

**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 20th September 2011

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 KJ Newton	Regional Director – South West
Mr N Fellows	CEO

APOLOGIES:

Mr WA Johnson	Regional Director – South East
Mr G Walker	National Director

MINUTES SECRETARY:

Ms M Voller

1. FORMALITIES

TRB opened the meeting at 0910 hrs, and welcomed all present. He confirmed that there was a quorum present, and apologies had been received from GW and WAJ

As two apologies had been received for today's meeting, TRB queried the possibility of co-opting a director on to the Board to fill the vacant National Director seat. By doing this it would avoid any potential problems caused by future absences in maintaining a quorum. With only two more Board meetings scheduled before the next AGM, KJN and WAH thought that it should be left to the normal election procedures. RK agreed that this was the most sensible approach and would avoid the possibility of members being under the misapprehension that Board members were hand picking future Directors. It was therefore agreed that no further action would be taken ahead of the AGM, and that the vacancy would be filled via the normal voting procedure.

a) Minutes of the 2nd August 2011 meeting:

With no amendments being requested, WAH proposed that the Minutes be accepted. This was seconded by CDB, and all present were in favour.

b) Matters arising:

i) Item 8 – ICTSC Silver medals NF had received a call yesterday to see if we were in agreement to purchase 200 silver medals instead of the block of silver as mentioned in the last minutes. The cost of the medals would be £80 each. A discussion was also held on the number of medals awarded, namely 9 for DTL and 6 in all the other disciplines, and the possibility of bringing the DTL numbers into line with the others. Should the Association wish to support this suggestion, the cost to each of the NGBs would be £3,000 apiece, but that would only apply if all five agreed to contribute. There was therefore the possibility that the cost could be more if one or more of the NGBs did not agree to participate, and after a brief discussion it was agreed that the Board would not support the proposal.

ii) Item 2(i)e – Club support 2 NF reported upon a conversation between himself and BASC whilst attending the Midland Game Fair. BASC had evidently been contemplating

arranging a similar series of events across the season which gathered points, and had a final. However, having listened to our proposal, it was agreed that ours would be the preferable option and they would recommend that ours be adopted. WAH commented that several places currently have leagues in place, and could foresee problems with clubs being scattered all over the country and where they would meet. NF confirmed that initially this would be run on a County basis, and RK thought that ESP would be the ideal discipline to begin with.

iii) Item 12 – Annual policy review RK queried how many policies the Association currently possessed, and what others should be in place. TRB asked NF to formulate a list of all the Policies and Procedures currently established, and when each had last been reviewed. **Action: NF**

iv) Item 16 – Disabled & Sporting cages RK reported that he had now obtained a realistic view that should a disabled category be introduced next year, Sportrap would be the ideal discipline to start with. He now accepted that ESP is more difficult because the terrain of some grounds is not accessible in this context. TRB queried how we would assess/categorize a disabled shooter, whilst KJN said that FITASC had now abandoned the concept. RK said if the Board decided it could not be achieved they would be shown to have made a reasoned judgement but the DSG would at least like to try it for a year accepting that it may be imperfect. NF suggested the possibility of a separate competition which was specifically for DSG members, and for it to be run according to DSG categorisation. KJN and CDB both envisaged potential problems with such an event, but RK asked that the request was not ignored. WAH made a suggestion of the Association putting some trophies up with DSG taking the entries and organising the event. He also suggested that Orston SG could possibly host it. TRB asked NF to contact Julie Sperling, Secretary of DSG, to discuss this with her.

It was proposed by WAH that this type of Championship be tried for a year initially, with the CPSA providing the trophies and the DSG providing the organisation. Seconded by CDB, with all present voting in favour.

v) Item 20 – West Mids report (iii) Noise problems RK had received feed back from a ground which had recently experienced noise complaints. They had contacted Martec Environment Engineering, but had, in their opinion, received poor service so had consulted another company. RK added that if Martec's service was as poor as reported we should seek advice elsewhere and do more for clubs with noise problems – eg a database of historical cases which may assist clubs facing similar challenges. NF confirmed that Martec had let their trade membership lapse recently. He had asked SB to follow this up, and would report back to the November meeting. **Action: NF**

2. CEO report

NF gave a resume of his report which had been included in the Board pack.

2.1 British Open Championship Excellent feed back had been received from the 950 shooters who had taken part in the event, and the only real complaint related to the pre-determined start order. Although the free start order had worked well at Southern Counties SG for the English Open, it was considered that this system would not have worked at Hodnet. CDB suggested that in future one ESP championship adopted the free start system, whilst the other went with a pre-determined order. In a recent survey 48% of shooters preferred squadding, whilst 52% elected for unsquadded. CDB also expressed his disappointment that the championship survey results had still not been published in PULL!

NF was keen to progress the concept of a Sponsors Day on the day prior to the competition, and recommended that it be reintroduced next year. Should this be agreed upon, a decision will also be required on whether to run the day on the Wednesday or Thursday as this year, because of high entry numbers, the event was opened up to members on the Thursday. NF's proposal was that the event should be a four day competition plus a sponsor's day on the Wednesday. Following the success in the increase of members attending this year, CDB requested a commitment to Hodnet for the BO next year as he felt that there was the

possibility of achieving possibly 1200-1300 entries if this were agreed. KJN disagreed with this view saying that a lot of shooters do not like going back to the same place, whilst WAH thought that by keeping it at the same ground, it could become stale. CDB said that he was only initially asking for a one year commitment, and thought that entry numbers would fall if it was allocated to another ground. Whilst appreciating the reason for CDB's request, NF said there were three major ESP events scheduled for next year as the World is also included and venues would be required for all of them. TRB's opinion was that justice had to be seen to be done, and made a recommendation that the tendering process should be followed for all three events.

2.2 Rota for next season NF said that the report from the Championships Working Group which met on the 3rd August was for the major Sporting championships to go out to tender but for all the other disciplines to use a rota system. The reason for ESP being treated differently would allow for the use of possible green field sites in the future as well as avoiding having to spread the events across a number of grounds on a long term cycle. However, since the meeting was held, it transpired that because of changes in the allocation of previous ESK championships, there is no clarity as to whom is supposed to be holding them next year. Peter Tomlin has therefore suggested starting the rota again from scratch, together with clear procedures for administering it. It has also been proposed that if a ground withdraws or pulls out for any reason, they would drop to the bottom of the list. NF endorsed PT's proposal and requested the Board's approval. CDB wholeheartedly supported this, and RK agreed with the proviso that the grounds were clearly informed as to why the rota needed to be re-set. TRB stated that a commitment had been made to Oxton regarding a shoot next year as they had been erroneously dropped from the rota. TRB asked for a proposal that from next year the ESP championships would be subject to tenders, whilst a revised rota would be reintroduced for trap and skeet. CDB made the proposal, which was seconded by KJN. All were in favour.

2.3 Exhibitions and Events The Midland Game Fair took place at Weston Park last weekend, and proved to be quieter than usual. Unfortunately the electricity supply which had been ordered did not materialise, but the decision to accommodate Arrow Laser Shot within our stand proved a sound one as this drew people in. We could also report better recruitment figures on the stand this year compared with last. Preparations are now well under way for the Bisley Live show which will run from the 30th September – 2nd October, followed by a presence at a regional event to be held at Kempton Racecourse. Plans are afoot for encouraging County Committee members to attend local county shows next year in order to publicise the Association.

2.4 British Shooting/GBTSF NF was pleased to report that the Association has managed to secure a seat on the Board of British Shooting. His temporary tenure as Acting Chairman is coming to an end as a new independent Chairman has now been appointed to the Board of British Shooting. His name is John Harris, and although he is not a shooter, his proposed plan for pulling everything together sounded very positive. It is a non remunerated post for a period of two years initially, and the Board were unanimous in offering him the position.

The Whole Sport Plan project is soon to be transferred to British Shooting and will be overseen by a Development Steering Group. A letter has been written in order to move the money across, and although some changes have been proposed to the planned budget, there should be no problems for us. The process has been long-winded and drawn out, but a conclusion is in sight. We and the NRA will ultimately benefit from a fully funded full-time Development post.

2.5 BSSC On the 4th August NF and RK had attended a very productive meeting, arranged by BSSC, with DCC Andy Marsh of Hampshire Police who is the new ACPO lead for firearms. He was very interested in our Safety Officer's course and has been sent further details.

2.6 Regional Interaction NF requested that the Regional Directors submit a report to each Board meeting highlighting key developments, issues and any other useful feedback

from their Region. He also thought that Regional Directors should have an automatic right to attend their Regional Committees. TRB could not envisage any of the Regions refusing to allow this, but KJN said a possible problem which could be caused is that a single County could end up having more than their 2 votes because of this. RK endorsed this view stating that it would require a change in the Articles and would need to be brought to the AGM. NF acknowledged that whilst there was currently an expectation for the Regional Director to attend Regional meetings, it was not a requirement or a right and he thought they should have this. TRB therefore asked the Directors to take this item back to their Regional Committees to gauge their response, and to report back at the next Board meeting.

2.7 Governance NF reported that good governance to include independent Directors is currently being actively promoted by both Government and Sport England, and is of growing relevance to NGBs. They will expect anybody that is in receipt of funds to follow similar governance structure. NF would support the concept of a couple of independent directors as he felt that although it would be difficult for them to deal with technical problems, they could bring their own specific expertise to the table, which in turn would benefit the Association. TRB stated he could see the advantage of this suggestion particularly if the person applying brought skills in marketing or law. JGP was currently undertaking an exercise to review our own governance arrangements, and NF would report back at the next Board meeting. In reply to a question from RK, NF proposed that the positions could be filled by either placing an advertisement or obtaining solicited applications. TRB thought that the idea of independent directors had merit and asked for a proposal to this effect. It was proposed by CDB, seconded by RK with all present in favour.

Short break taken during which a presentation was made to JGP to thank him for the contribution and commitment he had made to the Association during his tenure as CEO over the past eighteen months.

2.8 Registered competitions

a) A request had been received to review the time necessary for advertising registered competitions. It is currently two weeks, but it was proposed that, given the current use of electronic technology, this could be reduced to seven days instead. Proposed by CDB, seconded by KJN, and all were in favour.

b) Following an issue at the BO ESP championship, there had been the need to review our procedures regarding the use of master score sheets. KJN stated that these had never previously been used on squaddled sporting competitions, only when individual score cards were in operation. In the trap disciplines, each member of the squad should sign the card against their individual score, but this can slow the shoot down considerably with the referees having to chase the shooters on occasion to obtain this. After discussion, however, it was agreed that a master score card be introduced which would confirm individual shooter's scores. Proposed by WAH, seconded by KJN and all were in favour.

2.9 Annual Awards Presentation NF put forward his idea for an Annual Awards presentation which could create a focal point for the previous year's winners, and an opportunity to kick off the new season. RK said that it could also be used as an opportunity to thank people for their contribution to the sport over the past year. NF had thought of the possibility of hosting it on the same date as the AGM which would make it more of an event. TRB suggested that the Board meeting be held in the morning, the AGM in the afternoon, and a meal with the awards presentation in the evening. NF agreed that if the three events ran sequentially, more people were likely to stay on than if the awards were made the preceding evening. All present were in broad agreement to this idea, and NF said he would work it up and report back in November.

3. Finance Update - CP

a) Membership CP reported that membership numbers were still on a downward trend being 24,176 at the end of August. Annual membership figures have dropped by 929. Although Club membership figures for August were down by 5 on the previous month, there are now 17 more clubs than at the same time last year giving a total of 373. WAH reminded

the meeting that should membership continue to decrease for a further year or so, the Association needed to budget accordingly in order to meet regular commitments.

b) Championship income All the championships held to date, with the exception of one, had made a surplus. Final figures are still awaited for the BO ESP event held at Hodnet at the beginning of the month.

c) ABT Home International WAH queried the exchange of pennants at the event which he thought was restricted to World championships, and did not include Home Internationals or European events.

d) Commercial surplus SB had been given authority to purchase the give-aways for next year, i.e. banners, flags, pens, key rings. CDB queried who had taken the decision allowing this, and TRB replied that it was an executive decision on the part of the CEO and his team. NF confirmed they had decided to spend some of the surplus this year and factor in for next year. SB's commercial budget for this year and next was £63,700. £26,000 was allocated to advertising, and £12,500 to the CLA Game Fair. The proposed Sponsors day for next year will come within the 2012 budget. CDB also queried the cost to the Association of producing the Bonus booklet, and CP confirmed it to be £4,000.

e) End of year projection CP estimated that the Association would end the year with a surplus of approximately £20,000. She had also produced a draft budget for 2012 to be considered at this meeting.

f) Computer costs CDB asked if a breakdown of computer costs totalling £70,000 could be published in PULL! He is regularly approached by members who query this sum, and felt that an explanation of the £50,000 allocated to software development and £20,000 for annual support would put a lot of minds at rest.

g) Temporary staff With Trudy and Michele on Job Share and Tanika becoming full time, CP had not budgeted for any temporary staff as there should no longer be a need for this.

h) Deesons CP had compared the cost of Deesons to Bourne Publishing. In 2009 a saving of £88,000 had been made. In 2010 this totalled £62,000 and in 2011 there was a projected saving of £63,000. A further 10% had been saved on postage costs for the magazine.

TRB concluded by confirming that the V2 version of the budget was accepted by all present.

4. Operations Update – SO

a) 2011 Championships SO reported that the Championships held during 2011 had all been very successful.

b) Trade Marks 3 CPSA trade mark applications have been completed and the certificates received back. The cost for these has totalled £2,000. Quotes received to date for ICTSC trade marks are in the region of £16,000.

c) Christmas closure Closure of the office between Christmas and New Year operated for the first time last year, and it was agreed by all that the same should apply for this year.

d) Facilities The two back doors to the storage areas have become rotten and are letting the weather in. New doors have been organised, and the work should be completed by the end of October.

e) 2012 AGM This will be held in the East Midlands region on Saturday 31st March. The venue is still to be decided, but it was agreed that Cambridge, as proposed by CDB, was in the wrong place for easy access from the motorway network.

f) Eligibility SO had received a query from a member with dual nationality asking if he would be eligible to shoot in the England team at the World DTL next year. After debate, it was agreed that he did not qualify on other grounds.

5. Commercial update - SB

a) PULL! magazine editorial content SB was requested to remove this from his Board pack report in the future.

b) CPSA video CDB asked about the making of a CPSA video. SB confirmed that this was being produced, and would feature George Digweed, Abbey Burton and Steve Walton, and would also include footage from the Game Fairs etc. The cost would be in the region of £4,000. TRB queried the feasibility of a video as most people now possess and use DVD players. It was confirmed it would be in DVD format.

c) Midland Game fair SB reported that 35 new members had been enrolled, 19 of which were Full and 16 Clubman. This exceeded last year's total of 27.

d) PULL! magazine mailings CDB queried the number of houses to which more than one PULL! magazine is despatched as this has an impact on the postage costs to the Association. SB replied that he was not aware of actual numbers, and could be quite a difficult process to change. He is currently investigating the cost of producing PULL! electronically as page turning software will be an additional requirement. RK commented that producing it in this format might well have an impact on the advertising revenue.

e) Bonus book SB confirmed that these were being sent out with the October issue of PULL!

6. Report of Ground Grading & Championship Working Group

A full report of the meeting held on the 3rd August by the Grounds and Championships Working Group had been enclosed in the Board pack. CDB, Chair of the group, stated that the feeling amongst the members who sit on this Group is that they are happy to be involved on whatever basis, but if their recommendations are going to be ignored, they will reconsider their participation in the future.

RK stated that on an informal and unofficial basis he had compared 4 grounds he had recently visited against the criteria for grading which had been developed in draft form. He had come to the conclusion that the criteria were too prescriptive and therefore the chart needed amending. It was a good start point but required further work before it would be acceptable.

7. Champion of Champions

CDB reported that concerns regarding this event, organised by John Bidwell and run at the CLA Game Fair, had been raised at a recent East Midlands Committee meeting, and they had also received a e.mail on the same subject from Alison Dupree, Secretary of Lincolnshire County Committee (enclosed in the Board Pack under Correspondence). This was the third year that the event had been held, and amongst the concerns raised were self scoring by the shooters as there were no scorers employed, and the number of shooters who had actually shot the course ahead of the actual competition either the day before as practice or on the day by shooting it on an "open" card first before shooting their "competition" card. Lincolnshire considered the event now to be a farce, and had stated that they were seriously considering no longer sending a representative to a future event. RK stated that members were under the impression it was run by the CPSA and was one of our official championships when in fact we have no control over it as it is run by the CLA. It was agreed that the problem should be addressed ahead of 2012 to ensure the problems raised were resolved.

8. Championship Sponsorship

CDB reported that, he was extremely disappointed that we could not attract more trade and sponsors stands at the BO ESP with only Promatic and "Help for Heroes" present over the four days and Browning in attendance for one day. However, following the success of this year's event, CDB was of the opinion that this was an opportune time to recover lost ground and entice some of our previous sponsors back. The possibility of a Sponsors Day next year will also encourage more interest. He also stressed that once venues were decided for the 2012 calendar work should start immediately in getting any potential people involved.

9. Extent of Insurance cover WWSI

The newly printed leaflet giving full details of the insurance cover provided by WWSI w.e.f. 1st September was distributed by NF. A copy of this will be sent to each new member and every existing member upon their membership renewal.

10. DTL rules

RK reported that he had received a request from a number of DTL shooters for changes to be made to the DTL rules to include the hooping of targets and the accurate setting of same to 22 degrees, plus the need for angle markers to become obligatory. Whilst acknowledging there was not the need to make a decision at this meeting, RK asked for a due consultation process to be initiated. CDB commented that shooters within the East Midlands had been saying the same thing, but every time it had been met with silence. WAH stated that any proposed changes to the rules would need to be referred back before the Council, and their approval obtained. NF said that the possible use of the Lewis system had also been mentioned by Ian Jones for the H/I next year with existing classifications to be used. TRB commented that the Lewis system had been used in New Zealand, although it is only operated in the USA for informal shoots. Decision: The Board did not agree with the requests. They could see no merit in it and considered it unnecessary.

TRB also commented on problems which have occurred following the changes to the ABT rules. KJN explained that the angles currently stipulated are not possible as the trap arm can hit the roof of the trap house. The angles therefore need to be closed down

11. 2012 Championships

Already discussed under Item 2:2 above

12. Disabled Shooters Competition

Already dealt with under Item 1b(iv) above

13. Paralympic Trial

RK reported that a rumour is circulating, via the Italians, that the Woolwich venue is no longer available for this event. Sarah Daly is following this up.

14. Correspondence

a) CPSA Working Group Minutes Already dealt with under Item 6 above

b) DTL revised angles Letter received from A.Lee (112630) stating his concerns on the Board's decision to reduce the angles from the maximum permissible. His comments were noted.

c) Champion of Champions event E.mail received from Alison Dupree (Secretary of Lincolnshire County Committee) stating her County's concern regarding this event. The matter has been dealt with under Item 7 above.

d) Letter from Clive Hames Correspondence had been received from Clive Hames dated the 15th September containing 5 questions. The questions related to recent claims made against the Association by two resigning employees and a director, DTL layouts at Southern Counties SG, CDB's proposal to remove members who have not acted in the best interests of the CPSA, his support of CDB as Regional Director, and suggestions regarding the Association's stand at the CLA Game Fair. TRB read out a draft letter he had prepared fully answering all of CH's questions, and this was met with approval by all present.

15. Regional Reports

- i) North: WAH had nothing to report
- ii) South West: There had been no Regional meeting since the August Board meeting, and therefore KJN had nothing to report.
- iii) West Midlands: RK reported that there appeared to be some dissent on how the voting had been carried out to elect their Regional Co-ordinator as two representatives had stated that they had not cast a vote. NF commented that it appeared no job description had ever been prepared for this role, and this explanation might go part of the way to explain why some of the Regions have worked in different ways. It was something which needed to be addressed in the near future.
- iv) East Midlands: CDB confirmed that all the items he had been asked to raise on his Region's behalf had been covered within the course of the meeting.
- v) South East: No report given as Director not present.

16. AOB

New England caps RK had been approached by a new cap in one of the England teams who asked whether additional funding could be made available for new team members given the cost of purchasing the full team uniform. Whilst appreciating that all team members are given the same set allowance when competing in either a World or Home International event, it was requested that consideration be given to offering new caps an additional sum to help them with the initial outlay. WAH commented that all new team members over the years had been faced with the same expense, and had accepted it. He therefore did not agree that any changes needed to be made to the current system, and this was endorsed by KJN and CDB. It was agreed to maintain the status quo.

The meeting closed at 2.30 pm
