

British Kendo Association

National Committee Meeting Agenda

Date/Time- 30th August 2014, 12:00-17:30

Venue- Chairperson's House, 113 Vibart Road, Birmingham B26 2AB

Present- Jock Hopson (JH), Martin Farncombe (MF), Chris Buxton (CB), Lesley Drew (LD), Fay Goodman (FG), Debbie Bevan (DB), Gary O' Donnell (GoD), Neil Androit (NA).

1. Apologies- Donald Gordon

2. Minutes of the previous meeting (08/12/13)

Agreed (unanimous)

3. Sword Importation

Agenda point 10.

The need for a 'sword ownership card'/BKA membership card and its characteristics and to inform the membership secretary if a member of the BKA is to use the BKA as a means of legitimising the importation of an unaccompanied sword to the UK.

MF suggested it would require to be renewed annually and this would generate a lot of extra work with regards a mail shot.

NA stated that the card would have no legitimacy in law.

GoD suggested the card could be used to give the police access to the BKA database.

A discussion ensued about the use of barcodes on the card and how this might be used by law enforcement officers etc to access vital information about the person carrying the sword *and* how it may also be used to speed registration at seminars.

Action-

David Parker and Enrico Pelizza (EKF webmaster) would be approached to rationalise the feasibility of instigating a bar-coded BKA membership card. NA, MF and FG would write up a set of criteria the membership card should fulfil.

Sword Importation-

CB was reluctant for the BKA to take responsibility for swords in general. NA agreed.

DB suggested that any BKA member intending to import a sword, and requiring verification of their membership status, should give the BKA one month's notice.

AS suggested a specific email address for this purpose to go to the membership secretary.

MF stated that there should be a set of clear definitions on this issue and what is considered 'good practice' be posted prominently on the BKA website to guide those intending to embark on importing swords to the UK.

DB added that the BKA should only facilitate the importation of weapons used *directly* within the BKA's three arts.

Action-

NA to write a set of criteria deemed as 'good practice' on sword importation which will be distributed to the NC for approval before posting on the BKA website. A new email address will be set up for BKA members to inform NA in advance of sword importation.

4. Update on AJT court case

Agenda point 1

FG reported the current situation regarding AJT to the NC. Briefly, Bellamy Solicitors informed her that the court order has finally been ratified, however the enforcement order requires 'passing' before the whole issue can be passed over to the sheriffs who will then begin proceedings to attempt to recoup the debt to the BKA-the main issue being the inability to ascertain a definitive address for AJT.

FG suggested the BKA could serve a bankruptcy notice on AJT. This would have the effect of forcing him to disclose his address and other details which would allow the sheriffs to commence their work.

Action-

Issuing a bankruptcy notice and passing the case to the Sheriffs. Agreed by 7, one abstained.

Bellamy Solicitors have also suggested that members of the NC should protect themselves from further harassment from AJT by applying for a 'Wider Harassment Order'.

Vote taken. Carried unanimously.

FG suggested that the BKA should look into support for the victims of AJT's harassment to date.

5. New Website/BKA app. And branding image

Agenda point 2

FG reported that the construction of the website and BKA 'app' continues at a good pace by Gerry Kincaid and Frasier, but there is a need for help with content and indeed proof-reading this content.

Action-

***FG, MF, DB, AS agreed to proof-read before the site 'goes live'.
It was agreed that Vic Cook Sensei would be approached to devise a consistent 'House-Style Guide' for anyone wishing to post on the new website.***

Branding and image of the BKA-

JH suggested the fan design would look more defined and similar to a Japanese 'mon' if it was encapsulated within a circle.

Action-

A vote was taken and it was agreed unanimously. The new design is to be used on all future letterheads, business card, badges etc. Vic Cook sensei will be approached regarding this design.

Agenda point 3

The new BKA emagazine was discussed.

Action-

There will be an editorial team of FG GoD and AS to ensure articles submitted for publication are of 'good general quality'. The emagazine will be issued quarterly.

6. Business 'Budo' Plan

Agenda point 4

MF suggested, and it was agreed, that each bucho shall devise a two year 'mission statement' on where they wish to take the management of their art. (unanimous)

7. Constitution-any changes needed?

Agenda point 5

a)

JH stated that the constitution requires amending to prevent 'grading-period joiners' to the BKA.

DB informed the NC that since we had not requested emergency powers to alter the constitution at the last AGM, we would be unable to make these changes until the next AGM. However this could be a positive as it provided a year to hone the wording of the possible amendment.

In the meantime it was agreed that the NC would continue to support NA in making decisions regarding how lapsed members were dealt with until the constitution was amended and ratified at the next AGM.

b) Bucho are sometimes offering discretionary 'concessions' for seminar fees to some members who then express their disdain when they are not permitted BKA concessionary membership (since they have to be 65yrs or older for BKA membership concessionary fees)

CB recommended that bucho use a word or phrase other than 'concessionary' ('discount' or 'subsidised', for example) in their seminar literature to avoid this confusion again. This was agreed unanimously.

8. Financials

Agenda point 6

a)

The BKA occasionally uses the specialised professional service of some of its members in its operations. These members cannot be paid for their services under the current constitution and without caution; this could incur various corporation tax issues.

JH felt it was undesirable to impair the BKA's abilities to use the varied skill set within the BKA's ranks with this rigid rule.

FG agreed it was better to use the skills of our members rather than from outwith the BKA if possible but also felt this should be looked at with caution. There is an element of unfair competition in one way but equally the situation could unfortunately open the door to miss-use if we are not careful. Hence ensuring it was carefully looked into with wording and lines of signing off is of paramount importance.

It was agreed that this was not a satisfactory state of affairs since some members give a lot of time and help to the BKA.

Action-

MF forwarded the idea of working on rewording the constitution to accommodate all concerns for the next AGM. (unanimous).

It was noted that there have been other payments sanctioned by bucho, the correct pathway for which could not be easily traced by the treasurer. It was decided to reinforce the constitution by bringing the attention of each bucho that all decisions that may require financial backing, must be passed through the relevant DRC for discussion/approval.

JH noted that the constitution states that each bucho should hold at least one yearly *physical* meeting to which the DRC *must* be invited to attend and take part in fully. This was unanimously acknowledged.

Action-

DB to write to the Bucho to remind them of the DRC role and the DRCs' right to attend BuEC meetings.

Further important discussions on BKA procedural matters ensued, not easily falling under any particular agenda point.

It was noted (NC meeting minutes from December 2013) that JH is the co-ordinator for the BKA Shogo process.

It was noted that the Jodo Bucho is probably stepping down. As per the constitution another jodo member can be co-opted to the role of Bucho until the next EGM/AGM. It was unanimously agreed that the Darlington seminar would be an opportune time to hold a Jodo Bu EGM to elect a Jodo Bucho..

b)

The implications of Scottish Independence were discussed and various contingencies were suggested. The NC awaits the results of the Scottish electorate.

8. Health and Safety-non-participants at seminars and taikai

Agenda point 8

GoD pointed out that Kendo events can, on occasion, be very 'tight for space' – there is a potential risk of incidents occurring if spectator numbers are high.

FG suggested a disclaimer should be added to all shiai/seminar documentation that participants 'attend at their own risk'.

CB pointed out that Event Officers should update their H&S documentation for all events and complete and include their risk assessment sheet with this documentation. **The DRC will then report this to the NC if necessary.**

Action-

Donald Gordon will be asked to propose these points to event officers.

9. Certificates of Appreciation

Agenda point 9

A discussion ensued on who should receive the new certificates of appreciation. It was decided that for this year it would be awarded to those who have been members of the BKA for 30 years or more and who has made a lasting contribution to the BKA.

Next year, the criteria will include those who have made an outstanding contribution to the BKA.

It was agreed that each successful honouree should also receive a letter stating they are to be honoured in this way so they may make arrangements to be present the prize-giving at the next AGM if they should so wish. A degree-type presentation of certificates was discussed.

Action-

JH and GoD would go through a list of potential honourees and their shortlist will be sent to the three Bucho to verify their contribution and that they are still training.

Agenda point 11

It was noted that, on occasion, a new dojo (or one renaming itself) use a 'family' dojo name, possibly adding their location after to differentiate between dojo within a 'family'. It is not always clear that the new dojo is using a 'family' name appropriately. It was noted however that a dojo can use whatever name it likes.

Action- NA to give advice on dojo naming when the issue transpires. He will also provide 'guidance for the naming of dojo' on the new BKA website. This is to diminish any perceived associations between dojo when in fact they do not exist.

10. Travel and Subsistence allowance

Agenda Point 12

DB noted that, on occasion, the overnight accommodation limit of £65 had been found to be insufficient. The following amendment to the T&S policy was proposed:

Vouched Accommodation Cost Limits (per night)

If you are required to stay overnight when away from home on BKA business you may claim reimbursement of actual expenditure incurred on the accommodation up to a maximum of £65 per night, inclusive of breakfast. In exceptional circumstances, and only with the prior agreement of the relevant budget holder, the maximum amount of claim can be increased to £85 per night. (Receipt or other documentary evidence must be provided for reimbursement to be made)

It was agreed that MF would evaluate each presented 'exceptional circumstance' and that requests should be made prior to the event rather than post-hoc. 7 agreed, one abstained.

11.AGM 2015 Update

Agenda point 13

AS updated the NC of the current situation, that we are awaiting an estimate of the costs of hosting next years AGM at the University of Warwick, based upon approximate timings devised by AS and FG. The timing will then be distributed to the bucho for any necessary adjustments and a final definitive quote will be sought from the U of W events department. AS is to enquire about accommodation costs at U of W. The next AGM will be on 11th July 2015.

Agenda point 14

Complaints Officer reports that he has received one complaint which has been passed to the Kendo bu for consideration.

The Child Protection officer had nothing to report.

FG reported that the 'etiquette guidelines' from Oshita Sensei, once received would be sent out to the NC for consideration and feedback.

FG-The membership questionnaire would be sent out to all BKA members once the website went live and members had a chance to see it fully.