

**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 Thursday 27th January 2011

PRESENT:

Mr TR Bobbett	Chairman/National Director
Mr WA Heeks	Vice Chairman/ Regional Director – North
Mr CD Butler	Regional Director – East Midlands
Mr KJ Newton	Regional Director – South West
Mr C Fielding	Regional Director – West Midlands
Ms N Heron	Regional Director – South East
Mr G Walker	National Director
Mr B Waktare	National Director
Mr JG Perry	CEO

GUEST:

Mr R Kibblewhite Regional Director Elect – West Midlands

MINUTES SECRETARY:

Ms M Voller

1. FORMALITIES

TRB opened the meeting at 0915 hrs, and welcomed all present. He confirmed that there was a quorum present, and no apologies had been received.

a) Minutes of the 29th September meeting:

NH requested the following amendments to the Minutes:

- i) Page 2, Item 2(a)i Team Managers To read ABT/OT John Heading*
- ii) Page 5, Item 2(d)ii Home Internationals Remove the words “and felt that the teams should be self financing”*
- iii) Page 6, Item 5 Correspondence Under sub item 6, relating to Regional Intercounty Junior teams, should read “up to 3 members with 2 scores to count”*

Following acceptance of the amendments as noted above, it was proposed by KJN and seconded by WAH. All were in favour.

b) Matters arising:

None

2. Management Team Updates

a) CEO – John Perry

JGP enquired if there were any questions following his written report in the Board Pack.

- i) Academy JGP confirmed that he and GW had arranged a meeting when the Board meeting concludes today. CDB asked what arrangements were being considered for the East Midlands following the sad death of Steve Andrews. GW confirmed that Geoff Bryant will be dealing with the administrative side of the courses. From JGP’s perspective,*

GB will be dealing with the admin in conjunction with CA at HQ and MW will run the courses, so the three of them will work as a team.

GW confirmed that the five people appointed, one for each Region, were the reporting heads back to HQ, and WAH confirmed that Keith Stoker would shortly be collating and finalising details for the North.

ii) ESK Team Manager D. Beardsmore had expressed an interest in the position, and a letter of support had been received from CF. The general opinion was that DB would be a good manager, and that he views the post as a natural progression for him. TRB asked the Board that if, providing there were no further applications, they were in agreement with DB being appointed. Proposed by CF, and seconded by CDB. All were in favour.

iii) Championship Working Group To be discussed later in the meeting as PT would like an input.

iv) Home Affairs Committee The visit to Bisley by the Home Affairs Select Committee was referred to in the Commons Debate on the 20th December as being an effective and positive learning experience for the members who attended.

v) Gold Challenge We have re-engaged with Sport England on this, and have had an introductory meeting with them. The CPSA will be included in the programme alongside the NRA and NSRA, and full details of the Challenge can be found on www.goldchallenge.org JGP thanked NH for her help with the project.

JGP left the meeting

b) OPERATIONS – S.Oldman (with P.Tomlin in attendance)

i) 2011 Championships SO requested confirmation that Target Only entries would be allowed at the Championships this year as entries are being accepted from the 1st February. Whilst various concerns were expressed, the Board agreed to stay with their original decision to trial T/O entries across the Major and Minor Championships for 2011. In reply to a question from WAH, PT confirmed that Booklet 5 is being amended to include this change.

PT queried whether the format of double squadding for the ESP championships would continue. KJN, who is holding the EO this year, replied that it would not work well at Southern Counties and recommended that squadding be abolished for this year on a trial basis. WAH commented that if we were to receive large entries, squadding is needed, but with lesser numbers it is not. BW observed that he preferred squadding, whilst NH queried the logistics involved for HQ staff in dealing with the changes re starting times etc. CDB said that the recommendation from the working group had been for staggered start times as it would additionally encourage potential sponsors because there would no longer be a hiatus of shooters during the shooting periods. Following discussion, KJN proposed up to maximum of 300 shooters per day with a entry time between 9.00 am and noon, and a proviso that individuals must have started shooting by noon. This was seconded by WAH, and all were in favour.

SO left the meeting as haysmacintyre had arrived to present the accounts, and would complete his report later in the meeting.

3. haysmacintyre/accounts

TRB introduced Jeremy Beard of haysmacintyre, who was accompanied by CP and JGP. JB thanked the Directors for inviting him and gave a brief resume of his company which specialises in sporting bodies and is familiar with membership type organisations. He stated that the Board could be very satisfied with the current state of the Association, and was particularly pleased that the accounts for the year ended 30th November 2010 were ready to be signed off today. He also assured the Board that in future years, if no contact has been

made by him before the January Board meeting, everything was in order so there would be no surprises.

JB explained that small changes to the accounts had been made at year end, and that this could possibly be repeated at the end of this year and the next. The audit report is an unqualified report and gives the Association a clean bill of health. He was pleased to note that the reserves are increasing, and in his opinion these were not excessive. Also noted had been the way in which two year membership fees had been shown in the accounts, and it was agreed that the current system would continue.

A qualified senior chartered accountant with a junior had been on site for the audit on the 13th December, and JB thanked CP for making their job as easy as possible. A meeting had been held earlier in January with JGP and CP to finalise the accounts, and agree the recommendations made. JB then explained the various papers which were attached in addition to the accounts and included a Management letter and Letter of Representation. The Management letter is very important for organisations that have members with elected Board members, and contained action recommendations on three aspects of the accounts:

- Audit and Accounting matters
- Detailed control points
- Emerging issues

TRB asked how the CPSA compared to the other NGB's, but JB said it was difficult to make a comparison as they received grant funding whereas the CPSA was self sufficient. BW asked about the land and building, and JB confirmed that as the building is used for business, it is not treated as an investment.

This concluded JB's presentation and with no further questions, TRB and BW thanked JB for an excellent presentation and explanations given.

JGP left the meeting. JB remained whilst CP presented her Finance report.

2(c) Finance (C.Pierre)

i) CP opened her report by stating that the £32,000 surplus from last year will go into reserves. Membership at the end of December was down a little by 198 compared to November, but could be explained by the Christmas close down and bad weather conditions which had caused problems in the post being delivered.

ii) PULL CDB referred to PULL costs and enquired how much the Association is supporting the publishers and for how many months the additional fee was paid in the previous year. CP replied that it is up to a maximum of £5,000 per month and would need to check the figures for last year. She also confirmed that we have a two year deal with Deeson which expires in May 2012. TRB confirmed that Bourne's prices were higher than Deeson's the deal being that we make up a percentage if they fail to sell sufficient advertising space.

iii) BACS controls CP confirmed that one of the recommendations in haysmacintyre's Management letter had been to change BACS authorisations from one signature to two, to bring it in line with our cheque signatory controls. We have already registered with HSBC for this facility. The authority will now only proceed so far without a second authority by JP, or subsequently the new CEO.

On behalf of the Board TRB thanked JB for attending. CP and JB left the meeting.

2(b) Operations (continued...)

SO returned in order to conclude his report accompanied by JGP

ii) Championship bookings SO informed the Board that the new website was not yet ready for on-line bookings. Therefore, for a week or so, parallel systems would need to be operated. It was projected that the delay should only be for two weeks at the most. He

additionally confirmed that no changes can be made on line, and would require the member to telephone HQ.

iv) World ESP – NZ In reply to a question from BW, WAH confirmed that the three members of the Junior team travelling to New Zealand had competed at Barrow Heath. SO also confirmed that they had been through the normal selection process, and had all sent in their England team application form.

World ESP – USA JGP reported that to date only five applications had been received for a team for the USA World ESP event, 3 Senior, 2 Ladies, 2 Vets and 1 Super Vet. The deadline is 28th January because of the visa requirements. We are also awaiting more information from the States regarding a category of Super-Super Vets who will be aged 75+. CF was doubtful that we would be able to put a team together from the applications received to date. JGP said he would ask TA to check if we were able to mix the categories to form a Senior team, and if the answer is an affirmative, did we want to make a team using 3 Seniors and 2 Vets. NH suggested that if we do not send all the teams, the USA will make them up from those attending. JGP queried that should this happen, would the Board consider them to be an official England team. CF stated that unless they wear a red vest, they are not an official England team. Various possibilities were discussed, and it was agreed that it would be left to JGP to pursue given the short time frame.

JGP left the meeting

2(d) Commercial (S.Barber)

Following his report in the Board pack, SB asked if there were any questions.

i) PULL! In reply to a question from CDB, SB said he thought it would be advantageous to the clubs appearing in the “On the Ground” section to have an advert in the magazine as well, and Robert at Deeson is currently working on the idea. Following his attendance at a few County AGMs and comments made to him, CDB was concerned that lower priced guns were still not appearing in the Gun tests section.

ii) Field Sales Activity Report Trade membership promotion is still suspended pending recommendations from BW. Events – the Membership Development Co-ordinator will be attending the police championships this year with a view to generating new members, and RK advised that he should not attend on the first day.

iii) Clubs Advertising Campaign SB reported that advertisements are now appearing in Clay Shooter and Clay Shooting magazine to generate interest and recruitment of new Club members.

KJN left the meeting due to feeling unwell.

4. England team financial support

TRB opened the discussion by referring to the matrix supplied which illustrated how much each country provides for their teams in financial support. He observed that England was the most generous, to which WAH replied the reason was because we had the largest membership. BW suggested that the teams could be financed either wholly or partly by introducing levies at selection shoots, and was concerned at the figures quoted particularly when looking at our estimated costs for this year. CF however stated that it costs a lot of money for shooters to become an England team member bearing in mind the expense of competing in the selection events plus the shooter’s own contribution to the England team uniform, and needed to be considered objectively. He also pointed out that the number of targets for the ESK Home International had increased to 150 therefore making it a two day event.

There was discussion around the table that in future only Home International teams would be supported, with JGP suggesting that the add-on events could be self funded

TRB therefore asked if all present were in agreement with the payments for team membership to remain as they are currently. This was proposed by WAH, seconded by GW and passed by 6:1.

JGP confirmed that the Board had agreed to take the recent decision of self-refereeing at ESK Home Internationals back to the Council, and that the Board will request them to readdress it and reverse their decision. He had received several letters and two petitions with a total of over 90 signatures from shooters complaining that they had not been consulted on the change in refereeing policy.

BW asked to be excused from the meeting and left at 2.30 pm.

NH stated she was resigning from the other bodies she sat on (BICTSF, BSSC etc) with immediate effect and left the meeting at 2.45 pm

5. Premier and Premier Plus grounds

JGP queried why our Championships are only held at Premier Plus grounds, when so few of them were agreeable to hosting the championships any more. He suggested that there was a need to look carefully at the range facilities and then, if possible, import the additional facilities that are required to hold a championship event. PR has prepared a list of necessary requirements for this action, and urged the Board to consider the proposal carefully in the anticipation that more grounds will complete an application form in order that we can access championship venues more fairly in future than under the current system. In order to achieve this, there would be a need to remove the criteria that only a Premier Plus ground could hold a championship, followed by reviewing the policy for ground grading and assessing off range facilities. JGP confirmed that there is currently no laid down check list, and suggested the introduction of a new level for grounds who are not interested in holding any championships.

GW stated that, in his opinion, the current procedure for approving a ground for Premier Plus status should not be carried out by the Directors when the Association has staff qualified to do it.

JGP stated again that he considered it vitally important that the criteria for only Premier Plus grounds to hold the championships is removed, stating that it would considerably enhance the appeal of the championships to shooters if we could offer them new venues. He therefore asked the Board to consider taking a vote that the requirement for championships only to be held at Premier Plus grounds be abolished from 2012 onwards. After further discussion, it was agreed to take it forward to the next Board meeting.

6. Booklets 5 and 7

At JGP's request, Peter Tomlin rejoined the meeting. JGP reported that a recent meeting had been held between KJN, NH and PT to finalise possible amendments to these booklets, but due to tight time constraints, it had not been possible to put the recommendations back to the Board in time for this meeting. Following distribution of same, JGP requested that any feedback is received by the end of February. The booklets had last been upgraded in 2009, and the aim was to publish them by the 1st April before any major events begin.

7. Championships Committee

CDB reported on a very productive meeting which had been held at Sporting Targets on the 10th January and attended by shooters from various classes, ground owners, Don Brunt and JGP and PT from HQ. JGP agreed that all present had worked very hard on the day, and many good ideas presented which could be taken forward. He thought it admirable that we were engaging others in the future of the sport. TRB asked if a further meeting was envisaged, and CDB replied in the affirmative. JGP confirmed that WAH will go with a Senior Safety Officer to the Major ESP Championships to view the targets before the event, together with some shooters who will shoot at the targets to assess them. WAH commented on

various points made in the report, which CDB acknowledged with thanks. In RK's opinion, the report represented a lot of work and good ideas, and he was grateful to those who had given up their time for the meeting.

8. Correspondence

i) Self refereeing

Letters had been received from S.Baughan (113257) and M.Lewis (86939) regarding the decision to change to self refereeing at ESK Home Internationals. Already discussed under Item 4 above.

ii) ESP issues (1)

BW had received a very comprehensive letter from D.Hutchinson which made a number of suggestions centred on ESP, and it was agreed that JGP would answer the letter on BW's behalf. RK highlighted the mention made to the insurance cover provided by BASC, and JGP undertook the task of obtaining the details and forwarding them on to our insurance brokers, Perkins Slade, to compare.

iii) ESP issues (2)

A letter had been received from D. Webb (10) on various issues regarding ESP. JGP reported that following receipt of the letter, he had spoken with Mr.Webb on the issues raised. No further action by the Board is therefore required at this time.

iv) Ceasing as Auditors – Graeme Bruce & Partners

In accordance with the Companies Act 2006, Section 519, Graeme Bruce & Partners had written stating that they considered there were no circumstances in connection with their ceasing as auditors that needed to be brought to the attention of members or creditors of the company.

9. Regional Reports

North: WAH had nothing to report

East Midlands: CDB reported that there had been an amazing response to the free draw season ticket being promoted in his region. The draw will be made at their AGM on the 7th February, and an article will appear in the next PULL magazine. If it is successful, consideration may be given to extending it to the other Regions in the future.

West Midlands: CF reported that the West Midlands AGM was held on the 24th January. A total of 30 people were present with TRB and JGP in attendance. CF had made a decision to withdraw from all County and committee involvements as he had spent 30 days last year on CPSA matters, and wished to return to shooting. As a result of this decision, he was therefore not eligible for re-election as Regional Chairman. However, in the absence of any Regional Committee member who was prepared to stand for this office, CF agreed to be co-opted on as Chairman but with the proviso that he simply chair the meetings only and had no other commitments.

South East: No director present.

South West: No director present.

10. AOB

RK brought the fact that the Inanimate Bird Association is celebrating its century this year to the attention of the Board.

The meeting closed at 16.35
