

**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 28th May 2014**

PRESENT:

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

GUESTS:

Mrs J Stennett (part of the meeting)

MINUTES SECRETARY:

Mr S C Oldman

APOLOGIES:

None

QUORUM:

The meeting opened at 9:00 and a quorum was declared present

DECLARATION OF INTERESTS:

None

POSITION OF CHAIRMAN

David Jellicoe, the current Chairman, informed the Board that due to personal circumstances he does not have the time available to do the job as he would wish and so felt he could not continue as Chairman. He offered to absent himself from the Board meeting while the other Directors discussed the best options for the future. At this point the chair of the meeting was handed over to Tony Heeks as the Deputy Chairman. Nominations for Chair were requested. TRB was proposed by WAH and was seconded by JO. There were no other nominations and both DJ and TRB were asked to leave the meeting while discussions took place.

Both MC and JK abstained from voting based on not having any prior knowledge of TRB chairing Board meetings and therefore felt it would be inappropriate to vote on this occasion. This was agreed by all other Board members as a fair and sensible decision.

Proposed by WAH. Seconded by JO. Vote: For 5 Abstentions 2.

NF then asked both DJ & TB to return to the meeting. WAH welcomed them back and informed TRB that he had been appointed Chairman.

Chair of the meeting was then passed over to TRB, who thanked DJ for the last two months as Chairman of the Association.

MINUTES OF THE BOARD MEETING 29TH MARCH 2014:-

Proposed JO Seconded PS All in favour (confined to those present on 29/03/14)

MINUTES OF THE POST AGM BOARD MEETING 29TH MARCH 2014:-

Proposed MC Seconded PS All in favour

ACTION LOG:-

Director Contact Details:-

Discussions took place regarding Director contact details being available on the website. All agreed this should be done and SO was tasked with arranging this. Directors had different views regarding what contact details they wanted published. SO advised it would keep the website in a tidy format if all could be the same. It was therefore agreed to only show email addresses. SO to arrange.

Sub-committees:-

Directors chairing or sitting on Sub-committees needs review following the departure of Bob Kibblewhite. WAH agreed to chair the DTL Sub-committee and MC agreed to chair the ABT Sub-committee. WAH stated that Sub-committee meetings could either be held at selection shoots or discussions held by email. A Director was also needed to represent the Association at DSP meetings and take the lead on disability matters. As JK had replaced RK he was asked if he would be willing to take on these roles but declined due to some personal issues in the past. DJ volunteered to take on these roles. It was also agreed that formal terms of reference were needed for each Sub-committee.

Job Descriptions:-

It was agreed that job descriptions were needed for both the Chairman and Deputy Chairman roles.

Review of Age Cut-Offs:-

This was raised at the last ICTSC meeting and agreed to be taken back to each Home Country Board. To be discussed at the next ICTSC meeting.

Insurance Cover if no PPE at non registered shoots:-

This was discussed and agreed it needed to be clarified with our insurers.

Coaching Conference:-

Plans for 2015 to be discussed, including approaching other associations for input and attendance.

Director Induction:-

MC had attended a full day at HQ and had completed her induction. JK had received some of his induction but it was agreed that it should be completed before the next board meeting in July.

Licence Revocation Insurance:-

It was agreed that police authorities need to be made aware that this is now in place but also noted that police relations are currently at a sensitive stage due to various on-going reviews. Discussion had been held with BASC and it was agreed that such contact should wait until the reviews had been completed by the Home Office on certificate fees etc.

Other items:-

There are a number of other action log items that are on-going and these will be reported in the minutes as they become due or as necessary

MATTERS ARISING:-

Pre AGM Minutes:

MC advised that we need to encourage members to get on to their local Firearms Users Group. There is likely to be only one or two meetings a year and people attending will include all types of gun users. This is important due to the increasing use of medical reports for certificate applications & renewals. DJ is our contact for West Midlands, Durham & Wales. It was recognised that requests for medical reports varied greatly between the police authorities. These user group meetings are a good source for information to help us understand better the issues that are out there.

Post AGM Minutes:-

No matters arising.

CEO UPDATE (NF):

Championships:-

Since the last board meeting much of our focus has been on our major championships with the World ESP, EO ESK and the EO ESP falling within the space of four weeks and the DTL Weekend coming up next week. A full internal debrief has already taken place regarding the WESP week of events and a further debrief is scheduled for June with EJC. Debriefs are welcomed by all parties and seen to be a way forward for fine tuning future events. The Director Championship Attendance Rota has been updated and re-issued.

Directors attending the WESP week noted the efficiency and helpfulness of our staff working there with no long queues at registration and successful management at both venues.

EO ESP did not have a championship feel to it which was disappointing after the success of the WESP and there were some problems regarding course layout at the start of the event. It was acknowledged that we needed to have had greater input to the planning and design of the event to keep our championships moving forward the way we want them to. Weather also had an impact on this event.

NSCA/CPSA World Sporting Championships 2016:-

The 2014 event had been a fantastic success and was a move in the right direction in becoming a bigger and better event. It was accepted that there were some tweaks and glitches to work on but these are known and will be addressed. NF requested the Board consider returning to EJC's for 2016, subject to a meeting with Rob Fenwick and the scheduled formal debrief. Directors agreed the venue and location was good, shooters travelled from across the UK and World. EJC have the resources to make the next event even better. The event made a big impression, the organisation was good and it worked very well, although the final needed some attention for next time, together with certain spectator issues. In principle it was agreed to return for 2016.

Staffing:-

There have been some staffing changes and as usual we have a summer season temp to help us through the season when staff are out of the office attending events. New staff are now settled in and working well.

Second Independent Director:-

BM had identified a possible candidate with a marketing and publishing background and kindly offered the use of his London offices for an initial informal discussion/interview. The Appointments Sub-Committee of DJ, JO and PS, together with NF would make contact and progress this as soon as possible.

Review of Pull! Contract:-

We are now in our third and final year of the current contract with Archant Dialogue. This is currently being reviewed with them and some interesting possibilities are being proposed for consideration going forward. There is also some interest from a number of other publishers. A tender document will be drawn up soon and the process will begin in the next month or so.

Company Pool Vehicle:-

Our Land Rover Discovery is now approaching 100,000 miles and proving costly to maintain. We are aware of a couple more repairs that are required. Various options are being considered and discussions took place around different makes and models. The Directors agreed to give NF the approval to go ahead with a suitable replacement. All were in favour.

Nominations for subcommittees:-

Suggestions were made for increasing the number of members for each home discipline subcommittee. The suggested members will be contacted by the director chairing the relevant sub-committee.

Costs associated with non-World Class Programme-funded English Shooters in GBR teams:-

At the 2014 AGM we were asked to consider making a contribution to the costs of self-funded shooters participating in GBR teams. i.e. English shooters are at a considerable disadvantage to those of the other home countries. The number of self-funded English shooters at European and World events is between 4 and 9, the modal number being 5. The usual number of competitions per year is 7, splitting this into 4 outside of Europe and 3 within Europe. With an average European cost being £661 and a World event being £1,450. The estimated aggregate cost would be £39k. This is unaffordable to the CPSA.

An alternative scenario would be to base any funding on a contribution the same as that for England Team funding, i.e. a contribution of £350 per head for international competitions. This would be a cost to the CPSA of £12,500pa using the same assumptions as above. This could be reduced if the contribution was pro-rata for a European, rather than World-wide competition, reducing the cost to £9,400pa. No Home Country Association (SCTA, WCTA, UCPSA) funds any of its members for their participation in GBR teams. Funding is available from the other home country sports councils, with the objective of supporting athletes to make GBR teams. This is not available to English shooters from Sport England. Based on the information and costs provided to the board it was agreed that it is not affordable to the CPSA to make financial contributions to English shooters who are not at a high enough level to access funding through the World Class Programme, nor is it the CPSA's role to resource GBR team members when that team is the responsibility of BICTSF and/or British Shooting.

Commonwealth Games Selection process 2018:-

Deferred until October board meeting.

Disabled Members:-

Two items had been carried forward from the previous meeting. A request had been received to allow a discounted entry to major championships. After some discussion it was agreed that a discount should not be offered. A disabled shooters' 'Coronation Cup' with trophy and place badges was also discussed but it was considered that numbers taking part would be too low to warrant the cost.

British Shooting Board:-

There is scope for four Independent Directors on the Board with two positions so far unfilled, which is being addressed currently. One of the existing Independent Directors, an MP, has resigned due to ill health, and a replacement is to be sought.

FINANCE UPDATE (CP):

Invoices etc for the WESP week are nearly finalised and will be reported as soon as possible. NF had noted that there was a perception amongst some members that we make a lot of money on our major championships and this needs to be corrected.

There have been 204 Clubman members upgrade to competition membership as at the end of April. This is encouraging to see and we will continue to promote the benefits of upgrading with renewal notices.

OPERATIONS UPDATE (SO):

As already advised and noted a number of major championships had been attended by HQ and the administration of all events had been a success. Work continues on our new CRM system but has slowed down due to the priority of our championships. Classification calculations are progressing well and will be released for 1st June as scheduled. A request was made by the board to receive the board packs earlier. It was agreed to issue them 10 days prior to the meeting instead of the current 7. It was noted this month was particularly difficult for some due to being away from home at events at the time they were posted.

COMMERCIAL & DEVELOPMENT UPDATES:

NF advised that both AM & RW were currently on holiday and their reports were included in the board packs. There were no questions of either report.

PRESENTATION TO THE BOARD BY JANET STENNETT, CHAIRMAN EAST MIDLANDS REGIONAL COMMITTEE:

JS requested attendance at the Board meeting to put the EMRC case forward for not paying their share of the costs that had been ordered following the arbitration hearing in March 2013. A detailed summary of her presentation and the questions asked of her is attached at Appendix A.

After JS left the meeting the Board discussed the matter further.

MC said instalments of £100 or £150 per year could be considered and noted that they do run the region well.

BM commented that he was unimpressed with the presentation: they certainly knew what they were going into and should have investigated it more fully before letting it go so far. However he accepted MC's comment regarding an offer of instalments. JO reminded the Board that both he and DJ were new directors at that AGM.

JO and TB thought that CB could have seen it through and WAH advised that when CB left he was upset due to not knowing what to do and that he had phoned WAH for advice later that evening. MC thought that JS & EMRC had acted in good faith but that it was partly an emotional response. The purpose today was to sort out the money aspect only.

Both MC & PS were asked if they had a potential conflict of interest and MC advised 'No' but both agreed it would be best to leave the meeting for the remainder of this discussion.

WAH agreed that if we do insist on the money then we should allow instalments. TB advised that if we did not collect the money there would be criticism from other regions that were not in agreement with EMRC's stance. DJ advised that JS/EMRC did understand what they were signing up for. £900 was the total due and payment over three years would be seen to show that we have listened. WAH stated that this belongs to all members, not just EM region members. TB then asked if everyone was in agreement. Payment over three years was agreed with the first instalment due within 28 days and then 30/6/15 and 30/6/16. Once the first payment was received then payments for other events would be released. Should the first instalment not be received by the due date then the full amount would become due immediately.

REQUEST FOR ESP RULE CHANGE:

A request had been received to clarify and enhance the rules regarding the viewing of targets for ESP as the current wording was not as clear as it should be. Suggested wording had been submitted to the board but after some discussion it was agreed that prior to any changes this should be reviewed with clearer definitions and recommendations by the ESP sub-committee. DJ & PS together with Mike Williams who is already part of the ESP subcommittee are all fully aware of this topic and undertook to update other committee members and bring a recommendation back to the board for decision.

Provision to record a referee's warning on score cards was also discussed (eg for coaching during a championship) and the idea of codes for different offences leading to possible sanction within the competition. It was agreed that this should also be considered by the sub-committee.

CORRESPONDENCE:

Ported Chokes in ABT & DTL:-

An email from Ben Gorge (Hampshire County Chairman) had been received regarding the non allowance of ported chokes in DTL & ABT in the current rules and could this be reviewed as it is thought to be an outdated rule. The board agreed that this should also go to both the ABT and DTL subcommittees for review, prior to any decision being made. SO to advise Ben this would be reviewed by the sub-committees.

ESK Sub-committee Report:-

WAH had included this report in the board pack and asked if everybody had read it regarding the 10 second rule. This had had been bought in at the World ESK but questions were asked when the 10 seconds start. It was a rule also adopted by ICTSC and is from when the cartridge is loaded with 40 seconds in total to shoot each stand. It was agreed we would adopt this with effect from 1st January 2015. An ESK Side by Side event was raised. Should such a shoot take place it would have to be concurrent with another championship. WAH advised that he was waiting for Martin Brister and JK to follow up this discussion.

AOB:

Required changes to the director's championship attendance rota were discussed and agreed. It was agreed for the BO ESP that PS would be the nominated director and DJ recommended John Bray to be the Chief Referee.

NF recommended that an ESP championships sub-committee be put in place again to review how major ESP shoots are run and discussions took place on who to chair this subcommittee. WAH, PS and DJ would sit on the committee with four ESP shooters. To be put in place in time for next year's ESP championships.

A lead director was also required for the DSG and DSP meetings. DJ accepted this role as most were held close to him.

MC advised everyone that the certificate and tankard presented to Tony Manning had gone down well and was well received.

JK raised the issue of coaching days for youngsters and gave an example of how this works well in Hereford and Worcester, leading to many joining the Association. It was agreed that JK should seek to roll out similar schemes in other counties, via the grounds / coaches / County Committees.

Meeting Closed at 15:50