

NC Committee meeting

Date: Sunday, 27 February 2011, 2pm - 6pm

Venue: Arts & Leisure Centre, Lytton Way, Stevenage, Herts SG1 1LZ

Present

Errol Blake (NC Chair), Hilary Hadley (NC Vice Chair), Debbie Bevan (NC Secretary), Patrick Brehenny (Treasurer), Jock Hopson (Director International Affairs), Lesley Drewe (Jodo DRC), Gary O'Donnell (Kendo DRC)

Others in Attendance

Chris Buxton (Iai Bucho), Andy Watson (Jodo Bucho), Donald Gordon (Health & Safety Officer), Harry Jones (Iai Bu Cashier).

SUMMARY OF DECISIONS AND ACTIONS

Decision: Guidelines for handling event cash required.

Action: Hilary Hadley (HH).

Decision: Costings for 3 SAGE licences to be obtained.

Action: Patrick Brehenny (PB).

Decision: Assistant Treasurer to be sought.

Action: Publicity Officer to put a message on the BKA website.

Decision: Kendo Bu to be asked to submit any outstanding expenses as soon as possible.

Action: Gary O'Donnell (GO) to ask the Kendo Cashier to chase up extant expenses.

Decision: NC and Bu to be informed of their financial position within 14 days of this meeting.

Action: PB.

Decision: A note should be written for the website and the AGM explaining what our insurance covers.

Action: EB.

Decision: Our insurance broker to be asked if we have any areas of inadequate insurance cover.

Action: EB.

Decision: Alternative insurance providers/level of cover to be looked at for 2012.

Action: EB (with a view to finding a volunteer from the membership to take this forward).

Statement: BKA insurance only applies to events held under the auspices of the BKA.

Action: EB to provide further information.

Decision: The BKA should inform itself as to complaint handling provision within the EKF.

Action: EB.

Question: Should Bu cashiers be voting members of the Bu EC.

Decision: Deferred.

Action: Kendo Bu to put forward a proposal.

Question: Do we need a statement of procedures to be followed when hosting a dojo-organised event.

Action: EB to circulate a discussion paper.

Question: Do we need specific provision for those members who may have difficulty accessing on the online system for grading applications.

Action - NC to look into this.

Decision: That a clear outline of the roles and responsibilities of officers and grading panellists with regards to grading events be provided.

Action: HH to communicate this to the Bu.

Full Minutes

Errol Blake (EB) opened the meeting, with a quorum of 7 NC members present.

Agenda item 1 - Apologies for absence

Malcolm Smalley (Membership Secretary), Chris Mansfield (Iaido DRC), Amanda Allen (Child Protection Officer), Jo Hirst (Complaints Officer)

Agenda item 2 - Minutes of the previous NC meeting (24 October 2010)

Unanimously approved.

Agenda item 3 - Update on action points from NC meeting on 24 October 2010:

(a) That insurance cover for items to be purchased under the Ishido Iaido and Jodo Development funds (and any other BKA-owned property) should be investigated. Insurance cover as a whole has been evaluated (see later agenda item).

(b) BKA should seek a reduction of the EKF renewal fee. In progress.

(c) Members taking up an additional art after their membership renewal (and not paying the additional Bu fee) - grading clock for new art will not start and cannot attend seminars. If the member wants to grade/attend seminars in the new art they will have to pay the relevant Bu fee. In progress.

(d) Decision: Treasurer to update the BuECs on a monthly basis with regard to their financial status. See main agenda item - Treasurer's report.

(e) Bu budgets. Noted that the Bu required current financial status to produce budgets for 2012.

(f) Georgia Kendo Federation's request that the BKA support their application to join the EKF. EB noted that we would not have a problem with supporting their application.

- (g) Inform all EKF member countries of new contact details for NC members. EKF published Green Book with the old contact details in it. JH will email relevant countries with current contact details.
- (h) The Kendo BuEC were asked for their response to the new child protection policy document. No response received.
- (i) Publicity Officer to design a new BKA promotional leaflet. In progress.
- (j) BKA promotional clothing to be considered. In progress.
- (k) Possibility of holding an embu where many arts could be showcased. In progress.
- (l) BKA website - that links to Blogs should be provided rather than icons on the homepage. A disclaimer should also be inserted. To be done.
- (m) DRC conference - Possibility of holding a joint conference/seminar for all 3 Bu. Bu calendars full, have been unable to find a suitable date.
- (n) Question of what 'auspices of the BKA'. See main agenda item.
- (o) T&S policy to be modified - that a gift of up to £20 in lieu of accommodation/meal (for an invited official at a BKA event) - could be reclaimed. This could be unreceipted and was per event only. Policy amended.

Agenda item 4 - Treasurer's report

The role of the Treasurer within the BKA was discussed. It was noted that this was a "Governance" role rather than day to day "Management" of finances. With the introduction of each Bu preparing and being responsible for their own budgets, together with the additional role of Bu Cashiers, much of the financial management has devolved to the Bu.

Patrick Brehenny (PB) expressed concern at this change in role and that the Bu, particularly Kendo, were not supplying sufficient financial information, making the accounts unreliable. Gary O'Donnell (GO) noted that the Treasurer has an overall view of the BKA's finances and could raise concerns with the NC.

PB raised concerns about cash transactions not being recorded. It was explained that while cash received was receipted it was often used to cover some expenditure at events. It was noted that expenditure must be receipted - a claim form should be filled out at the time (and processed as usual) if cash is used at an event, authorised receipts to subsequently be provided. It was noted that cash should be banked into the BKA account within 14 days of receipt. It was felt that guidelines for handling event cash were required - **action Hilary Hadley (HH)**. It was agreed that a copy of the event register of attendees, including method and amount of payment, should be submitted to the Treasurer within 7 days of the event.

It was noted that a pre-event budget is mandatory and has to be agreed by the Treasurer. This should be set up at least one month prior to the event, if not already in the annual budget. The post event budget should also be published on the BKA website.

Expense claims to be lodged within 1 month and final event accounts to be sent to the Treasurer within 3 months. However, when an event fails to meet financial target the Treasurer should be informed of the shortfall as soon as possible.

Private events - gradings are always under the auspices of the BKA but can be attached to a private event. It is for the BKA to chose the grading panel.

PB said that the BKA has 2 full SAGE licences. It was agreed to look at costings for 3 licences, up to a maximum of £3,000 expenditure (unanimous vote) - **action PB**. It was agreed that an Assistant Treasurer would be sought to help with the Treasurer's workload. **Action - Publicity Officer** to put a message on the BKA website.

PB explained that the 2009 accounts were with the auditors. With regard to the 2010 accounts, PB was still waiting for information from the Bu. Chris Buxton (CB) and Andy Watson (AW) questioned the accuracy of the current financial data - PB explained that too much data was missing, particularly from the Kendo Bu. The Bu were asked to submit any outstanding expenses as soon as possible. **Action - GO** to ask the Kendo Cashier to chase up extant expenses.

It was discussed that the Bu need figures to set their budgets for 2012. **Action - PB** to inform NC and Bu of their financial position within 14 days. Bu to submit their budgets and proposed fee for 2012 at the AGM in May. It was also noted that the 2010 accounts should be available to members 30 days prior to the AGM.

It was discussed whether the AGM should be moved to October to give Bu more time to analyse their expenditure before setting next year's fees. It was noted that Bu could always ask the membership for a levy if necessary. It was unanimously agreed to retain a May AGM.

Agenda item 5 - Membership Update

Malcolm Smalley (MS), Membership Secretary, provided a report, to be considered in his absence. A vote of thanks to MS agreed for his excellent work as Membership Secretary.

Membership status as at 26/02/2011

	Total	Kendo	laido	Jodo	K	I	J	K&I	I&J	K&J	KI&J
Full	840	507	409	173	423	197	6	46	129	1	37
Student	175	136	42	22	132	18	0	2	20	0	2
Concessionary	33	17	21	9	12	8	0	4	8	0	1
Junior	66	54	10	6	54	6	2	0	4	0	0
Totals	1114	714	482	210	683	235	8	52	162	1	40
Temporary	145	62	7	1	62	6	0	0	1	0	0
Associate	11										
New	29										
Dojo	98	56	49	31	47	19	1	1	22	1	7
Coaches	266										

MS reported that with regard to membership numbers we are currently ahead of 2010 position due to good take up of online renewal. 82% of renewals carried out on line. It was noted that 51% of non-online members had not renewed, 21% of online members had not renewed.

MS also noted that an E-voting facility had been implemented but not used yet.

Agenda item 6 - Insurance

It had been agreed at previous meetings that we needed to address (1) the levels of cover (2) the personal injury cover and its perception by the membership. In particular, members believed that they were insured for “any injury” caused during practise. In fact this is NOT the case. We have been advised that to provide comprehensive injury cover for members would be equivalent to providing a “BUPA” type policy and that the cost would be commensurately high. Our insurance policy covers “accidents”, the definition of which depends on the nature of the circumstances at the time of the incident. It was agreed that a note should be written for the website and the AGM explaining what our insurance covers - **action EB**.

Brian Stockwell had looked at an alternative insurance provider - to assess the level of cover and cost. It was noted that with our current provider we are insured for up to £1 million (professional indemnity) with £1000 excess per claim. EB advised the meeting that the BKA would pay this excess. There was discussion that BKA officers may require a higher level of cover than at present. It was also noted that we would need a careful risk assessment with regard to our arts - we do not have many accidents reported. Donald Gordon (H&S Officer) asked that all accidents/potential claims should be reported to him.

It was decided that we would ask our insurance broker if we have any areas of inadequate insurance cover - **action EB**.

We would also look at alternative insurance providers/level of cover for 2012 - **action EB** (with a view to finding a volunteer from the membership to take this forward).

‘Auspices of the BKA’

BKA insurance only applies to events held under the auspices of the BKA. **Action - EB** to provide further information.

Agenda item 7 - International Director report/update

JH explained that, with regard to the EKF website, it is now possible for forthcoming BKA gradings, and the chosen grading panels, to be registered and validated on line. JH said that the BKA needs access to the website to:

- Register participants for European Taikai (Team Managers do this).
- Register BKA members’ participation in EKF Referee seminars (Team Managers and/or the DIA to do this?).
- Update BKA events (DIA, Publicity Officer, Bucho?).
- Keep the BKA Dojo list updated - currently there are only 20 dojo registered (DIA or Publicity Officer?).
- Register successful participants in BKA, EKF, Japanese Dan examinations and keep BKA Members list up to date with the EKF (Membership Secretary).
- Currently JH has access to the EKF website.

It was agreed that admin assistance would be given to JH to assist with entering data. Gradings abroad - grading officers to send list of passes to JH. Agreed that the EKF will be asked for an access password for each Bu.

Regarding Kyoshi Shogo - at present the written paper is in Japanese only. The AJKF has decided to offer the Kyoshi examination in English, initially for Kendo applicants only, possibly in November 2011 or May 2012.

It was noted that there had been an incident at the Mumeishi 3's involving a member of another national association. While this did not fall within the remit of the BKA's complaint handling process it was decided (unanimously) that the BKA should inform itself as to complaint handling provision within the EKF - **Action EB**.

Agenda item 8 - Bu reports/updates

Jodo Bu noted that they had been able to arrange an additional event - a koryu seminar.

Eric Schofield (ES) and CB asked whether Bu cashiers should be voting members of the Bu EC. It was noted that this would increase the number of voting members to 4 which could give rise to a stalemate on some occasions. Decision - deferred. **Action - Kendo Bu** to put forward a proposal.

Agenda item 9 - 2011 BKA AGM

DRC meeting, Bu and NC AGM's: It was noted that by holding the DRC meetings first any ideas/questions could be fed into the subsequent Bu AGM. It was felt that there might be some uncertainty as to the role of the DRC meeting - they are not a policy-making body. HH to write a guidance note for conduct of DRC meetings, if required, after the 2011 AGM.

Agenda item 10

Amanda Allen (Child Protection Officer) had prepared a report regarding CRBs. The BKA uses DDC (Due Diligence Checking) as an 'umbrella' body (registered body processing applications for other organisations). AA is in the process of obtaining a username and password to access the DDC website - ES is continuing to monitor the website until the end of February. ES said that as the former CPO, emails were still being sent to him - he was forwarding them on to the current CPO.

With regard to THE PROTECTION OF FREEDOMS BILL, AA's report explained that Part 5 of the Protection of Freedoms Bill, amends other Acts including the Police Act 1997 (CRB legislation), and the Safeguarding of Vulnerable Groups Act 2006. This Bill is expected to come into force sometime in 2012; until then the current system will continue. When this Bill is enacted the BKA's CRB policy may need re-writing.

AA's amended 'Child Welfare at BKA events' document was accepted. Unanimously. AA was thanked for her work on this.

Agenda item 11 - AoB

a) It was agreed unanimously to adopt the new format for expense claim forms.

b) Imposing additional requirements for grading

It was explained that the Kendo BU had formed a technical committee which discussed grading requirements and issued a statement outlining what members would need to do to be eligible to grade, including participating in refereeing as a compulsory step in grade progression. HH informed the Kendo BuEC that the BKA Constitution states that all

gradings held under the auspices of the BKA shall be in strict accordance with the requirements of the European Kendo Federation (EKF)/International Kendo Federation (FIK).

RS noted that the technical committee had 'got ahead of itself'. These issues need to be discussed within the Bu. The enhanced grading requirements had no validity at present. They should be put to an AGM.

c) Coaching

It had been noted at a Kendo DR meeting that there were problems with coaching in Kendo at the moment, Iai and Jodo do have successful coaching courses however. CB and AW said that in the short term they will accept kendo members on their courses.

d) Insurance & visiting teachers - statement of procedures to be followed when hosting a dojo-organised event?

GO proposed that we place an article on the website that outlines procedures for hosting/putting on an event. **Action - EB** to circulate a discussion paper.

e) Member-requested update on complaint judgement made in June 2010

A redacted summary was provided.

f) It was unanimously agreed that the constitution would be amended to extend the complaint deadline from 14 days to 21 days.

g) T&S policy - it was unanimously agreed that the time limit for submitting expense claims should be reduced from 3 months to 1 month.

h) Recommendations from complaint investigations

Recommendations have been made by Bu Complaints Committees as a result of their consideration of members' complaints.

Recommendation (i)

That the BKA adopt a generic Coaching Code of Conduct/Ethics as soon as possible and in the interim that the generic Sports Coach UK Code be temporarily adopted. It was agreed unanimously that the BKA constitution should state that we agree to abide by the Sports Coach UK Code.

Recommendation (ii)

It has been highlighted that some of our members have problems in coordinating applications using the online system. Recommend that specific provision is made for those members who may have such difficulty. This would include people with restricted access to the internet, reading difficulties etc.

Action - NC to look into this.

Recommendation (iii)

Problems have arisen due to a lack of clarity over officer's roles on the day of a grading. The Grading Officer is the authority who is accountable and responsible for organising a grading and providing grading panellists with the list of eligible candidates. It is not in the powers of the grading panellists to say who is eligible to grade and who is not. Recommended that there is a clear outline of the roles and responsibilities of officers and grading panellists with regards to grading events.

Action - HH to communicate this to the Bu.