



The future of our sport

DRAFT MINUTES of the MEETING
of the
CPSA BOARD OF DIRECTORS
held at
Edmonton House, Bisley Camp, Brookwood,
Woking, Surrey. GU24 0NP
on
24th July 2007

P R E S E N T:

Mr TWD Blaney	Chairman
Mr PJ Boakes	Chief Executive
Mr WA Heeks	Vice Chairman & Regional Director - North
Mr BD Curtis	Regional Director - East Midlands
Mr AJ Kirkland	Regional Director - West Midlands
Mrs T Meston	Regional Director - South East
Mr KJ Newton	Regional Director - South West
Mr TR Bobbett	National Director (Co-opted)

G U E S T S:

Mr B Yates	Financial Controller*
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*Attended part of the meeting

WELCOME:

TWDB welcomed everyone to the meeting

APOLOGIES FOR ABSENCE:

None.

MINUTES OF MEETING HELD ON 22nd MAY 2007:

Adoption of the Minutes was proposed by BDC and seconded by WAH

MATTERS ARISING:

TRB – Discipline Advisory Panel: TRB advised that he had not seen the result of the points put to the panel regarding the ages for Vets/Super Vets and asked why it had not been circulated. PJB agreed to check with JGP and advise The Board accordingly.

AJK – Ground Requirements: AJK asked if there had been any further development on the feedback re the project initiated by Paul Rendell regarding Ground Requirements. PJB advised that contributions had not yet been received from all Directors. Those outstanding were invited to contribute during the next two weeks.

ACTION: TWDB, TM, WAH

ITEMS FOR ANY OTHER BUSINESS:

- 1 WAH – British Open English Sporting/Used as Qualifier
- 2 TRB – Automatic Ball Trap/Discipline Advisory Panel/Decision
- 3 TRB – Finance & General Purposes Committee
- 4 KJN – English Skeet /2nd Selection Shoot
- 5 TM – Coaching/Qualifications
- 6 AJK - Rules & Referees Discussion Document

CHIEF EXECUTIVES REPORT:

a) Personnel: PJB advised that an amicable agreement had been arrived at with JPY as relates to his departure from our employ. TWDB updated The Board with regard to the grievance meeting he had with JPY and the subsequent agreement. The agreement is being formalised. PJB advised he has contracted specialist consultancies in HR and H&S to audit our current situation and make recommendations if necessary and then implement said recommendations to ensure we comply with all current legislation in both these areas. An audit has been conducted by the H&SE consultants that we engage to ensure there are no shortcomings. Similarly, an HR consultancy has been engaged to audit the HR records to ensure conformity with current legislation.

ACTION: PJB

b) Moira Anderson: PJB advised that following her extended maternity leave, he had received a letter of resignation from MA who had decided that she is no longer prepared to work on a full time basis. PJB had considered the potential for accommodating the request for part-time working, but there are no such positions available within HQ. This news now requires further consideration on the reorganisation of HQ. PJB advised that he will inform The Board when he has decided on how to proceed.

ACTION: PJB

c) CEO's Job Description: A copy had been distributed to The Board prior to the Board Meeting. It is evident that there is a great deal of extra time being worked. It was agreed that involvement with the peripheral activities is essential for the benefit of our sport.

d) CEO's objectives: PJB's 2007 Objectives and Year To-Date Achievements were detailed to The Board prior to today's Board Meeting. TWDB described the basis for the setting of the Objectives and the weightings allocated and the bi-annual reviews that take place.

e) HQ Structure: An updated organogram was provided for The Board for clarification of the responsibilities of all HQ personnel.

f) 2012 Olympic Venue: Although PJB had been involved in further discussion with the BOA, ISSF and LOCOG there has been no official change in respect of the venue location. PJB will continue to press for the required change.

ACTION: PJB

FINANCIAL REPORT:

a) Management Account Review (May & June 2007): BY joined the meeting and explained that the latest figures present a slight shortfall from budget. This is due almost solely to Clubman Membership numbers not achieving budgeted levels. It is still envisaged that The Association will present a surplus at year end of approximately £40K.

b) Insurance: BY and JGP had met with two Insurance companies, Towergate and Manson Insurance Ltd who were looking to offer an alternative quote to Perkins Slade. Towergate had visited HQ and made a very professional presentation and on the face of it is offering better terms than our existing providers. PJB/BY will investigate the alternative quote from Mansons and make a recommendation to The Board at our September meeting.

ACTION: PJB/BY

PROTECT OUR SPORT:

NATSS

a) TM Memoranda: TM had produced and circulated a report for the Directors information following her attendance at the recent meeting of the NATSS Steering Group. It highlighted the enormous amount of work that has been done so far in order to reach the point where a facilitator (Roger Moreland) has been identified who can begin the work of compiling the wishes of each Association. TM felt that she had learnt an awful lot in understanding the process and perhaps each Director should attend a future meeting in turn. And similarly provide a formal report on their respective experiences. BDC was nominated to represent The Board at the next NATSS meeting scheduled for 31st July.

b) CPSA Resource: TWDB described the need for someone within each of the three Governing Bodies to be allocated responsibility to provide RM with information and support as he progresses the NATSS project. It has been suggested that the three Governing Bodies appoint a single person to perform this function. In addition this individual would be tasked to keep the staff of the three Associations informed of what is happening to prevent rumour and resultant discomfort. It has been proposed that JGP be transferred into this role, with the costs being evenly shared.

PJB had discussed the opportunity with JGP and he has advised that he 'relishes the challenge'. TWDB has approached the NRA and NSRA to gather their thoughts on our proposal. Feedback was very positive. It was agreed that all three Governing Bodies would be recommending to their respective Board/Councils that this appointment be made with costs being evenly shared. There is a further NATSS Steering Group Meeting on Tuesday, 31st July 2007. TWDB/PGB will update The Board following that meeting.

ACTION: TWDB/PJB

c) ICTSC/F Meeting: The minutes of the meeting on 12th July had been circulated and PJB described the responsibilities, which related to the Council as it is structured at present. TWDB explained the reasons why the Council would remain in control of the Home International events currently arranged. The new Federation (ICTSF) would be solely in charge of the World events in DTL, ESK and ESP. This new federation would not need to have articles similar to that of the home Associations, (and even here the structure of a limited liability company may be unnecessary), as its Council will involve representatives from other countries thereby potentially causing problems for becoming appointed as a Director of a limited liability company based in England. The CPSA are tasked with formulating a draft set of Articles.

ACTION: TWDB/PJB

I M A G E:

a) Formal Complaint/Nicola Heron: The email exchange between the CEO and Mrs Heron was circulated prior to the Board Meeting. Following discussion, it was concluded that both parties could have utilised a more conciliatory approach and thereby prevent the need for The Board to be drawn into discussion on such matters. It was agreed that the CEO would send a formal apology and that he should request in turn an apology from Mrs Heron.

b) Correspondence: Copies of a number of exchanges between TWDB/Members and HQ/Members were provided to Board Members in advance of today's meeting, for information purposes. Only the Nicola Heron complaint was discussed today.

c) Championship Updates: KJN and TRB gave a report on the DTL weekend at Southern Counties in mid June. This was a first class event run by KJN and his team. Many examples of people offering praise for all aspects of the three-day event were expressed. Thanks must go to the sponsors Sportsman Gun Centre and RC Cartridges for their involvement.

BDC gave similar praise to Lakenheath Clay Target Centre for their efforts in producing a great event for the English Skeet Championship. Everyone felt that Lakenheath, under Peter Usher, will certainly work hard to ensure the sport is exposed in the right manner when hosting the World Sporting in 2008.

TWDB and PJB had attended the Home International & British Open DTL Championships at Bywell. Little more can be said about this ground that continues to work tirelessly for the sport. Horse & Country TV had filmed the Friday evening banquet and the British Open DTL Championship the following day. News of its broadcasting date should be received very shortly and will be advertised on our website. Thanks go to Zoli & John Fawcett for supporting the British Open DTL, and the following days' event. It was felt by The Board that so far this year the Championships have run almost faultlessly. The Association had secured better presence and everything from booking in to paying out prize money had run like clockwork.

COMMUNICATION:

Updates from Regional Directors:

- a) **North:** No meeting/No Report
- b) **West Midlands:** No meeting/No Report
- c) **East Midlands:** BDC distributed a formal report of the meeting of 4th June 2007
- d) **South West:** Very little to report, the meeting concluding with no issues being raised that needed HQ comment or input.
- e) **South East:** No meeting/No Report

EXPANSION OF MEMBERSHIP:

a) **Membership Statistics:** At the end of June, individual membership stood at 25,923.

b) **Membership Development Programme Update:** PJB gave an update on the Membership Development Coordinator's activities for the months of May and June and will prepare a full written report for period to 31st July 2007.

ACTION: PJB

ANY OTHER BUSINESS:

1) **WAH – British Open Sporting/Use as England Team Qualifier:** This matter had been discussed previously and it appeared no conclusion had been reached. It was agreed that forthwith this event could be used for 2008 team selection.

ACTION: PJB/JGP/GMD

2) **TRB – ABT Discipline Advisory Panel/Decision:** PJB to check with JGP regarding the distribution of the DAP recommendations.

ACTION: PJB/JGP

3) **TRB - F&GP Committee:** TRB expressed his discomfort that certain Members of The Board, who serve on the F&GP Sub-committee are privileged to see information that is not available to the rest of The Board, specifically a breakdown of the HQ Staff salaries. TWDB explained that it had been a decision of The Board to establish, disband and then re-establish the

F&GP Committee during recent years. There are formal Minutes prepared and distributed to The Board. It was agreed by a majority of The Board that the F&GP Sub-committee would continue as is.

4) KJN – English Skeet/2nd Selection Shoot: KJN asked that the selection procedure notifying those eligible for the second event be changed. Following his explanation it was agreed to amend the procedure internally.

ACTION: PJB/JGP/GMD

5) TM – Coaching qualifications: TM explained that she and three people who had been following the path to becoming a Staff Tutor had expressed their displeasure that the procedure for this qualification has been changed midstream. PJB gave his views on the matter. AJK, who had discussed at length with CM the reasons why there had been a change, gave an account on how it will proceed. TM remains disappointed with the explanations given.

6) AJK: - Rules & Referees Discussion Document: AJK asked for this item to be included on the next agenda.

ACTION: AJK/JGP/TWDB

MEETING CONCLUDES:

DATE OF NEXT MEETING:

September 6th	October 30th	December 18th
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Meetings to be held at Edmonton House, commencing at 09:00Hrs

NOTE:

In the event that an allocated action has not been completed by the time agreed or by the time of the next meeting, it should be brought to the attention of The Board or it will be assumed that all allocated actions have been completed