

## **BKA National Committee draft AGM minutes**

**Date:** Saturday 11 July 2015

**Venue:** Lilleshall National Sports and Conferencing Centre

### **National Committee members present**

Fay Goodman (Chair) Debbie Bevan (Vice Chair), Anil Sahal (Secretary), Jock Hopson (Director International Affairs), Martin Farncombe (Treasurer) Chris Buxton (Iaido DRC Chair) Lesley Drewe (Jodo DRC Chair)

The Chair (Fay Goodman, FG) declared that a quorum of members had been achieved (70 present) and opened the meeting.

### **Agenda item 1 - Apologies for absence**

Received from: Neil Andrew, Neil Andriot, Len Bean, Robert Burns, Tony Devine, Dougie Evans, John Honicz-Green, Jo Hurst, Michael Jerry, Vince Reynolds, Keith Rose, Geoff Salmon, John Scott, Jason Smith, Gill Wacey, Peter West, Steve Wragg.

### **Agenda item 2 - Minutes of the 2014 NC AGM**

Motion - acceptance of minutes.

Motion carried (non against, 1 abstention)

### **Agenda item 3 - Matters arising from the 2014 NC AGM minutes**

None

### **Agenda item 4 - Treasurer's report/acceptance of annual accounts for 2014.**

The Treasurer (Martin Farncombe, MF) outlined the financial position:

With regard to 2015 two significant events were consuming a lot of money: World Kendo Championships and the Iai summer seminar - this was planned expenditure. There had been unplanned expenditure on First Aid courses - but this is for the collective good of the BKA and £3,000 has been spent of awarding shogo to senior members.

**Central Services** started 2014 with £58,000. As agreed at the last AGM, £25,000 was returned to members via the Dojo Development Programme. We introduced free first aid courses (£2,100) and experimented with running the AGM over 2 days which was costly (£6,500).

**Iai bu** had a planned loss (£4,000) and its income was exactly on budget.

**Jodo bu** started the year with just under £9,000 and ended with £6,400. Of that, £4, 400 is the notionally ring-fenced Ishido fund.

MF gave the background to the financial difficulties that this bu is facing. The Treasurer said that, aside from the Ishido fund, the Jodo bu had £16,000 four years ago - now there was only a few hundred pounds. He explained that this had occurred through poor management and poor control over event expenditure. The Treasurer added that the Jodo bu EC does have the situation more under control now. With regard to lack of income, MF said that there were two main reasons for this - membership is low and members are not attending Jodo events. Over the last three years, the Jodo summer seminar has made a net loss of £4000 and in that time £25,000 has been spent sending a Jodo team to the European championships.

In the absence of the Jodo Bucho, the laido Bucho (Andy Watson) explained that the Jodo bu's financial plan for the long term is quite sound but would preclude sending a BKA Jodo squad to the European Championships for the next few years.

There was discussion of the financial difficulties that the Jodo bu is experiencing and whether the BKA should provide an underwriting facility for the Jodo bu, to be managed by the Treasurer or to provide some funding for the Jodo squad. It was noted that cancelling events or running them on a shoestring or not getting the right teachers because of being unable to pay expenses hurts all the Jodo bu members, but funding the squad is for the benefit of the few. The meeting felt that a safety net could be provided for the Jodo bu, if it ran in to difficulties whilst implementing better financial control.

**Motion:** That the BKA provide an underwriting facility for Jodo Events during the current financial year - this facility to be managed by the Treasurer.

For 64, Against 2, Abstain 4. **Motion carried**

**Motion:** That the BKA donate up to £5,000 (at the discretion of the Treasurer) to support the Jodo Squad/Team during the current financial year.

For 29, Against 26, Abstain 10. **Motion carried**

**Kendo bu** is running a slight surplus on domestic events. With their strong membership income, the bu made a net gain in cash of £5,700 over the year.

The Kendo Bucho (John O'Sullivan) requested a budget for promotion of the Kendo bu - MF agreed since this bu is generally 'cash-generating'. It was decided that the budget would be discussed outside of this meeting.

The Treasurer said that the auditors (Sedulo) had signed off the BKA's accounts.

### **2016 Membership fee**

The Treasurer proposed the following Central Service fees:

Full member £15, concessionary, student, junior, associate, temporary £10. Coaching fee £10, dojo fee £20 and late payment fee £5.

**Motion:** That the Central Service fees proposal be accepted  
Unanimous - **Motion carried.**

### **Appointment of the Auditors**

Motion - that we reappoint Sedulo

Unanimous - **Motion carried.**

## **Agenda item 5 - Presentation/matters arising/acceptance of NC Officer's reports**

### **a) Membership Secretary**

The Membership Secretary's report was presented by MF on behalf of Neil Andriot. Membership is relatively stable. However, there is a long term, slow decline in the number of Jodo members. Associate membership was introduced this year for Universities. The Kendo Bucho explained that this type of membership is not just for Universities but also for the Armed forces and other similar organisations that already provide insurance cover for their members.

Each dojo was given 6 months free dojo membership partly to give money back to the association and also to move the dojo renewal date from December to June.

Paper renewals - this contributes greatly to the membership secretary's workload. This facility will be removed within 12-18 months.

There will be a Membership secretary clinic starting in July/August - a telephone number will be available at specified times for members to call the membership secretary with queries.

It was noted that the membership secretary will reach the end of his term in office in 2016 - we need to find a replacement.

There was discussion of commissioning some outside help to assist with the membership secretary's workload. MF explained that most of the job is dealing with queries - this would be difficult to give to an outside person.

**b) Director of International Affairs**

Jock Hopson (JH, Director of International Affairs) noted that his report had been published on the BKA website and asked if there were any questions arising from his report.

JH said that there is now on-line access to the FIK website that gives an extensive list of prohibited medicines. JH asked that the drug enforcement officer (Anil Sahal) the Bucho and the three squad managers should use this facility to make sure squad members are not taking listed substances. If they must take such a substance, they require a Therapeutic Use Exemption (TUE) certificate.

JH explained that, with regard to international championships, we have to adhere to the international anti-doping code and then anti-doping laws come into effect. This mostly affects the Kendo bu with regard to the world championships. Calling something a 'world goodwill taikai' is fine, but calling it a 'world goodwill championship' takes it into drug testing territory.

The lai Bucho (Andy Watson) asked about 'Open Championships'. JH said that the anti-doping code would not apply.

**c) Health & Safety**

The H&S Officer (Donald Gordon) explained that he did not have anything to add his report (published on the BKA website). He informed the meeting that the lai Bucho has produced a good online accident reporting system - DG asked the members to ensure that they use it, in the event of an accident.

**d) Child Protection**

The Chair thanked the outgoing Child Protection Officer, Carol Parker, for her work in the role. The Chair noted that there had been no applications for the CPO role.

**e) Complaints**

Phil Henderson (PH, Complaints Officer) said that there had been four formal complaints during the year. One was withdrawn, one was quickly resolved (a membership issue) by the membership secretary. One concerned child protection during a Kendo grading. The

child protection team in the Kendo bu resolved the issue and put in place procedures to a recurrence. The final complaint related to the lai bu squad selection procedures. The Kendo bu was thanked for setting up a complaints committee to investigate. They had made several recommendations and the matter is now being finalised.

It was noted that PH was standing down and Hilary Hadley had agreed to take the role on.

f) **Chair**

- The Chair said that it had been a busy year with the 16<sup>th</sup> World Kendo Championships being held in Japan. We obtained sponsorship from Turkish Airlines, which had helped keep the costs down.
- BKA Shogo process - this had been introduced in 2014.
- Hyoshojo certificates (certificates of appreciation) - the Chair thanked Errol Blake for the original idea for these certificates. The certificates had been produced to acknowledge the contribution made to the association by long-standing members, irrespective of their grade or position. The Chair thanked Vic Cook and Yukiko Ayres for their help with the certificate preparation. The Chair presented the first set of certificates during the meeting.
- The Chair detailed actions taken to raise the BKA's profile, including developing a new website and PR development, including production of a quarterly magazine. With regard to the website, this is attracting 800 to 1000 hits per day. The Chair thanked Piotr Hawrylczak and Gerry Kincaid for their work on the website.
- Insurance - Cover continues to be provided by Endsleigh.
- Alan Thompson (AJT) case: The Chair explained that she had an update from our solicitors, which was available for members to read.
- The Chair thanked all the BKA officers for their hard work that allows some 1,600 members to enjoy their study.

**Agenda item 6 - Election of NC officer**

- **Director of International Affairs** - sole nominee Chris Mansfield - elected to office.

**Agenda item 7 - Use of special powers by the NC**

DB: Asked the meeting to agree to grant the NC special powers for one year to make minor changes to the constitution and T&S policy as needed - these would then be put to the membership at the following AGM. There was discussion by the membership but generally, it was felt that no changes to the Constitution should be made except at an AGM or EGM.

**Motion:** That the membership allow the NC the use of 'special powers' to amend the constitution, T&S policy and Complaints policy as needed during the year. The changes will come in to immediate effect but will be put to the 2016 NC AGM for ratification, before becoming permanent amendments.

For 8, Against 54, Abstain 8. **Motion not carried.**

## **Agenda item 8 - Proposed amendments to the constitution**

### **a) Payments to members**

MF explained that under our constitution, the association cannot pay member for specialist services they provide - so we must go to outside suppliers that are usually more expensive. He cited examples including the calligraphy for the Hyoshojo (certificates of appreciation) - this had been done by a professional calligrapher (and BKA member) but we could not pay them. MF asked the meeting for their agreement to an amendment to the constitution, so that members may be paid for providing professional services, through a tendering process unless it is for a service that's highly specialised. MF stressed that no money could be paid to elected officers or to any companies in which they have financial interests.

Some members felt that this would undermine the voluntary system that we currently have - it would be divisive if some members are paid for their work whilst other are not. How would the BKA determine what was a 'specialist' service deserving of payment and what was not? There was discussion of alternative ways of rewarding members for voluntary work, such as giving a free seminar place or voluntary contributions.

#### **Motion:**

That clause 9.9 of the constitution be amended (see final agenda document, page5). For 4, Against 55, Abstain 11. **Motion not carried.**

### **b) Amendments to the Complaints Policy**

The Vice Chair (Debbie Bevan, DB) explained that currently, if a complaints committee makes recommendations following a complaint investigation and the member complained about declines to implement the recommendations, there is no sanction that the BKA can impose. DB suggested that a suitable sanction could be suspension from the association; if the member continues to decline to implement the recommendation then they can be expelled from the BKA - although this would have to be voted on at an AGM.

***Motion: That the following be inserted in to the Complaints Policy:***

- a) Failure of the relevant BKA member(s) to fully implement the recommendations of a Bu Complaints Committee or an NC Appeals Panel (compliance with recommendations will be assessed by the relevant Committee/Panel), in accordance with the time frame designated by the Committee/Panel (unless an appeal has been lodged according to the constitution), may result in the NC immediately suspending the member(s) from the BKA. The NC may seek to have the suspended member(s) 'expelled' from the Association at the earliest available AGM or an EGM or other properly constituted voting procedure.*

John Howell asked that 'recommendation' be changed to 'instruction'. The meeting was in agreement. The above motion was voted on, with 'recommendation' being replaced by 'instruction'.

For 54, Against 6, Abstentions 10. **Motion carried.**

**A second proposed addition to the Complaints Policy was discussed:**

- b) Anonymised summaries of upheld or partly upheld complaints that have been considered via the BKA formal complaints procedure will be published on the BKA website.*

The pros and cons were discussed. The general feeling of the meeting was that this was not appropriate, even if the summaries were placed behind a log-in so that only members can view them.

It was noted that the Complaints Officer provides brief anonymised details for the AGM meeting. DB suggested that if a member was particularly interested in a complaint then they could apply for an anonymised summary.

**Motion:**

That members can access an anonymised complaint summary on request.

For 63, Against 3, Abstain 4. **Motion carried.**

**Motion:**

That anonymised summaries should be available to members in the 'members only' area of the website.

For 4, Against 62, Abstain 4. **Motion not carried.**

**Agenda item 9 - Any other business**

A member proposed that we have an electronic calendar that members can subscribe to. It was felt that there was insufficient time left for discussion.

**Meeting Closed**

**Minutes taken by Anil Sahal, Secretary to the BKA and prepared by Debbie Bevan**