

**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 2nd August 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

APOLOGIES:

None

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 no apologies had been received.

a) Minutes of the 24th May 2011 meeting:

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

b) Matters arising:

Item 5(ii) – Membership

NF confirmed that there had been no full scale re-launch of the commission arrangements which are available to individuals, trade members, or County Committees. CDB said the information could be sent out to the County Secretaries by e.mail, and for those Counties which needed funds, it was a good way of generating it. WAH commented that the majority of County Committees are only in contact with existing CPSA members, and it is the individual member who mainly comes into contact with potential new shooters/members. He thought that the main focus should therefore be on existing members to encourage others to join the Association. KJN suggested that an article be put in PULL magazine regarding the commission scheme.

Action: NF to arrange article for PULL and to communicate with the County Secretaries.

2. CEO report

NF gave a resume of his report which had been included in the Board Pack.

i. Key priorities

a) Communication

NF reported that he had been researching the various ways available to the Association to enhance communication with our existing members, trade organisations, the media, and

potential new members. PULL! is one method of communication, but others exist such as electronic newsletters, Twitter, Facebook etc. In view of the forthcoming Olympics, it will be particularly important to target the broader media in order to raise the profile of the sport. NF has identified a number of options available to meet this need, and is currently evaluating a way forward for this to be successful.

b) Development

In order to attract new shooters to the sport the Association needs to offer a development pathway which would provide support to shooters, clubs, volunteers and coaches. We have an opportunity with the GBTSF "Whole Sport Plan" which could provide most of the resources needed to make the idea work. NF has spent time in meetings on this project together with GW, the last of which was held on the 26th July, and has established that £750,000 was initially available from Sport England. However if it is not used/earmarked by the end of September, it will no longer be on the table. The NSRA have had responsibility for leading the project during the last two years, but there is still the sum of £610,000 remaining which Sport England have determined should be moved to British Shooting. However, some members of GBTSF have some concern with the make up of the current British Shooting Board. The next meeting is scheduled for the 23rd August. NF commented that at the last British Shooting meeting he was the longest serving Director present! He also explained the changes proposed by NSRA which, if accepted, would remove the CPSA from the Board by right whilst the other four NGBs (NRA, NSRA, BICTSF and DTSGB) would each have two seats. As a fall-back option, he proposed that one of the BICTSF seats be taken up by the CPSA if the BICTSF Board would be agreeable. The CPSA have no cost commitments to the development plan project, but could potentially lose a lot of the money that is being offered.

NF explained that a plan had been submitted and approved. He considered there were two main points which were particularly relevant: (i) Potential for appointing a person who could support the development of clay shooting across the country, and (ii) In order to make this work we need to ensure we have a seat on the British Shooting Board that will oversee the strategic direction of this project. KJN suggested a discussion with Peter Underhill might help. NF also confirmed that all tickets for the shooting at the Olympics have now been sold.

c) Championship and Events

From his experience to date with our championships, NF had concluded that we need to do more to make them an event to remember, rather than being regarded as just another registered shoot. He believed that the Association should take more ownership of them with the grounds acting as the host. He had also received feedback supporting formal staff presence at the competitions, and would be addressing this issue next year. WAH queried reinstating a Sponsor's Day, the day before the actual event commenced, but KJN said each of them had previously cost the Association between £5,000 - £7,000 in hospitality which may prove prohibitive. NF agreed that our supporters needed to be looked after better as well as the trade members, but stated the need to "cut our cloth accordingly". CDB queried who wrote the reports on the championships for PULL!, adding that it should be known in advance who would be attending. NF confirmed that this was arranged by the publishers, a historical fact which WAH confirmed. RK commented that the author always put their own slant into the article and the Association needed a bit more influence on them, whilst CDB observed that guidance was also required to ensure that the sponsors were mentioned. NF replied that it came back to having a person on board who could write the articles on our behalf, and also mentioned the occasional timing issues with the events and a tight publishing deadline.

d) Club support 1 – extending Registered competition opportunities

NF stated that support for our clubs was an area where he considered the Association was weak, and he had received a lot of feedback on clubs who were not offering registered events any more. The knock-on effect is that shooters have to travel further in order to submit scores for classification purposes, and some members have had to travel outside their own County in order to attend their County Championship/s which had caused problems. He therefore proposed that the Board considered permitting Grounds to hold hybrid competitions that offer a Registered format for Competition members whilst allowing non-members to shoot the event without having their scores put forward or the opportunity to win prizes. This would be

in addition to allowing clubs to choose whether they offered closed registered competitions or to run open shoots. KJN stated that this was already happening with the day pass system, but NF replied that neither the clubs nor the shooters like this system. TRB questioned why people would therefore need to be a CPSA member, and whether it would increase or decrease the membership. KJN expressed his view that it would never work and explained his reasons, adding that he thought members would be lost because of it. He also considered that on occasions it could even be dangerous, and CDB concurred with this view.

KJN stated that the original idea of the day pass had been that it would be free and encourage members to join the CPSA, but HQ had then decided to charge the grounds a fee for each pass for which they, in turn, charged the shooters. He suggested that the clubs be given the forms FOC, and that in return the clubs would obtain the names and addresses of the shooters to send back to HQ. The clubs could then retain a suggested £5 difference in entry fee for administrative costs (i.e. competition rate charged but T/O entered), and the shooter will be covered by the club's insurance. CDB agreed with this idea, but was emphatic that the CPSA safety rules of wearing glasses and hearing protection must be adhered to. TRB was in agreement that the safety rules would be compulsory. NF queried whether HQ should suggest a standard price for the clubs to charge, but KJN discounted the idea by stating that each club is an independent business and can therefore decide their own prices.

It was proposed by WAH that the Association no longer charged for day passes with the stipulation that the clubs complied with our safety regulations, and the forms were returned to HQ with the shooters' information. This was seconded by RK, and all were in favour.

e) Club support 2 – introduction to competitive shooting

NF reported that many shooters appeared to be happy shooting practice at their local clubs, but were apprehensive of taking part in registered competition events where they considered the standard would be too high. He therefore suggested considering ways of setting up a County league competition for 'C' class and unclassified CPSA members who could represent their club. WAJ fully supported this idea, but RK said it had been tried in his County and had failed because of lack of resources. GW was also in favour of the league idea stating that there was one already running in Surrey. NF was keen to draw new members in, and would explore the possibility of setting up a system through our IT in order to record the scores. RK thought we needed to identify possible clubs, the existence of which we might not be aware, especially if they are not affiliated to the Association. NF responded that this would be the opportune moment to engage with the County Committees who could be out there passing the message on.

CDB proposed that a County league be started. This was seconded by RK and all were in favour.

f) County and Regional Committee support

NF expressed the desire to work more closely with both County and Regional Committees. Given the number of volunteers who currently make up those Committees as compared to the small number of employed staff at HQ, they were the eyes and ears of the Association and were able to see what was happening at ground/club level. By feeding this important information back to HQ it could then evaluate any assistance that the Association might be able to offer either to the clubs or to enrolling new members. NF was conscious of the need to support shooting at ground level, and he felt that direction and focus via the committees would bring results.

g) CPSA Ambassadors

NF proposed the identification and recruiting of a team of CPSA ambassadors who could help to raise the profile of the sport and maybe attend certain events during the year. It happens in other sports which have "celebrities" who promote it and this in turn encourages the public to give it a try. NF cited the possibility of a series of charity shoots in support of the ambassador's own charitable cause, or a pro-celebrity challenge etc. He mentioned the names of some people he considered might be appropriate, and asked the Directors to provide him with any other high profile names they thought suitable.

h) The Way Forward document

NF distributed an up to date version of the document. His intention, in order to take the Association forward in the long term, was to develop a strategic plan in collaboration with the Board. Initially he wished to discuss further some of the topics raised within the document with JGP, and then commence work on the plan itself.

ii. British Shooting/GBTSF update

Already covered

iii. England team Contracts

RK raised this because several members were concerned at the wording of the contract and the manner in which it was presented after selection rather than before selection shoots to give time to digest it. One member also thought that one clause was unlawful. NF acknowledged that a review was required, and suggested that when this had been completed, the finalised version be put on the website so potential team members can read and digest. TRB recommended that the proposed amended version be passed to LS for her perusal before any final version is published.

iv. Ground grading scheme and Championships tendering

NF recommended that Championships should be worked two years ahead rather than one. There was a meeting arranged for tomorrow of the Sub Committee which had 3 ground owners sitting on it plus NF, CDB and RK. CDB commented that there were potential difficulties on establishing a formula in order to compare one ground against another. WAH said it would be a retrograde step if the standards were brought down, but most members would accept that the standard of Southern Counties and Hodnet, for example, were beyond the reach of most other grounds.

v. Lead shot

NF has had discussions with both BASC and the GTA who consider that we should raise our profile over the risk of lead being banned. If the Board decided to support this measure, it would involve quite a lot of additional work, and NF asked for guidance on how he should proceed. An article was to be published in PULL! magazine on this subject, and RK stated the Association needed to ensure that it was 100% correct prior to publication. He also commented that there are known problems with using steel as a substitute.

vi. CLA Game Fair

A debriefing has been arranged for Thursday, and NF considered that it had gone well in lots of ways with adjustments being put in place in readiness for the Midland Game Fair in the autumn. It had been a good event for him to attend for the first time, and was an essential venue for the Association to be seen at.

3. Operations Update

NF presented SO's apologies for his absence from the meeting due to illness. Part 1 (IT Update) and Part 2 (Operations Staffing) included in SO's report in the Board Pack had already been discussed under the CEO's report.

i) Draft Business Continuity/Disaster Recovery Plan

A draft plan had been included in the Board pack, and NF invited any comments on it. It was still very much a work in progress, and SO would update the Board as it progressed.

ii) Child & Vulnerable Adult Protection Policy

A draft copy of this document had also been included in the pack. SO would like to upload this as soon as possible to the website, and also include it via the Shoot08 programme to all clubs/shooting grounds. Coaches and instructors would also be informed of the update which they could download.

4. Commercial Update

i) CLA Game Fair

SB distributed the CLA Game Fair results showing the number of members enrolled etc. 500 information packs had been given out and it was hoped to see a good return from them. The final costs are awaited, but SB considered it important that the event was not perceived as a financial income stream but as a “flag waving” PR exercise. CDB thought there was a need to define our purpose for being there. In reply SB stated the main aim was to promote the Association which is the NGB for clay shooting, and to celebrate our successes. In WAH’s opinion there was a need for a hospitality area, possibly around the back of tent. This had previously been tried when the Fair was held at Harewood, and had been well received. NF added that small changes were being made in preparation for the Midland Game Fair including arranging an electricity supply for our stand.

ii) Sponsorship

SB reported that a company called MS Eyewear, suppliers of shooting glasses, will now be co-sponsoring the prizes at Hodnet. All sponsors will be around the car park area. The new CPSA marquee will also be there and branded. This has been supplied at a total cost of £800, and is an investment which can be used again and again.

5. Finance update

i) New insurance package

Following the distribution of the insurance tenders, TRB asked for a formal acceptance of the tender from WWIS. This was proposed by RK, seconded by CDB and all were in favour. Thanks were recorded to NF and CP for the presentation of same.

ii) Membership

CP reported that the decline in membership had apparently now stopped as the total on the 1st August remained at 24,295. RK queried whether it would make sense to attempt this year to partially close the gap between the different rates of membership. It was agreed that it would be a discussion for later in the year.

iii) Courses

Following a question from GW, CP explained the spreadsheets she had prepared on Course income to date. GW then raised the possibility of an interim payment to the Regions, but CP was resistant to this suggestion in order to avoid balancing payments later on should the Regions need to reimburse Head office in the final calculations. CDB asked for confirmation that any payments would stay within the Region which generated it, and this assurance was given.

iv) CLA Game Fair

The last invoice is awaited, and CP estimated that the costs would be around £9,000 out of a budgeted figure of £12,500. CP thought that this figure should be referred to in future as an “investment” and not “costs”.

6. Insurance

Dealt with under Item 5(i)

7. HI DTL 2012 date/venue

TRB stated that the Home International DTL was scheduled to be held at Southern Counties in 2012. Because of potential accommodation problems due to the Olympic sailing events in Weymouth, it had been suggested at the Council meeting last month that we exchange with Wales who are scheduled to hold the event in 2014. Southern Counties do not have a problem with this suggestion, and neither does Arthur Williams of Mid Wales SG. TRB

therefore proposed that Wales now hold the event in 2012, and England host it in 2014. This was seconded by GW, with a vote of 6:1 in favour.

8. ICTSC Silver medals

At the last Council meeting TRB reported that J. McCormack of Ireland proposed that the Council purchase a block of silver from which to make the DTL medals at a cost in the region of £16,000 - £17,000. In these times of financial restraint, TRB queried whether we should be seen to be spending such a large sum of money and could not therefore support the idea. Rejection of this idea, with silver plated medals instead was proposed by RK, seconded by KJN with everyone in favour.

9. Team Manager – Euro DTL

TRB reported that he had been asked to reconsider financing a Manager for the European DTL event as the task has apparently fallen on the Captain which is not an ideal situation. After a brief discussion, TRB proposed that a Manager be funded. This was seconded by KJN, and the proposal passed on a vote of 6:1

RK also highlighted a potential problem regarding information of the England team uniform which currently appears on the website as there are evidently two versions. One states categorically that females should wear a skirt, and the other states that it is optional. In order to avoid a claim of discrimination, RK proposed that only the optional version should be used and the website changed accordingly. This was seconded by GW, and all were in favour.

10. DTL weekend

i) Angles

Following comments received after the recent 3 day Championship regarding angles, KJN confirmed that the targets at Southern Counties were always set to the maximum as opposed to other grounds which hold major DTL events. After discussion it was agreed that in future Southern Counties would adjust the target angles to bring them more in to line with those thrown by other grounds.

ii) Sponsor's Day

Until a few years ago this had always been held on the Friday, but PJB had changed the format and it was currently held on the Sunday. Shooters were unhappy that it had been changed, and were requesting a return to the original format. Following a brief discussion on why the format had been changed, KJN proposed that w.e.f. 2012 the Sponsor's Day be returned to the Friday, with the Dougall on the Saturday and the British Open on the Sunday. This was seconded by TRB and all were in favour.

11. Bribery Act 2010

RK had been advised by a solicitor that we should consider having a policy in place which relates to the Bribery Act 2010. It would not have to necessarily be a complicated policy, but should acknowledge that the matter can be handled should any allegations be raised under the Act. NF acknowledged that we needed to be aware of the Act, but as the Association does not trade internationally, there is a part contained within it which does not apply to us.

12. Annual Policy review

RK raised the issue that the Association should review, perhaps on an annual basis, all the policies that it possesses. NF responded by stating that whilst this would be a fairly onerous task to accomplish annually, he agreed that it was something which he would investigate further.

13. Practice during Registered competitions

Already covered in Item 2(e) above

14. NSCA/CPSA World Sporting

NF reported that the Americans are very keen to carry on with the World event, and wanted us to send a funded team for the next two championships which are due to be held in the USA. It has been agreed that we will host the one which is scheduled to be held in England during 2012. They have also expressed a possible interest in considering a three year rotation between them, ourselves and another suitable country. In TRB's opinion the decision had been taken that we would not fund any more teams and this decision should remain, but that it would be reviewed year by year. WAH confirmed that next year each individual England team member would receive the normal sum of £180. NF stated that next year's event would be open to tender from any interested registered Sporting ground, and the venue chosen from those who apply.

TRB additionally reported it was the Federation's view that the Skeet championship would probably cease as there are disparate rules around the world. In New Zealand NASSA skeet is the norm, whilst in Australia skeet is shot to local rules for example.

15. Disabled Shooting

RK had been approached to see if there was a possibility of introducing a Disabled category into any of next year's Championships. He acknowledged that although the idea sounded easy, technically it was not. The majority of disabled shooters preferred ESP, but a lot of grounds were unable to provide suitable access to either some or all of their stands given the local topography. RK could see that it might well work with skeet and trap which are normally shot on level ground.

TRB queried if a completely separate category was being requested. RK replied that FITASC have introduced two disabled categories, i.e. sitting and standing. KJN urged caution before any decisions are made as, in his opinion; it would be a minefield to negotiate. NF stated that there are a number of things that the Association already does to embrace disability, and that shooting is generally a friendly sport. As the disabled shooters had asked RK to investigate whether the Association would be prepared to suck it and see next year, he had complied with their request but was aware of possible problems with its implementation, and therefore suggested that it be left until the next Board meeting in September when it could be discussed more fully.

Action: For agenda of September Board meeting

16. Disabled and Sporting Cages

RK had been contacted concerning a shooter who was about to give up shooting as he had not been able to fit into a cage in his wheelchair. It was agreed by all present that our rules allow competitors, under these circumstances, to shoot outside the cage providing that it is safe, and NF confirmed that they would be covered by our insurance in this instance. TRB suggested the possibility of providing a letter for the member to take to any shoot stating that he could, if safe, shoot outside the cage, and this could be shown to a referee. CDB commented that he had also received a complaint recently from a member who is 6'4" because the top bar of the cage stopped him shooting.

17. ABT Angles

TRB reported that at the recent Council meeting in Ireland the subject was raised of the maximum angle of 45 degrees which is currently included in the ABT rules. It had been agreed that this angle was unsatisfactory. It was proposed this be changed to 37.5 +/- 2.5 degrees. It was therefore proposed by TRB that these amended angles be accepted and incorporated in our Rules and Regulations with effect from 01/01/12. This was seconded by GW with all present in favour.

18. Sighting Aids, e.g. redringsight.com

Also raised at the recent Council meeting was the subject of the Red Ring sight aid which is an electronically controlled sighting enhancement system invented in Sweden. The Council intend to ban all such devices and TRB thought it important that this information should be published before our members consider making such a purchase. GW therefore proposed that no electronic optical assistance devices are permitted at CPSA registered events and this information should be published in PULL magazine as well as on the website. It was seconded by RK and all present were in favour.

19. Correspondence

Items 1 and 2, included in the Board pack, have already been dealt with under above items.

Item 3 – European DTL 'B' teams

A letter had been received regarding the fact that a self-entered England 'B' team had beaten the official England team. It was acknowledged that whilst the European DTL championships do not fall within the auspices of the CPSA or the ICTSC, it is a historical fact that 'B' teams can self enter, and it would probably need the agreement of both England and France to change this.

Item 4 – Letter from Northamptonshire County Committee

A letter from Northamptonshire County Committee in support of CDB was noted.

20. Regional Reports

Before the Directors gave their reports, NF said he had received a complaint from a club in Devon (Southdown Clays) who stated that they had received no support from either County or Region in their recent planning application, and that a CPSA county and regional committee member had actively opposed it. MV, as Secretary of the South West Region, confirmed that this matter had not been brought to the attention of the Regional Committee. She had received no communication, either by telephone, e.mail or letter, from the club regarding their problem/s, and it had also not been mentioned at the last Regional Committee meeting held on the 17th June by any of the Committee members present, including the two from Devon. NF would make contact with the club again to see how the problem had evolved for the club and who they had asked for support.

North: WAH had nothing to report

East Midlands:

i) **National Director** CDB asked if it was intended to replace Bjorn Waktare as a National Director. TRB said it was entirely at the discretion of the Board. KJN stated he thought that it should wait until the end of the year and go through the normal voting procedure, but not to hand pick a replacement. RK supported this view as in his opinion a lot of the members do not like hand picking which they view as undemocratic. Should nobody come forward for election in March, then WAH stated that we could then ask for volunteers. WAJ also supported the normal election procedure.

ii) **Shoot levies** CDB queried the procedure of some Counties charging levies for selection shoot events for County teams, as well as the normal procedure for levies at a County Championship. After a discussion around the table, it was established that Counties vary in how they pick their teams, but that some Counties do charge levies for participation in the selection shoots. It was agreed that it was down to the County Committees to decide how teams are selected, and on which events levies are charged.

iii) **Target checking** CDB raised a query regarding the checking by the jury of the targets before a registered event starts. He acknowledged that although this is what the rule

book states, it is generally unattainable for various reasons. KJN stated from experience that it does not work even on two to three day events when people are aware in advance that they are required to attend earlier than the norm. A competition run over 11 layouts can take 2-3 hours to check. TRB agreed that it was a good idea in theory, but simply not practical.

West Midlands:

i) Courses RK reported at a recent regional meeting he was told there was difficulty both in contacting the regional representative and in arranging some courses and had mentioned this fact to GW.

ii) Discipline Sub Committees Following the DTL weekend and comments made, RK queried whether the discipline sub committees were still in existence. It was confirmed that they had fallen by the wayside with the inception of the Academy.

iii) RK stated that a club in his Region was experiencing serious noise problems, and asked what the Association was doing to help such grounds. WAH replied that there is an Honorary Noise/Planning Adviser which is Martec Environment Engineering and they can be contacted directly by the ground. RK said he felt we should do more.

South East:

WAJ had nothing to report additional to that of the last Board meeting. The Buckinghamshire County Committee has collapsed, and their funds will be returned to HQ until a new Committee is formed.

South West:

KJN had nothing major to report. The Regional Championships and Inter County events commence in August and run through until October.

21. AOB

a) Test shoot WAH queried whether there would be a test shoot prior to the BO ESP at Hodnet as had been mentioned previously. Agreed by all that this would not now happen.

b) Meeting with ACPO RK confirmed that he and NF were to attend a meeting with the deputy Chief Constable of Hampshire who sits on ACPO as the new Firearms Representative, and is prepared to listen to our concerns. GW commented that there are currently long delays being reported in the issuing of both new licences and renewals within Hampshire.

c) Reserves policy NF reported that he had received correspondence from Jeremy Beard at haysmacintyre regarding the Reserves policy which had been discussed during the March Board meeting. Comments were sought from Directors on the paper that was tabled.

d) Husband & Wife trophy A request had been received from the current holder of one of the Husband & Wife trophies asking if they can keep it as the category no longer exists. With the exception of the King trophy, whereby it has been agreed that the family can retain the original trophy supplied by them, the Board was in agreement that all other trophies in this category should be retained by Head Office. The King family have agreed to supply a new trophy should this category ever be reinstated.

e) Possible new IOC discipline NF queried whether the Board felt there was the need for the Association to become involved with ISSF to adopt a new IOC discipline in order to retain the number of places should they decide to change the disciplines. TRB's opinion was that the CPSA should not be getting involved, whilst WAH said that five trap had

previously been discussed, but there had been no interest. KJN suggested that NF should write to Franz Schreiber.

The meeting closed at 3.30 pm