



The future of our sport

MINUTES OF THE MEETING

OF THE CPSA BOARD OF DIRECTORS

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

on 13th May, 2008 at 9.07 A.M.

PRESENT:

Mr TR Bobbett	Chairman
Mr WA Heeks	Vice Chairman/Regional Director North
Mr PJ Boakes	Chief Executive
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 meeting)

Mr G Davies	Graeme Bruce & Partners
Ms J L Andrews	Commercial Manager
Mr M Hills	Financial Manager
Mr C McVerry	Technical Manager
Ms M Voller	Operations Manager

MINUTES SECRETARY:

Miss Penny Lewis

TRB opened the meeting by welcoming everybody and especially CF, the new Regional Director for the West Midlands. TRB believed The Board's role to be different from the way TWDB ran it and stated in addition to Policy and Direction it was The Board's responsibility to make decisions on issues of major expenditure, which would then be implemented by PJB and the Management Team. PJB stated that this would involve a change to his job description

and requested a list of those items that TRB considered should be Board decisions and stated that he would then require provision of a new remit.

ACTION: TRB

TRB enquired how Directors wished to indicate their individual position on specific issues requiring a Board decision– by a show of hands following a discussion or polled individually. It was agreed to continue with a combination of the two.

1. APOLOGIES FOR ABSENCE

None.

2. MINUTES OF MEETING HELD ON 29TH MARCH

Adoption of the Minutes was proposed by KW, seconded by NH and agreed unanimously.

3. MATTERS ARISING

- a) BDC mentioned that Kate Hoey had been present at the Board Meeting prior to the AGM, which was not recorded. An appropriate amendment is to be made.
- b) The e-mail from Clive Hames re Proxy Voting at the AGM was discussed where it was stated by CH that the CPSA Articles had been broken by preventing the legitimate use of those Proxy Votes that had been submitted in accordance with The Articles.
- c) It was also acknowledged that a recent change had taken place in Company Law whereby Proxy Votes can now be e-mailed up to 48 hours before the meeting.
- d) Whilst initially the Chairman said he was happy for Board members to approach advisers if and when necessary, PJB advised that Malcolm Martin would not deal with individuals other than the CEO and possibly the Chairman. BDC proposed that the present method should continue. It was therefore unanimously agreed that all professional advice should continue to be obtained via the CEO.
- e) NH suggested that the question of Proxy Voting should be reviewed again before the next AGM. It was agreed that the new law needs clarification, which Graeme Davies would be asked to provide. TRB agreed to talk with Clive Hames and advise him of our intentions.

ACTION: TRB

4. REQUESTED AGENDA ITEMS

- a) **Manchester Shooting Ground:** WAH was asked to explain the scenario behind a recent shoot held at this ground where a number of Association rules were broken and scores were not sent in electronically causing unnecessary extra work by HQ staff. Discussion ensued and CF proposed that the ground should be de-registered which was seconded by BDC. KJN proposed an amendment, which was seconded by PJB that the North Region should be invoiced for the work that HQ had done subsequent to the event. A vote was taken which was passed 8-1 in favour of the proposal for the ground to be de-registered and 5-4 against invoicing the North Region. PJB to write and inform both the ground and North Region of the intended action.

ACTION: PJB

- b) **Colts entry fees at major events:** WAH requested a concession be made on entry fees for Colts where he considered £50 was too high. It was felt that the grounds would not agree to make concessions and if this was to be done for one category, then the Juniors would also make a similar request.
- c) **Directors' access to staff & consultants on matters of information:** NH explained a conversation held with Stewart Meinert about The Academy coaching project where he was somewhat defensive, as she had approached him direct. It was agreed that if Directors only require factual information involving a quick response they may go to staff direct but anything requiring more depth should be done through the Chairman or CEO.
- d) **Referee dress code:** CF enquired if it was true that at the British Championships Referees were expected to wear a blazer. PJB clarified the position stating that the decision rests with the grounds – blazers were not a requirement although referees should appear smart and clean.

5. CHIEF EXECUTIVE'S REPORT

- a) **NATSS:** PJB advised the conclusions reached with an overwhelming majority wishing to see one new single shooting body. TRB had attended two forums both of which were very positive regarding the amalgamation. KW stated that a name was now required. Financial considerations need to be looked at and how the existing governing bodies will retain their identity within the new organisation. NH and KW agreed to represent the CPSA at the next NATSS meeting on 10th July.
- b) **2012 Legacy:** LOCOG and the ODA are jointly responsible for the decisions reference any legacy being granted. British Shooting has requested that construction of the buildings be modular and following The Games, everything to be de-mounted, transported and erected at another location yet to be identified. The next step is to submit a two-page summary to LOCOG outlining this request by the end of May.

- c) **2010 events:** The Shot Gun World Cup for OT, OSK and Double Trap is to be held at Southern Counties in May 2010. The CSF has been moved to February 2010 and the Commonwealth Games are due to take place in Delhi during October 2010. PJB advised that he normally appoints the Manager and Coach for these events and asked if it was The Board's wish that he continue to do so. This was confirmed by the majority. It was considered essential that the person chosen must be conversant with all the rules to prevent any problems.

ACTION: PJB

6. MANAGEMENT TEAM UPDATES

Finance

PJB introduced Martin Hills, newly appointed Financial Manager, and Graeme Davies who produced the management accounts from February until the end of April. These showed a better than budget figure of almost £13,000. Salaries, Insurance and PULL Magazine are the biggest items of expenditure. TRB asked what back up systems were in place for the financial records, which PJB explained. GD requested a monthly update be provided for him.

ACTION MH

Operations

Following TWDB's prior suggestion TRB, on behalf of the Board, expressed sincere thanks to MV for the considerable extra work she had undertaken with the accounts in the absence of a Financial Manager.

- a) **Shoot08:** MV was disappointed that only 28 clubs out of a possible 109 had attended the Shoot 08 programme seminars that had been held and advised that other grounds are confident that they will be able to use the new programme when it comes into effect on 1st June. An additional session is arranged for later this week for those who had been able to attend a weekend one. The system had already been used very successfully at several events.
- b) **Championships:** Entries are going well, including those for the DTL weekend and World Sporting events. It had been noted that the number of Visitor's Shot Gun Permits had increased which has produced a lot of paperwork.
- c) **Staff Training:** A very successful telephone techniques course had been held for staff – the telephone system is to be completely reviewed in an endeavour to improve the response to incoming calls.

ACTION: MV

Commercial

- a) **Marketing Update:** JLA advised that the Trade Membership Scheme was re-launched in March with good reaction already being seen. Current Trade Members have been contacted and Lapsed Members have yet to be. The Clubs & Grounds Membership Scheme will be re-launched in June – there are approximately 380 clubs and grounds to be contacted.

ACTION: JLA

- b) **Holloway & Naughton:** Are sponsoring four trophies for the World-Sporting event – Ladies and Colts High Gun and Runner Up. They also wish to become involved with the brochure.
- c) **Trade Stands:** 9-tented stands have already been taken up for the Trade Village and two CPSA Trade Members are attending.
- d) **PULL:** It was acknowledged that the first edition with our new publishers did contain a number of errors. KW suggested that the magazine should be seen at HQ before being finalised, to prevent any conflicting information being included. On the whole feedback had been good and mostly positive.

JLA had met with Deesons last week and a major review had been done following the first edition. JLA will produce a criterion to be reviewed quarterly to ensure that the project remains closely managed. A membership survey is also to be undertaken.

ACTION: JLA

Regions and Counties have been requested to keep their submissions to a maximum of 500 words – whilst it was agreed it is good to hear from the Regions, problems would be caused due to lack of space if all copy were included. The suggestion was made that articles in excess of 500 words should be returned to the writer asking for a précis to be done. It was noted that the costs for the May magazine were £8,200 under Deesons whereas with Bourne it would have been £14,500.

The results page had been dropped and JLA asked The Board if it should be reinstated. The consensus was that it should be dropped.

ACTION: JLA

TRB provided an update on an ongoing issue between Blaze Publishing and Deeson. TRB enquired about the CPSA's advertising policy as relates to Clay Shooting Magazine. PJB advised that the decision with regard to where advertising is placed is normally a matter for Management unless there was to be a proposed change to his remit. PJB advised that, in principle, advertising is placed where it has the greatest affect for the best value.

- e) **Web Site:** Three comparable quotes had been received for this project and IB3 were chosen. The cost will be amortised over four years. PJB asked if The Board was agreeable to taking advertising space on the website as previous Boards had been reluctant to do so as it might be seen as endorsement. The Board agreed that selective advertising would be appropriate. Of the 38 Counties it was noted that 9 have no website, 15 are using the CPSA website pages and 14 have their own sites. JLA asked whether syndicated sites should be offered – this would entail an additional module. PJB advised that this would then require corporate colours, image, home page, etc., being used on the sites. NH advised PJB that as these domain names were wholly owned by the individual counties concerned PJB could not enforce what appeared on them, front page or not. After a long discussion a vote was taken 7-1 in favour with one abstention to keep the link to the outside county sites.

ACTION JLA

Technical

CM gave a presentation showing that all the shooting associations had agreed, in principal, to join with The Academy to devise a qualification for National Coaches. He advised what courses had been run, costs, etc., and stressed that The Academy has not cost the Membership anything. NH stated that it had cost the Membership the fees of two consultants which were not in the costings shown. Stewart Meinert is currently involved in re-writing some of the rulebooks. The Academy currently has 7 Tutors and interviews will take place at the end of the month to find more – Roger Phillips will be involved with this process.

CF expressed the view that a lot of money had been spent on The Academy when we already had Tutors. CF also expressed the opinion that Directors were getting negative feedback from some of the Members about this. PJB stated that the plan was to see seamless levels of Coaches from the top National Coaches right through the system. KW expressed concern that some of the Coaches under the old system feel they have been left out in the cold and that we had been rather exclusive. CF felt that too much emphasis was being put on the top end of the coaching scale whereas more should be put at the lower end where more people were involved. It was generally accepted that the situation must be subjected to a detailed review. Following extensive discussion, TRB

stated The Academy would be the primary topic for discussion at the next Board Meeting.

7. REGIONAL UPDATES

- a) **North:** No meeting.
- b) **West Midlands:** There were still complaints about the lateness of the production of the calendar but CF accepted that this could not be improved. Their computer equipment had been sold to Andy Kirkland.
- c) **East Midlands:** No meeting held but they enquired if HQ were still operating the £1,000 initiative for the Regions, which was confirmed. BDC advised that Normanton Shooting Ground had re-opened for three or four days a week.
- d) **South West:** No meeting.
- e) **South East:** No Meeting however NH advised that a complaint had been received from the Essex Chairman that some Referees' and competitors' mobile phones were going off during a recent event and they had asked if a ruling could be made regarding this. It was confirmed that there is already a rule in existence in Booklet 7 that also applies to ipods.

An attempt was being made to have clay shooting for the disabled included in the Counties and also the Para Olympic Games. NH was advised that there is a Disabled Shooters Group already in existence and British Shooting also needs to be approached regarding this.

E-mails had been received regarding conversion from Full Membership to Clubman Membership. It was confirmed that Members must have had their Membership lapse for 13 months before conversion is permitted.

8. CORRESPONDENCE

- a) A letter from Clive Hames regarding various subjects was discussed:-

Prize Money – it was confirmed the setting of prize money is the responsibility of the Grounds.

F&GP Committee – CH considers this Sub-Committee of The Board should be disbanded with the whole Board fully aware of information currently discussed by the F&GP Committee – staff remuneration, setting the CEO's objectives, replacement of CPSA vehicles, etc. PJB reminded everyone that targets and expenditure have to be ratified by the whole Board before being agreed via the Budget Approval

Process. A vote ensued which confirmed the F&GP Committee would remain in place.

- b) Dave Peckham/Southdown has written aggrieved that his ground was not being given any Major Competitions. TWDB advised that two visits had been made to the facility but DP has not been prepared to undertake the work required in order for it to be upgraded to the level that conforms to Premier Plus Status - a criterion required for major shoots and in which DP had been instrumental in setting up.

It was noted that there is an ongoing process of redesigning the Ground Classification that distinguishes between quality of shooting and quality of facilities. There will be further discussion by The Board.

ACTION ALL

- c) Bourne Publishing: PJB and others were against allowing any relaxation of the £7,000 that is owed to the Association by Bourne. As the CPSA owes Bourne a similar amount for the production of the April issue of Pull Magazine, it was unanimously agreed that one should contra the other.

ACTION: PJB

- d) Letters from Tony Norman were noted and PJB agreed to write to him again, bringing the matter to a conclusion.

ACTION: PJB

- e) A letter from Malcolm Plant regarding the possible merger of fishing organisations was reviewed and has been passed to John Perry as they had similar issues to those being experienced by NATSS.
- f) A letter had been received from Sue Bate complaining that the UT selection event at Southern Counties clashes with the ABT Home International at Llandegla, which is under the control of the WCTSA. It was explained that the UT event could only take place at that time in order for Overseas Competitors to be able to use their Visitor Permits in the same year. WAH agreed to speak to David Hughes at Llandegla with a view to changing the shoot date.

ACTION: WAH

- g) E-mails from Steve Andrews regarding The Academy were noted and contact would be made with him advising that The Academy would be reviewed.

ACTION: PJB

9. ANY OTHER BUSINESS

- a) WAH had received a letter from Keith Stoker regarding the use of steel shot. Bywell have stated that they will not allow this to be used, which is against the regulations for Major Championship events and WAH and PJB agreed to speak with them.

ACTION: WAH & PJB

NH considered that grounds should do their own Health & Safety Audits to ascertain the safety of using steel shot. CM will write to all the grounds asking that their Risk Assessments take this subject into account. NH and WAH requested they receive copies of this and also that one be sent to Keith Stoker.

ACTION: PJB/CM

- b) PJB explained the background to an increase in the number of members who are still shooting following revocation of their Shotgun Certificates. He stated it was essential that the Association have a policy on this and after discussion it was agreed that he should seek advice from Farrers Solicitors

ACTION: PJB

- c) TRB explained the background of a problem with Shooting Industry Directory a publication produced by Blaze Publishing. There is an issue between Blaze Publishing and Deesons, the latter having asked us not to become involved to which The Board agreed.

Blaze Publishing had also approached the Chairman directly asking if the Association wished to take sponsorship in their Shooting Club Directory at a cost of £2,000 plus VAT. PJB reminded the Board that advertising fell within his remit to which the Board agreed.

- d) With the exceptionally busy calendar around June/July PJB considered that the Ground Owners' and Regional Meetings should be held on a biennial basis. A suggestion of holding one this year with the other next year was discounted as it was felt there would be insufficient response. Now Paul Rendell is in place, as a contact for the Ground Owners the need for these meetings was not so pressing.
- e) TWDB stated NH and TRB had each mentioned a lack of transparency at the National AGM and asked that examples be cited to substantiate the suggestion. TRB highlighted the confidential arrangement negotiated between Jerry Parks Young and the CPSA as an example. TWDB asked if TRB would go against legal advice and TRB responded that, at the outset when negotiating such an arrangement, there was no legal requirement for such matters to be confidential. NH stated the Academy issue which is surrounded by obfuscation.

- f) TRB had stated his intention to have a greater financial control and TWDB asked if there were any areas in which he had found a lack of this. TRB stated The Academy and its consultants' costs sprang to mind and this will be discussed at the next Board Meeting. PJB stated that The Board had agreed all budgets and that at no time whilst he had been CEO had the budget been exceeded. NH pointed out that at the first board meeting she attended, in December, the costs of The Academy to date had exceeded the budget by some £40k.
- g) TWDB raised the point of the participation in claysporting.com and in particular the content of items posted. NH advised of her disinterest in the subject and left the meeting requesting to be invited back after any discussions on the subject had been concluded. TRB stated he did not believe Directors should be prevented from posting on external websites. It was agreed Members of The Board wishing to participate in such public discussion should do so with the best interests of The Association in mind.
- h) BDC asked that safety procedures be investigated at Kibworth where he had heard of someone being shot with an air rifle on the clay shooting range. At the Safety Audit the Ground Owners said that the shot fall out exclusion zone was under their direct control or that it was in order for the adjacent land to be used. BDC had received notice that the owner (a church) is not happy with the state of the land and he asked if HQ possessed anything on file regarding this. PJB agreed to investigate the position and also to check the Safety Audit Report to see if there was sufficient space for firing air rifles.

ACTION: PJB

BDC advised that at Kegworth SG there was a lack of ear and eye protection being worn by the referees at the event held there on the last Bank Holiday weekend. PJB Or CM will write to the ground. There was also a problem with the cages/barriers where the cross bars were too high for shorter people

ACTION: BDC/CM/PJB

- i) It had been suggested at the National AGM that Clubman Membership might be changed to include Full Membership for the first year to give a "taster". Although some considered this a good idea it was generally felt that it would be unfair to those who had paid for full membership – after discussion it was agreed not to make any changes.
- j) With the recent high increases in fuel prices BDC did not consider that 40p per mile was adequate for travel expenses. However, this is currently the maximum allowed by HMCR and any increase would be taxable and so it was decided to leave it at the present rate.

10. DATES OF NEXT MEETINGS

July	September	October	December
8 th	2 nd	21 st	9 th

There being no other business the meeting closed at 4.15 p.m.