



The future of our sport

**MINUTES
of the
MEETING
of the
CPSA BOARD of DIRECTORS**

**Edmonton House, Bisley Camp, Brookwood, Woking, Surrey, GU24 0NP
18th December, 2007**

PRESENT:	Mr TWD Blaney	Chairman
	Mr PJ Boakes	Chief Executive
	Mr WA Heeks	Vice Chairman/Regional Director North
	Mr KJ Newton	Regional Director - South West
	Mr BD Curtis	Regional Director - East Midlands
	Mr AJ Kirkland	Regional Director - West Midlands
	Mr TR Bobbett	Co-opted Director - National
	Mr K Walsh	Co-opted Director – National
	Mrs N Heron	Co-opted Director – South East
GUESTS: (attended part of the meeting)	Ms JL Andrews	Commercial Manager
	Mr B Yates	Financial Manager
	Ms M Voller	Operations Manager
	Mr C Mcverry	Technical Manager
	Mr B Watkins	Membership Development Officer
MINUTES SECRETARY:	Miss Penny Lewis	

WELCOME

TWDB welcomed everyone to the meeting and in particular Nicola Heron and Kevin Walsh. Their co-option to the Board in advance of taking up office following the forthcoming AGM was proposed by WAH and seconded by TRB.

APOLOGIES FOR ABSENCE

None

MINUTES OF MEETING HELD ON 14TH NOVEMBER

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

MATTERS ARISING

None

ITEMS FOR ANY OTHER BUSINESS

- | | | |
|----|-----|---|
| a) | BDC | Size of England's DTL Team |
| b) | TRB | HR Support (Roger Phillips) |
| c) | NH | Compulsory Shotgun Testing |
| d) | TRB | Cliff Ford |
| e) | NH | Formal Complaints |
| f) | WAH | Policy & Direction – Board of Directors |

CHIEF EXECUTIVE'S REPORT

HR/HQ:

PJB reported that there is an ongoing HR issue. All HR procedures are being followed.

TRB expressed concern about Roger Phillips being taken on as adviser for HR issues as apart from his partner, he is a sole operator. TRB questioned our positioning in respect of requiring support in situations where RP is unavailable. TRB reminded PJB of an HR and H&S Company with whom he has experience of working, who he confirmed would be marginally cheaper and being larger would not have a problem with potential unavailability; they would also indemnify the CPSA against any award an Employment Tribunal might make against us. TRB also questioned the use of HR advisors who do not provide indemnity against claims for HR issues

PJB again reviewed for The Board the dissatisfaction when dealing with a larger organisation such as Croners in view of the variety of personnel that become involved and the disparity of the advice provided. TRB agreed to provide PJB with the contact coordinates of the organisation that he recommends in order that PJB might consider them amongst other options and report back to the Board.

ACTION: TRB

PJB has recommended a salary increase of 3% for consideration by the F&GP Committee. The figure will be formally agreed at the F&GP Meeting scheduled to follow today's Board Meeting.

TRB asked the Chairman when the F&GP Committee report would be available to the rest of the Board, he advised that the minutes will be prepared and distributed following the meeting, which is scheduled to take place after the Board Meeting.

ACTION: TWDB/PJB/WAH/KJN

ICTSC:

ICTSC deals with almost all Home Internationals and PJB advised that several debates had been held regarding team sizes. Wales made a proposal to increase the size of the OT Team from 9 to 12 with the inclusion of three Juniors. PJB had insisted that we cannot leave out Ladies and Veterans. It was finally agreed to increase the overall OT team size to twelve by including one Lady, one Junior and one Veteran and lower the Senior Team size in OS to

nine but then also include one Lady one Junior and one Veteran making both teams twelve in total for a trial in 2009.

ICTSF:

The Federation will govern the World Championships for DTL National Sporting and National Skeet. PJB advised that a consistent set of rules will be implemented for all events.

BICTSF:

PJB reminded the Board of BICTSF's financial problems a couple of years back when they lost any funding from UKS or the Exchequer. He was pleased to advise that they are now back on a firm financial footing. However, even though the individual disciplines had managed to raise monies for team costs, further funding needs to be raised in order to pay for the services of those doing the work on their behalf. BICTSF have asked each of the home countries for a one-off minimum £1,000 donation to help with their running costs. PJB advised that, regardless of what was reportedly posted onto spurious websites, the Chairman of BICTSF received no remuneration. It is the Secretary and Treasurer who each both receive a well earned honorarium of £3,000. Further, Mary Rowley had received £1,000 for her management of the shoot program files. PJB reported that CPSA already support by way of providing a meeting room free of charge, photo-copying and administration assistance and suggested this contribution may well be a something requested every year. NH proposed helping them to the tune of £1,000 which was seconded by TRB and agreed unanimously.

2010 Shotgun World Cup:

PJB updated everyone with the status of this subject.

2012 Olympics Shooting Venue:

PJB advised he had met with MPs Martin Salter, Howard Stoa, Kate Hoey and Colin Moynihan regarding the shooting venue. It is clear however that the Director of Sport for LOCOG, Debbie Jevans, is adamant that it will remain at Woolwich. As LOCOG is an autonomous body, MPs in general are powerless to help. The importance of keeping dialogue open with them was agreed and meanwhile British Shooting was preparing to send a communiqué to all MPs in order to try and bring more collective pressure to bear in the New Year. PJB having already had dialogue with Dartford Borough Council, had contacted them again and requested an interview with their Conservative council leader Jeremy Kite.

It has been agreed that British Shooting should continue to work to a strategic programme led by PJB, to ensure a controlled and coordinated process as we seek to secure the desired venue change. The CPSA have a secondary, yet

supportive role to play. PJB not only represents British Shooting as the current Chairman to LOCOG and Government but is also in routine contact with other shooting related organisations to ensure that we do not fragment our position.

ACTION: PJB

MANAGEMENT TEAM UPDATES

F i n a n c e:

BY advised that it had been a tough year but even so a small surplus for the year of £5,361 had been achieved. He believed that the economic climate had greatly contributed to the fall in numbers (approx 700), other income was more than had been budgeted for which helped to off-set this loss.

BY produced his 2008 budget showing no price increases for the forthcoming year. It was agreed that action must be taken to increase membership. The Board agreed to confirm the budget later in the meeting after other items had been discussed. However, it was agreed that both income and expenditure for 2007 should be shown as gross terms.

C o m m e r c i a l:

Pull - JLA advised the contract for the publication of the Association magazine has now been moved from Bourne to Deeson, effective the May edition. This move will mean a considerable saving. Some funds will need to be set aside to cover potential, unspecified transfer costs, e.g. advertising, photos, etc., as Bourne are not being particularly helpful in passing this information to the new publishers. JLA advised that the £7,000 relating to postage costs due to insertions by Bourne is now being queried by them. JLA confirmed that we will be pursuing recovery of the monies due.

ACTION: JLA

Sponsorship: - JLA has recently met with Mitsubishi who are keen to continue working with the CPSA but are unable to provide another vehicle. Specific opportunities are being reviewed.

World Sporting – JLA will be targeting trade members and other organisations to support this event.

80th Anniversary - The special anniversary logo will be appearing in a variety of uses during 2008.

Membership Benefits - A DL size folded leaflet, summarising Membership Benefits is being produced for early 2008 and will be made available for all grounds along with dispensers.

Advertising - A new advert has appeared in the January/February edition of PULL, which highlights the wide ranging Insurance Benefits when becoming a CPSA Member. The possibility of advertising in magazines other than the shooting press is also being investigated. NH advised of a misleading aspect of the picture employed in the recent advertisement showing game shooters and emphasised the need for accuracy in pictorial representations used.

ACTION: JLA

Trade Membership - Changes to this will be announced early next year with a marketing campaign to attract new members. This membership type was discussed as they can attend events free of charge but the take up rate is poor. Those attending express the point that their expenses outweigh this benefit and it is not worth their while.

T e c h n i c a l:

Academy - CM advised that further interviews will take place in order to recruit people with the relative skills who will operate on a self-employed basis when delivering our courses. He was pleased to advise that ICPSA have entered into the CPSA Instructor/Coaching initiative and he will be assisting Shooting UK in January as they wish to produce a training video. The Air Training Corps has requested help with training their trainers through the Academy. An "insurance day" had been held at Doveridge to show Towergate how CPSA Safety Officer ran their course and demonstrating how things should and should not be done. This had been well received and CM is to follow this up in the New Year.

ACTION: CM

Ground Grading Structure - He explained his proposed structure which will be easier to administer and control and maintain a consistency in standards. A discussion followed as to how grounds who were unhappy with their received status could bring their complaint to the Board but it was pointed out that there is a complaints procedure in place which should be followed in this event. It was agreed to implement the grading structure which would be managed by CM with a grievance policy in place.

O p e r a t i o n s:

Membership Recovery - September's membership survey had been completed with 50 renewals taking place and the survey will continue. It appears the main reason for non-renewal is as mentioned in BY's presentation, economic – people have far less disposable income available at the present time. MV advised that confirmation had been received from the bank that life membership cannot be paid for by either MasterCard or Visa. Operations will continue to research this topic.

ACTION: MV

Exchange Server - To be replaced at the end of this week, work will be carried out between Christmas and New Year which means that e-mail facilities will not be operative during this time. Please ask members to be patient with staff at HQ while this work is carried out.

Shoot 08 Software - On schedule and will be sent in BETA form to those interested grounds during January for further research. Once completed the new program will be sent to all grounds holding registered events and commence operation from 1st June.

2008 Championships Calendar - Still being drawn up and will be sent out as soon as possible. MV confirmed that all events will be confirmed by 1st February. She explained that Members of HQ staff will each take responsibility for specific championships and that entry forms will be available also by 1st February. Anyone not having access to the internet can contact HQ who will deal with their requirements

Scores & Classifications - MV explained a problem had arisen with scores/classifications disc sent out to grounds by corrupted records that had been sent to us by the Welsh statistics officer. GD is to see whether Welsh scores can be sent directly to CPSA electronically to save a lot of manual input and to prevent errors being made in future.

Web Site - HQ had been advised that the website is showing some clubs incorrectly at present, this will be rectified this week.

Operations Performance Reviews - Staff reviews have been completed. One staff member is interested in taking on some of the responsibility for Championships and once this has been confirmed MV will produce a job description to advertise for a replacement member of staff. The re-organisation of the office has been completed which MV considered had been a great team building exercise and staff had been congratulated for working so hard. Full re-organisation will be in place by the middle of January.

Regional AGM's - MV confirmed that TWDB and PJB will attend all Regional AGMs and qualified members of HQ staff will attend County AGMs within their localities.

PROTECT OUR SPORT

TWDB briefly updated The Board on the recent NATSS Bisley Forum which carried the title of 'Shaping the Future of Target Shooting Sports'. Notes of the meeting will be circulated shortly to those who attended, (plus copies to the CPSA Board Members who did not attend). Eight further workshops are planned around the Regions, (including Northern Ireland, Scotland and Wales), to ensure further involvement by the Membership of the three NGB's.

ACTION: TWDB/PJB

A survey has been designed and a link is to be loaded onto the three NGB websites, with a view to engaging maximum involvement by Members during the information gathering process.

ACTION: JLA

EXPANSION OF MEMBERSHIP

PJB advised Membership at the end of November at 25,617, which is below the same period last year and below forecast. Earlier discussion concerning the 2008 Budget confirmed that Membership Growth is essential and every effort must be directed towards achieving this.

BW along with MV's Team at HQ have been engaged in a Lapsed Member Recovery Programme, working from the most recently lapsed backwards. There has been some significant success from this exercise and it will be continued.

ACTION: MV/BW

Supported by a review of typical comments from Members, by BW, when visiting Grounds/Clubs, it was confirmed that it is not the new Membership Fees Structure that has stimulated the drop off in Membership, but general financial adversities and the need to eliminate non-essential spending. BW commented that there is considerable misunderstanding on the part of the Membership, with whom he comes into daily contact, as relates to what the CPSA is all about. In some cases he has experienced actual hostility even though it was clearly based on inaccurate information. There is still much to do.

ACTION: ALL

TWDB facilitated a 'brainstorming session' with regard to the need to Expand Membership. Suggestions were noted and will be considered by HQ Management to gauge the potential impact, (cost versus return). Copies of support visual aids are incorporated within these Minutes.

ACTION: PJB/SENIOR MANAGEMENT

IMAGE

Whilst not wishing to be complacent, (and mindful of comments made earlier by BW), it was agreed that generally the services to Members during 2007 ran smoothly with only minor hiccups. MV is in the process of planning for the coming Season of Events and it is anticipated that we will build on the 2007 successes.

SPONSORSHIP

It was agreed to highlight this as a topic for review at the next Board Meeting.

ACTION: ALL

COMMUNICATION

N o r t h:

WAH enquired what response had been received from other Regional Committees regarding the Academy. North and South East Regions appear to be unhappy. PJB confirmed that the level of unhappiness with the new structure

appears to be limited to those few persons who are being excluded based on the agreed criteria. WAH provided a list of specific questions from Keith Stoker that CM will formally respond to.

ACTION: CM

NH explained a scenario whereby non-Academy Coaches appear to have been sidelined on the website in favour of the Academy's Coaches. PJB advised that this was unintentional and the web site will be modified accordingly. It was further explained that Shotgun Skills comes under the auspices of the Academy whereas all other skills can be taught by the other coaches.

ACTION: CM/JLA

BDC explained that coaches' abilities must be standardised which can only be done through HQ and the Academy. It was agreed that there is a lot of confusion which needs to be settled by HQ

ACTION: CM

West Midlands:

No meeting.

East Midlands:

BDC had previously circulated a summary.

Mayland Gun Club has been advertising a 2008 CPSA event even though the Official Shoot Calendar had not yet been finalised. It was suggested that this was probably a Regional event and was certainly not a CPSA Major or Minor event.

BDC raised the subject of the size of the DTL Team where the East Midlands Region feels this is out of proportion with all other Discipline Teams. PJB confirmed that team sizes were the remit of the ICTSC, not CPSA and that the overwhelming feeling is for maintenance of the status quo.

South West:

KJN advised that the old Counties of Somerset and Avon are considering an amalgamation. South Gloucestershire would have to join Gloucestershire which would leave Bristol totally isolated. There could also be a similar situation

regarding the Isle of Wight and Hampshire. It was advised that all Members would have to be contacted directly by HQ if any amalgamation or split is considered. He advised the SW were also unhappy with the Academy.

South East:

The meeting spent some time discussing concerns some individuals have about the academy. As TWDB was present the net result was for him to propose to arrange for a meeting early in 2008, to allow all interested parties to understand the official position regarding The Academy and its structure for coaching, refereeing and safety officers.

ANY OTHER BUSINESS

Compulsory Shotgun Testing:

Prompted by the position and response published in Clay Shooting, NH enquired whether The Board had made a formal decision with regard to the introduction of 'compulsory testing' prior to being able to obtain a shotgun certificate. CM confirmed that Shotgun Skills had been designed to satisfy any potential legislation that might be introduced. The emphasis being on 'education' as opposed to the more emotive 'testing'.

The CPSA is committed to ensuring the safe handling of shotguns and will actively encourage Members to undergo the Shotgun Skills programme. Similarly the CPSA will actively encourage shooters to undertake courses of comparable quality with other shooting organisations.

The invitation by Clay Shooting was to present a position in favour of the introduction of education prior to the obtaining of a shotgun certificate with the intention of initiating an open debate. It seems that the writer of the intended first open response dropped out at the last minute and the publisher was drawn into contributing instead.

The Board confirmed they have no policy in favour of compulsory testing prior to the grant of a Shotgun Certificate.

Formal Complaints:

NH raised the point that a complainant had been directed to MV as part of the formal Complaints Procedure, whereas MV was a member of the Interview Panel that is the subject of the complaint. PJB confirmed that as is normal in such circumstances, another member of the HQ Senior Management has been assigned responsibility for handling the complaint and in this case PJB is personally meeting with the Member to discuss his complaint.

ACTION: PJB

Cliff Ford:

TRB advised the Board that this gentleman, who had been banned from Membership, is trying to rejoin the Association having completed the period of his ban. PJB is currently awaiting a response from Mr Ford before progressing any further. PJB confirmed that he had been contacted but he claims not to have received the correspondence.

PJB requested that Board Members do not allow themselves to become involved in cases which could lead to a potential disciplinary action, as this would bar them from being able to act on an independent disciplinary committee should the need arise.

ACTION: ALL

Board v Management Duties & Responsibilities:

WAH requested confirmation of the basic remit of The Board versus that of the CEO/Management.

TWDB confirmed that The Board's remit is that of Policy and Direction, (which includes overall approval of the Budget). Through the F&GP Sub-committee of The Board, the CEO's remuneration package and Annual Objectives are determined as is the overall approval of the recommended annual salary increases to HQ Management and Staff. It was confirmed that all aspects of the day to day running of the CPSA are delegated to the CEO and his Senior Management Team.

2008 Budget:

It was proposed by TRB the 2008 Budget be provisionally accepted with the proviso it may need to be amended in the light of costs incurred re membership retention/growth. It was emphasised that there is the need to focus on growth in revenues and continued control of costs, with all significant variances highlighted to The Board.

ACTION: PJB

Manx CPSA:

PJB advised that the Manx CPSA wish to amalgamate with the CPSA. He confirmed that they would retain their own identity and would be possibly regarded as another Region, (without Board representation). They will come under our insurance umbrella and be entitled to receive PULL Magazine. PJB is involved in ongoing discussions.

ACTION: PJB

DATE OF NEXT MEETING

February	March	May	July	September	October	December
12 th	29 th (AGM)	13 th	8 th	2 nd	21 st	9 th

There being no other business the meeting closed at 15.40Hrs.



The future of our sport