



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 14th November, 2007 at 9.05 A.M.

PRESENT:

Mr TWD Blaney	Chairman
Mr PJ Boakes	Chief Executive
Mr WA Heeks	Vice Chairman/Regional Director North
Mr T Bobbett	National Director
Mr K Newton	Regional Director - South West
Mr B Curtis	Regional Director - East Midlands
Mr A Kirkland	Regional Director - West Midlands
Mr J Johnson	Chairman - South East

GUESTS:

(attended part of the meeting)

Ms J Andrews	Commercial Manager
Ms M Voller	Operations Manager
Mr C McVerry	Technical Manager
Mr R Phillips	Action Resources HR company

MINUTES SECRETARY:

Miss P Lewis

WELCOME

TWDB welcomed everyone to the meeting and in particular Mr R Phillips from Action Resources.

APOLOGIES FOR ABSENCE

None

MINUTES OF MEETING HELD ON 6TH SEPTEMBER

Adoption of the Minutes was proposed by WAH and seconded by PJB.

MATTERS ARISING

- a) TRB commented that an amendment to the Minutes of 24th July (AOB [3]) which he had requested had not been made on the website although the original copy had been changed. It was subsequently agreed that a note "See amendment in the next set of Minutes" should be inserted on the website in future to show that an alteration had been made.
- b) PJB confirmed that the HR services contract with Croner had not been renewed and in future RP of Action Resources will carry out this work.

ITEMS FOR ANY OTHER BUSINESS

- a) TRB - Ground classification
- b) BDC - Prize money

CHIEF EXECUTIVE'S REPORT

- a) **HR Review:** PJB introduced RP who advised his background and how he would offer a "remote" personnel management service. He explained how changes in the Companies Act will affect the members of company boards in their responsibilities towards employees and H&S issues. It was his opinion that coaches and people providing training should be as self-employed contractors - PJB confirmed that CMcV and MV have contracts for the provision of services but that MV will become full time at Bisley from 6th April, 2008 with CMcV remaining as a consultant. Should any problems arise in the future RP confirmed that he should be contacted immediately to offer support and advice but he commented that he is unable to help with any issues arising in the south west as he sits on the Tribunal

Board in that region. TWDB suggested that with the AGM approaching any new Directors should have a brief interview with RP before joining the Board so that their responsibilities in these fields can be fully explained to them in advance.

- b) **HQ Staff:** The prolonged absence of BY through sickness, had highlighted several salary issues. Although payment had been made into staff accounts, no pay slips had been produced for either CPSA or GBTSF, further that GBTSF staff requests had not been carried out by BY. RP confirmed there were issues with which he may well become involved in. PJB confirmed that appraisals and salaries will be done by the end of November and he will make his recommendations to the F&GP Committee.
- c) Three nominations had been received by Graeme Davis (TRB, Nicola Heron and Kevin Walsh) for the positions of a National Director and a South East Director with two of the names being nominated for the two positions. It transpires that there is nothing in the rules to prevent people from applying for more than one position and following conversations with all of the candidates it had been agreed that the nominee with the highest number of votes should take on the National role (for 3 years) and the nominee with the least number of votes should take on the one year role which was agreed by the Board. PJB was unaware of this possible issue and felt that something should be inserted into the Articles of Association to define this situation. It was confirmed that only one position can be held at any time. With three vacancies available and three candidates, it had been agreed that each of them would take one position with NH and KW each having an appointment for one year. KW working in the City may well be able to help with sponsorship issues.
- d) **British Shooting:** PJB advised that an application has been made to the ISSF for the 2010 World Cup in preparation for 2012. This event, for shotguns only, is being held at Southern Counties. Funding has been requested from UK Sport for about 60%/65% (£240K). PJB advised that he had committed CPSA to giving £5K towards the event along with GBTSF who are contributing £20K and BICTSF will be asked to contribute £15K, the remaining amount is being sought from elsewhere.
- e) **BSSC:** The possible amendment of the EU Directive 91/477/EC on the control of the acquisition and possession of weapons was discussed as it impacted on persons less than 18 years of age being able to carry a gun. It was also the intention of the EU to make EFPs the only document required to allow people to travel between EU states for hunting or target shooting. The Home Office are blocking this at the moment and we had received firm statements that the UK would continue to insist upon issuing Visitors Shotgun Permits, although the Police may not be able to charge for them.
- f) **ETSF:** At a recent meeting, the Commonwealth Games Council had agreed to include the disciplines that are shot in the Olympic Games and full bore rifle competitions. This means that a two of the matches have now been

scrapped resulting in far fewer exposure for shooting during the 2014 Games. Support must be shown for the Commonwealth Shooting Federation championships as only by increased numbers participating at these events can the decision be reversed.

- g) **LOCOG:** Met recently and still maintain that there is no benefit to Dartford as opposed to Woolwich where a possible legacy for air rifle may be retained albeit not by any governing body. PJB explained that their amended drawings of the layouts still do not meet our safety criteria and he felt that the Director of Sport Debbie Jevans is still determined to host the event at the RAB. TWDB advised that the brochures in favour of Dartford are all ready to go with the deadline before distributing these being the Westminster Fair in a couple of weeks' time.

MANAGEMENT TEAM UPDATES

- a) **Commercial:**

PULL! Magazine: JLA advised that the contract for PULL! Magazine was up for renewal. Bourne publishing is currently under notice with three other quotes being considered and she will report back at the next Board meeting.

Sponsorship: She confirmed that Hull Cartridges, provided assurances can be given for 2008, will be sponsoring the British Open for a further three years, World Sporting 2008 and at least one English Open event. Webley & Scott are sponsoring County badges and are in negotiation for other sponsorship.. Horse & Country will cover CPSA events, the details of which still need to be confirmed. Townergate have agreed a sponsorship deal of £5K p.a. for three years. The relationship with MUSTO will be continued for HQ and tutors' uniforms and they are keen to formalise their sponsorship with CPSA. She is also in discussions with Mitsubishi, GMK and BWM. The loan period for the Mitsubishi vehicle has expired and a Land Rover Discovery had been purchased for the membership development officer to use.

80th anniversary: A proposed 80th anniversary logo was shown, and agreed upon by the majority of the Board, which will be used in place of the usual logo for the year. A promotional brochure will be produced to support the CPSA shop and minimum quantities of promotional items will be purchased for sale at events, etc.

Membership:

In an attempt to increase the number of trade members JLA outlined three proposals for new benefits to be in addition to those already in place. These are two Full memberships, access to Townergate's legal 24 hour helpline and discount on all advertising in PULL! Magazine. AJK proposed having a trade logo which JLA agreed to

investigate. To develop the membership it is proposed that adverts will focus on the benefits of membership, we will liaise with other shooting industry publishers and there will be a range of joining incentives.

ACTION: JLA

- b) **Technical:** CMcV outlined the structure of the Academy where following interviews he had agreed eight candidates for 19 of the 26 available positions. Another selection process will be carried out next year to complete the structure for the higher level Assessors. The positions will be offered on a self-employed contract basis to make sure that we are legally covered with all HR issues.

He was pleased to report that all training courses had been completed this year.

From feedback received it appears that outsiders approve of the Academy and want to become involved which is excellent news.

He was disappointed at the attendance at the Ground Owners' meetings but those present had shown a positive response in almost all cases on a number of items.

- c) **Operations:** A survey of lapsed members had been undertaken due to a larger than usual loss in the last couple of months. By telephone contact 10% had been persuaded to renew but the main reason appears to be less disposable income. However, contact with lapsed members will continue and a summary of the responses received will be produced in due course.

ACTION: MV

In an attempt to save costs and staff time MV is trying to encourage members to pay by direct debits – a discount for this method is a possibility being investigated.

Commission and incentives need to be promoted to obtain new members. Many members are not aware that insurance also covers game, rough, vermin, rifle (stalking), hunting, falconry and angling. MV proposes to send out leaflets and arrange visits to clubs to promote. JLA agreed to investigate putting brochures on display at grounds.

ACTION: MV and JLA

A much needed new exchange server is to be installed shortly and the three operating systems on all machines will be formalised, the cost will be capitalised. Quotes are currently being obtained – the total cost is expected to be

around £13/£15K. The Sage accounts package also needs to be fully implemented. The Shoot 08 beta programme will be received shortly for testing and this will be sent to the grounds for their input. It is planned to send out the full working programme in May for use as of 1st June.

The major and minor championships ran very well this year but problems with teams were encountered with a couple of the National Inter Counties event. MV and GD intend to have more input with this next year to help things run more smoothly. It is planned for the DTL and Sporting to be held on the first weekend in October 2008 with the ABT on the second and skeet arranged for the third weekend of October. MV confirmed that grounds would be offered more support should they require this.

The 2008 formats will remain unchanged; including the Dougall/English/Sponsors, but the Junior team will be selected from 200 targets on the Saturday/Sunday and not Friday and Saturday as this year. The World Championship is to be held in Ireland where there is a 16 year lower age barrier. There is a problem where the European in Wales and the World are only one week apart with dates overlapping. PJB confirmed he will talk with Wales at the ICTSF meeting to see if the European date can be changed.

ACTION: PJB

The re-classification of scores has gone well and CDs will be sent to grounds shortly. Feedback from grounds regarding scores and fixtures has been excellent this year.

MV was pleased to report that all H&S work with Linden Ruskin has been completed with everything up and running. Two members of staff have completed first aid training.

The HQ office is to undergo re-organisation at the end of the month which will enable staff to sit within their teams and will hopefully increase efficiency. British Shooting has asked to rent storage space which is to be made available to them.

With one exception all County and Regional AGM dates have been received and placed on the website. These will be published in January's edition of PULL. MV requested that all new committee members' details be sent to her immediately following the AGMs. She also stated that if any committee needs support, if they contact her she will help if at all possible.

TWDB thanked all the Section Managers for their excellent presentations.

PROTECT OUR SPORT

- a) **NATSS:** TWDB was pleased with the response to invitations to attend the Bisley Forum on 28th November with an expected attendance of around 100. This will be followed by the Regional Seminars. A meeting was due to be held on 14th November for those attending the Westminster Fair where TWDB had written to John Jackman, outgoing Chairman of the NRA, asking him to remain active within the Steering Group and was still awaiting his response.
- b) **ICTSCL/ICTSF:** Meeting to be held next week but a set of draft Articles had been sent out for discussion at that time.

IMAGE

- a) **Regional Ground Owners' Meetings:** Most of these had gone well but it was disappointing to note some of the low attendances. BDC enquired if small clubs, etc., are still asked to Ground Owners' Meetings which needs to be discussed. Budgets and venues also need consideration.
- b) **Westminster Fair:** It is planned to present a united body of target shooters at this event to attract people to talk to people involved in the sport. The Chairman intends to publicise the Association's feelings re 2012 if LOCOG have not been in touch by then.
- c) **Championships Update:**

H/I ABT: A problem had arisen over the high gun trophy. PJB confirmed he is to speak to ICTSC to see if the problem can be overcome – this will probably mean the provision of another cup.

ACTION: PJB

English Open Skeet: TWDB again commented that the NCSC needs some tidying up; comments had been received that the ground is unsafe with regard to gun handling and supervision.

H/I Sporting: WAH reported a perfect event excellently run and he congratulated the Irish for their organisation.

W/Mid Game Fair: The Chairman extended the Board's thanks to AJK for all the work he had carried out at the fair. AJK confirmed that although he is not standing for re-election to the Board next year, he hopes to be able to help out with this event in the future.

National I/C Skeet: GD had attended and found that despite explaining to the ground what was required, all the competitors had not been entered into the computer programme and he had spent his time entering them correctly.

National I/C DTL: WAH commented that although there was a good entry some of the teams had not done so until the Saturday morning.

National I/C Sporting: BDC considered that the administration could have been better. He asked if a Colts team could be entered next year. There had been some confusion over the tankards and medals which PJB agreed to sort out.

ACTION: PJB

National I/C ABT: WAH explained that several complaints had been made to him about the format the ball trap event had taken (straight through) PJB also pointed out that he had two complaints in writing over the same issue and also that no Abacuses were available for each layout.

H/I FITASC: WAH advised that nothing had been done for this event and he and Mrs Heeks had been left to sort everything out. Having said that, the event went well but grounds must realise that it is their responsibility to make sure that all the admin work is done in advance.

COMMUNICATION

a) **PULL Magazine:** Already discussed.

b) **Regional Updates:**

North: No meeting

West Midlands: AJK asked if it was possible to obtain some English ties, pennants or banners to be given out by English team members at Home Internationals. PJB agreed to investigate.

ACTION: PJB

Some members appear to receive multiple copies of PULL – PJB advised that they should contact HQ who will take action to reduce this if cases can be identified.

East Midlands: They consider that the regions do not fully understand the Academy and TWDB suggested that perhaps CMcV should attend regional meetings to explain this and answer any questions raised. Discussion followed on some regions' reluctance to accept the Academy and lack of recognition for their work done on the DAPs, etc.

Apparently some grounds are still not enforcing the safety rules/eye/ear protection, etc. As BDC had not received anything in writing substantiating this no action can be taken but some more visits may be appropriate.

South West: No meeting

South East: JJ enquired if the other regions had cups comparable with the South of England cups which received a negative response.

JJ expressed disappointment that the 2008 draft championship calendar had not been sent out but PJB confirmed that he did not wish to do this until the events on it were more definite. In response to a request PJB advised that it was impossible to produce the calendar any earlier than it was at present.

EXPANSION OF MEMBERSHIP

PJB explained that membership income from the membership recruitment officer was down in October due to Bobby Watkins taking some annual holiday. As mentioned earlier he now has a new vehicle and will be receiving some training to help him enhance the skills required in his role.

TWDB proposed that a brainstorming exercise be carried out at the December meeting in an attempt to increase membership. Sponsorship is another issue which could be discussed in this way but probably on another occasion.

The Board unanimously agreed that the Managers' presentations were excellent and that this form of presentation should continue for future meetings.

FINANCIALS

PJB gave a presentation showing the year end figures which showed a much lower figure than had been budgeted for with a possible surplus for the year of £4,100. Due to BY's continued sporadic absence the auditors had been asked to complete the transactions within the accounts in order to be able to produce our full year end accounts in a timely manner. It was apparent that both membership in particular and sponsorship opportunities need to be looked at and increased. To be fully discussed at the next meeting.

ANY OTHER BUSINESS

- a) **Ground classification:** TRB had learnt that two grounds in the South West had sought upgrading both of which had been refused until such times as a template is available outlining what is required to achieve this. The Board agreed that the Association cannot be seen to disadvantage other grounds and CMcV and PR are to put some papers together for PJB to present the Board with something tangible next meeting. Grounds need to be able to get themselves upgraded but it must be clear to everyone how they have attained their respective levels and what was required for holding major and minor competitions.
- b) **Prize money:** BDC mentioned that there does not appear to be any control over the amount of prize money given out by grounds and suggested that perhaps there should be some rules regarding this. Whilst agreeing that the payment of prize money needs to be consistent between grounds, PJB stated that it would be impossible to police this as he does not have sufficient human resources at HQ to do so.

DATE OF NEXT MEETING

December
18 th

There being no other business the meeting closed at 2.50 p.m.