

**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 3<sup>rd</sup> December 2014**

**PRESENT:-**

Mr T R Bobbett	(TRB)	South West Regional Director - Chairman
Mr W A Heeks	(WAH)	North Regional Director - Deputy Chairman
Mrs C Cannon	(CC)	Independent Director
Ms M Conway	(MC)	National Director
Mr D J Jellicoe	(DJ)	National Director
Mr J Kitson	(JK)	West Midlands Regional Director
Mr B Moorhead	(BM)	Independent Director
Mr J Offord	(JO)	South East Regional Director
Mr P Simpson	(PS)	East Midlands Regional Director
Mr G Walker	(GW)	National Director
Mr N Fellows	(NF)	CEO

**MINUTES SECRETARY:-**

Mr S C Oldman

**APOLOGIES:-**

None – all present

**QUORUM:-**

The meeting opened at 9:10 and a quorum was declared present

**DECLARATION OF INTERESTS:-**

None

**MINUTES OF THE BOARD MEETING 8<sup>th</sup> OCTOBER 2014:-**

Minutes ratification proposed by WAH and seconded by JO. All were in favour.

**MATTERS ARISING:-**

Sponsorship opportunities of ESK majors would be raised again with John Walker who had indicated he could easily obtain sponsorship. However it was generally agreed that such an approach was unlikely to bear fruit as he had been asked in the past and nothing had been forthcoming for many years. MC agreed to try again and make contact with him.

JK agreed to continue working on coaching opportunities with Counties and this would always be on-going work.

Home International team sizes were discussed regarding the agreement at the previous Board meeting not to vote in favour of such changes. It was explained that at the subsequent ICTSC meeting the other home countries associations were in favour of the changes and whilst we expressed our view that we did not

want the changes we were outvoted. It was confirmed that the inclusion of Super Vet category was only for ICTSC H/I's. Due to our ageing membership we may well decide to include this at some point in the future for our own championships.

The DTL team size and funding would remain as is, although it was acknowledged it is disproportionate with all other disciplines due to team size and funding of the H/I and BO. It was confirmed the costs were catered for within the budget for 2015.

TRB circulated a spreadsheet he and WAH had compiled showing the distribution guidelines for badges & medals.

Booklets 5 & 7 are to be amalgamated and amended to incorporate the above, along with other rule changes. The reprint is planned for end of March 2015.

## **ACTION LOG:-**

### **Disabled sub-categories at CPSA ESP Major Championships:**

Issues and concerns were raised and discussed regarding disabled shooting/categories at the BO ESP and how to approach this for 2015 for our ESP championships. It was agreed that consideration for our disabled shooters must be given but also that we cannot compromise our ESP events. The commercial aspect for ground owners also needs to be considered. It was also agreed that we have to take into account and consider the majority of ESP shooters who may prefer ESP shoots to remain on varied terrain etc. Putting on a separate course was discussed but it was agreed this could also be a cost issue for the host shooting grounds and may not be wanted by some shooters. A question was asked whether we should remove the disabled categories from our ESP championships, depending on a recce being carried out at host grounds chosen. It was agreed that we shall continue to work with the DSG before any decisions are made.

## **CEO UPDATE (NF):-**

There has been significant activity in planning for 2015 for championships, including drafting new championship contracts. The courses programme for 2015 is also currently being assembled. Some changes to staff roles was explained due to Clare Alger returning to work following her maternity leave and Trudy Abel going on maternity leave at the end of January. The role of our Communications Officer was being reviewed by AM to include some project work, together with the potential for a student to be based in the office for part of the year, ideally as part of a sandwich course.

A meeting is scheduled with our insurance broker to review activity on the legal expenses policy for licence revocation etc and to receive an update on claims. It is understood there are two cases progressing and two more potentially. More detail will be known in time for the next Board meeting.

The 2015 championships calendar is progressing and will be based on the usual mixture of rotas and tenders. NF thanked PS for the work on organising the ESP Championship Sub-committee. PS reported that the review of the format for the BO ESP had progressed well, with the EO ESP being a little slower but now developing ideas. A question was asked regarding the next step in the process. NF advised that all information received from PS would be collated and decisions then made, which may include going out to all ESP shooters by survey, if necessary. Consideration must also include what the shooting grounds' tender proposals require as formats may work differently at different grounds.

An update was given on the project to replace our membership database and meetings were scheduled to restart this project under PT's guidance from January.

It was agreed that further discussions regarding 2018 Commonwealth Games selection process would be dealt with at a future meeting.

## **FINANCE UPDATE (CP):-**

The standard annual audit forms provided by Haysmacintyre regarding 'related parties' were handed out for completion and signature by all directors. CP explained to the Board that the surplus for the year end is currently estimated at £32k. An additional line in the accounts titled 'designated funds' was explained as a requirement due to the cancellation of the IT development contract together with a complete refund of monies, resulting in the movement of funds from the balance sheet to P&L. An opposite entry will appear at the end of 2015 due to the development work restarting under a new contract with a new developer.

Courses income was ahead of budget due to a number of 'closed' courses being held during the year. It was confirmed that course surpluses had now been paid to the five Regional Committees.

Membership numbers over the year are down 130. A discussion took place regarding an 8% drop in Cambridgeshire and PS would like to find out why. Other discussions took place regarding increases to Clubman rates over recent years but it was noted this would only increase by £1 for 2015. It was confirmed that BW telephones our lapsed members in an attempt to retain them but that this was also important to ascertain their reasons for leaving. Although figures and reasons are reported, AM explained this process would be enhanced with the development of new systems.

## **OPERATIONS UPDATE (SO):-**

An update was given regarding the search for a new IT developer to replace the current Magic database, together with being able to provide additional facilities to regional and county officials, shooting grounds and in time replacing the Shoot program. Broadband services were also being upgraded to fibre lines.

NF and SO had attended a meeting with the Metropolitan Police Firearms Enquiry Team at their request at their offices in London for them to explain how they work and a quick tour of the offices/facilities and to have a discussion about any issues of mutual interest. NF reported that it was a successful and useful meeting and topics included timescales for processing certificates, revocation concerns and the softening of the 'Crime Stoppers' initiative. The possibility of the FEO team wanting to do the Safety Officer training course was also discussed and may be a possibility, subject to funding in the future. The CPSA Academy programme was briefly explained and some materials were left with the Inspector for review.

## **COMMERCIAL UPDATE (AM):-**

AM thanked CC for her time regarding their recent meeting, which was very helpful. It was also good to be able to report that BW had exceeded targets regarding re-joining of lapsed members. A couple of members of staff had recently attended a conference regarding membership recruitment and retention and this had proved very successful with new ideas and thoughts being input to the membership retention project.

Updates were given regarding media and PR plans, events and sponsorship packages for 2015. A review of our 'Trade Membership' category is also underway along the lines of changing this to a 'Business Membership' and to introduce more value to this category.

The British Universities and Colleges Sport (BUCS) and Schools Challenges events are now being linked together regarding future opportunities these could create and this will develop further in due course.

Work is progressing on increased prizes, website exposure, and it was noted that the 'open rate' and 'click through' of the latest e-newsletter is at a new high.

Edgar Bros have now confirmed that they wish to support/sponsor both the EO and BO ESP championships for 2015. Other opportunities being discussed are with Toyota, including Lexus, with links to dealerships, and the Cyprus Tourist Board on such topics as golf & shooting holidays.

NF also attended the Blaser press day at EJC's featuring the release of their latest gun and had good, positive meetings with both companies.

We are also currently working on increasing our recognition of Premier Plus shooting grounds, including a small but important change to the fixtures listings in Pull! and on our website, allowing Premier and Premier Plus to be highlighted. RW has reported that a number of them had already reported to him that this was a welcome step. Other ideas will progress with new systems and our new website during 2015.

#### **DEVELOPMENT UPDATE (RW):-**

Six clubs/grounds had been visited since the last Board meeting and discussions also continue with a further 8 regarding membership.

Trophy presentations have been held for the 2014 Clubman Classic League and planning is now underway regarding the 2015 season, with several new grounds wishing to take part.

Along the same lines as the Clubman Classic League planning is taking place on a new CPSA Premiership for 2015. Owls Lodge, Ian Coley's, EJC's, West London, Southdown & Bisley SG have all confirmed an interest in taking part. Further updates will follow.

Work is continuing with British Shooting and the Cadet Force to make progress with the Cadet Project. A new cadet membership scheme has been added to the membership section of our website.

The Young Shots days organised during the autumn half term attracted 150 youngsters. Events were enjoyed with lots of enthusiasm and good feedback.

Work is continuing with BUCS regarding a 'Get Involved' section on clay shooting on the BUCS website. DJJ asked who from HQ would be attending the BUCS championships. It was confirmed that both Clare & Cheryl would be attending to assist with the administration of the championship.

The membership upgrade scheme (Clubman to Full) has been successful with 446 upgrades since September 2013. As a result we have decided to continue the scheme from January 2015.

Planning of the Courses Calendar for 2015 is well underway, including courses for the ARA, which we will administer.

#### **OTHER AGENDA ITEMS:-**

##### **Raising Our Profile:**

The main aim of this project is to identify ways to increase membership numbers. It is a topic or activity that everyone (directors, staff, regional and county committees) should be involved in. A number of categories or topics are to be reviewed along with what our packages are, our connections, applications and websites etc etc. We already undertake a significant amount but some restructuring is required to increase membership which is the main objective. All data will be driven from the new systems and there is a need to ensure the infrastructure is in place. This will include a new website to clearly separate information required by our members from visitors wanting to find out more about the sport along with clear navigation and more explanation etc.

The top six categories to be developed are: Membership expansion, What are our packages?, What connections have we?, Website (apps & materials), Sponsorship, Social Media.

### **Commonwealth Games Selection Procedure:**

It was agreed to carry this forward until such time as the BS/BICTSF guidelines are established.

### **ESK Sub-committee:**

The sub-committee reported:-

- 1) A request to increase target speed. It was agreed this would be put out by survey to all ESK shooters. Questions were asked about non registered shooters and the need to consult with shooting grounds etc. JK stated that increasing speed equates to it ceasing to be English Skeet. TRB commented that it did not cease to be ESK when the rules were changed to remove Station 8 and include doubles on Station 4 some years ago. Other points included whether or not increasing speed would result in targets being less affected by weather. All agreed to go out to survey to determine the majority view of ESK shooters before a decision could be made.
- 2) Pairs on station 4- that there is currently no penalty if High or Low target is not nominated before firing. It was agreed that a penalty is not needed as the referee should not release the target without nomination.
- 3) Increasing the numbers entering ESK major championships was discussed and all agreed to give this further thought. Entry numbers have been going down for the last three years. Loss of Lakenheath was thought to be one reason.
- 4) The possibility of a separate ESK side by side championship had been raised but concerns were expressed around it being construed as practice for the main event. Entry and shooting of the main event would have to be first. It would require a separate entry fee, prize fund and trophies/medals etc. It could be just medals, not trophies and just categories not classes and on a trial basis for one year. It was agreed to take this back to the sub-committee for further thought.

### **DTL Sub-committee:**

- 1) The following points were raised:-The sub-committee requested that ported barrels/chokes should be allowed for DTL/SB/DR/HBD and ABT. All agreed and the rule book reprint in March to be changed to reflect this.
- 2) DTL selection procedure regarding category being chosen on selection form should be for the whole of the year and that a member should only be allowed to nominate one category. A question was asked regarding if a shooter fails to get into one team category then they would not be selected for another category which could mean the best team is not chosen. This was agreed.
- 3) It was also agreed that squadding at selection shoots would be by score whatever the category and all would shoot the same layouts. All in favour.
- 4) Discussion regarding lost target due to a technical error was discussed and all agreed with the recommendation of the sub-committee that the existing rule should remain unchanged.
- 5) Re-introduction of a practice target was requested by the sub-committee and after some discussion all agreed not to reintroduce this.
- 6) The fitting of deflectors for semi-automatics in competitions was raised. It was agreed this would be investigated further with gun manufacturers before any decision was made.
- 7) Splitting the holding of the English Open & Dougall Memorial was discussed to allow the potential for more shooting grounds to host these events. All agreed not to do this.

- 8) England Team Captaincy and if the member with the most appearances (caps) declined captaincy they would automatically go to the back of the queue in future years. All agreed unless the member concerned had mitigating circumstances with the Board then making the final decision.

### **West Midlands Regional Committee Email:**

A request was received to consider allowing under 18's on to committees. It was agreed this could encourage participation at a local level but some caution was expressed. A vote for allowing 16 years and over to take up positions on county and/or regional committees was taken with 6 For, 3 Against and 1 Abstention. TRB agreed to update Bob Kibblewhite, WM Regional Chairman, regarding this decision. The age limit change will be included in the revised by-laws.

### **ESP Cages:**

Discussions took place around the requirement to have cages in ESP as some members were anti cage. It has been advised that Grimesthorpe Estate SG only use hoops. Rules should be adhered to and it was agreed NF will write and remind all grounds.

### **Board Meeting Dates for 2015:**

A vote was held whether to hold board meetings on a Tuesday or a Wednesday with 1 vote for Tuesday and 9 for Wednesday.

Provisional dates are 28<sup>th</sup> January, 28<sup>th</sup> March, 3<sup>rd</sup> June, 29<sup>th</sup> July, 30<sup>th</sup> September and 2<sup>nd</sup> December. TRB to finalise dates by email.

### **CORRESPONDENCE:-**

A letter from a member had been received requesting a review of the classification system when either a member had not shot a registered shoot in a particular discipline for some years or a lapsed member returned after a number of years where both currently retained their former classifications. A discussion took place around removing classes after a period of two, three or five years. It was agreed that some amendment may well be required but that it would not be appropriate to amend the current database system as this is due to be replaced later this year.

### **AOB:-**

TRB requested if anyone had any suggested amendments to the county or region by-laws, which have now gone out for review to all secretaries etc, to please feed them back to NF by 19<sup>th</sup> January.

TRB and WAH had recently formulated definitive guidelines for the allocation of badges and medals at major and minor championships. TRB to circulate to Directors for their input/comment.

Bisley Shooting Ground had requested an upgrade to Premier Plus status. GW and TRB recently visited BSG and GW gave a detailed presentation to the Board of their findings. . GW and TRB recommended it be upgraded to Premier Plus and all Directors voted in favour.

DJJ requested that we obtain a formal invitation for a seat on the Police Authority Licencing Group. It was accepted that DJJ should endeavour to obtain an invitation. DJJ stated that he would like to be the CPSA representative. All agreed.

MC passed comment regarding the quality of medals recently awarded to the Cambridgeshire Veteran Team and that we need to look at options to improve quality.

The 2015 reprint of the rule books was discussed and TRB issued a paper regarding shoot-off rules and count-back etc. A large number of rule change requests were in the pipeline and these would be presented to the Board by email for approval prior to the release of a new Booklet Number 1 (amalgamated Booklets 5 and 7) being issued by the end of March.

A letter had been received from the North Region Committee questioning what the criteria was for Premier Plus Status with some grounds not holding regular registered shoots, being only open 2 days a week, and commenting some grounds appear to like having the title attached to them for advertising and marketing purposes but don't appear to want to give anything back in terms of providing regular registered shoots. It is the opinion of the NR Committee that this is not giving any special service to the shooting community. To qualify for special status there should be certain standards which are superior to other grounds.

After some discussion the Board agreed that the criteria for Premier Plus status was not linked to holding registered shoots but was based on facilities provided. It was agreed that as long as grounds maintain the facilities no action was required.

**Meeting Closed at 15:15**