

**MINUTES OF THE MEETING OF  
THE CPSA BOARD OF DIRECTORS**

Held at

Chesford Grange Hotel, Kenilworth CV8 2LD

On

**Saturday 25<sup>th</sup> March 2017**

**PRESENT:**

Mr T R Bobbett	(TRB) South West Regional Director – Chairman
Mr W A Heeks	(WAH) North Regional Director – Deputy Chairman
Mr B Moorhead	(BM) Independent Director
Mr J Offord	(JO) South East Regional Director
Dr J Martin	(JM) East Midlands Regional Director
Mr C Smith	(CS) National Director
Mrs V Knowles-Lacks	(VKL) West Midlands Regional Director
Ms M Conway	(MC) National Director
Mr G Walker	(GW) National Director
Mr N Fellows	(NF) Chief Executive

Mr J Beard	(JB) Auditor, Haysmacintyre
Ms L Saunbury	(LS) Honorary Solicitor and Shotgun Advisor
Mr S Oldman	(SO) Operations Manager

Mrs S Watson Minutes Secretary

**QUORUM:**

A quorum was declared present.

**APOLOGIES:**

None. All present.

**CONFLICT OF INTEREST RE AGENDA:**

None. All parties had received the updated version.

**MINUTES OF LAST MEETING:**

Proposed by JO and seconded by MC. All were in favour.

**MATTERS ARISING FROM MINUTES:**

None.

**ACTION LOG UPDATES:**

Establishing Clay Scholarship Co/Charity: ongoing.

Independent Director: completed.

Eriswell Lodge: NF confirmed the work has been completed and Mike Williams has visited and signed off on the work.

Regional Team selection process: NF had made contact with each Regional Committee. The East Midlands model had been sent out, but each region has decided to stay with their current method. It is hoped that more teams may be forthcoming this year.

Live streaming and filming of events: there is a meeting scheduled for next Tuesday to discuss this topic in more detail with a member who has in-depth experience in this area. The coverage at The Belfry was a success and the plan is to send good quality footage to local news desks to raise profile. Mobile phones are the only device capable of live streaming currently, as Facebook live restricts access to laptops and PCs, but proper camera equipment is needed to capture high quality footage. Record action as ongoing.

Noise/nuisance complaints: JM said this was ongoing, and that it was becoming a difficulty for the Priory in dealing with the local authority. The local authority has suggested an acoustic engineer is employed to create a solution, which is likely only to recommend what is already known and being actioned. There are problems with a lack of dialogue from the council. JM will be speaking to the local councillor in the days following the Board meeting.

Martin Mansley : insurance article will appear in the April issue of Pull!

Director Roles and Responsibilities: ongoing. BM will create this document, using the sports governance code as a basis, although BM pointed out it contains a lot of information which will take some time to break down into a 1 or 2 sided A4 sheet.

Strategy review: to be discussed later in the meeting.

Electronic voting: SO and PT have held discussions with Electoral Reform Services and NF and JB are looking at a potential solution from haysmacintyre. Talks are ongoing with a view to having a system in place subject to necessary security and verification checks.

#### **UPDATE BY CEO**

NF thanked VKL and MC for their contributions to the Board. NF confirmed the new board appointments leave the Association in a position where it fails to meet the current UK Sport guidelines on gender balance but, under our current constitution, there is very little that can be done to address this.

The British Open Sporting and Sportrap in September have sold out. The English Open ESP is selling well as is the ICTSF World English Sporting. CPSA Championships are increasing in popularity, and becoming events at the top of the calendar list. Blaser has confirmed their support for the DTL weekend and the Annual Awards next year.

It was noted that Bywell is the only ground that, at present, can accommodate the DTL weekend in its current format. The CPSA has to be mindful of its location, for ease of travel for members, and consider possible alternatives should the need arise. Blaser has expressed interest in looking at alternative formats and options and NF suggested the Board needs to consider other options at a future meeting. It was agreed that other ideas and options should be investigated.

British Shooting: The disability performance programme is moving across to British Shooting so much work has been on-going to facilitate the many changes this will cause, including staff contracts. Despite the announcement of a funding award, there has not yet been any correspondence from Sport England to specify the outcomes required from the investment, although they have indicated this will be forthcoming in April. It is likely to be mainly for staff support who will need to work closely with the member NGBs and their clubs and grounds to help promote the sport.

British Shooting new Articles of Association: TRB stated he had not received any feedback from John Harris, BS Chairman, following TRB's written comments to him re the proposed new British Shooting Articles of Association not specifying the BS remit was ISSF disciplines only. NF confirmed he had raised a similar point earlier in the drafting stage and the issue was again considered at the latest BS meeting. BICTSF made no representation over the proposed new Articles and are no longer members as they do not meet the new requirements for membership, although these may be waived by the Board if a good case is put forward to do so.

Double Trap: There has been correspondence sent to the international federation (ISSF) from a number of member nations. The ISSF is considering a mixed team OT event instead of Double Trap, due to the demands of the IOC's Agenda 2020 and considerations for gender equality and universality, with an objective of retaining the 15 shooting medal events in the Olympic programme. It is reported, at this moment, there is not enough support in the calls for an EGM to further discuss this matter, which needs at least 25 ISSF member bodies to trigger it.

Commonwealth Games: Sport England has announced a funding figure and that there is less available than for the Glasgow Games. The reduced funding is across all sports, with the majority receiving around 60% of what they originally bid for. There will be a meeting of ETSF in the next few weeks to confirm the position but it could be that the award also includes £1,000 per head contribution from the governing bodies to be paid to Commonwealth Games England to top up their funding. The 2020 CG originally scheduled for Durban have been withdrawn and a new host city is being sought, with agreement that twin city bids will be considered. Four UK cities have so far expressed interest.

Website: the final version is being tested. Pete is asking staff and directors, and selected 'others' to test it and give feedback. We are currently aiming for launch

around 17<sup>th</sup> May. NF will ask Pete to send Directors the link, for feedback purposes.

Risk Management: Much emphasis is being put on this important area of responsibility currently, with directors ultimately liable for ensuring effective procedures and controls are in place. The current risk register had been circulated with the Board Pack and was reviewed in the meeting, with a number of suggestions made for its revision. It was agreed this should be formally reviewed twice per year by the Board.

Regional Committee AGMs:

NF said his experience of these meetings this year was the most positive it has been for a number of years and there is a good atmosphere amongst the volunteers. A number of new initiatives are being rolled out by different county committees, with HQ support, and the new enthusiasm is spreading.

TRB stated at the South West Region AGM a suggestion was made that the membership fee be increased by £2, rather than the usual £1, with the extra £1 going to each county committee on a per capita basis. TRB had discussed the proposal with various interested persons from other regions but the suggestion was not well received. CS said the Board could not control what the county committees may, or may not, do with this money and JO said that running extra training courses could provide extra income. A contribution is already made to each Regional Committee according to the number of clubs in the region.

## **MANAGEMENT TEAM REPORTS:**

### **FINANCE / OPS**

Membership numbers are increasing at a time of year when increases are less common. Renewal paperwork is still outstanding from some clubs, but numbers are going up. One of the features of the current Merlin system is that it does link in to SAGE, but plans are in progress to merge the two. Cheryl currently has to generate a separate, internal only invoice for course receipts but she has a high workload at present and this accounts for the delayed income showing in the management accounts. Further analysis is being done on membership to ascertain how many Clubman members are converting to Full. WAH observed the veteran numbers are high – over 6,000 – which is likely to increase with an aging population.

### **COMMERCIAL**

Angie's report confirms an increase in social media followers.

A system is being introduced to call members before their renewal is due, rather than the current calls that are made after a member has lapsed.

There was a general discussion about the British Shooting Show and the fact it is moving to the NEC. This could make it more expensive and Directors discussed that it seemed to be aimed more at rough shooting than the clay market. VKL said feedback was that the event was too big, with a random selection of exhibitors. Directors felt the Northern Shooting Show, in Harrogate at the beginning of May could be a better option. Attendance at The British Shooting Show will be considered and reviewed for 2018.

## **IT DEVELOPMENT**

New UPS's have been purchased to give greater security to our servers. The existing aging units recently gave off a burning smell so had to be taken outside and put under fire blankets!

New regulations for data protection will come into effect next year, which will affect member data and how it is stored. We are considering moving across to "Cloud" solutions, as they mean less reliance on hardware in the office, and are automatically updated, so this could provide a better option. MC confirmed local cloud servers were becoming a popular option.

## **NATIONAL DEVELOPMENT**

There were just under 300 entries for the Southdown Premier League event. A number of grounds are hosting Young Shot events over Easter. An update in relation to Chalk Farm will follow.

## **PRE-AGM DISCUSSION**

MC was given the list of deceased members to read out at the AGM. She asked the Board if the minute's silence could include those lives lost in the recent London terrorist attack. All agreed.

The three new Directors will be invited to introduce themselves to members at the AGM.

## **POSSIBLE NAME CHANGE**

TB reported the overall response had been approximately 60/40 in favour from the straw poll carried out at the regional AGMs. A Special Resolution would be necessary with 75% in favour required to be adopted. The Board speculated whether the organisation was behind the times with its current name. Andrew Clifton had advised at the East Midlands AGM that the grounds predominately talk about the sport being target, not pigeon, and that is reflected in many ground names. BM enquired as to the cost of rebranding. The Board discussed different options; whether to filter in the changes over time and purchasing new equipment with the new name as and when necessary, therefore introducing the name change gradually. JM relayed to the Board that the question of cost was raised at the East Midlands AGM. JO and WAH felt many members were still against the idea, but then WAH pointed out that many members were against the

idea of independent directors, but then came round to agreeing once the Board had talked and explained to members about the appointments. A gradual change would incur less cost, but some felt it was more appropriate to complete the change within no more than 6 months. SO pointed out a decision would have to consider the pending deal with Musto. JB confirmed that if the name was changed with Companies House, the old letterhead could not be used. NF suggested the next step would be to undertake a full feasibility study including an estimate of costs for putting the name change into effect.

## **STRATEGY**

The role of the Board is to set the organisation's strategy but this has not been reviewed since May 2015. NF proposed it should be reviewed formally on an annual basis and asked the Board to consider whether any points are currently missing or any change to priorities is necessary. The matrix summary setting out the respective priority of the four operational areas had been pre-circulated along with the current strategy. NF asked if the Board wished to create a sub-committee to consider the strategy, or whether all Directors wished to review the same?

Various discussion, for consideration included -

Good communication includes public relations (BM felt these should be separate, in order to create focus on both);

Jack Cavilla is dealing with marketing and communications;

Should noise and nuisance be covered under grass roots and infrastructure.

NF asked whether the Board was happy with the current format; whether it needed further modification or review; and whether it could be endorsed as it stood, for another year. NF gave the suggestion of annual review, around December time. BM said he felt an annual review was appropriate, to consider weak and strong areas.

All agreed to review the Strategy plan in time for feedback at the December Board meeting.

## **RISK REGISTER**

NF said the key to effective risk management is good governance, and that the risk is owned by the Board. BM asked whether anything had been missed off the risk register, as it was relatively short. JB confirmed the raw risk score indicated the higher impact rating, and suggested who owns risks internally within the staff team should be included in the matrix. NF will provide an update for the next meeting. NF confirmed the use of a cloud back-up system would enable better business continuity in the event of a serious issue. BM asked if the injury/death section should be considered, as any major incident would create a loss of reputation for the CPSA. NF proposed reputation management should come out of governance and be included as a separate line. BM said adverse media needed to be considered, with JO suggesting the allocation of a spokesperson for any major incident. All agreed.

## **CORRESPONDENCE**

None.

## **AOB**

NF discussed the National Inter-Counties Sporting event, and all confirmed the event had to run on a Sunday.

MC thanked the Directors for their support during her time on the Board, and expressed her pleasure at having worked with them all. The board members returned the sentiment expressing what a pleasure it had been for them also.

TRB closed the meeting at 12.25pm.

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