

NC Committee meeting

Sunday 13 November 2011, 12.30 - 17.30

Arts & leisure Centre, Stevenage, Herts SG1 1LZ

Present

Errol Blake (Chair), Hilary Hadley (Vice Chair), Debbie Bevan (Secretary), Malcolm Smalley (Membership Secretary), Gary O'Donnell (Kendo DRC), Lesley Drew (Jodo DRC) and Carl Renner (Treasurer),

Others in attendance

Andy Watson (Jodo Bucho), Harry Jones (Iai Bu Cashier), Chris Buxton (Iaido Bucho), John O'Sullivan (Kendo Bucho)

Agenda item 1 - Apologies for absence

Received from Jock Hopson (Director of International Affairs), Amanda Allen (Child Protection Officer) Peter West (Iaido DRC), John Howell (Kendo Cashier)

Agenda item 2 - Minutes of the previous NC meeting (27 February 2011)

Unanimously approved.

Agenda item 3 - Actions points from previous meeting

(a) Guidelines for handling event cash required.

Forms part of finance policy being developed. Deferred.

(b) Costings for 3 SAGE licences to be obtained.

Currently have 2 SAGE licences. Desk top licence registered to Patrick Brehenny, previous treasurer.

(c) Assistant Treasurer to be sought.

See agenda item 4.

(c) Kendo Bu to be asked to submit any outstanding expenses as soon as possible.

The Kendo Cashier was asked to chase up extant expenses. Informed part of the problem was event packs not being submitted in a complete form.

(e) NC and Bu to be informed of their financial position within 14 days of this meeting.

No action had been taken on this, owing to change in treasurer and financial reporting system.

(f) A note should be written for the website and the AGM explaining what our insurance covers. Our insurance broker to be asked if we have any areas of inadequate insurance cover.

Insurance cover currently under review. Alternative insurance providers/level of cover to be looked at for 2012.

(g) BKA insurance only applies to events held under the auspices of the BKA.

Preliminary 'auspices' form being trialled by Kendo Bu.

(h) The BKA should inform itself as to complaint handling provision within the EKF.

EKF informed BKA that they do not have a complaint handling process.

(i) Provision for members who have difficulty accessing the on line system for grading applications.

Noted that Iai and Jo Grading Officers already assist members having difficulty by completing form details for them.

Noted that Grading Officers receive 5-10% of applications by post.

Agenda item 4 - Chair's report of financial status

- Resignation of Treasurer/Appointment of new Treasurer. It was noted that the Treasurer, Emanuele Aggugini-Levi had resigned. There was a unanimous vote of thanks for his work.

Motion: That Carl Renner (CR) be co-opted as Treasurer (CR) until the 2012 AGM.
Carried (unanimous).

Motion: That the position of 'Deputy Treasurer' be created to be filled as and when needed. The Deputy Treasurer would have signatory powers and, on invitation from the Chair, would have one vote on the NC in the absence of the Treasurer.

Carried (6 for, 1 abstention).

Motion: That Martin Farncombe (MF) should be co-opted to the position of Deputy Treasurer until the 2012 AGM.

Carried (unanimous).

- Noted that a 'Treasury Team' was in place (CR, MF, Andy Watson, Harry Jones and EB) as the volume of work was currently too much for one person.

Motion: That a Treasury team sub-committee be established.

Carried (unanimous).

- BKA has £30,000 in a reserve bond which is under the control of Patrick Brehenny, Martin Spacey and John Howell. There is about £111,000 in the current account but not yet able to say if there were any major liabilities against this.

- There was discussion of changing the BKA's status to avoid corporation tax.
Decision: Treasurer to review.

- It was explained that the book keeper helping with our accounts had had to set SAGE up from scratch. It was estimated that she had already done 75-100 hours of work.

Motion: That the book keeper be offered a gratuity of £2100 for acting as a consultant.

Carried (6 for 1 abstention)

- Grading attached to private events were discussed. It was noted that it was up to the relevant Bu how much of the financial risk they agree to take on and what % of profit should go to the Bu.

Work on our financial reporting has been done by an ad hoc Treasury team.

Noted that the new financial procedures included the following:

1. Claims will be processed on a monthly basis; event expenses such as hotel bills can be paid in advance of the event (pre event expenses).
2. Non-personal expense claims must be accompanied by an invoice or quote and receipt of deposit.
3. Personal expense claims must be accompanied by the completed claim and authorised by TWO elected officers. An officer cannot authorise their own expenses.
4. Expense claims should be submitted within ONE month of the event. In exceptional circumstances the claim may be processed at the discretion of the Treasurer.
5. It is not permitted to use cash to pay personal expenses (even if the expenses claim form is completed).

Motion - That the new financial procedures be implemented and to be kept under review following implementation.

Carried (unanimous)

A unanimous vote of thanks was given to the treasury team for all of their work to date.

It was decided that the BKA would continue to have one bank account at present. It was not necessary for each Bu and Central Services to have separate bank accounts if the financial tracking system works. Agreed that the situation would be re-evaluated in 2012.

Mileage allowance was discussed.

Motion: That the mileage rate be increased from 40 to 45p per mile.

Not carried (6 against, 1 abstention).

Agenda item 5 - Purchase of premises review

The paper regarding the feasibility of purchasing/leasing and maintaining dedicated BKA premises was discussed. The paper put forward a reasoned case for a central dojo, in central England, to be set up for all our disciplines, with a central administration facility. This would increase the sense of identity and belonging amongst members. It would also help reduce the cost of hiring facilities. Suggestions were also made with regard to raising funds to provide this facility.

It was felt that, although the idea of the BKA purchasing and maintaining a dedicated premise is a good one, the Association does not have a large enough membership or sufficient resources to purchase, hire, or maintain national premises.

Motion: That the BKA should not pursue the purchase/leasing of national premises at present.

Carried (unanimous)

Agenda item 6 - Membership Secretary's report

Total membership of 1114 of which:

840 full members

175 Student members

33 Concessionary members

66 Junior members

423 (K); 197 (I); 6 (J); 46 (K&I); 129 (I&J); 1 (K&J); 37 (K, I&J)

Noted that some dojo had not paid their membership fees during 2011.

Motion: Dojo that have not paid the current year's fee will be asked to pay this in addition to their 2012 membership fee.

Carried (unanimous)

Membership requirements for grading and events.

The relevant byelaw will be amended to clarify the requirements. This will include that members must hold full membership for at least one week prior to an event.

Members taking ikkyu must have been a full member for three months.

Action: MS to amend the byelaw wording and circulate to the NC for an electronic vote.

Forward planning for Membership Secretary role - agreed that Hilary Hadley (HH) would formulate a document about 'buying in' administrative help and circulate to the NC.

Agenda item 7 - Chair's report

- Insurance cover. Lesley Drewe (LD) agreed to compare the insurance provided by our current providers and the quote given by Endsleigh.
- Website review & updating - EB said that he was willing to do this when he was free from treasury commitments. John O'Sullivan agreed to help.

Agenda item 8 - Bu reports/updates and other BU matters

Iai Bu - BKA will be hosting the European Iaido Championships in 2012.

Jodo Bu - will be holding a weekend introductory course.

Kendo Bu - World Kendo Championships to be held in Italy in 2012.

Agenda item 9 - International Director's report

National gradings:

Every member country can organise grading examinations from 1st up to 5th Dan, in respect of the FIK Standard Guidelines and all rules mentioned herein.

Every national examination is to be announced to the EKF at least two months in advance, and shall be published by the member country in the European Calendar.

EKF gradings

It was discussed whether it should be suggested to the EKF that only 2 people from any one country should be on a grading panel.

Decision - defer and ask John Howell to research whether other EKF member countries would support this.

Shogo

The AJKF has, this year, again allowed the Kyoshi examination to be written in English. The AJKF however has made it conditional on the Renshi Shogo held by the candidate having been awarded by the AJKF and not by an EKF Member Country.

It was discussed whether it should be put to the BKA membership at an AGM that we follow the EKF or Japanese system for kyoshi.

Decision - defer to next meeting.

Agenda item 10 - 2012 BKA AGM

Agreed that the format would be the same as for 2011.

Agenda item 11 - AoB

No other business. The meeting was closed.