December showed a net loss of £18,000 as opposed to a budgeted loss of £33,000.

iv) Surplus CP confirmed that the surplus shown in the Profit & Loss account for the last financial year had been transferred into reserves in accordance with the Reserves Policy.

## **6. Operations Update – S. Oldman**

i) Championships Following the agreed changes to the DTL weekend whereby the England team selections would be made from the Dougall Memorial (Saturday) and the English Open (Sunday), SO had received a request from Bywell for the decision to be reversed. The ground was asking for the selection days to be Friday and Saturday, but after discussion it was agreed by all present that it would remain on the Saturday and Sunday. SO also confirmed that the final tweaks were being made to the championship on-line booking system following the decision taken earlier in today's meeting regarding the EO ESP, and all would be ready to go-live tomorrow.

ii) IT Development PT is concentrating most of his time on this project which is progressing well. A full detailed functional specification should be completed by the end of February after which it will be sent out to interested developers for tenders.

iii) Day passes Revised text issued to grounds regarding day passes for non members, plus a form for their completion regarding the shooters' details for onward transmission to HQ.

iv) AGM Organisation of the AGM and Awards dinner is progressing well.

## **7. Commercial update – Simon Barber**

i) Sponsorship SB reported that he was working on sponsorship for the World Sporting event and had been speaking with several possible sponsors.

ii) New publisher Contracts have now been signed and exchanged with Archant. It is estimated that this change of publisher should allow like for like savings to be made in the region of £156k over the next 3 years. A further meeting was held with them on the 26<sup>th</sup> January when specifics were discussed such as visuals (when it was agreed to steer clear of all reversed out text against dark backgrounds to aid legibility) and the fixtures pages which is being redesigned.

## **8. Strategic 1yr/3yr/5yr Plan**

TRB spoke of the need for the Board to formulate their ideas for short, medium and long term planning. Whilst there was not sufficient time during this meeting for a full discussion, he asked the Directors to further consider the subject which would be discussed briefly at the pre-AGM meeting in March, and then be placed on the Agenda for the May meeting.

**Action: All**

## **9. Communications**

RK considered there was still a problem with communication issues with things not getting to members or others. NF was aware of the problem and it is being addressed.

#### **10. County Shoot Selection procedures**

A query had been raised by a member regarding County team selection procedures as it transpired that some members in his County were being chosen from selection shoots, and the remainder were wild cards. TRB stated that, in accordance with our Articles, individual Counties are autonomous as to how this procedure is carried out but suggested it might be advisable for the County Committees to publish their selection criteria in advance so that members are fully aware.

#### **11. Army "County" team**

NF reported that he had received a request from Major Tony Higham which would enable an Army team to enter our National Inter-County Championships. Major Higham said that the team would consist of full CPSA members and be serving Army personnel. RK highlighted the difficulties already encountered by some Counties who had not been able to enter a team or teams because the event had already been overbooked. RK added that we would like to support the request but, if permitted, this would allow services teams to enter in numbers which, unfortunately, could not be accommodated. TRB confirmed that in Wiltshire, where a large number of Army personnel live, they had competed in the normal County team itself should they be awarded a place. It was therefore agreed by all present that for practical reasons the request could not be approved.

#### **12. DTL Angle Markers**

The subject of angle markers for DTL events and the possibility of changing the rules for their inclusion had again been raised. TRB stated that neither Bywell, Bisley or Southern Counties Shooting Ground have them. KJN said that they existed many years ago, but on a windy day the arguments could go on forever and it was impossible to run a large event in such conditions. RK commented that he knew of only one club, amongst those he had recently visited, who use them.

It was proposed by WAJ that the rules should be left unchanged. This was seconded by KJN. The proposal was carried with a vote of 5:1 with one abstention.

#### **13. Determining Agenda items**

TRB raised this subject in order to agree a procedure for items which individual members requested to have included on Board meeting agendas, a number of which had been received lately. He suggested that individual members should raise their concern/s initially with their County or Regional Committees for onward transmission to the Regional Director if deemed appropriate. If the Regional Director considered the subject to be appropriate for discussion at Board level, he/she would forward it to the Chairman for inclusion on their Agenda. The only exception would be something that was so urgent or pressing that it could not wait for the due processes to be followed. All present were in agreement that this suggestion should be followed in future.

#### **14. Correspondence**

i) A letter dated the 15<sup>th</sup> January had been received from Mr. Clive Hames. This listed eleven various observations and points of concern which he requested the Board to address. In particular he raised the issue of Bjorn Waktare's resignation as a National Director and questioned why this vacancy had not been filled following the normal voting procedure. TRB confirmed that it had been a Board decision not to co-opt a replacement during 2011 and to run without. He additionally pointed out that no National director had been co-opted since 2007, although Regional Directors invariably were co-opted. There is nothing contained in the Articles which state the Board have to appoint for a one year term (the balance now remaining of BW's term) Because of this it was agreed that a National director would be

elected in 2013 for a full 3 year term and this will be advertised in the normal manner later this year.

A further point was with regard to the Chairmanship of the BICTSF Board, TRB confirmed that the decision had been taken to remove the previous CEO from this position in order for him to concentrate on the business of the CPSA. The same reason applies to the new CEO, and whilst the Board is happy for him and KJN to sit on the BICTSF board, they were not prepared to allow him to become Chairman, which was very time consuming, and had therefore pre-empted any potential nomination.

#### **15. Chairman's Report for the AGM**

TRB distributed his proposed report and agenda for the AGM. He asked if there was anything the other Directors considered required adding or deleting before its submission to PULL! magazine for publication in the March edition. All were in agreement to its content.

#### **16. Bribery Act**

Following on from a previous Board meeting, RK again raised the subject of the Bribery Act and asked what action, if any, has been taken to ensure that the Association complies. NF replied that CP and our Auditors are currently dealing with it, and he would keep the Board updated as to its progress.

#### **17. Regional reports**

TRB thanked the North, West Midlands and East Midlands for their written reports, and requested the same from the South East and South West before the next Board meeting.

i) Match funding WAH enquired whether it was intended to resurrect the "match funding scheme" which the Regional Committees could apply for. TRB explained that it had been possible for a Region to send in a credible plan for funding of training or something similar, e.g. Have a Go days, up to a limit of £1,000 and HQ would match it. NF replied that there might be some scope within the Development funding pot which he would check, and report back at the next meeting.

**Action: NF**

ii) Champion of Champions RK reported that some Counties were very unhappy with the format of this Championship whereby if a County Champion is unable to attend the event, a deputy cannot be submitted. Concern had also been raised as to the standard of refereeing of the event, and RK understood that unless these two points were satisfactorily addressed, some Counties would withdraw completely from it. (NB This is organised by John Bidwell).

#### **18. Any other business**

i) Sportrap WAH stated that when Sportrap was introduced as a discipline it was intended five traps only were to be used. Whilst acknowledging that the rules state "a *minimum of 5 traps*", it had been brought to WAH's attention that at a STR event held late last year 8 traps had been used, and mayhem ensued. He therefore proposed that the rules should be amended to read that five traps only should be used at a registered event. This was seconded by CDB, and all were in favour.

**Action: NF**

ii) Expenses Following on from haysmacintyre's report and recommendation, TRB reiterated the absolute need for Directors, staff and others entitled to claim from time to time, to produce a receipt for all claims, other than mileage, which exceeded the sum of £5.00. All present were in agreement.

3.00pm CDB left the meeting at this point.

iii) Day passes The subject of day passes was revisited, and how the system could be improved in order to meet its original intention which was to encourage non members to try up to three registered events at one specific ground and, if enthusiastic, proceed to joining the Association. In WAH's opinion the grounds needed to complete the form before a shooter entered the event, and they should not be permitted to shoot until the required details had been received. In reply KJN stated that this could be difficult on busy days when queues formed for booking on. He suggested that the grounds could charge non members the full competition price for a Target Only entry, i.e. an additional £5-£10, and the shooter's details sent to HQ. After 3 or 4 shoots, these non members would hopefully realise that it would be cheaper to join the CPSA. However, this course of action would require the support of every ground. NF agreed to sound out one or two other clubs to assess its feasibility.

The meeting closed at 3.40 pm

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