

**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 Wednesday 29th September 2010

PRESENT:

Mr TR Bobbett	Chairman/National Director
Mr WA Heeks	Vice Chairman/ Regional Director – North
Mr CD Butler	Regional Director – East Midlands
Mr C Fielding	Regional Director – West Midlands
Mr B Waktare	National Director
Mr JG Perry	Interim CEO

APOLOGIES:

Ms N Heron	Regional Director – South East
Mr G Walker	National Director
Mr KJ Newton	Regional Director – South West

MINUTES SECRETARY:

Ms M Voller

1. FORMALITIES

TRB opened the meeting at 1000 hrs, and welcomed all present. There was a quorum present, and apologies had been received from NH, GW and KJN.

(a) Minutes of the 27th July meeting

Read and agreed. Proposed by WAH and seconded by BW. All were in favour.

2. Management Team Updates

SO was absent on holiday so therefore there was not an Operations report to be presented. Written report enclosed in Board pack.

a) CEO – John Perry

i) Xmas opening hours

TRB had received an e.mail from SO regarding the possible opening times of HQ over the Christmas & New Year holiday. As Christmas Day and Boxing Day falls on a Saturday and Sunday this year, therefore making Monday 27th and Tuesday 28th official Bank Holidays, it was agreed by all present that the office should close on Friday 24th December and not reopen until Monday 3rd January. JGP to inform SO on this decision.

ii) Michele Horn has accepted the offer to join the HQ team on a full time basis from January 2011 when her temporary contract expires.

JGP left the meeting at this point

b) COMMERCIAL – Simon Barber

i) PULL! magazine

CDB opened the discussion by asking SB if there was any set plan, month on month, regarding the content of the Magazine which had been agreed with Deesons. SB replied there was a rolling three month plan which he worked on together with the Editor, Mel Armstrong. They additionally agreed at the outset of the year which items definitely required coverage such as the Championships. In CDB's opinion this was not being carried out as not all the Major and Minor Championships had featured in the magazine during 2010. He felt it was very important that these items be included as there was an expectation on the shooters part to see them published.

CF additionally reported problems his Region had encountered regarding poor editing, and parts of submitted reports which had been cut or reduced before publishing. SB replied that he was under the impression proof readings are sent back to the Counties and Regions before publication for checking, and any concerns should be raised with Mel at this point.

BW observed that when the planning on content is agreed with the Editor, either annually or on the 3 month rolling plan, the CEO should be made aware of the decisions taken. SB replied that the majority of events are decided at the beginning of the year on what can adequately be accommodated in a small magazine, with revisions or additions being made during the rolling plan. BW, however, emphasised he still felt it important that the CEO was aware of what had been agreed. He was backed up on this opinion by CDB who commented that all CPSA events should be included even if only by a short 100 word article.

TRB said there was a view that the banner on the front cover of the magazine should not be used for advertising purposes. Following discussion it was proposed by CDB that it should continue to be used for this purpose. This was seconded by CF, and all present were in favour.

ii) Field Sales Activity report

SB reported on the Membership Development Co-ordinator's activity figures for the month of August which had been included within the Board Pack, together with year to date results. The focus for the past two months had been on lapsed clubs, and three clubs had rejoined as a result of this action. Packs are also being despatched to other clubs who have expressed an interest.

7 new Trade members were enrolled in one week, making a total of 126 which included free membership to the police forces. The MDC has a contact list from the CLA Gamefair and is working his way through this to ascertain levels of interest. Lapsed Trade members were also being contacted on a weekly basis, with 19 Trade packs being sent out to date and three conversions so far. BW expressed concern that Trade membership promotion had gone ahead without referral to him as he had been under the impression that, together with SB, he would review the current package that is offered, and make recommendations to the Board of any necessary adjustments. In particular BW was worried regarding the cost effectiveness of the current package, and also queried why the police forces are included for free. SB agreed to revisit the number of actual paid up Trade members, and inform the Directors accordingly. (*A list of paid up Trade members was supplied later in the meeting which totalled 66*).

It was agreed that the list of paid up Trade members could be published in PULL magazine, and SB confirmed that this would commence in the November/December edition.

iii) Booklets 5 & 7

Amendments are still awaited to both booklets before reprinting can proceed. SB asked the Board if they would consider a PDF web based version rather than the printed hard copy in order to save costs. With reprinting necessary every time a change is made to either booklet, the advantage of a web based/CD option from the cost effectiveness point of view was overwhelming. Agreement was also reached whereby the new publications would clearly show that they are CPSA originated documents, and therefore the ICTSC and other home country names and logos would be removed.

iv) Corporate Membership

The basic idea is still being worked on, but requires more detail before being presented to the Board.

v) Midland Game Fair

Held on the 18/19th September, SB reported that it was a very successful event from his point of view, with 45 membership payments taken. In his opinion, attendance at the Midland Game Fair was more successful from the CPSA's point of view than the CLA Game Fair.

vi) Membership

SB reported that individual membership renewals were still looking strong during the months of July and August compared with the previous year. He quoted figures for new members that included both Full and Clubman members, and BW enquired why it was difficult to supply specific numbers for each rather than an overall total. TRB commented that specifics were required in order to successfully plan ahead from the financial point of view, particularly when given the difference in the membership rates, and asked for this information to be supplied in future.

Commenting on the figures supplied by the Membership Development Co-ordinator and the reasons why members are not renewing their membership, CDB queried whether there was any follow up on the messages left by him when he was unable to speak directly to the lapsed members. SB confirmed that the members are called on a rolling basis over a three month period, and acknowledged that the majority of the calls are made during the daytime. In CDB's opinion this was the wrong time of day for such an exercise, bearing in mind the fact that the majority of members would probably be at work.

vii) Gift voucher

SB distributed the new gift voucher which is now available, and which can be redeemed for goods, services or membership subscription fees through HQ.

viii) Raffle

SB reported that the prize draw was held at the Midland Game Fair. Letters have subsequently been sent to all the prize winners. Final figures have still to be reconciled, but it is estimated that there will be a loss in the region of £4,000.

c) **FINANCE – Connie Pierre**

CP enquired if there were any questions on the August financial reports she had prepared. The bank balance showed an additional £51,155 compared to the same time last year. Membership numbers at the end of August were 25,105. Problems had also occurred with the Skeet vest supplier where the quality of the vests had been very poor and required FOC replacements when the colour had run or due to poor manufacture. A new supplier is being sourced. CP confirmed an approximate £4,000 loss on the raffle, but a final figure will be given at the next Board meeting when all the invoices have been received.

A suggestion was made by CP that w.e.f. 2011 the cancellation fee for Championship entries is increased from £2.50 to £5. It was therefore proposed by CDB, and seconded by BW. All present were in favour. The charge for amendments would remain at £2.50

JGP rejoined the meeting at this point.

3. Ground Inspection

Oxton SG had been visited by WAH and CF. They reported that improvements had been made to the club, and hot water is to be installed. Currently there was only a grass path leading to the toilets which WAH and CF requested should be amended to a suitable hard path. Photographs which had been taken during the inspection visit were distributed to the other Directors, and it was agreed that subject to the hot water installation and a hard path being constructed, the ground should be approved for Premier Plus status. JGP will write to ask Oxton SG to notify HQ when the works are completed. JGP also observed that he was expecting upgrade requests from Brook Bank SG and Southdown. He queried whether Nottingham GC was also anywhere near ready, and asked CF to make contact with them.

Action: JGP to write to Oxton GC, and CF to make contact with Nottingham GC

4. PULL magazine

CDB stated that his members would like to see Club call included in the magazine again. He also expressed concern that not all the Major or Minor Championships are being reported upon, and queried whether someone in the Region or County where the events are held would be prepared to supply a report for publication. BW thought this point should be addressed when the content of the magazine was decided upon by the Editor and SB, and should then subsequently be passed to JGP to sign off.

5. Correspondence

i) ABT Team Captain

Letters had been received questioning the procedure for the appointment of HI Team Captains. Agreement by all present that the rules regarding the appointment of the Team Captain's position would remain as they are.

Action: JGP to reply

ii) British Open Skeet

Complaint received that the Championship held this year at Southern Counties SG had been a lottery because of the weather on the first two days. However, it was acknowledged by all present that this scenario could happen at any Championship which needed, because of high entry numbers, to be held as a two or three day event.

Action: JGP to acknowledge

iii) Olympic Trap H/I report

Report received from Team Manager and observations made therein discussed. All present agreed that no further action was necessary by this Board.

iv) Husband & Wife category

A full and helpful reply had been received from Joy Tottman of CCPR regarding the Husband & Wife category which is competed for at some of our Championships, and which could be the subject of sexual discrimination claims. Joy acknowledged that this had been a complicated and complex question for the "experts" in equality matters both consultants and lawyers. Following discussion it was proposed by CDB that this category be removed from all the relevant Championships. The proposal was seconded by CF, and followed by a unanimous vote. JGP will write to current recipients of the trophies and request that the trophies be returned to HQ for safe keeping.

Action: JGP to write to trophy holders

v) John Hall-Say

Further correspondence received regarding the matter which has been in existence for many years. JGP agreed to reply stating that the CPSA's stance remains unchanged from previous correspondence.

Action: JGP to reply

6. Regional reports

i) West Midlands

CF - Nothing to report

ii) East Midlands

CDB – Regarding changes in legislation, Northamptonshire clubs had requested that any changes be posted to them as well as being put on the website.

iii) North

a) WAH queried whether a Regional Chairman can dispense with AOB items at Regional Committee meetings by insisting that any items which would have been raised under this heading, be notified to him two weeks in advance. After discussion TRB stated that the Board condemns this move as, in its opinion, it is restrictive and undemocratic.

b) WAH had received a query on whether the courses to date had made a profit. It was confirmed that this had been so with the exception of the L2 course recently held at Southern Counties.

iv) South East

No director present

v) South West

No director present.

CF left the meeting at this point.

7. AOB

i) D and E classes

BW stated he felt it important to discuss the possibility of introducing D and E classes into our classifications next year, particularly as 50% of ESP shooters are in 'C' class. He requested that the item be added to the Agenda of the November Board meeting, and asked that registered shoot figures for ESK and DTL as well as ESP should be available for the meeting.

ii) World ESP Championships

BW raised the issue of the World ESP Championships as he had been approached by the Americans who were questioning what has actually been decided by the CPSA. They were under the impression that we were committed to taking part each year, but now understand this might not be the case. WAH said he had also had a conversation with them, and told them that there would not be a final decision until after this meeting. BW queried whether an agreement had been reached to send teams to two World Championships in 2011. WAH confirmed that the team travelling to New Zealand would be funded by the CPSA, but no team would be funded for San Antonio. He therefore suggested that an article be placed in PULL magazine saying that if any past or present members of the England team wanted to form a self funded team for San Antonio, they could do so. Anybody who is interested should contact Trudy, with the preference being awarded to the team members who went to the Home International at Barrow Heath last month, or from the team travelling to New Zealand.

iii) CPSA flags

CDB said he had been approached by several grounds requesting CPSA flags. He acknowledged this could be quite costly to supply them for free, but suggested that perhaps the grounds would be prepared to purchase them, or the CPSA could increase the annual ground fee to include a new flag annually. BW agreed that it was a very good idea, but as they would be far too expensive for the CPSA to supply FOC, wondered if we could subsidise them.

The meeting closed at 1540 hrs.
