

NC Committee meeting
Sunday 7 October 2012, 12.30 - 17.30
The Bridge House, 218 Tower Bridge Road SE1 2UP

Present

Errol Blake (EB)	(Chair)
Hilary Hadley (HH)	(Vice Chair)
Debbie Bevan (DB)	(Secretary)
Neil Andriot (NA)	(Membership Secretary)
Martin Farncombe (MF)	(Treasurer)
Gary O'Donnell (GD)	(Kendo DRC, via Skype)
Lesley Drewe (LD)	(Jodo DRC)

In attendance: Al Coleburn (Jodo Bucho), John O'Sullivan (Kendo Bucho) and Andy Watson (Iai Bucho)

The meeting was declared quorate.

Agenda item 1 - Apologies for absence

Received from Jock Hopson (Director of International Affairs) and Peter West (Iai DRC)

Agenda item 2 - Minutes of the previous NC meetings (November 2011 and 2 June 2012)

Unanimously approved.

Agenda item 3

No actions points from 2 June 2012 meeting.

Action points from November 2011 meeting:

(a) Guidelines for handling event cash required.

Done.

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

We no longer use SAGE.

(c) Assistant Treasurer to be sought.

The Assistant Treasurer - Martin Farncombe - has now become the Treasurer.

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

Processing of expense claims now up to date.

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

Reporting system now working well.

(f) A note to be written for the website and AGM explaining what our insurance covers.

Done - insurance documents are now on the website.

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

Preliminary 'auspices' form trialled by Kendo Bu.

Action: EB and GD to simplify the 'auspices' form.

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

The Membership Secretary enters data manually for these members.

(j) Treasurer to review the BKA's status regarding corporation tax.

The Treasurer has completed a Community Amateur Sports Club form - if accepted by HMRC the BKA would then be exempt from corporation tax.

(k) Whether the BKA needs more than one bank account.

The Treasurer reported that only one bank account was required as the event codes were sufficient to partition the monies accurately.

(l) It was decided that we would again defer putting to the BKA membership whether we should follow the EKF or Japanese system for kyoshi.

Agenda item 4 - 2013 BKA AGM

Kendo Bu AGMs have struggled to be quorate - discussion of ways to address this.

Proposals:

(a) Bu AGM's be attached to a Bu event. NC AGM to be attached in turn to a kendo/iaido/jodo event.

(b) A weekend event/seminar to include the AGMs.

(c) A kendo event such as a competition to attract kendo members to the AGM.

(b) The format to remain as now.

Action: The Bucho to decide the preferred option within one month of this NC meeting.

Agenda item 5 - Treasurer's report

Bank Account

The Treasurer reported that the move to HSBC had been successful. We are obtaining more information than we had with our previous account holder, Nat West. Closing the Nat West account was discussed - it was noted that some members still paid by cheque in to this account.

Motion: That we close the BKA Nat West account in two months time.

Carried - unanimous.

Action : The Membership Secretary to put a notice on the website to warn members that we are closing the Nat West account.

- The contract for the on line payment system is due for renewal in 1 month's time - we will obtain more open drive licences so that any BKA officer requiring access can have one.
- Expense claims are being paid within 1 to 2 weeks of submission. However, some money was still being paid into the BKA account that the source of could not be readily identified.
- Interim accounts show that Central Services have £15,700+, Kendo Bu £19,000, Iai Bu £38,000 and Jodo Bu £12,100. In view of this it was suggested that we could look at not charging for first aid and coaching courses. It was also suggested that we could consider providing an honorarium for dojo reps attending AGMs. Decision deferred.

Travel and subsistence

Current policy - if staying at the home of a fellow BKA member/family member/friend's home while on BKA business, a £20 one-off payment can be made (irrespective of length of stay).

Motion: Modify the T&S policy to allow a claim of £25 per night provided the host confirms in writing/by email that they have been paid this amount by the claimant.

Carried - unanimous.

Motion: Increase mileage allowance to 45 pence per mile, with immediate effect.

Carried - unanimous.

Agenda item 6 - Whether Bu Cashiers should become Bu Treasurers

It was noted that if Bu Cashiers became Bu Treasurers with a vote on the BuEC this could result in tied votes at BuEC meetings (4 voting officers). There was discussion as to whether DRC Chairs should also have a voting position on BuEC to give 5 voting officers.

Motion: That Bu Cashiers should become Bu Treasurers and voting members of the Bu EC.
Not carried - 1 for, 1 abstention, 5 against. (The Bucho's view - 2 for, 1 against)

Agenda item 7 - Membership Secretary's report

- **2012 has seen a slight drop** (15 people, less than 1%) in membership numbers compared to 2011. 'Churn' has decreased significantly compared to 2011 - we are retaining more members. Increase in dojo compared to 2011 (consisting of 8 offering kendo, 7 offering iaido and 3 offering jodo).
- **87.7% of members renew on line.** We are still offering paper-based membership renewal for those members who chose to renew this way.
- **An issue with the on line system** is that students are not always updating their details, especially changes to email addresses - they can miss email reminders to renew membership. It was queried whether dojo representative's details are also up to date.
Action: Bucho to email dojo leaders (and request a return email) to check that their members' details are up to date and that they are current members of the BKA.
Action: Membership Secretary to ask Dojo Leaders to check that their members' details are up to date in November Dojo Membership Renewal contact.
- **Membership late renewal surcharge** - currently the BKA levies a £20 penalty for late renewals. This also applies to the junior membership and seems disproportionate.
Motion: To retain a late penalty charge, set at £5, for renewals made within 3 months of the due date.
Carried unanimously.
Action: DB to check previous NC decision-making regarding the effect of late renewal on grading clock.
- **Criteria for dojo membership.** BKA criteria for opening a dojo is a minimum grade of shodan and Level 1 coaching qualification. There are currently 2 dojo that do not have a dojo leader - these tend to be university clubs that have transient membership.
Action: NA to inform the relevant Bucho of any dojo in this position and also any new dojo registering so that support can be provided.
- **Australian Kendo Renmei's** request to use the BKA membership/events software was discussed. It was noted that the designer, Malcolm Smalley, was no longer able to provide support for the software. It was decided that it would not be possible to share the software with the Australian KR.
Action: EB to contact the Australian KR Chair to inform him of the decision.

Agenda item 8 - Vice Chair's update

- **Legal action** - £6,500 interim costs had been awarded to the BKA. Bailiffs were instructed through the High Court to recover the costs from the BKA member concerned. Time had been set aside on 24-26 October 2012 for the High Court Judge to hear the BKA member's original complaint. The BKA have applied to have this struck out.
- **Squad members - code of conduct.** It was decided that the Bu ECs would vote on the issue of having a squad code of conduct.
Action: Bucho to arrange a Bu EC vote.

Agenda item 9 - Chair's report

- **Constitution changes** - the long term view was to simplify the constitution.
- **Website review & updating** - we should have a FAQ section on the website and separate areas for each Bu. Out of date EC/NC related documents have been removed from the website.
Action: EB to look at website packages.
- **Data protection** - we need to look at the issue of keeping member's data.
Action: EB/DB to advertise on the BKA website for a volunteer Data Protection Officer - who would help in further developing BKA policy.
- **New Complaints Officer** (Phil Henderson) in post. A vote of thanks was given to the previous post holder, Jo Hirst, for her hard work.
- **Sword legislation** - currently the issue regarding martial arts has been addressed in English, Welsh and NI legislation but not Scottish legislation.
Action: EB to approach the Home Office in Scotland, AW to work on the wording.
AW/NA to develop a BKA identity card (making visiting sensei guest members)
AW (& senior iaidoka) to develop a code for carrying weapons.
AW to ask Scottish iai dojo leaders what they think is the way forward - possibly by approaching their SMP.
- **CRB renewals** - the Child Protection Officer (CPO) provided a written report for the meeting. The BKA is under a legal requirement to obtain CRB checks where people are coaching children / vulnerable adults on its behalf. Non-compliance with the CRB policy (even if inadvertent) could possibly invalidate someone's insurance cover.

Current system

- CRB certificate through BKA (DDC Ltd)*
- CRB through other organisation*
- Exempt (dojo that do not accept students under 18).* Requires a dojo exemption form (from website) or declaration that the person is not and will not be teaching juniors.

The BKA should be aware of who is covered by existing CRB checks, the date of the check and the body it was obtained from. Dojo will be asked if they accept junior members and to supply photocopies of their coaches' most recent CRB check if not obtained via the BKA.
Action: NA to include additional question re CRB on Dojo renewal form.

The online updating system for CRBs is due to be implemented in mid-2013 (Scotland already has an online system). It will do away with 'renewals' because the information will be

continuously updated - the BKA will have to pay a fee to access it. It won't matter if the check wasn't obtained through the BKA, the information will be accessible to them (with the consent of the individual).

The Kendo Bu are operating a system for Level 1 coaching where the CPO has to confirm the existence of a CRB check before the certificate is issued.

Action: CPO to talk to the lai/Jo Bu about setting up a system for checking the CRB status of their new coaches. CPO to update the NC/Bucho regarding the online system at the end of February 2013.

Decision: If necessary, the CPO can delegate checking of CRB certificates to nominated persons. Agreed.

Action: CPO to liaise with Bucho regarding the information she requires re CRB checks/certificates.

Agenda item 10 - Bu reports/updates and other BU matters

Selection panel for shogo - process needs reviewing in light of 2 years experience.

Action: DIA/Bucho.

Kendo

- Legal action taken by a Bu member - the Bucho will write a brief note setting out the current situation. Currently the Bu has an interim events officer who will carry on until 2013 AGM.
- Coaching - work in progress to organise courses for level II and III.
- 'Under auspices of the BKA' working well for dojo events.

lai

- BuEC meeting held in August 2012.
- Starting a new lai/Jo annual seminar in Scotland.

Jodo

No specific issues or concerns arising.

Agenda item 11 - AoB

Motion: BKA members with 50 years membership should have this achievement recognised.

Free life membership plus a certificate.

Carried - unanimous.

The President of the Nepal Iaido & Kendo Association (established in 2010) has written requesting that the BKA recommend that NIKA be affiliated with the International Kendo Federation. It was decided to leave the matter with the Director of International Affairs.

Action: DIA to consider and advise EB.

Anti-doping officer

Anti-doping policy to be amended and circulated to NC and Bucho for comment.

Action: DB and anti-doping officer.

Archivists

Advertise for volunteers (probably one for each Bu) to record the history of the BKA.

Action: Bucho

Coaching

AW offered that kendoka could attend iai/jodo level I and II courses as these are generic.

Action: AW to pass details to the Kendo Bucho.

First aid courses

Action: Bucho to discuss/arrange first aid courses.

The meeting was closed at 4.50pm

AGREED