

**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 30th July 2014**

PRESENT:-

Mr T R Bobbett	(TRB)	South West Regional Director - Chairman
Mr W A Heeks	(WAH)	North Regional Director - Deputy Chairman
Ms M Conway	(MC)	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

GUEST:-

Mrs C Cannon (CC) (Appointed as an Independent Director during meeting)

MINUTES SECRETARY:-

Mr S C Oldman

APOLOGIES:-

Mr D J Jellicoe (DJ) National Director

QUORUM:-

The meeting opened at 9:15 and a quorum was declared present

DECLARATION OF INTERESTS:-

None

APPOINTMENT OF INDEPENDENT DIRECTOR:-

Cate Cannon attended the board meeting to meet all directors and gave an overview of her CV prior to the Appointments Subcommittee (PS,GW,JO) interviewing her to determine her suitability as an Independent Director. The overview included her background in Publishing, Branding, Consultancy and Project work, including Business Set-Up. CC then left the meeting with the subcommittee members for further detailed discussions. During this time the board meeting was suspended.

The Appointments Subcommittee members returned to the board meeting with the recommendation that CC should be appointed as the CPSA's second Independent Director. While discussions took place about the appointment, the opportunity was taken for CC to be shown around the office and introduced to the staff.

JO proposed that CC be appointed to the board of directors and this was seconded by GW. All were in favour. CC was subsequently asked to return to the board meeting, where she was formally welcomed to

the Board and therefore able to stay for the remainder of the board meeting. CC was given the necessary Director Code of Conduct forms etc to sign.

MINUTES OF THE BOARD MEETING 28TH MAY 2014:-

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

MATTERS ARISING:-

Director Induction:

It was noted that JK had not yet been able to complete his HQ induction. JK agreed to arrange another visit. It was also noted that an induction day should now be arranged for CC. NF & CC to arrange.

Licence Revocation Insurance:

NF gave a brief update on how this member benefit was progressing following an update from the insurers and Laura Saunbury – the scheme is working well. A number of Clubmen members have chosen to upgrade as a result of this additional insurance. TRB gave a brief explanation of this cover and its reasons to CC.

MC asked about progress regarding the topic of Ported Chokes following a members request for a rule change. WAH confirmed he was putting this to the subcommittee for review and would be reporting back to the Board with any recommendations in due course.

ACTION LOG:-

Team Managers to be contacted regarding self-funding initiatives and how to progress them for 2015.

It was agreed that PS would discuss the agreement/way forward to close the matter of the EMRC outstanding debt with Janet Stennett. Once PS had confirmed the discussion NF would forward the details to JS for her written agreement. All agreed to this and were pleased to be able to close this matter.

Sponsorship opportunities regarding ESK majors were discussed and JK agreed to contact Johnny Walker regarding this topic.

Following the reformatting of the director contact details on our website, it was agreed that staff contact details would be best presented in the same way. SO to arrange.

Shooting category age cut-offs had been discussed recently at the ICTSC meeting held at Bywell SG. All ICTSC members are taking this topic back to their own boards for review and to report back at the next Council meeting in November.

Commonwealth Games 2018 selection procedure to be discussed at the October board meeting.

WAH to meet with Eley at the next North Region committee meeting regarding sponsorship opportunities and to report back at the October board meeting.

There is a need to identify shooting grounds / clubs that have disabled facilities. RW to progress.

NF to write to Regional & County secretaries before next Board meeting regarding a review of by-laws.

ESP Championships Subcommittee to be established for 2015.

All shooting grounds & clubs to be reminded that the wearing of glasses is mandatory in all situations.

CEO UPDATE:-

The last couple of months have been busy with overlapping championships and game fairs, which has stretched resources, however we have been able to maintain office cover.

Our insurance renewal is approaching and we are meeting with our current insurers and others regarding future cover. Coach/Instructor etc insurance cover for professional indemnity was also discussed as a priority and this is to be investigated and reported back as an urgent matter.

A meeting with E J Churchill's to review the 2014 WESP and to discuss plans for 2016 has been held and was very positive. It is recognised some improvements are necessary for 2016 on both sides. Discussions are on-going to agree the best time of year to hold the 2016 events.

The response to the 'Value of Shooting' report has proved to be positive despite the BBC Countryfile programme angle being one of 'killing animals'. The Commonwealth Games will also be factored in as another good shooting story, together with the message that 17 organisations have banded together to produce the report, demonstrating further strength within our wider industry.

The England Talent Pathway is developing well with a total of 34 talented and committed young shooters being admitted to the 'confirmation' phase of the programme following four well received assessment days held between April and June.

NF attended and showed support at the Commonwealth Games. We had good results with 7 medals. It was a very successful competition for us and we exceeded Sport England targets for medals. Comments were received how good the England Team uniform looked. It was noted by all Directors that John Robinson did extremely well and all agreed that he put a lot into it. The Board unanimously agreed to write to John. It was also agreed that a letter will be written to each member of the team offering our congratulations and inviting them to a celebratory dinner etc.

The Target Tokyo Project is being launched following the success of the Sporting Giants and Girls for Gold programmes run by UK Sport. There is potential for GBR to do much better by way of medals so a recruitment programme will be launched, leading to assessment days later in the year.

FINANCE UPDATE:-

A question was raised regarding pin badges and should we provide them for the major championships. Consideration was given to some members not appreciating or not wanting them and others expecting them to be provided. A number of pin badges are often left lying around. They are seen by some as a memento of the event, particularly if a member is relatively new to major championships. It was agreed that the number of badges could be reduced and perhaps put in a box for those members to pick up if wished. We should also look at alternative suppliers to help reduce the cost, although quality is important. Also we should consider just one generic design per year, not being discipline specific. Options and costs to be reviewed for 2015. It was also agreed that back numbers will only be provided for the World & BO ESP events.

OPERATIONS UPDATE:-

An update was given on the successes of our major championships since the previous Board meeting. Development of our IT systems together with a brief explanation of recent server and connectivity problems that have affected systems at HQ was explained.

COMMERCIAL UPDATE:-

It was agreed that our sponsors would benefit from more profiling in Pull and on our website and this will be looked at for 2015. A brief update on our attendance at the CLA Game Fair was given which resulted

in 71 new members, an increase on 2013. A question was asked why the cartridges for the clay line had to be provided by John Bidwell. This was explained to be a noise requirement from the land owners. No noise issues have been reported.

DEVELOPMENT UPDATE:-

Bisley SG had recently held a registered ESP shoot which attracted a very good entry. Feedback from members and the ground was positive. Royal Berkshire SS are also holding a registered event in August and entries for this are also looking very positive. The Board thanked RW for bringing these two prestigious grounds into the fold for registered shoots.

OTHER AGENDA ITEMS:-

Classification:

Discussion took place around the requirement to shoot 100 targets to obtain a classification but 300 targets to go down a class. Various options and scenarios were discussed regarding changing target numbers and how long a classification should remain in place if no new scores were shot for a long period of time. A vote was taken and it was agreed to leave the system as currently in place.

Championship Prize Funds:

It was agreed that the promotion of prize funds was important in the build-up to any of our major championships and we should 'shout about it' more than we do currently. Publishing the payouts/prizes to individuals after an event was also discussed but agreed this could be seen as a personal issue by some members and was not desirable. Prize funds by class are already displayed at events.

Pull:

JK wished to raise an issue with a championship report in Pull but it was explained that such matters were not dealt with by the Board.

CORRESPONDENCE:-

Concerns had been raised regarding not qualifying referees and safety officers until the age of 18. The issue is regarding under 18's handling malfunctioning guns. We are aware that some grounds employ under 18's to referee but they should be supervised by someone over 21. It was agreed it is up to grounds to put necessary and appropriate processes in place. This has been discussed several times in the past and a guideline proposal is currently being finalised as a recommendation to grounds/clubs. It was agreed to wait for this guideline before discussing any further.

AOB:-

WAH reported that the DTL Home International tournament was a fantastic event, as was the British Open DTL, with Phil Unwin of Ruag presenting the trophies. However he was embarrassed that medals for 2nd/3rd places were not available for the European DTL. Note: since the Board meeting this has been corrected and medals despatched.

JK said that there was not a trophy for the BO HBD. NF/SO to check this and report back.

It was requested that when rule books are changed separate notifications are sent to grounds/clubs and referees to help ensure all are notified. SO to action when next years changes are processed.

Meeting Closed at 15:10