

**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 29th November 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 KJ Newton	Regional Director – South West
Mr G Walker	National Director
Mr N Fellows	CEO

GUEST:

Mr J Offord Regional Director Elect – South East

MINUTES SECRETARY:

Ms M Voller

APOLOGIES:

None

1. FORMALITIES

TRB opened the meeting at 0910 hrs, and welcomed all present especially JO who will take over from WAJ after the NAGM in March 2012 and is attending the remaining meetings before the NAGM to apprise himself of the current issues etc. He confirmed there was a quorum present.

a) Minutes of the 20th September 2011 meeting:

Amendment Item 3(d) Finance: NF reported that the production cost of the bonus booklet should read as £3,000 and not £4,000, and asked that the Minutes be amended accordingly.

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

b) Matters arising:

i) Item 3(f) Page 5 – Computer costs

CDB asked if the report he had requested had been prepared for PULL! magazine. NF agreed to follow this up, but suggested that perhaps this item should appear in the accounts as IT costs and not computer costs as both software and hardware expenditure is included under this heading. In order to keep the members fully informed, TRB suggested that the Pull! report could also include details of the IT upgrades.

ii) Item 2:6 Page 4 – Regional Interaction

RK asked if any progress had been made regarding Directors becoming members of their Regional Committees. TRB replied that the Officers of the Board are ex officio members of all committees, as are their duly appointed representatives and can therefore attend any CPSA meetings but the decision as to whether Regional Committees give the attending Director a vote, is down to the respective committee. In reply to a question from RK, TRB

confirmed that our Articles state all Officers and Committee members of County and Regional Committees must be individual members of the Association and, other than ex officio members, resident in that county/region.

iii) Item 5(b) Page 6 – CPSA video

RK queried whether the project had been completed. NF said that the project had a planned release date during December, and been managed by SB who could give further details.

iv) Item 10 page 7 – DTL rules

Whilst discussing possible changes to DTL rules with shooters, RK reported that the possibility of reinstating the discipline Sub Committees had been raised. There had originally been representatives from each Region covering the disciplines of ESP, ESK, DTL and ABT which appeared to work well, but there had been no communication for a long time. CDB said that many hours of work had been done by the various Sub Committees, but whatever had been suggested was not followed up and therefore members who had given their time freely and willingly had become de-motivated. Following a query from TRB on whether there was a need to resurrect the Sub Committees, a discussion followed covering their usefulness and the mechanics related to the time and mileage involved in attending meetings etc. RK suggested that instead of having a Sub Committee that meets, it may be possible to have Regional discipline reps who could be consulted on possible rule changes, and their views fed back to Head Office via the proposed new technical role. NF supported this suggestion and agreed to ask the Regional Committees to nominate suitable members who would be willing to become part of a Technical Advisory group.

Action: NF to contact Regional Committees

v) Item 13, Page 7 – Paralympic Trial

RK asked if there had been any further information regarding the possible non availability of the Woolwich venue for this event. NF confirmed that he had received none.

2. CEO report

2:2 Staffing NF reported that a small amount of reorganisation had taken place particularly with regard to Clare and Michele. Michele has now taken on a Course Administration role, and Clare has moved across to spend 100% of her time on Championships where she is working closely with Peter. A staff briefing was held two weeks ago with the main focus on next year. Peter will be leading the major IT upgrade project, and we will speak with four software companies. NF had also been speaking with Roger Phillips regarding contracts, and in particular the post of Development Manager which will be fully funded by the Sport England initiative. This post will be funded until March 2013, when a review will be carried out to consider whether it had been successful. Although the money will be paid to British Shooting, the successful candidate will work wholly for clay shooting.

2:3 Annual awards Organisation for this is moving apace with several very keen sponsors having already committed themselves. The event will follow the AGM at the Holiday Inn and is expected to finish by 10.30 pm. The room which has been booked will seat approx.100 people. NF hoped that all the Directors would be able stay for the ceremony, and intended to invite the Regional Chairmen and others. By keeping the numbers to no more than the 100, he considered this would be manageable. The closing date for nominations of the various category awards would be 10th February 2012 and there will be a panel organised to carry out the judging. RK and WAH indicated their willingness to be part of the judging panel. NF intended to invite all three short listed nominees in each category to the award ceremony, which it is hoped will be covered by a TV production company, and an MC for the evening is being sought.

2:4 Outlook for 2012 One of NF's key objectives for next year was to build the profile of clay shooting as a mainstream, accessible and acceptable sport alongside any others. He considered the Olympics next year to be an ideal opportunity to focus people's minds in trying to show shooting as a sport and not associated with crime. WAH suggested inviting the local MP from the area to the Awards ceremony in March. The local Mayor was also suggested as well as the local press. NF confirmed that the Directors and staff will be

seen and accessible at our events next year as he considered it important that they connect with the members as much as possible.

2:5 Championships The Championships calendar has been finalised for next year, and tender documentation has been prepared for the grounds interested in hosting our Sporting Championships during 2012 and 2013, including the World ESP next year.

2:6 WWSI/Club insurance scheme NF reported that a review meeting was held with WWSI in October which proved very successful. A proposed Club Insurance Scheme is nearing finalisation and should be launched during December. WWSI have also been asked to quote for providing legal expenses to clubs as part of their membership, and RK commented that this must be at a reasonable cost.

2:7 British Shooting

i) NF reported that the plan which was put together through British Shooting for funds from Sport England, to be novated by GBTSF, appears to be coming close to fruition. As soon as it has been finalised, the advertisement for our new Development Manager will appear. A Disability Co-ordinator who will work across all three shooting sports has already been appointed, and his/her name will be confirmed fairly soon.

ii) It would appear that our physical legacy from the Olympics in 2012 will amount to nothing as the traps are being retained for use at the Commonwealth Games scheduled for Glasgow in 2014.

iii) NF outlined issues currently related to the BICTSF Board. It contains 22 members (2 from each home country, 2 from each discipline plus Secretary and President), and the current Chairman, Hugh Smith, has announced that he will be standing down as Chairman at the AGM in February. TRB stated that PJB had previously held the post until the CPSA Board required him to stand down in order to concentrate solely on CPSA business. CDB therefore proposed that NF should not be available to do so if it was proposed at the BICTSF AGM that he take over as Chairman. This was seconded by WAJ and all were in favour.

3. Financial Update – C. Pierre

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

i) Membership Membership numbers were down to 23,968, a drop of 1165 compared with October 2010 figures. Club numbers remain the same as last year at 371.

ii) Championships There still remained some uncashed cheques relating to prize monies won during the Championship season, and these would be included in the Annual accounts.

iii) Budget The budget for 2012, discussed last meeting, had been completed and circulated to the Directors.

iv) Bank charges Whilst acknowledging that bank and card charges up to October 2011 of £15,383 would appear high, CP explained that it demonstrated the high number of transactions performed whether by card payments, cheques, cash or BACS.

v) Courses CP reported on the surplus made from courses for the year, and the 50% share which would be paid to the appropriate Regions

	<u>Surplus</u>	<u>50% share</u>
South East	£5,200	£2,700
South West	£1,700	£850
East Midlands	£3,100	£1,550
West Midlands	£984	£490
North	-£1,500	Nil

CP explained that one course held in the North had suffered a loss of £2,700 which had resulted in the Region's deficit of £1,500. Detailed expenses and possible reasons for this were discussed with CP emphasizing the need to ensure a similar over spend did not occur again in the future. NF and GW had discussed the need to appoint a suitable person in each Region to run the courses which did not necessarily have to be a Senior Tutor.

4. Operations Update – S. Oldman

i) 2012 DTL weekend Following an agreement to change the day on which individual events are held, SO reported that an amendment was necessary to Booklet 5 regarding the England team selection shoot progress. Rule 8:1 would therefore require amending to:

Sponsored	Friday	England team (except Juniors)
Dougall Memorial	Saturday	England team (all)
English Open	Sunday	England team (Juniors only)

Everyone present was in agreement to the suggested changes in the days.

ii) Classifications The December issue has now gone public. The Top 20 lists by discipline will be published in the next issue of PULL! and on the website.

iii) Insurance Following a change in our insurers, there had been a risk assessment inspection of the building. Only two actions were required. The first to clear an area of one metre square around the main fuse boxes had been completed. The second is an electrical inspection which is programmed for tomorrow (30th November) and may involve interruptions to the supply. A notice to this effect will be put on the website. SO additionally confirmed that fire and burglar alarms are tested on a regular basis, and any necessary PAT (Portable Appliance Testing) testing is being carried out by a competent person.

iv) Visitor Shotgun Permits Surrey Police were approached in order to gain their approval for commencing the submission of VSP's automatically. It would happen in two stages, and as Surrey Police are also looking to change their IT systems, it may be a while before Stage 2 could be introduced.

v) Policy list A full list of the 12 policies that the Association currently possesses was supplied in the Board pack, and SO confirmed that, with NF's assistance, reviews had been commenced on some of them.

vi) Safety Officers SO had received correspondence from a member who is a Safety Officer at an Affiliated Club and who has asked the Board to consider changing the rules so that it would be obligatory for a Safety Officer to be in attendance at every shoot, registered or not. The Board agreed that although this action is strongly recommended it is not enforceable for non-registered shoots. The member had also asked if the Board would consider making hearing protection and glasses compulsory at a non registered shoot. It was again acknowledged that although strongly recommended, it was something the Association could not enforce.

5. Commercial update – Simon Barber

i) Award ceremony SB reported that the new Annual Awards ceremony was being supported with six sponsors already confirmed.

ii) E-newsletter First e-newsletter launched at the beginning of November, and will be issued on a monthly basis. Approximately 12,000 e-mail addresses were mailed, with 1,000 being opened by recipients within the first 5 minutes of sending and very positive feedback has been received.

iii) Apology An apology had been received from Sporting Gun for their omission of the CPSA from the insurance availability table which they had published. They are reprinting part of the article in the December issue of the magazine, with the column relating to the CPSA details being highlighted. However, they would only allow details relating to Full members be published, and would not let Clubman be part of the publication.

iv) Tie A new design silk CPSA tie has been produced, and was circulated around the Board. It will retail at £16.

v) Membership Development Co-ordinator Bobby Watkins is now back to work full time, and focussing on the renewal of individual memberships. It is intended that he will move on to Clubs and Trade after the first quarter of 2012. It was considered important that he focus on individual membership initially, particularly in view of the current economic situation and membership figures.

vi) Promotion The new edition of the bonus book has been distributed in the November/December issue of PULL! magazine but to Full members only. It would be available to Clubman members if they chose to upgrade. SB confirmed that he and NF were discussing various ways of retaining members, one of which would be to distribute more membership leaflets with dispensers to the clubs. A video has also been produced with a planned release next month.

6. 28g for OT lower classes

Following an initiative from Italy, KJN had been asked by BICTSF that C and D class shooters in OT should have the option to use 28g cartridges in registered events if they so wished. RK confirmed he had heard this request had been in the offing and had taken the opportunity of seeking members' views. This had confirmed that a lot of people want to try the Olympic disciplines, but are wary because of having to use 24g. TRB could see no problems from the shoot organisation point of view, and confirmed that 24g would have to be used in selection shoots by aspiring shooters for their scores to be used for selection purposes. JO, current England OT Team Manager, stated that the majority of countries present at the Home International were in favour of the change if it encouraged more people to try OT. KJN said rules for Double Trap would change after the Olympics, and the Olympic Skeet people were happy to remain as they are. TRB therefore suggested that the request was given the go ahead for at least a minimum of 12 months. It was proposed by KJN that C and D classes be given the option to use 28g cartridges, seconded by WAH with all in favour.

7. ICTSC Medals

TRB reported that at the recent meeting of the ICTSC the subject of the purchase of an ingot of silver to be used in the production of Home International medals was again raised. Most of the other countries, apart from Scotland, were in agreement although the procedure this time would mean the medals would have to be produced en masse and stored. TRB expressed the view that it was the winning of the medal and not the intrinsic value which was the most important factor. One proposal was made that would have cost each country a contribution of £3,000 and lasted for circa 20 years. Provisional agreement was eventually reached that, subject to it being approved by each country's NGB, the Council would purchase 100 medals which would produce a supply for the next ten years and cost each country c.£1,500. All present were in agreement to this suggestion.

8. ABT Rule Change

CDB asked the Board to consider a request that the East Midlands Region trial the use of one qualified referee at an ABT Regional Inter-counties event and a Regional Championship in 2012, instead of 3 shooters remaining behind to referee the following squad, operate the abacus and complete the scorecard. CDB stated that some shooters are unhappy that other teams are officiating over them, and would prefer a referee supplied by the shooting ground. KJN confirmed that he provides the referees, with an abacus, operators and scorers only being used for selection shoots. He also felt there was a possible safety issue, also that it was

a possible reason for low attendances at some ABT shoots as shooters simply don't agree they should referee as well as shoot. CDB also stated it couldn't understand why in All Round it only took one ref to officiate but at ABT shoots the norm was three. RK stated that some shooters will actively try to avoid having to referee if at all possible, but the logistics can vary from ground to ground. After discussion it was agreed that next year the Board will allow the East Midlands Region to trial this at both the Regional and Inter-County Championships. CDB agreed to report back to the Board the response from shooters to see if it was considered to be a more favourable system.

ii) Angles It was confirmed that the angles agreed for ABT are now 32.5 degrees +/- 2.5 degrees. CDB queried the use or not of angle markers. In reply TRB stated that there was not a definitive rule regarding angle markers. KJN commented that distance markers are not mentioned in the rules, although he will put one out to ensure that the target has reached the limit.

9. Regional Technical Reps

Following a conversation with NF and GW, RK stated that the matter was now in hand so further discussion at this point was no longer required.

10. Governance

RK urged all the Directors to read the document Voluntary Code of Good Governance for the Sport and Recreation Sector. It is a code designed for use by national governing bodies of sport, County sports partnerships, and representative membership organisations, and can be found via www.sportandrecreation.org.uk

11. Regional reports

NF thanked RK and CDB for their written Regional reports which had been included within the Board pack, and gently reminded the remaining Regional Directors of his need to receive their reports in writing ahead of the Board meetings. He explained that it would enable Head Office to see what is happening within the Regions and how he and the staff could help them.

12. AOB

TRB drew everyone's attention to the proposed Board meeting dates for 2012, and asked them to check their diaries for possible clashes. The proposed dates are: 31st January, 31st March (AGM), 29th May, 31st July, 2nd October and 4th December.

The meeting closed at 3.20 pm
