



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 6th September, 2007 at 9.20 A.M.

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
	Mr J Johnson	Invited – South East

GUESTS: (attended part of the meeting)

Mrs JL Andrews	Commercial Manager
Mr JG Perry	Operations Manager
Ms M Voller	Operations Manager elect
Mr C Mcverry	Technical Manager

MINUTES SECRETARY: Miss P Lewis

WELCOME

TWDB welcomed everyone to the meeting, especially 'JJ', representing the South East Region.

APOLOGIES FOR ABSENCE

None

MINUTES OF MEETING HELD ON 24TH JULY, 2007

- a) **Protect Our Sport (CPSA Resource) (b)** TRB requested the Minutes be amended to read "It was agreed that all three representatives of Governing Bodies would be recommending to their respective Board/Councils that this appointment be made with costs being evenly shared."

- b) **AOB (3)** TRB asked for an amendment to be made that “TRB expressed his total opposition 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, ...”
- c) Following discussion on the e-mails which had been sent following publication of the Minutes, it was agreed that the Directors should have seven days in which to peruse them before they are posted on the website as “Draft” Minutes. Any amendment should wait until the next Board Meeting unless it is something of major importance.

Subject to the above amendments, adoption of the Minutes was proposed by WAH and seconded by BDC.

MATTERS ARISING

- a) The JPY issue had been settled amicably.
- b) The CPSA insurance provider is now Towergate tlc.

ITEMS FOR ANY OTHER BUSINESS

- a) TRB Nicola Heron Correspondence
- b) BDC Shooting and Banned Members
- c) TRB Bob Rose’s e-mail
- d) TRB Decision Making
- e) WAH Clubman Membership

CHIEF EXECUTIVE'S REPORT

- a) **HR:** PJB had met with Roger Philip from Action Resources. The CPSA HR records have been audited. All records are current and consistent.
- b) **HSE:** PJB requested the Board's agreement to invite Roger Philip to the next Board Meeting to discuss the Directors' responsibilities in HR and H&S issues. Agreed.

ACTION: PJB

The contract for HR services will not be renewed with Croner following its expiration. PJB is currently obtaining other quotes.

ACTION: PJB

Linden Ruskin is to visit HQ during September to conclude the HSE items.

AJK asked about the monitoring of electrical items for safety. PJB explained that PAT testing had been assigned and agreed that visual checks would be carried out with new items being purchased when necessary.

PJB confirmed all HR and HSE are now in place and that staff members had taken on the necessary responsibilities.

- c) **Internal Changes:** JGP is to be seconded to the NATSS project at the Lord Roberts Centre and Marion Voller will take over as Operations Manager with more defined responsibilities. Responsibility for the DAPS Committees will be taken by Chris McVerry. PJB confirmed that the re-structuring had been welcomed by staff.

The above changes will be announced in PULL! and JGP's secondment will be with effect from 1st October.

The advantages/disadvantages of using consultants as opposed to paid staff were discussed with CM and MV remaining as consultants. With the new structure in place the four Senior Managers will in future attend Board Meetings to report on their respective areas and to answer any questions The Board may have.

MANAGEMENT TEAM UPDATES

- a) **Finance:** BY's figures had been previously circulated. Membership remains below forecast and PJB suggested that it is unlikely to be reversed before the year end. It was agreed that Bobby Watkins should be asked to make a presentation at the next meeting. It is thought the year end surplus will be around £30,000/£35,000. A discussion then followed on Full and Clubman Membership figures.

The insurance service provider has been moved to Towergate tlc who offered more comprehensive cover at a reduced price.

- b) **Commercial: Marketing/Advertising:** JLA advised her proposed plans for the coming year with regard to PR and advertising has yet to be discussed with PJB.

The Clay Target technical book is being re-designed and is to be brought up to date. The Board agreed to take copies to sell within the Regions. She also plans to purchase more flags and banners for next year.

Brand Management: In order to improve the CPSA image plans are under way to re-design email stationery and communications items.

Sponsorship: JLA is currently talking to sponsors for the World Sporting event in 2008 where hopefully some may wish to get involved in other events. Our partnerships with manufacturers are also being reviewed.

Website: JLA is currently in contact with companies for quotes on the redesign of the website, it is thought that there are limitations with what we currently have and research into a more flexible site should be progressed.

Pull Magazine: JLA is to have a review meeting with Bourne Publishing and she circulated a presentation for perusal by Board members to be discussed at the next Board Meeting.

Shop: Additional promotional items with the CPSA logo are to be included on the website and in the catalogue.

Membership Recruitment: JLA plans to get involved with new and lapsed membership and will talk to BW and support him in selling more membership.

PR: 2008 is the 80th anniversary of the CPSA and this occasion needs to be celebrated.

Trade Membership: It was agreed that Trade Membership is not promoted enough and some incentives need to be found for members.

ACTIONS: JLA

- c) **Technical:** CM is continuing with the restructuring of the Academy and has had 55 applications for 26 available positions. He explained his plans for implementing the Academy, hopefully to be completed by the end of October, with a starting date of January 2008. He confirmed the Sub-Committees had been disbanded. He explained the course structure right through and his intention is that this will become the one training scheme for all shooting in the UK. The overall cost is being delayed by the information from Manchester University not being available at present. Enquiries are being received from abroad to run courses and he is also in discussion with the Army who want us to re-introduce clay target shooting to their servicemen.

International discipline elements: CM plans to raise our profile in this and John Bidwell, Ian Coley, Alan Warren and Ian Peel have so far offered support.

Grounds: A Lead and Noise Working Group has been set up with a survey sent to all grounds which received an excellent response, (around 40%).

CM is currently working on a new Grounds Classification document which will be shown to The Board upon completion for a decision for implementation.

CM had visited Shugborough Shooting Ground, where protective items were not being worn for eyes or hearing but a return visit had found the position much improved. Kingsley Moor also had problems and CM is to re-visit.

CM advised the dates for the Ground Owners' Meetings and requested Clare be advised if Board Members required accommodation.

- d) **Operations:** JGP thanked the HQ staff for taking on the Championships work which was now much improved. He felt that changing the championships around this year had produced a negative effect which had been exacerbated by some of the locations used, particularly in the case of the DTL. There were still some trophies at HQ which had not been presented as the winners were undecided by neither party being present on the final day.

Scores and fixtures: The new shoot programme software is being beta tested this weekend and once fully stable will be distributed to a number of grounds for their input in advance of release.

Day Passes: The voucher scheme is working well but more work is still required on this aspect. He was pleased to report that 22% of the people who requested information packs have since joined.

Complaints: Accepting that many emailed complaints are often misunderstandings and are quickly dealt with by return or a telephone conversation, others did include instances of cheating or issues involving grounds practices.

Having carried out a clearing out exercise MV plans to re-organise the working space so that team members are working closer together in their teams. A First Aid Course is also to be arranged in conjunction with the NRA and NSRA in another move to minimise singular costs to each governing body.

PJB advised that Wales have asked HQ to take responsibility for their score recording and classification of members as of 1st December.

PROTECT OUR SPORT

- a) **NATSS:** TRB agreed to attend the next meeting as Board representative. Roger Moreland is advising on how best to proceed. The final decision on this amalgamation will be made by members and they must be encouraged to vote. If successful we will be part of a single structure Governing Body.
- b) **ICTSL and ICTSF:** PJB had produced some articles for consideration by ICTSF and are yet to be perused by TWDB. A meeting is due to be held at HQ in November with all interested countries involved in the formation of this new body planning to attend.

IMAGE

- a) **English/British Open Handicap:** WAH reported a brilliant day.
- b) **European DTL:** PJB had produced a written report for consumption and confirmed that overall it had been a good event and England won almost all of the major titles

- c) **British Open Skeet:** The written report provided by TWDB indicated that the event ran very well but it was felt that the NCSC could do with some attention as it looked generally “sad”. TWDB agreed to have a word with them to try and get some improvements made.

ACTION: **TWDB**

- d) **Home International English Skeet:** Again, another excellent event with a good England performance.
- e) **British Open English Sporting:** BDC circulated his report which overall showed a good event but contained the following key points:-
- Back numbers were not being worn – as these had been produced they should have been used.
 - An unacceptable delay was caused by a lot of broken targets and trap breakdowns.
 - One of the stands was a “super sporting” stand which should not have been present.
 - BDC had shot with the main sponsor of the event which he considered a very good idea.
 - The referees’ dress code was inconsistent.

All Major Championships should be followed by a ‘debriefing session’, in order that we learn by our mistakes and build on our successes.

ACTION: **ALL**

COMMUNICATION (Regional Updates)

- a) **East Midlands:** BDC explained the background behind an incident at the Leicestershire & Rutland meeting

He has been invited to a Firearms Seminar at the Leicestershire Police HQ.

He was delighted to report that some young college lads had been attending his Club and have signed up as members. JJ also advised an increased interest from schools in the South East.

- b) **North:** WAH advised his Region's unhappiness with the Academy they wish to know how it will impact upon the Regional Committee support and computer equipment which will no longer be needed. CM had offered to buy back some equipment not required for use by the Regions. WAH to remind the Regional Committee of this buy back option.

ACTION: WAH

They were also unhappy about becoming involved with rifle and pistol shooters being unsure of what monetary support they would now be able to get.

TWDB suggested that HQ should actively encourage and support the formation of County Committees within the North Region, (as elsewhere in the Country), with a view to gaining a wider involvement of active CPSA Members.

- c) **West Midlands:** AJK had a couple of queries regarding the Minutes of the Regional Seminar Meeting and the £1,000 offered to each Region/compensation issues. Carl Fielding would be contacting PJB over these issues.

It had been alleged that the targets at the Home International at Bywell had been set at 15° instead of 22° but PJB confirmed that this was not the case.

PJB explained the situation regarding an argument between Alan Henry and one of the other Association Officials.

Nicola Heron's emails were again discussed, (prompted by further communications) and it was agreed that the Chairman should contact her to advise her that it is The Board's view, that her continued complaining is not in the best interests of the sport and that she should discontinue with her campaign.

ACTION: TWDB.

PJB will clarify the position following his original article in PULL! about the submission of scores for England selection events.

ACTION: TWDB

- d) **South West:** No meeting
- e) **South East:** PJB's report of the last meeting had been previously circulated. Unfortunately this meeting had been poorly attended and he suggested that at every Regional Meeting a written report should be made available

by the Director for that Region with regard to the preceding Board Meeting, and that it be circulated in advance of the Regional Meetings to advise Regional Representatives on the County Committees of what had been discussed. He also felt that this lack of attendance by those elected onto Committees, reflected why the information flow from HQ has not been as intended.

TWDB commented that Committee Members need an incentive to attend the County and Regional Meetings which tend not to be interesting or enjoyable diversions from other priorities..

ACTION : ALL

EXPANSION OF MEMBERSHIP

- a) **Membership Statistics:** Membership as at 1st August stood at 25,980 (a slight decline), and the majority of the loss are Clubman Members.

There were 370 Club Members and 146 Trade Members.

- b) **Membership Development Programme:** This appears to have plateaued and needs to be re-energised. The Board accepted that Members need to be offered more Membership Incentives but we are yet to determine what should be offered. The main attraction for joining the CPSA is the insurance package, (other than for those wishing to shoot competitively). A brain storming exercise was suggested and this will be put on the Agenda for the October Board Meeting.

ACTION: TWDB/PJB

SPONSORSHIP

TWDB and JLA are to revisit the 4x4 contacts in order that a package of interest might be generated.

ACTION: TWDB/JLA

ANY OTHER BUSINESS

a) **ABT Discipline Advisory Panel:** The Board considered the ABT DAP report as follows:–

- ❖ Veterans' age to be 60 for all Registered events including, Regional, County, National Championships and Selection Shoots. TRB proposed this come into effect from 1st January, 2008.
- ❖ Cartridges to remain at 28g load.

b) Recommendations from the Rules & Referees Sub-Committee were considered as follows:–

- ❖ Dress code to remain as it is
- ❖ The wearing of i-pods/MP3 players and use of mobile phones, etc., is prohibited (except for emergency use).

- ❖ The recommendation for sampling and analysing cartridges was not adopted.
 - ❖ The Board considered that whilst the Sub-Committee's recommendation regarding the use of Qualified Referees was a good idea it would be impractical to implement and should therefore be left as it is. However, feedback should be passed on to the Committee.
 - ❖ The suggestion that the word "Club" be removed from the title Club Safety Officer Course was agreed and will be deleted to become Safety Officer Course.
- c) BDC enquired about the letter from Mr S Smith regarding team ties and PJB's response. Everyone was satisfied with the outcome.
 - d) A vote was taken as to whether to include a Super Veterans Team in future European DTL Championships which was carried 7:1.
 - e) The complaint from Nicola Heron was again discussed with the Chairman reading to the Board her e-mail received today. TWDB proposed, and it was agreed, that this matter should be dealt with as earlier described.
 - f) TRB explained the background behind the e-mail received from Mr B Rose who had entered and won an event when, due to unfortunate circumstances, his membership had lapsed. Whilst The Board sympathised with his predicament it was agreed that The Board must be seen to be consistent in its decisions and, therefore, it could not agree to allow Mr Rose to keep his prize. TRB agreed to inform Mr Rose accordingly.

ACTION: TRB

- g) A complaint by David Kempley against Shaun Stacey was discussed and PJB explained the background to this incident. He confirmed that he had written to Mr Kempley and spoken with him on the phone and advised that he could take no further action as there was insufficient evidence to proceed.
- h) PJB confirmed he is dealing with a problem over a banned Member. No further details could be discussed at this time.
- i) WAH enquired as to the possibility of holding a Clubman Championship. PJB confirmed he is investigating this idea.

ACTION: PJB

- j) TRB advised that in his view it had not been agreed that JGP was to be seconded to NATSS but only discussed, thus causing a lack of clarity. TRB did confirm his support for the secondment today, which enabled The Board to be united in its support for the move.
- k) BDC advised that he is unable to attend the forthcoming Skeet Championships and WAH confirmed that a replacement for him had been found.
- l) BDC sent his apologies that he would be unable to attend the next meeting of the East Midlands Ground Owners.
- m) AJK tendered his apologies that he would be unable to attend the next Board Meeting.

DATE OF NEXT MEETING

October	December
30 th	18 th

There being no other business the meeting closed at 14:40Hrs