



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

**held at Edmonton House, Bisley Camp, Brookwood,
Woking, Surrey, GU24 0NP**

on Tuesday the 8th of July 2008 at 09:00am

PRESENT:

Mr TR Bobbett	Chairman
Mr WA Heeks	Vice Chairman / Regional Director - North
Mr PJ Boakes	Chief Executive Officer
Mr BD Curtis	Regional Director – East Midlands
Mr C Fielding	Regional Director – West Midlands
Ms N Heron	Regional Director – South East
Mr KJ Newton	Regional Director – South West
Mr TWD Blaney	National Director
Mr K Walsh	National Director

GUESTS: (attended part of the meeting)

Mr C McVerry	Technical Manager
Mr S Meinert	Technical Writing Consultant

MINUTES SECRETARY:

Miss KJ Boazman

TRB opened the meeting, welcoming KJB and highlighting the additional item, The Academy, on the amended Agenda circulated prior to the meeting.

1. APOLOGIES

None.

2. MINUTES OF MEETING HELD ON 13th MAY

- a) TWDB challenged point (e) on page 2 claiming that the conversation was not accurately recorded. It was agreed that he shall submit a revised suggestion to TRB.

ACTION: TWDB

- b) TWDB also suggested that point (e) on page 9 was not a true reflection of the discussion however it was decided to leave the minutes as is.

- c) TWDB challenged NH's observation recorded in point (f) on page 10, that The Academy had exceeded the budget by £40K. NH defended this point but PJB explained that what may have appeared to be overspending was in fact a case of misposting: the consultants' salaries should not have been recorded under Academy costs.
- d) TWDB requested that it be recorded in the Minutes of the 13th of May that TRB had agreed to speak to NH regarding website contributions.

ACTION: TRB

- e) NH would like it noted in the Minutes of the 13th of May that Malcolm Martin professionally embarrassed himself at the AGM. It was agreed to add this observation, although PJB did point out that MM later apologised for his conduct.

ACTION: TRB

- f) TRB proposed that the Board accept the Minutes of the 13th of May on a provisional basis, pending the submission of TWDB's amendment to point (e), page 2. This was agreed unanimously.

3. MATTERS ARISING

- a) WAH has spoken to the manager_David Hughes at Llandegla but the dates cannot be changed due to banquet hotel etc having been booked. Ref: point (f) page 8
- b) BDC asked if there was any update with regard to the investigation of safety procedures at Kibworth. There was not. Ref: point (h) page 10
- c) The letters regarding Health and Safety Audits have been sent as agreed. Ref: point (a) page 9

4. THE ACADEMY

TRB began the discussion by offering a brief context of the subject at hand, identifying it as a contentious issue. He invited a "full and frank" discussion on the matter, considering what modifications, if any, might be necessary and how to progress the project.

- a) NH was insistent the CPSA Academy will not be able to compete with the reputable ISSF qualifications as ISSF is the world governing body for the Olympic disciplines and therefore The Academy should not be focussing on World Class or other international disciplines, which do not necessarily match the demand of the majority of members anyway. PJB disputed this, arguing that as a national governing body the CPSA is expected to lead, influence, bridge gaps and encourage change and progress; it is possible to respond to the demand of the members whilst aiming for the top and the CPSA should not be put off by the 'recognition factor' of the ISSF, which only offered three shotgun courses. NH stated this was the remit of British Shooting not the CPSA. PJB also explained that in aiming for World Class, the CPSA would be eligible to apply for Sport England funding (a share of £100m plus a possible further £20m per year for four years). The Academy concept would therefore be instrumental in raising both government support and public profile for shooting and thus aid the CPSA in fulfilling its role as a national governing body.
- b) CF expanded on NH's previous point in that The Academy is perhaps not focussing on the needs/wants of the majority of CPSA members (i.e. shooters not coaches) and too much money is being spent to satisfy a relatively small group. PJB highlighted the fact that The Academy is simply a rebranded branch of the Technical Department and is not a brand new concept or sign of great change. If this is effectively communicated to members, there should be far less cause for confusion and/or upset. TWDB added that The Board must have a uniform and consistent understanding of what The Academy is

in order to successfully communicate with members and allay concerns. This was met with unanimous agreement.

- c) CF put forward the point that The Academy does not currently offer a course for referees. PJB explained that this was not the case but simply that the demand for this is currently too low and, while advertising a course to raise demand might be advantageous, it is important to remember that public demand in general is diminishing in the current climate.
- d) NH reiterated that fact that The Academy should cater for the majority of CPSA members (i.e. shooters) rather than focus on the minority (i.e. World Class). PJB pointed out that one must accompany the other and keenly suggested that The Board progress the creation of a viable business plan in order to expand the membership.
- e) KW suggested that bringing CPSA Coaches and Instructors under The Academy umbrella would help disperse any feelings of exclusion among members. The Board unanimously agreed with this idea and decided to update the website to reflect this. It was agreed that as the contract with SportFocus is soon to end, expenditure on the current site should be kept to a minimum. The Board agreed upon simple modifications to be made, which were noted by all on a printed screen shot. PJB is to investigate the cost of the agreed modifications and proceed directly with the changes if it is under £750. Any figure over this amount will be brought back to The Board for consideration.

ACTION: PJB

- f) KW felt that the number of members on The Board is hindering decision making and progress. He therefore proposed the creation of a sub-committee (of perhaps four members including Chris McVerry), which would then report in to The Board. This was generally felt to be unnecessary.

By this stage in the discussion, several Board members had raised queries or concerns regarding Chris McVerry and Stewart Meinert. PJB proposed to invite them into the meeting in order that they respond directly to any matters concerning them. There were no objections to this suggestion and CM and SM joined the meeting.

- a) PJB welcomed CM and SM to the meeting and explained the reasons as to why they have been invited to join, highlighting though that he does not share the concerns expressed by some Board members. CM responded saying that in his original proposal/review of tutoring, he foresaw a need for great change and therefore predicted a certain level of upset even from that early stage.
- b) CF asked CM to explain what the Academy does for the average CPSA member. CM responded that the Academy provides safety and infrastructure to clubs, without which members would have nowhere to practice their sport. Using Meon Valley as an example, CM explained that the Academy is aiming to target affiliated grounds to offer support with things such as noise control, general safety, legal protection etc. SM added that the Shotgun Skills programme has also been created for the 'average' shooter.
- c) KN asked SM to explain his role to the Board. SM explained that initially he acted as an advisor looking at the existing manuals, considering what was already on offer and ways this could be improved upon and developed. He identified that ad hoc updates of the manuals over time had rendered them completely ineffective and as such a complete revision would be necessary. SM then set about gathering the knowledge and experiences of CPSA tutors and worked on making it consistent, standardising the information on offer to create what is now arguably a system far superior to anything else in the world. Both SM and PJB stressed the fact that SM's expertise is in technical writing and therefore his role is to improve structure and not content. To bring things to date, SM explained his current tasks: the manuals are revised in low season and he oversees amendments as necessary; he is also involved in updating various other leaflets and booklets.

- d) CF questioned the necessity and cost effectiveness of 'yearly revision' of the handbooks. SM explained that it is absolutely necessary if a uniform standard is to be maintained across all CPSA material. It is more cost effective to make regular small changes than to pay for a large 'overhaul' as was necessary when he began his role. The Board appeared satisfied with this response. NH asked what the procedure is for updating existing tutors of amendments made to manuals. SM explained that usually the updates are so small that there is no need for tutors to be notified. PJB stated that with regard to more important amendments, it is the responsibility of the tutor to keep himself/herself up to date of current practices. That said, both agreed that in an ideal world, tutors would be invited to regional seminars every year to learn of any changes and be sent new manuals as appropriate. Unfortunately, current funding does not allow for such things although both are hopeful that with the new website, updated manuals will be available to download, thus resolving the issue to some extent.
- e) With no more questions from the Board, PJB thanked CM and SM for their contribution to the meeting and recognised that they are both invaluable to the current level of professionalism upheld at the CPSA.

The closing thought on the discussion about the Academy was that a greater focus on communication is key. The Board recognised the need to publish more information about the Academy and communicate more effectively with its members. KW will write an article for Pull! magazine, which may also be displayed on the website.

ACTION: KW

5. REQUESTED AGENDA ITEMS

- a) **Shoot08:** KN reported that the majority of problems have now been resolved except that the software does not produce stickers for squads. KN has spoken to MHC the software consultants who seem to think this is a simple problem that can be quickly resolved. PJB will follow it up.

ACTION: PJB

CF reported that a number of grounds have shown little or no interest in using the software and although many of the initial problems have now been resolved there is still an issue with unclassified shooters and prize money. The problem will require further investigation.

ACTION: PJB

- b) **Shoot data before a major shoot:** KN reported that grounds rarely receive the necessary data for a shoot after entry is closed. PJB explained that this was due to a particular individual at HQ who has been dealt with accordingly.
- c) **Website and scores:** KW observed that the letter classification system is not currently being maintained on the website as it should be; scores appear to be calculated in an inefficient manner which is resulting in the publishing of inaccurate information on the website. KW suggested starting a new issue number earlier than at present to resolve this. PJB explained that the current complex procedure for calculating scores means that it cannot be done in less than one month.

KW also reported that those who shot at the English Open were also showing as having shot at Kibworth SG. He had raised the problem with Grant but received no response. PJB will follow this up.

ACTION: PJB

- d) **Championship Shoot Contracts:** Further to the previous meeting, CF reported back to members that referees do not have to wear blazers only to find that it does indeed state in the contracts that they must. PJB has asked Grant to remove this from the contracts for 09. The same goes for the term 'qualified chief referee': the word 'chief' was an unnecessary insertion and should have been removed. PJB assured the board that neither of the above will appear in next year's contracts and will be disregarded by the CPSA until that time.
- e) **CEO Remit:** TRB proposed that the Board should set a financial remit for the CEO above which he cannot spend without consulting the Board. This was met with mixed reactions by other members of the Board and PJB was completely opposed to it explaining that it would make his role impossible. TWDB pointed out that taking such action would be effectively changing the CEO's Terms of Reference, which cannot be done without the agreement of both parties without facing consequences (i.e. the CEO rejects the new ToR and therefore his role). It was also put forward that it is unnecessary to set a financial remit as all items are passed in the budget, which is presented to the Board for approval. PJB added that he has always consulted the Board on any major expenditure and saw no reason why it could be thought that this would not continue. CF and NH felt that it is not fair for the CEO to solely make financial decisions when the Board as a whole is accountable. KW argued that it would be impractical for the Board to be involved in financial decision making given the frequency of meetings etc. After much discussion, TRB proposed a vote however WAH, BDC and TWDB opposed a vote prior to further research being carried out with regard to TWDB's earlier point: where does the Board stand and what might be the consequences of changing the CEO's ToR? TWDB therefore suggested a compromise: 'considerable' variations from the budget are to be passed through the Board, although it is recognised this does sometimes already occur. TWDB will draft a written proposal to this effect and present to TRB for circulation to Board members in the coming days.

ACTION: TWDB

- f) **Steel Shot Regulations:** It was agreed to reconsider the policy regarding use of steel shot and grounds hosting championship events so that any grounds that ban steel shot due to safety concerns, may still host championship events. PJB is to draft a form of words for review at the next Board meeting, with the aim of reaching a firm decision for January.

ACTION: PJB

- g) **CPSA Contracts:** TRB expressed his concern over the CPSA employing family members to carry out paid work, giving the example of TWDB's eldest son, a solicitor, who recently was paid £1500 to draft contracts for use by The Academy. In general, the Board did not share his concern. NH proposed that for any sum of money to be paid out, it is acceptable to employ family members as appropriate provided at least one other quote is obtained (and if said quote is less financially appealing than that of the family member) unless in the case of an emergency or unavoidable delay. This proposal was seconded by TRB and agreed unanimously.

6. CHIEF EXECUTIVE'S REPORT (incl. World Sporting)

a) Legal Issues

- i) PJB argued that confidential documents or copies thereof (i.e. HR documents and anything relating to staff details) should not be removed from HQ, although Board members may consult them on site as necessary. The idea was formally proposed by KN, seconded by WAH and agreed unanimously.
- ii) Proxy voting and shotgun revocation will be discussed at the next meeting.

b) **Legacy**

- i) The British Shooting 2012 proposal was submitted in May but no response from LOCOG has been received. Planning for Woolwich is being proposed for the 11th of July with permission likely to come through by mid November. PJB is concerned that 'legacy' as we understand it may not happen at all. Local councils in Dorset have been surprisingly supportive of the 2010 Shotgun World Cup. PJB predicts that the CPSA will be heavily involved in the administration of the event, which he sees as a great opportunity.

c) **World Sporting**

- i) Overall it was felt that this was a widely successful event. It was 'with regret' then that PJB commented on the disappointing administration system, which seemed to be the only real let down.

d) **Sport England Funding**

- i) As touched on earlier the CPSA can apply, as part of a joint venture with the NRA and NSRA, for a share of £100m every year over four years alongside 46 other sports. It will be necessary for PJB to draft a proposal for 'shotgun' but the CPSA will need to team up with other organisations (NRA & NSRA) to create an overall application for 'shooting'.
- ii) The draft proposal is due by the 1st of September 2008 with the final application being passed over by the 26th of September 2008. The Sport England panel awards the funding in December 2008.
- iii) PJB invited the board to think about and submit to him any input for the proposal.

e) **England Selection Shoot Forms**

- i) WAH, as England Team Manager, elected not to participate in the ensuing discussion and left the room for part of the time.
- ii) A decision was needed from the Board, which would deal with the issue arising from the England Sporting Selection Shoot forms. The forms stated shooters must include their score from the English Open Sporting competition and not either the English or the British. After much discussion and consideration, the Board agreed to stand by what was incorrectly printed on the forms, that is: mandatory to include the English Open Sporting score. This will be for this year only and the error will not be repeated in the future.

7. **MANAGEMENT TEAM UPDATES**

Due to time restrictions, the proposed Management Team Updates were not presented. A copy of the PowerPoint presentations is to be circulated to the Board for reference.

ACTION: PJB

8. **REGIONAL UPDATES**

- a) **East Midlands:** BDC had nothing to add to the written report already submitted to the Board.
- b) **North:** WAH reported albeit the Chairman resigned he has now agreed to remain in place until November.
- c) **South East:** NH reported the following from the counties in the South East Region:

- i) It has been suggested that the CPSA should negotiate a deal with ammunition manufacturers to offer members discounted rates and therefore boost membership numbers and interest in the CPSA.
- ii) Sandy Butler will be resigning as Regional Secretary at the next SE Regional AGM, her primary reason being that Pull! magazine is reducing or over editing reports too much and members feel they have nowhere to 'speak out' (it was reported similar sentiments had been expressed by a number of people from other regions). Another reason being the lack of support within the Region. NH hopes that Sandy can be persuaded to stay as she will be nigh on impossible to replace.
- iii) Nick Christian would like the photograph of his son as per previous correspondence.

ACTION: PJB

- iv) Regarding the questionnaire to coaches ('would you convert to a CPSA instructor if it were free of charge?'), NH stated that some CPSA coaches who had considered joining the Academy had now changed their minds and would wait until it became free. NH suggested that more proof reading was done in the Technical Department.
- v) NH proposed that, in the interest of time saving, Regional Directors submit a written report to the Board prior to the meeting and only then discuss matters of great importance. All were in agreement.

ACTION: ALL REGIONAL DIRECTORS

- d) **South West:** nothing to report.
- e) **West Midlands:** nothing to report.

9. CORRESPONDENCE

Further to correspondence between David Lloyd and PJB, it was proposed that the membership of Manchester Clay Shooting Club be suspended. The Board, with the exception of WAH, was unanimous in its agreement with this decision. PJB shall contact DL in writing to formally communicate this decision.

ACTION: PJB

10. ANY OTHER BUSINESS

- a) The Board agreed that the layout of the Pull! front cover needed urgent revision.
- b) KW suggested that CPSA members who own their own business should be encouraged to identify themselves with a view to increasing sponsorship opportunities.
- c) BDC raised the issue of verbal abuse of CPSA staff via telephone, suggesting we should look into more effective ways to handle the problem and protect staff. PJB has a meeting scheduled to explore this and will update the Board at the next meeting.
- d) PJB requested that 'prize money', 'proxy voting' and 'shotgun revocation' be added to the Agenda of the next meeting.

ACTION: TRB