

**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 4th December 2012

PRESENT:

Mr TR Bobbett	Chairman/National Director
Mr WA Heeks	Deputy Chairman/ Regional Director – North
Mr R Kibblewhite	Regional Director – West Midlands
Mr J Offord	Regional Director – South East
Mr G Walker	National Director
Mr DJ Jellicoe	National Director
Mr N Fellows	CEO

MINUTES SECRETARY:

Ms M Voller

APOLOGIES:

Mr KJ Newton	Regional Director – South West
Mr CD Butler	Regional Director – East Midlands

1. FORMALITIES

TRB opened the meeting at 0910 hrs, and welcomed all present. A special welcome was extended to DJJ attending his first meeting as a Director. TRB confirmed that there was a quorum present, and apologies had been received from KJN and CDB.

Declaration of interest: None.

a) Minutes of the 9th October 2012 meeting

Proposed by GW, and seconded by JO. All present were in favour.

b) Matters arising:

i) Page 1 Item 1(b)ii – DTL selection shoots WAH enquired whether a decision had yet been taken on any possible amendments to the England team selection procedure. NF outlined the original proposal which, in addition to retaining the Dougall and EO in the selection procedure, included a venue in the middle of the country. WAH suggested that Nottingham SG has six layouts and is suitably placed mid country. RK would report further on this under Item 9 of the Agenda.

ii) Page 4 Item 2:9 Laser Clay System RK queried whether there had been any progress in our negotiations with Laser Sport, and NF confirmed that further dialogue was required between the Association and them.

iii) Page 7 Item 9 – Commonwealth Games Selection Procedure NF reported that he was attending a meeting at Doveridge SG the following day when the BICTSF/British Shooting selection policy would be discussed, which will have a bearing on this this matter.

2. CEO report

2:1 **Introduction** NF reported that the previous few weeks had been extremely busy, and had included a number of distractions which he considered had taken his focus away from the business of moving the Association forward. He had discussed his frustrations with TRB whom he had found very supportive, and the problems were being addressed.

2:2 **Governance** NF and TRB had attended the Sport and Recreation Alliance Leadership Convention held at Stratford-upon-Avon over two days in November. NF reported that when the question is asked regarding independent directors in national governing bodies, this Association is one of only a very few who do not have any on their Board. Both he and TRB realised that the CPSA is now well behind so many of the other NGBs in terms of corporate governance, and in order to secure future funding the matter will need to be addressed together with skills-based Board appointments. TRB commented that although some of the other organisations rely almost entirely on public funding, we are not in that position and 2012 had been the first year when we had received any public monies. He personally considered that there should be a female Director on the Board. RK highlighted the need to factor in succession planning as the current system of electing a Chairman for a one year period falls short in this area. Various aspects of how the AGM is currently conducted in relation to the Articles were discussed, and various suggestions made.

The meeting was then suspended from 10.00 am until after lunch in order to hold a follow-on session from the Strategic Planning meeting previously held on the 8th October 2012.

Board meeting reconvened at 2.20 pm

2:3 Insurance

a) **WWSI** NF reported that progress with coach cover has been extremely slow, and a quote received for legal expenses in the event of licence revocation has been completely unacceptable. A quote of £18 per person per annum has been obtained from a stand-alone company. Next September, however, it was intended to obtain a quote from a company who is prepared to cover everything that is on our wish list, which would mean terminating our agreement with WWSI after two years instead of the original three agreed. DJJ queried the possibility of “after the event” insurance whereby a sum of money is paid in to a body which people can claim upon, i.e. reverse leverage, and offered to approach an underwriter direct to assess the interest.

b) **Club Insurance** WWSI have again not come up with any product. However, Romero Insurance has experience of this type of insurance and has supplied us with competitive quotes which NF has enough confidence in to proceed. TRB queried whether NF considered the company might be interested in quoting for the complete insurance package required for next year, and NF replied in the affirmative.

2:4 **CPSA Coaching Conference** This new initiative has been arranged for the 24th/25th February 2013 and will be held at St. George's Park, Burton on Trent, the new base for the FA's Centre of Excellence. The theme will be “Better Coaches, Greater Talent”, will be opened by Ian Coley, and will include a formal dinner on the Sunday evening. There are 80 spaces available to both members and non-members, and £5,000 is available from Sport England to subsidise it. One of our sponsors, Edgar Brothers, will be sending some of their staff along and 31 expressions of interest have already been received.

2:5 **GoClayShooting.co.uk** This website, which gives a quick introduction to our sport, has been developed by PT with a mass market appeal. It has been branded up in such a way as to provide a front end with links to our own website, and NF was very optimistic that it will work well for the Association as well as using it alongside the Laser Sport system discussed at the last meeting.

2:6 **CPSA Annual Awards** NF announced that all was progressing well, and a sponsor has been found for the final category, so all categories are now covered with 80 nominations for the awards having already been received ahead of the closing date of Friday 25th January.

2:7 **British Shooting update/England Development plan** NF gave an update on the stakeholder forum held in London on the 29th November. Presentations have been given to UK Sport and Sport England for the next round of performance and development funding, and these will be announced during the week before Christmas. It is recognised that we are working from a very low base line. A meeting to develop a single selection policy for GB shooters will be held on the 5th December at Doveridge between BICTSF and British Shooting.

2:8 **CLA Game Fair 2013** The venue for next year is Ragley Hall in Warwickshire. A meeting has been arranged with the organisers for the 7th December, and NF will report back at the next Board meeting.

3. Finance Update – C.Pierre

i) **Membership** Membership figures for October increased by 42 and now stands at a total of 23,610. Club membership has increased by 4 over the last month and now totals 368.

ii) Following the cancellation of the CLA Game Fair last year, CP announced that the Association finished £6,100 out of pocket which was made up of various costs including cancelled hotel expenses.

4. Operations Update – S. Oldman

i) **Building Maintenance** Following a visit to the offices on the 20th September, a 16 page Planned External Maintenance Schedule had now been received, and SO had enclosed it within the Board pack to all the directors. CP confirmed that no monies had been set aside for any of the works recommended, but reserves were available for this use. DJJ raised a query in relation to no hand rails being available either on the steps or the slope at the front of the building, and also asked when the last electrical testing had taken place. In reply SO confirmed that this had taken place within the last six months.

ii) **England Team Funding** SO asked for consideration of increased funding for the England teams travelling to the NSCA World ESP and the European DTL. As RK had already requested that it be added to the Agenda (Item 10), it was agreed to discuss it further then.

5. Commercial Update – S.Barber

i) **Field Sales Activity Report** SB reported that the Membership Development Co-ordinator had done a very good job this year and was expected to exceed his annual target by early February. He has supplied a shortlist of events which he suggested he attend during 2013, and due consideration is currently being given to these. SB acknowledged that it was very important that BW was seen out there as a visible presence of the Association.

ii) **CLA Game Fair 2013** A meeting has been arranged with the new organisers for the 7th December, and a report on the discussions will be given at the next Board meeting.

iii) **Members Bonus Book** The new Bonus book for 2013 has been reprinted, and is being sent out with the January/February issue of PULL! The offers will also be displayed on our website in the member's only area.

iv) The new publicity booklet was circulated around the table, and SB confirmed that 5,000 copies have been ordered.

6. Development Update – RW

i) RW confirmed that he has now completed the University and College shooting leaflet. He was also pleased to confirm that Warwickshire College had signed up 23 Student Memberships, and had also sent 3 people on our Safety Officers Course.

ii) The Young Shots Days, held during the autumn half term, had attracted over 330 attendees and were deemed to be a great success. Everybody who attended had been given a goody bag and a certificate, and this will be followed up by the posting to each attendee of the January/February edition of PULL! Feedback from the grounds has also been positive. It is planned to repeat this exercise during the Easter holidays, and three new grounds have already approached RW asking to be involved.

iii) The Clubman Classic League has been very well received in Kent/Sussex and Hampshire, and RW hopes to continue its development during 2013.

7. Release Triggers

Following on from his recent e.mail, RK reported that no-one he had spoken to since the last Board meeting had supported the decision taken to ban release triggers. DJJ had also been contacted in a similar manner, and was now of the opinion that a blanket ban was not necessary. He considered that a presentation to the Board by Alan Rhone on release triggers would be helpful and if a subsequent decision was taken not to ban them, then every referee should be written to stating how release triggers should be treated. All present were in agreement to the suggestion of a guidance letter to the referees, with GW suggesting that it should also be added to the referees' book. RK suggested the use of an orange sticker on the butt of the gun with an "R" printed on it, the onus remaining on the shooter to inform the referee before shooting commences. TRB commented that it was a very small percentage of shooters who used release triggers, but just because there had never been an accident, did not mean that it could not occur in the future. DJJ and TRB had also each received a letter from Alan Ellison outlining good reasons why people use them, whilst NF confirmed that H/O had also received a lot of e.mails from shooters who are opposed to the ban. He added that it would appear that release trigger operatives are usually experienced shooters.

TRB therefore suggested that the Board should not actively ban release triggers, but this suggestion was with a caveat that referees receive adequate advice. This was proposed by DJJ, and seconded by GW. All were in agreement. NF would arrange for a statement to be issued explaining that the Board had decided to rescind their previous decision, and that further guidance would be sent to all referees. RK suggested that the stick-on alert should be supplied FOC from Head office.

8. Grading Report Barrow Heath

RK reported that Barrow Heath SG is, in his opinion, only approaching Premier ground status and is definitely not up to Premier Plus status. The ground has recently been sold, and the new owner is Phil Moss. WAH proposed that it remains as a Registered ground for the present time. This was seconded by GW and all were in favour.

9. DTL Rules Panel Meeting

RK reported that there had been a meeting of the DTL Sub Committee held at Rugby when the following items were discussed:

i) Angle Markers The consensus at the meeting had been that both the 22 degree and the extra 10 degree tolerance should be clearly marked, but that these markers should only be used at Championships. This was therefore their recommendation to the Board, but TRB replied that only Bywell and Southern Counties currently hold the big events, and both were unequivocal that they will not consider using them as they caused more problems than they solved.

ii) Wording It had been requested that the wording on entry forms advising “disabled shooters that they must check with the ground that it is suitable for them prior to entering” be removed as it was considered discriminatory. GW was unclear as to why shooters would be offended by this statement.

iii) Tie Breaks/Shoot offs It was strongly recommended by the meeting that the rules retain the one full round, followed if necessary by a single barrel round and then sudden death.

iv) Selection process Changes were recommended in the selection process of the England teams. It was proposed that in future it would consist of the best 400 scores obtained between August and April and submitted to Head Office. The first selection shoot would consist of 300 targets, but shooters would be squadded by score. The second selection shoot would consist of 100 targets on the Sponsored day (Friday), 100 targets at the Dougall (Saturday) and 100 targets at the EO (Sunday). Juniors would be exempted from the Friday event.

v) Re-entry It was requested that shooters be allowed to enter a 100 target Registered competition followed by a further 100 targets which they could use for classification purposes only (not as part of the competition). However, it was acknowledged by the Board that this request is not currently possible with the Shoot08 programme.

10. England Team Funding

RK requested that the Board consider increasing the funding of the England teams as it has been held at the same rate for the last ten years. The current rates are as follows:

- H/I UK mainland 100 targets - £120
- H/I UK mainland 200 targets - £180
- H/I Overseas - £300
- H/I ESK 150 targets - £150
- ICTSF World events pay for flights, entry and car hire

RK also requested that some funding be given for the European DTL event. WAH commented that DTL shooters attend more events than any other discipline. TRB was in agreement with this comment. After a brief discussion, a decision was deferred until the January Board meeting when a full cost analysis of this request would be available from CP.

11. Disabled Project Report

RK had attended a meeting of the Disabled Shooting Project on the 20th November, and had included a summary of the points of interest within the Board pack. These included the possibility of a GB Disabled Grand Prix in Olympic disciplines in 2013, the organising of self financing Have-a-Go days for next year, developing coaches to train the disabled, and obtaining information from grounds on how many have regular disabled customers.

12. SCTA Banned Member

TRB reported that an e.mail had been received from the SCTA informing us that one of their members had had his membership withdrawn with immediate effect, and is barred from applying for SCTA membership until 2014. The SCTA requested that, under the terms of the ICTSC amity agreement, member countries respect this sanction. It was agreed that no action needed to be taken unless said member applied to our Association for membership.

13. Correspondence

No further correspondence had been received.

14. Regional reports

South East JO had nothing to add to his written report which had been included in the Board pack.

West Midlands In addition to his written report, RK highlighted the following points:

- i) At a recent meeting of the Regional Committee RK had been asked a question by S.Lovatt. In reply he had stated that he could not answer the question as the matter concerned was ongoing, and this was accepted by SL.
- ii) It was requested that the forms on the CPSA website relating to Regional events be updated.
- iii) Their Regional AGM is to be held on Monday 28th January, and not Tuesday 29th January.

South West No Director present

East Midlands No Director present, but NF had received an e.mail from CDB stating that his Region did not want release triggers to be banned.

15. A.O.B

- i) Board Meeting dates 2013 -

Tuesday	22 nd January
Saturday	23 rd March (AGM)
Tuesday	21 st May
Tuesday	30 th July
Tuesday	1 st October
Tuesday	3 rd December

- ii) Safety Courses WAH reported that a rumour was circulating that Safety Officers will need to re-qualify on a regular basis. GW confirmed that this was correct. At a recent Steering Group meeting it was felt that people should re-qualify every five years, and that by taking this action the Association would be executing its duty of care. The re-qualification will be done on-line, will consist of 80 or so questions and will cost nothing. TRB commented that it would appear sensible for S/Officers to do an update after this period of time, with GW adding that it was also good from an insurance point of view.

The meeting closed at 4.25 pm
