

**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 24th May 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 WA Johnson	Regional Director – South East
Mr G Walker	National Director
Mr JG Perry	CEO
Mr N Fellows	CEO Designate

APOLOGIES:

Mr KJ Newton Regional Director – South West

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 KJN.

a) Minutes of the 26th March 2011 meeting:

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

b) Matters arising:

None

2. CEO report

i) Academy The second meeting of the Technical Sub-committee was held on the 28th March. GW will update the Board.

ii) Staff Paul Rendell is doing an excellent job on a part time basis providing cover for the “lapsed member” recovery programme whilst BW has been absent.

iii) Olympic Trap Team Manager There is still a vacancy for this post. However, should no applications be forthcoming, WAJ has a member in mind who he considers would be suitable, and will approach him to ask whether he would give it serious consideration. RK also knows the member concerned, and would endorse his suitability for the post.

iv) Sport & Recreation Alliance (previously CCPR) NF and JGP recently visited SRA to continue building a relationship with them. One outcome from the meeting included working with their dedicated Parliamentary Officer to provide contacts in Parliament and could highlight potential candidates for the role of President within the Association. Simon Butler is the Liaison Officer.

v) ICTSC The next Council meeting will be held prior to the DTL Home International and this will be JGP's last time as Secretary to that organisation with NF taking over thereafter..

vi) Handing over As JGP effectively finishes working on a day-to-day basis from tomorrow, he proposed that NF take over with immediate effect. This proposal was accepted by the Board.

vii) Rule changes (a) JGP confirmed that the approved ABT and DTL rule changes have been incorporated into the current versions of Rule Books 5 and 7 and are now available on the website. RK also felt it worth mentioning that the online version is now considered to be the reference, the opposite from what had previously been the case. It was confirmed that the website version is in pdf format and therefore cannot be changed without the requisite software and, as previously mentioned, the online version will now be the definitive reference.

(b) The proposal from ICPSA to increase the days and number of targets was not taken up by the other Associations.

viii) Police Liaison Group NF and RK will take this contact forward. RK reported that ACPO was on the brink of financial difficulties as some County police forces had decided this year not to subscribe because of their own financial cutbacks.

ix) Gold Challenge JGP confirmed that details have been sent via e.mail to all our clubs and coaches, and our website will be linked to the Gold Challenge website very shortly. NF stated it was important to ensure Gold Challenge was aware of our website, and to also ensure that clubs and coaches were aware that they needed 3 hours to allocate to each participant who takes up the challenge. SB has prepared a draft of the Have-a-Go leaflet for the clubs and coaches to pass on to interested challengers on how they can proceed in the sport. NF considered it an excellent opportunity to raise the profile of the sport on the back of the Olympic Games, whilst JGP added that it also raised money for charity.

x) Championship Working Group CDB enquired whether it was intended to publish the survey currently being conducted into the championships. JGP thought the information would be interesting when feedback had been received from the BO at Hodnet as well as the EO at Southern Counties. WAH said he had received adverse comments from shooters following the Board's decision not to squad the EO, but JGP replied that by having the courage to try both systems, any future decision taken by the Board would be based on facts. CDB confirmed that he, WAH and a Safety Officer would be checking the targets at the BO with the full agreement of the ground owner.

3. Finance update

JGP tendered CP's apologies as she was currently on holiday. He confirmed that he and NF had been through her report which had been enclosed in the Board pack and invited any queries/comments.

i) CDB queried whether the drop in membership of 344 for the month of April could be put down entirely to the fact that BW had been off sick and unable to follow up lapsed members. JGP felt it inappropriate for a snapshot to be taken at the present time, and thought a more accurate picture would emerge in 2-3 months. Membership at the end of April stood at 24,455. The main drop is within Full members, accounted for in part by some who are transferring into the Veterans category. It would also appear that more shooters are attending the clubs with friends and going out to shoot informal practice rather than a registered event, and we therefore need to look to adapt to changing tastes.

JGP left the meeting at this point.

4. Operations Update

- i) 2011 Championships SO confirmed that the new championship booking system via the website had been in place since the 12th May, and there had been an encouraging early usage by members. NF commented that it was been a significant step forward for the Association.
- ii) Staffing SO stated that Tanika Watkins had been employed on a part time basis for 3 days per week until approximately the end of September in order to assist the office through the busy season.
- iii) Trade Mark Registration The applications have been submitted, examined by the Registry and accepted for publication. It could be a long process as it has to be published in several journals. The cost of this will be approximately £2,000
- iv) Disaster Recovery Plan Requested at the last Board meeting, and currently being worked on by NF and SO
- v) Child & Vulnerable Adult Protection Policy Our Child Protection Policy needed to be reviewed following a request from Perkins Slade, together with the need to include/implement a Vulnerable Adult policy. Currently being worked on.
- vi) County championships Query received from a member regarding the awarding of trophies at County championships. Following a long discussion, it was agreed that awarding of trophies/medals etc at County and Regional championships is at the behest of the County or Regional Committees, with HQ being responsible for the Major or Minor Championships only.

5. Commercial Update

SB asked if there were any questions or queries following his report contained within the Board Pack.

- i) Trade membership CDB queried the Trade membership comparison and the Association's total number of Trade members. SB replied that recruitment had been static for the past year following Bjorn's request to take no further action until he had investigated it further and made recommendations. Because of this decision the field had been left seriously open to BASC, and in SB's opinion would have grown by a third had we carried on recruiting. TRB asked if the Board was therefore in agreement to reintroduce trade membership with immediate effect, and received a positive unanimous reply. WAH queried the decision to offer two full memberships with each trade membership, but NF said that whilst BASC offered the same number of memberships, not all trade members take up the offer. WAH also reported that BASC representatives regularly visit the clubs and display the literature themselves. RK thought that members of County Committees might be interested and willing to do the same job with our literature, whilst SB confirmed that holders could not be supplied because of restrictions within the budget.
- ii) Membership CDB suggested that County Committees could also be approached regarding making the sum of £10 available for enrolling each new Full member. RK commented that unfortunately this offer did not apply to lapsed members, but GW proposed that if a member had lapsed by more than 12 months, a reduced sum of £5 could be awarded for a Full member rejoining or £2.50 for a Clubman. This proposal was seconded by CDB with all in favour.
- iii) Data Protection Act CDB queried whether it was possible for a member's name and telephone number to be supplied to County Secretaries upon request. It was agreed that SB would check this out and report back.
- iv) Reminder cards TRB queried the true cost of the new type "elephant reminder card" which had been produced. SB reported that 69 members had rejoined because of it, with 1100 cards having been posted to date. It was being sent to members purely as a reminder, with members also being sent a complimentary copy of PULL magazine in their

lapsed month and informed that it would be the last copy they received unless they renewed. SB acknowledged that there was the need to refresh our standard renewal notice, but with 12 months supply of stationery currently in stock, he was reluctant to dispose of it because of the cost implications. He would however investigate the cost of such an exercise.

v) Website SB confirmed that the Members only area of the website had been ring fenced. It contains a confidential area and can be accessed only by using an IP code which is unique to each member. In the fullness of time there will be access to an electronic version of PULL. TRB queried what the advantage would be to a member of an electronic version over a hard copy if there was no reduction in their membership fee. SB stated that he was looking at the costings with Deesons, together with the impact of some of the proposals he currently has in mind, but meanwhile all members will continue to receive a hard copy of the magazine as well as future access to the electronic version. Various other options which all have an emphasis on enhancing value rather than cutting costs were discussed, with NF stating that there was a need to ensure there were additional benefits available for being a Full member as opposed to being a Clubman.

vi) Bonus booklet SB confirmed that all the benefits from the booklets are enjoyed by the members and not the Association. It actually locks a member in as they cannot obtain the discounts offered otherwise. All last year's advertisers are prepared to continue in 2011, with the exception of Just Cartridges, but they have been replaced by another advertiser. TRB asked whether the Board would consider reintroducing the booklet at a production cost of £4,200. If given the go ahead, SB confirmed that it would be ready for distribution by late July. Having received the opinions from around the table, TRB observed that it would need to be carefully reviewed over the next 12 months to determine how much income is generated from it and SB was given approval to proceed.

vii) Champion of Champions SB reported that we will be running a top 10 Colts Championship on the Sunday of the Game Fair which will be organised by John Bidwell. Prizes will be donated by us with £100 for the winner, and £50 to each of the two runners-up. In 2012 this event is likely to be held at the BUCS championships.

viii) Major and Minor Championship advertising CDB queried why our own Championships are not advertised within PULL magazine. SB will check with Mel to see why this has occurred.

6. English Open Championships trophy categories

Hugh Smith, Chairman of BICTSF, had enquired of TRB why the CPSA were awarding trophies/badges which did not align with FITASC categories, i.e. a Colt class. WAH replied that the reason this decision had been taken was to encourage young shooters. He continued that as it is awarded for an English Open championship, the decision therefore lay with us. TRB thought that we should align ourselves with the rules of whatever discipline our members were competing in, but WAH stated it was only for Colts and there was a strong need to encourage them. GW agreed with the sentiment expressed by WAH of boosting a young shooter's confidence, and RK also concurred with this. Agreement was reached that our trophies etc would continue to be awarded as at the present time.

7. Staff cover re absence

RK questioned whether a contingency plan needed to be established in the event of important members of staff being off sick or absent for any length of time. TRB acknowledged this concern, and enquired of NF what protocols were currently in place. NF confirmed that he had spent two hours with CP the previous week establishing the facts prior to her imminent holiday. CP has a file with all her tasks explicitly listed therein thereby enabling the business of the Association to continue should she be absent either on a planned break or unexpectedly absent. PR has been covering for Bobby Watkins during his absence on sick leave, technical staff people are available, and there is a contract with a company for IT support should it be required.

8. Membership expansion

It was confirmed that membership, due no doubt in part at least to the parlous state of the economy, had declined by several hundred members, and TRB asked all the Directors to think of possible new initiatives or ideas which would/could improve the current situation.

9. The Way Forward

RK stated that this document had not been mentioned in any of the Board meetings which he had attended. He knew that a lot of work had been done and was being done, but proposed that it should be reviewed by the Board on a quarterly basis. JGP had printed a report for RK which he distributed to the meeting and illustrated what had been achieved to date. RK felt it was very important that these facts were communicated to the members in order to counter some of the cynicism of those who still believe they are not being listened to. It was agreed that NF would update the Board three times a year of the progress being made.

10. CPSA shoot, non CPSA participants

Following complaints from competition shooters within his region, CDB raised the subject of grounds which allow non CPSA members to shoot at registered events. It was agreed by all that the situation was unacceptable and needed careful monitoring, and they would investigate various ways of identifying the grounds responsible.

11. Conflict Policy

RK raised the need, in his opinion, for a Conflict Policy to be established, and explained the reasons for doing so. He stated that a lot of Committees had this as a routine Agenda item, but the Board did not. NF stated that some organisations accept the integrity of each person to declare his/her interest in subjects which are raised. RK suggested that this clause could be added into the Director's Code of Conduct.

12. New Director induction

RK suggested that the induction for new Directors should be carried out on a more formal basis and held at HQ. He suggested a check list of various areas which needed covering should be prepared and agreed upon. NF was in full agreement with this idea commenting that it would assist with continuity, and smooth the path for new Directors.

13. Major/Minor Championship awards

RK stated that he had mistakenly given a class medal to the wrong person when attending a recent Championship because he had not realised that there were different rules governing Major and Minor Championships. It had not caused a furore because it had been pleasantly pointed out to him, and a similar situation had occurred the previous day when the intended recipient had already left. RK subsequently came down to HQ and spoke with JGP who agreed that the rules were somewhat involved and had produced a spreadsheet which illustrated the differences. RK circulated the spreadsheet for discussion, and it was agreed by all to leave the rules as they were for 2011 but to readdress the problem before 2012.

14. Article changes

RK reported on a comment made to him that a change in the Articles had been "sneaked in" at the last AGM. The comment referred to the amendment whereby a Director resigns shortly after his/her election, and that this amendment had not been highlighted as a change in PULL magazine. TRB refuted the suggestion that it had been sneaked in and pointed out it had been clearly shown in the draft Articles pages, at the top of page 36, in the March edition of Pull. TRB replied that previously any co-opted person served until the end of the year, and he had proposed that the co-opted person should serve in the position until the end of the resigned Director's three year tenure. The response that RK had received was that by allowing the Board to co-opt for up to three years might allow a clique of Directors to bring an

acquaintance on to the Board and thus influence any future decisions. In TRB's view it was not an issue as, if the clique had sufficient voters to influence the choice of person to be co-opted, they clearly had a majority already. CDB queried whether it was intended to replace BW, to which TRB replied in the affirmative stating that a person with a commercial background, possibly in Sales and Marketing, would be his preference. WAH and KJN had stated to TRB that it was fairly unusual to co-opt a National Director although that had been the case when the Board consisted of nine Directors rather than the present complement of eight. NF and TRB would report back to the Board at the next meeting on how this should be progressed.

15. England DTL team Manager (European Championship) expenses

RK queried whether the Board would consider funding a Team Manager for the European DTL although he acknowledged that the Association would not be paying any team expenses. WAH stated that he had confirmed with JB that there would not be any expenses available for this event. TRB confirmed that the Association would be paying the team entry fee in both DTL and ESP in the European and World Championships.

16. Oxton

TRB reported on the history and current position regarding Oxton and its application for Premier Plus status. It was agreed by all present that until the review which is currently taking place by a sub committee regarding the grading of grounds is completed, the applications from both Oxton and Dartford should be held in abeyance until the new criteria are announced.

17. Correspondence

i) E.mail received from P.James (18383) regarding the difference in the awarding of medals in the categories and classes of our Championships. As changes had been made to the system this year, it was agreed by all to review this again at the end of the Championship season.

18. Regional Reports

North: WAH had nothing to report

South East: WAJ reported a lack of interest amongst members becoming involved in County Committee work. He will be attending a meeting at Churchills Shooting Ground to see what can be done to help form a new Buckinghamshire Committee as it is understood that none of the old Committee are interested in forming or serving on it. It was confirmed that if a new Committee cannot be formed, their funds will temporarily need to be returned to HQ who will ring fence them and return to the County as soon as a new County Committee is formed. WAJ additionally stated that Kent was also experiencing similar difficulties with three people holding the County together at present.

WAJ also queried the current situation regarding coaching, refereeing and Safety Officer courses. GW replied that there were several courses available within each Region in each of the categories, and these were being managed by the Regions themselves. WAJ stated that he was prepared to help in any way that he could with any of the courses being held within his Region.

East Midlands: CDB reported that the Regional incentives which they had introduced had been working superbly, and he was very happy to speak to the other Regions on the subject if they were interested.

West Midlands: RK reported that his Region had a full Regional Committee with two representatives sitting on it from each of their Counties. He also understood that one of the County Committees was now paying its representatives a mileage allowance when they

attended a Regional meeting. The Region was fairly well off money wise, and it had been agreed that they would fund one Have-a-Go day for each of the Counties.

South West: No report as Director not present.

19. AOB

i) Printer cartridges WAJ queried the possibility of cartridges being funded by HQ for County/Region Treasurers & Secretaries as well as Board members. Receipts must be submitted to HQ requesting reimbursement.

ii) Olympic disciplines GW had been approached by Ian Coley and Dave Wathen whilst attending the English Open Double Trap to discuss how we could get more shooters to take part in the Olympic disciplines. They had some ideas from the BICTSF side, but wondered if the CPSA might have some fresh thoughts. The Scots and Welsh have already tapped into their Governing bodies. NF stated that Sport England had been asked about the Commonwealth Games programme, and had said that there may be some funding for the final preparation but not initially. He confirmed that there was a need to spread our net further and pull together some sort of programme or pathway. GW suggested the possibility of OT/OS/DT Have-A-Go days, but NF queried whether there were enough grounds available to host this type of initiative.

The meeting closed at 3.25 pm
