

**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 22nd January 2013

PRESENT:

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

MINUTES SECRETARY:

Ms M Voller

APOLOGIES:

Mr DJ Jellicoe National Director

GUEST:

Mr J Beard haysmcintyre (For part of the meeting)

1. FORMALITIES

TRB opened the meeting at 0912 hrs, welcomed all present and confirmed that there was a quorum present. Apologies had been received from DJJ who had been unable to travel because of the adverse weather conditions.

Declaration of interest: None.

a) Minutes of the 4th December 2012 meeting

i) Amendment to Item 9(iv) DTL team selection process RK requested that the number of targets required for the team selection process during the Dougall and the EO be changed to read 100 per day (and not 150 as stated).

Following the above amendment, it was proposed by RK that the Minutes be accepted. This was seconded by WAH and all present were in favour.

b) Matters arising:

i) Item 9 DTL Rules Panel meeting CDB asked RK who had attended the meeting held on the 1st December. RK confirmed that everybody who had been nominated by their Regions had been present with the exception of Dick Hails.

2. CEO report

2:2 Staffing It has been decided by NF and SO not to actively seek anybody at present for the temporary role previously mooted, but to await completion of the changes to the IT system and then re-evaluate the situation.

2:3 Governance The Sports & Recreation Alliance have published the dates for their workshops this year which will follow on from those they ran last year, and RK has confirmed that he would like to attend again. The topics this year are a little different, and we can attend any of them. TRB indicated that he was very keen on all the directors having some formal training, such as understanding accounts. Two day courses are available, and he queried whether the rest of the Board considered the cost of attending these at around £3,600 would be a good investment. RK confirmed that both he and NF thought it would be worthwhile, whilst JO stated that anything which developed Board skills would be for the benefit of the organisation. WAH and KJN however were of the opinion that, with the skills of NF, TRB, an Accountant and an Auditor, the money could be better spent. RK responded that every director had a legal responsibility for the business aspect of the Association and should wish to be fully involved, a sentiment echoed by NF. It was confirmed that NF, TRB, RK and JO would like to attend, but there was no enthusiasm for all to do so. GW commented that he believed we should have been able to appoint independent directors who possessed that specific expertise.

2:4 Insurance

a) WWSI - Insurance Advisernet UK Limited are the new owners of WWSI. Ian Braid has left the business and we are currently not permitted to speak with Graeme Jolly. A meeting with them has been arranged for next week in order to ensure there is a smooth handover of our account, but no advance notice of this change was received and it is difficult to get a clear picture of what is happening at the moment. We will seek tenders from other suppliers later this year. TRB queried the status of any outstanding claims, to which NF replied that this would be addressed during the arranged meeting but there were currently two in the pipeline.

b) Club legal expenses Insurance scheme Notification has been sent to all clubs with their renewal forms that we have joined forces with Romero Sports & Leisure for a club legal expenses insurance package.

c) CPSA Club Insurance Scheme (Shoot-Insure) We have also joined with Romero to offer a competitive club insurance scheme to members, and so far they have managed to be competitive in the majority of cases for which they have quoted.

2:5 CPSA Coaching Conference 60 people are attending at the moment, and an invitation has just been extended to BASC to see if they would like to attend. Another keynote speaker is being sought in addition to Ian Coley who will open the conference, and it is hoped that Peter Wilson will also be in attendance. Following the feedback obtained from this event, we will ascertain whether it will be worth running again next year. Most people are staying both days, and GW, JO, RK and DJJ will all be attending.

The meeting was suspended at 10.00 am for the audit report to be presented by Jeremy Beard. The CEO's report continued following this.

3. Audit Report – Jeremy Beard

JB reported that the audit had gone very smoothly once again and CP had done an excellent job. The fact that the accounts were ready to be signed off two months from year end demonstrates this, and comfort taken from that as should there have been any concerns, we would not be in this position. The "planning stage" letter had been issued to NF and CP, followed by field work with two audit staff on site, followed by the final meeting one week ago with NF and CP present. The result of this is a standard clean audit report.

i) Reserves Policy JB drew attention to the wording on Page 1 of the Directors' report relating to the Reserves Policy which had been introduced this year, and JB recommended that it be included to explain to members the need for making a small surplus in order to increase our reserves. Ideally we should aim for 4-6 months worth of reserves in order to keep the business running if need be.

ii) Income & Expenditure Results for the year showed a significant increase in both income and expenses, and a note had been added to the Directors' report to this effect. The end of year balance showed a surplus of £34,593 which JB considered a very reasonable result bearing in mind the aim to ensure we were in the range required to achieve the Reserves policy. Tax computations are still to be finalised.

iii) Balance Sheet JB considered it to be a good strong and healthy balance sheet. The net current assets figure is £489,489.00

iv) Accounting Policies An additional accounting policy has been added under 1.3 to cover the website development expenditure. RK queried how the Association would be effected by the new Government Pensions scheme to which CP replied that we have operated our own scheme for several years to which the majority of staff already belong.

v) Tangible Fixed Assets JB said that he had tidied up some of the fixed assets plant and machinery which now has a book value of nil. Detailed accounts will be published in the March edition of PULL! magazine.

vi) Rates CDB commented that there was a big discrepancy showing in the Rates figure for 2012 as compared with that of 2011. CP explained that previously water and sewerage rates were paid to the NRA based on the rateable value, but a water meter had been installed and a rebate is now due. Other large variations were briefly discussed including the installation of the new telephone system.

vii) Audit Findings Report A new 10 page report had been produced highlighting various aspects of the audit and including comments regarding the following procedures: Unadjusted misstatements, electronic payments, expenditure authorisation, expenses, internal controls and cash reserves. JB gave a brief explanation of each.

viii) Letter of representation JB explained the letter of representation which required a signature by TRB.

This concluded JB's report, and he was thanked by TRB for attending. A formal vote of thanks was also extended to CP for her performance over the previous 12 months.

2. CEO's report continued.....

2:6 CPSA Annual Awards The closing date for nominations is Friday 25th January with judging taking place on the 1st February when RK will attend Head Office to assist with judging. John Perry will again comper the evening and some tickets are available for members to purchase as we are able to accommodate up to 150 guests.

2:7 British Shooting Update/England Development Plan Following submission of the Development Plan, we were informed in December that increased funding had been approved, although we will not be getting so much of it ourselves. A small part of the award will help to fund our development work, together with both the Disability Shooting Project and our proposed Talent Programme receiving the support requested. British Shooting is expecting to recruit a full time person to manage the Talent Programme across all three shooting NGBs which will be an additional resource for us as well. The Performance programme obtained increased funding and 7 clay shooters are currently beneficiaries of this. GBTSF Ltd is in the process of being wound up as a company.

2:8 British Shooting Show and CLA Game Fair 2013 We will be attending the British Shooting Show on the 9th & 10th February at Stoneleigh Park with a larger stand than previously. A meeting was held with the organisers of the CLA Game Fair in December when they confirmed that there were no plans for changes relating to the clay lines.

2:9 CPSA Annual Review 2012 This is currently being finalised, and should be available on the website at the end of the month, with copies being taken to each of the Regional AGM's for presentation by NF.

2:10 England DTL team sponsorship offer Mike Faux had approached the Association with a couple of offers covering a three year period, plus first option on a further three year term at the end of the first, and using his ground's name and logo as the sponsor. NF acknowledged that there were practicalities around advertising on clothing should the sponsorship be withdrawn, as well as the fact that the ground is based in Wales. KJN agreed saying he had a problem with the location of the ground, whilst RK commented that if a cartridge manufacturer had a factory situated in Wales it would not cause such a dilemma. TRB, whilst in favour of sponsorship, also expressed reservations given where the ground was located. NF replied that MF had obtained his first England cap last year and had seen first hand the costs involved with purchasing the England uniform. He genuinely wants to help the discipline and the team, and his offer is made with the best possible intention. TRB questioned how it would affect existing members of the team who already possess the uniform. RK proposed that the offer be accepted, and this was seconded by CDB. The resultant vote was 4 x For, and 3 x Against. The proposal was therefore passed. TRB added that it would need to be checked with the ICTSC before any action is taken.

2:11 Proposal to run a "World All-Round" Competition A request had been received from Mike Faux asking for our support if he organises a competition with this title on the August Bank Holiday Monday. NF had informed him that no staff would be available to attend the event because of another commitment, and neither would we be able to work it up to completion for him. MF then asked if we would be able to take and process the entries on his behalf, but as this would not be one of our Championships, we are unable to assist. NF was keen, however, to encourage his initiative but after a brief discussion the general consensus was that we should not become involved.

4. Management Updates

a) Operations Update – S. Oldman

NF presented SO's report during his absence on holiday.

i) Magic Replacement project A couple of meetings had been held recently with the company appointed to undertake the database development. They have reported that the work would take longer than had originally been anticipated, but it was estimated that the completion date will now be in April.

ii) Shoot Program – FITASC discipline A shortcoming in the current programme has been identified which occurs when members shooting the FITASC discipline move from the Senior class to the Veteran class. There is uncertainty around why this has not been noticed before, but the problem is currently being worked upon.

iii) Championship Attendance Rota SO requested that all the directors check the draft Attendance Rota which had been included in the Board Pack. Several changes were identified and agreed, and these will be reported back to SO.

iv) Rule Book changes SO had presented a separate pack documenting nine Rule Book changes affecting ESK, ESP, STR, ABT and DTL which had been requested by various sources. Following discussion, 6 of the changes were approved, and 3 refused. An additional request was made that there should be a marker on the top of the trap house when shooting the ABT discipline which identifies where the straight target will appear when leaving the trap house.

v) External Railings As brick work is required prior to installing railings to the front of the building alongside the steps and the ramp, this would be delayed until temperatures increase and SO was investigating the options.

b) Finance Update- C.Pierre

i) Membership Membership figures for the month of December were down and totalled 23,458. This is a reduction of 170 members compared with November. Club memberships now total 366.

ii) Course payments CP reported that cheques have been sent to the five Regional Committees for the following sums which equate to 50% of the surplus made on courses held within their Regions during 2012.

South East	-	£2281.00
South West	-	£8.50
East Midlands	-	£1736.00
West Midlands	-	£666.00
North	-	£334.00

iii) Bank accounts Consideration is being given to moving our bank account from HSBC as we are currently receiving no interest on the current account. Although it was acknowledged that none of the banks were offering good interest rates, it was agreed that it would be left to CP to locate the best terms available for the Association and move the account if she considered it productive.

iv) Home International and International Match funding RK reported that England team funding has remained the same for at least 10 years and suggested an increase was overdue. The DTL panel had also requested support for the European DTL team which is currently not funded. CP produced a spreadsheet showing the current sums paid to Home International team members and two projected increases with their implications to the Budget during 2013, 2014, and 2015. Following a brief discussion, it was proposed by RK and seconded by KJN that Proposal 1 should be accepted. All members present were in favour. These will come into effect from the 1st January 2013 and are as follows:

100 target competition	-	£150
150 target competition	-	£175
200 target competition	-	£210
Overseas	-	£350

Funding for the European DTL team was not supported.

c) Commercial Update – S.Barber

PULL! Magazine RK reported that County Secretaries within his Region are unhappy with the lead time for PULL! and the inflexibility on Archant's part. SB assured him that Archant will be as flexible as they possibly can. RK also reported that he had received a complaint regarding the non-reporting of the BO All Round Championship last year, although the EO All Round Championship (held at the same venue during the same weekend as the BO A/R) was published in the magazine. CDB confirmed that reports on both events had been submitted to Archant. SB promised to investigate with Archant why this report was not published and impress upon them the importance of including such reports.

d) Development Update – R.Worthington

i) Young Shots Days RW reported that he has been working on the Young Shots Days which are planned at various venues during the Easter holidays between the 28th March and the 15th April.

ii) Clubman Classic League Nottingham & District GC had intimated that they were keen to become involved in the League although only clubs in the south had been involved to date. NF confirmed that a deliberate decision had been taken to keep it close to HQ for the League's inaugural year so that it could be overseen, and was pleased with its success. WAH was keen that the West Midlands Region was targeted next for inclusion in

the League, with eventually a Grand Final being held annually which would include a team from each Region.

iii) Tri-Shooting Day RW reported that organisation has commenced for a three way Have A Go day between the CPSA, NSRA and NRS with a speculative date of 25th May. RK queried the possible inclusion of disabled people, and suggested promotion of same amongst local disabled groups.

5. Director Championship Attendance 2013

This matter has been dealt with under Item 4(a) above.

6. Strategy Plan

In the absence of DJJ, NF reported on the follow-on meeting which had been held subsequent to the Strategic Day and the previous Board meeting. Unfortunately RK had been unable to attend the follow-on meeting as he was flying back from the USA that particular day. A Mission and Vision statement had been produced together with 13 objectives, each of which were explained and the priorities shown in a matrix.

7. Proxy Form

TRB passed around the table an amended draft proxy form for approval by other members of the Board. This was approved by all present, and will now be verified by a solicitor before its publication and enclosure, together with a pre-paid facility, in the March edition of PULL!

8. Banned Shooters at Championships

Following on from an incident last year when a member had been banned by a ground holding a major event, TRB questioned whether a policy needed to be agreed by the Board should a similar situation arise again. TRB was of the opinion that such a ban from our Championships should only be supported if it had been introduced for "dangerous/unsafe" reasons in which case the member was likely to have been banned from the CPSA anyway so the issue would not arise. GW stated that in his opinion all members should be allowed to shoot in our Championships without restrictions. In reply NF raised the problem which had arisen last year when the member, had he attended the event, would have been banned from the clubhouse and/or other facilities.

After a brief discussion, it was proposed by CDB and seconded by GW that all members should be able to shoot our Championships and have full use of the facilities until the completion of the event. All present were in agreement.

9. Insurance/Competition Season Logistics

i) Vehicle NF reported that at the previous Board meeting DJJ had mentioned some leasing contacts, and he has since followed up the various options open to us. As a result he has access to a vehicle for use as a pool vehicle which can be obtained at a very competitive price. Having examined our expenses for last year whereby the sum spent was circa £5,000 more than if we had just purchased fuel for a vehicle, there was the potential for leasing a vehicle for an equivalent sum, and could be more cost effective by taking out a three month or six month lease. For any journey over 180 miles it would cost the Association less than employees using their own cars. There was agreement by all for DJJ to obtain prices and report back to the next Board meeting.

ii) Erection of flags, etc WAH queried the cost of transporting and erecting the flags and banners at our Championships. NF replied that the task of erecting the signage and flags by our own staff was not an option because of time constraints, and the individual who has carried out the work for us over several years for a very reasonable sum has indicated that he is willing to continue for this year.

10. DTL Rules/Selection procedure

i) RK reported that changes to the DTL selection procedures had been suggested at the Sub Committee meeting, but all present had agreed that getting into the selection shoots should be regarded as something of an achievement. One of the suggestions was that we could possibly respond to everybody who applies for the team with a brief detailing our proposals and asking for their views on them. Currently 120 Seniors and 20 L/J/V shoot 100 targets each day and this could be changed to 150 each day with the participants adjusted to 75 Seniors and 15 L/J/V. Six layouts would be required, and competitors squaddled accordingly. The English Open would be left as it is, but the Sponsors shoot would also be included as part of the selection process. This would total 600 targets for Ladies and Vets, and 500 targets for Juniors.

KJN considered the suggestion totally impractical as the entry fees would be out of reach for many shooters. RK acknowledged both these points of view, but said that the Sub Committee had considered that it was better than the current system and a stronger team would be produced as a result. KJN expressed his opposition to the introduction of this suggestion stating that the system currently used should continue, and CDB was in agreement with this view. TRB asked for views around the table, and the majority were in favour of keeping the selection process as it currently exists with RK taking the opposing view.

ii) Juries RK queried whether there were sufficient people named to serve on juries as at least one of those chosen will be competing in the Championship. It also means that the person picked has to be at the ground from the start of the day until its conclusion. CDB suggested the possibility of choosing a different shooter to cover a period of two hours apiece, such as 9-11, 11-1 and 1-3. The majority decided that no changes need to be made to the current system.

11. Correspondence

No general correspondence received.

12. Regional reports

i) West Midlands In addition to his report enclosed within the Board pack, RK reported that he had to date attended a couple of the County AGM's with their Regional AGM scheduled for next Monday, 29th January.

ii) South East In addition to his report enclosed within the Board pack, JO reported that he was still concerned about the Hertfordshire County Committee. The other two County AGM dates that had not been published in the Jan/Feb issue of PULL! were now established.

iii) East Midlands CDB distributed a hard copy of his Regional report, and reported that he had attended a few of the County AGM's. The message from each appeared the same, i.e. entries down in County events, and some are struggling to get County Committees.

iv) North WAH reported that a meeting had been held to sort the Regional championships out. A query had been raised by KS as to why Safety Officers are required to retake their qualification, albeit online. GW replied that the Education & Training Steering Group had concerns that should there be a case of an injury occurring, how could we defend ourselves to the Insurance Company if our procedures were not updated. No charge is proposed for this re-qualification process. NF confirmed that once the membership database and website had been updated, it would allow for randomly selected questions to be asked which would ensure that Safety Officers had read and digested all the updates.

v) South West KJN reported that all the Region's Championship venues for 2013 had been established. The Region's bank balance remained healthy at the end of the

financial year with approximately £5,000 being carried forward to 2013. KJN had received a complaint from one of the Region's ground owners regarding the problems he has encountered with Archant over the placing of his advertisements. Questions would also be raised with TRB and NF at the Regional AGM over the purchase of the laser clay system which has left some members unhappy with the decision.

13. A.O.B

i) Funding JO stated that he was constantly being asked why there was a difference in the funding available for shooters from Scotland or Wales who appear to receive more than the English shooters. NF replied that the Home Country Sports Councils for both those countries had decided upon how they would spend their lottery money, but in England the devolvement of the funding meant that we have been left with a big gap at the "England Performance level" if competitors are not on the UK Sport funded World Class Programme. Sport England is not allowed to fund England teams; it is an unfortunate anomaly of the system especially when it comes down to individuals, but it is hoped that the gap could be narrowed with the talent performance monies and programme.

ii) Commonwealth Games RK queried how the Commonwealth Games are budgeted for. NF replied that final preparations will be funded, but we will need to bid for it.

iii) Enquiry from Police Force RW had taken a telephone call from Avon & Somerset police, who have teams visiting grounds that have applied for registration (11.6 certificate), enquiring if we were able to help them with training for this task. TRB said we should do all we could to foster good relations with the police and RK offered to assist with any training.

iv) DTL Panel RK relayed a suggestion from the panel that to save time at the English Open DTL, we could use count back to ascertain team places. It was confirmed that count back is not used in any of the English disciplines.

v) England team TB queried the selection procedure required for the England teams travelling to San Antonio. WAH replied that it would be the top 5 from last year's Home International with 2 Ladies, Juniors and Vets plus one more of each. Additionally a team of 3 Super Vets would need to be selected.

The meeting closed at 2.55 pm
