

**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 3rd December 2013

PRESENT:

Mr T R Bobbett	National Director - Chairman
Mr W A Heeks	Regional Director – North – Deputy Chairman
Mr R Kibblewhite	Regional Director – West Midlands
Mr J Offord	Regional Director – South East
Mr P Simpson	Regional Director – East Midlands
Mr D J Jellicoe	National Director
Mr N Fellows	CEO

MINUTES SECRETARY:

Mr S C Oldman

APOLOGIES:

Mr K Newton	Regional Director – South West
Mr G Walker	National Director

DECLARATION OF INTERESTS:

None

QUORUM:

A quorum was declared present.

Minutes of the Board meeting 1st October 2013:-

Proposed WAH Seconded DJ All in favour

Minutes of the 1st Board meeting 19th October 2013:-

Proposed PS Seconded WAH All in favour

Minutes of the 2nd Board meeting 1st October 2013:-

Proposed DJ Seconded WAH All in favour

Matter Arising (1st October 2013):-

ABT Target Speed

This had been discussed at the recent ICTSC meeting and it was agreed to leave the speed as it is to allow more time for it to settle down.

Regional / County Teams

After some discussion it was agreed to amend the rules as follows:-

If there is a draw to take place then team names must be submitted before the draw by the Region's Team Manager or Regional Committee Secretary.

If no draw required then team names must be submitted before commencement of shooting.

Proposed by WAH Seconded by RK All in favour

Contamination of Rape Seed

This is a farm assurance issue and relates only to flowering times. It was agreed that letters will be sent to our shooting grounds/clubs before March.

Regional Committee Accounts

It was agreed that Regional Committees should provide HQ with copies of their year-end accounts.

The lack of East Midlands Region AGM minutes for the last three years, despite several requests, was noted. It was agreed to continue pursuing them.

CEO Update (NF):-

A personal vote of thanks was given to NF by the directors present for the work on the new Articles of Association. This was acknowledged by NF who stated that we need to keep pushing the Association forward.

A number of letters/emails had been received about Jays shooting ground no longer holding registered shoots. Replies had been sent stating it was regrettable that Jays had made this decision. It was not a wish of the CPSA. It was noted that the South West Regional Committee had requested that Jays should be recorded correctly as Devon. NF asked whether it matters where a ground's location is recorded. A discussion took place and it was agreed that as our website currently shows all grounds/clubs by county the decision has been made and will stand.

HMRC issues were discussed regarding grounds employing coaches, instructors & refs. HMRC are becoming more active on the issue of casual workers. It was agreed it was a matter between the grounds and individuals but the likely result will be either a significant increase in costs/entry fees or an increase in self-refereeing across all disciplines as referees became harder to find.

All our coaches and instructors had now been written to regarding our insurance cover, with a request to complete a short questionnaire to be returned directly to the insurers. By doing this insurance cover is extended in relation to those earning up to £25k from the former limit of up to £5k.

The first Commonwealth Games training camp has been held at Southern Counties SG and John Robinson reported to NF that it went well.

The England Talent Pathway is gaining momentum, there is a meeting next week which includes JO, Becky McKenzie, Phil Coley, Martin Barker & David Dale. Two grounds so far have been identified for this. It was noted that the NRA plans significant investment in its facilities over the next three years and this may benefit the NCSC. There will be a big push from British Shooting over the next two years and beyond, with the GB Academy Programme (GBAP) and the Talent Pathway Programme being rolled out. Next year's CPSA Coaching Conference will include presentations on this topic.

As a result of the above NF proposed the name 'CPSA Academy' should be dropped, partly as it has significant baggage and partly as the Academy label is much more appropriate to developing young shooters. This was agreed by all present.

A proposal to stage an English Open Sportrap Championship was received from a shooting ground. It was noted that we had rejected this proposal from Southdown GC previously. If a ground wished to hold such an event it could not be called the EO – it would be difficult for such an event to be financially viable as a championship if staged on its own - competitor entry has always been higher when held alongside an ESP championship. CPSA may reconsider this in the future with the EO ESP but the 2014 calendar is already very busy and congested. It was agreed by all not to permit a separate EO STR to be established at this time.

The championship calendar for 2014 is taking shape. There had been a proposal to film our championships from Phil Coley – with whom NF had a meeting to discuss further. This would be part of the development of the 'My Clayshooting Record' resource. There would be no charge to the CPSA and the footage would be available for our website or our YouTube channel. It would cover all disciplines - and be for a three year period. It was agreed this is a very positive PR

opportunity. A partner in PCs business, one of our qualified instructors, also has ideas to pitch a TV programme and a pilot is to be made at EJ Churchill's.

Proposed by DJ Seconded JO All agreed to take up the offer.

The online survey for licence revocation insurance had produced 121 responses to date. This was not considered sufficient to make a decision. Consideration needs to be given to the likely number of claims which could greatly impact future year's premiums. It was agreed by all that further investigation is required.

During the lunch break a presentation was made to Mark Smith by RK, on behalf of the Board, to recognise 10 years loyal service.

Operations Update (SO):

There is a number of pending rule change requests that will be presented to the Board as soon as possible. These are to be circulated to the Board by email for approval or not etc.

Phase One of the new membership CRM (Customer Relationship Management) system is progressing and is currently undergoing user acceptance testing.

As part of our compliance requirements both Directors and staff are being asked to complete a short questionnaire on equality. Results will be input to a spreadsheet and fed back to British Shooting.

The review of the CPSA Child Protection Policy is still in progress and it is hoped this will be ready to present to the Board in the next quarter.

Commercial Update (SB):

Sponsorship for 2014 is proving to be excellent. NF and SB had a very productive meeting with Blaser recently. GMK are not providing sponsorship for the DTL weekend next year but we do have another sponsor in place and will pursue discussions with GMK about developing our relationship in other areas.

There has also been another very productive meeting with Gamebore who have confirmed they wish to sponsor the BO ESP for the next 3 years and the WESP for the next 3 times it is in England.

Development Update (RW):

The initiative for membership upgrades from Clubman to Full is proving successful with 86 upgrades so far. Bisley Shooting Ground is keen to hold registered sporting shoots and discussions are continuing; they are also considering tendering for a major championship in the future. One concern they have is parking space. Discussions are also taking place with several other grounds showing interest in holding registered shoots.

Independent Directors:

A self-completion skills analysis document had been circulated to all Directors for collation and summary by NF. It was agreed by all that it was worthwhile and a good place to start to assist us in identifying the skills required in the two independent directors. It was already identified that one should have legal expertise and this could include corporate or environmental/noise knowledge. It was also noted that Sport & Recreation Alliance and Sport England have lists of people interested in such roles - NF to pursue. It was agreed that an Appointments Sub-Committee should be established to undertake this role as specified in our Articles. It was agreed this will comprise DJ/JO/RK.

Directors Induction:

RK gave a presentation of the topics that should be included in the induction programme and requested all Board members to think the process through and recommend anything else to be included.

SO was asked to provide all Directors with up to date contact details.

Policies:

A Policy Sub-Committee was appointed comprising TRB/DJ/RK/SO to review existing, and introduce as required new, company policies.

Strategic Planning:

TRB stated we needed to progress this without delay as it appeared to have stalled. It was agreed that a Sub-Committee be established comprising TRB/DJ/RK/NF and it would hold its first meeting before the next Board meeting.

Social Media Policy:

A copy of a social media policy from another NGB was circulated as a guide. This would be applicable to all staff and members and penalties will need to be appropriate to any contravention of the policy. To be considered by the Policy Sub-Committee.

Safeguarding Policy:

It was agreed that the Policy Sub-Committee should review this.

Directors Code of Conduct:

This had now been amended and all present had signed the amended page.

Complaints Procedure:

It was agreed that this needs both updating and revising to include any complaints against Directors or the CEO.

County & Regional Committee Bye-Laws:

As discussed at the informal question and answer session immediately following the recent EGM these should be reviewed. It was agreed that NF would write to all County and Regional Secretaries to gain committee member input for suggested amendments and improvements.

BO ESP Presentation:

PS gave a presentation of his ideas to help increase the entry numbers for the BO ESP with the aim of bringing it up to 1,250 competitors within two years. It was noted numbers have increased recently and it is hoped this trend will continue. A number of suggestions were put forward by PS and NF/SO/PT/CA were tasked with reviewing these and to report back to the Board.

All Round Sequence:

WAH stated that the sequence had always been S/B, ABT, ESK & ESP with ESP being the last in the sequence as it is the slowest discipline. He stated All Round needs to be regimented to run smoothly. GW (via email) stated that it should be a matter for the ground to decide what is best for them. After much discussion it was agreed to revert the rules back to the above sequence. SO was asked to send an email to all grounds to clarify the revision.

While discussing All Round events it was agreed that the entries for the National I/C were too low to make it worthwhile as a stand-alone event. It was agreed for 2014 to ask Mike Faux at Fauxdegla if he would like to host the Nat I/C at the same time as his World All Round. NF to follow up.

Barrow Heath Upgrade to Premier Status:

JO circulated his report and photographs. He reported that he was impressed with the ground and confirmed that a lot of work and effort had been put into it by Phil Moss. Phil is planning to continue the development of the shooting ground. Therefore JO recommended to the Board that Barrow Heath be granted Premier Status. PS confirmed that big improvements had been made. Proposed by JO, Seconded by WAH, All in favour.

Dates of 2014 Board Meetings:

After some discussion it was agreed the provisional dates for next year will be 15/1, 29/3, 28/5, 30/7, 8/10 and 3/12.

Correspondence:

None

AOB:

It was agreed that JO would visit Cambridge Gun Club regarding their status upgrade request. PS will also attend as part of his induction.

Meeting closed at 16:20
