

## **NC Committee meeting**

**Sunday 8 December 2013, 12.30 to 17.00**

Venue: Siobhan Davies Studios, 85 St George's Road, London SE1 6ER

### **Present**

Errol Blake (Chair), Hilary Hadley (Vice Chair), Debbie Bevan (NC Secretary), Jock Hopson (DIA), Martin Farncombe (Treasurer), Neil Andriot (Membership Secretary), Gary O'Donnell (Kendo DRC via Skype), Chris Buxton (Iai DRC), Lesley Drewe (Jodo DRC), Phil Henderson (Complaints Officer), Al Coleborne (Jodo Bucho) and John O'Sullivan (Kendo Bucho)

### **MINUTES**

#### **1. APOLOGIES**

Amanda Allen (CPO), Andy Watson (Iai Bucho)

#### **2. MINUTES OF PREVIOUS NC MEETING (07/10/12)**

Agreed (unanimous)

#### **3. TREASURER'S REPORT**

The BKA has about £128,000 in the bank.

£1,740 of event income cannot be attributed to the correct Bu.

Currently Kendo Bu is making a profit while Iai and Jodo Bu are making a loss.

There had been some cross subsidy of Jodo Bu by the Iai Bu with regard to the Spring and Summer seminars - (£6,450 will need to be reassigned from Jodo to Iai).

Jodo Bu continues to lose money - it was noted that the cost of sending a team to the European Championships had been substantial.

Central Services has accumulated a surplus - this will be reduced by setting a lower fee for next year and possibly giving some money back to the dojo.

#### **4. MEMBERSHIP SECRETARY'S REPORT**

##### **Membership update**

January 2013:

Jodo 252 members (have since lost 23)

Iaido 599 members (have since lost 34)

Kendo 1,034 members (have since lost 22).

Total fall is about 4.7% of the membership, mainly full members.

Membership loss is mainly of members who have been in the BKA for less than 7 years.

The numbers of dojo has increased by 5.

The slight decrease in membership numbers probably due, mainly, to the recession.

There was also discussion that some people may be practising in BKA dojo without being BKA members and without insurance.

##### **Criteria for dojo membership**

It was discussed that some dojo do not have anyone at shodan (or above) grade practising or a Level 1 coach. There are 2 kendo dojo in this situation - the Kendo Bucho is in the process of addressing this matter.

Accepting other (non-EKF affiliated) associations' students into the BKA (transfer of grades)

It was agreed that there could not be a direct level transfer of other association grades to BKA grades.

**Action:** To be discussed further.

Membership Secretary's retirement

The Membership Secretary explained that he was retiring from the BKA at the end of December but would carry on until the end of January 2015 and longer if needed to give the BKA time to find a replacement. There was discussion of contracting out the membership secretary function. It was felt that while his would be alright for routine matters email queries were not always straight forward.

**Action:** Chair to co-ordinate discussions - how the membership secretary workload could be split.

The meeting thanked Neil Andriot for his hard work.

## 5. DIA'S REPORT

Certificates of appreciation

The DIA said that he had produced a template and that Yuki Ayres had agreed to do the Japanese writing on them. The certificates will cost £200 (for 100), excluding postage.

**Motion:** That the BKA purchase 100 certificates.

**Carried:** Unanimous

Possible recipients of certificates - It was noted that high grades can apply for renshi and kyoshi, so nominees need not necessarily be high grades. Need to draw up a list of Korosho candidates and process these in time for the 2014 AGM.

**Action:** Bucho to co-ordinate and draw up criteria for nominees.

Shogo

Bucho have agreed the parameters. There will be a written exam for kyoshi. The DIA said that the ZNKR had not yet replied to his request about using copyright material for the BKA exam. The other option is to write our own questions. The DIA explained that the BKA have submitted our shogo documents to the EKF for approval.

**Motion:** That the BKA should set their own questions, as closely aligned to those of the ZNKR as possible.

**Carried:** Unanimous

It was noted that the Italian Federation (CIK) have asked for a copy of our shogo documents.

**Action:** DIA to co-ordinate with Bucho regarding BKA shogo award process.

## 6. CHAIR'S REPORT

Proposed changes to the constitution (relevant excerpts only are shown)

### (a) Byelaw 6 Participation in competitions/events/gradings (suggested amendments in red)

Only members of good standing (including having no outstanding debts to the BKA) in the Association shall be permitted to participate in **any event** organised by the Association, **including competitions organised by the Association at the national level.**

For competitions and events Individual members must hold full membership on the day of the event and for at least 7 days prior to the event. Membership must be full (including Concessionary, Student and Junior). Temporary & Associate memberships are not eligible.

**All Association Officers organising events/gradings or competitions will only accept applications from non-BKA members if they are in good standing with the Association.**

**Motion:** That the proposed changes to Byelaw 6 should be implemented.

**Carried:** Unanimous

### (b) Articles 10 & 11 Suspension & expulsion - proposed changes (New wording in red)

**10.5** Suspended members shall immediately forfeit all rights **and benefits** of membership of the Association, saving access to the conflict resolution procedures detailed in this constitution.

**10.6** The NC may seek to have the suspended member “expelled” from the Association at the ~~next~~ **earliest available** AGM or an EGM or other properly constituted voting procedure.

**11.12** The NC/BuEC shall present to the membership (in accordance with the Communications Policy) the full circumstances in which the officer was suspended, within 21 days of the suspension and shall seek membership confirmation of its actions at the ~~next~~ **earliest available** AGM or an EGM or other properly constituted vote in accordance with the elections/voting policy within 60 days. Expulsion from post shall be determined by  $\geq 66\%$  majority of those voting.

**Motion:** That the proposed changes to Articles 10 and 11 should be implemented.

**Carried:** Unanimous

### (c) Article 13: the Complaints procedure General Principles

- The NC may co-opt a Complaints Officer to act as the point of contact for member complaints. The Complaints officer shall not sit on any Complaints panel and is thus free to advise members and panels. (this entry was formerly item 13.5 )

#### 13.4.4 Complaints by one member of one dojo against another member of another dojo

These complaints will be heard jointly by the two Dojo Leaders without undue delay - unless the complaint is of gross misconduct when the complaint will be referred to the BU Complaints Committee. Powers as for Dojo Leaders above.

In the event that the two Dojo Leaders fail to arrive at an informal joint decision the complaint will be referred by the Dojo Leaders to the ~~relevant Bu Complaints Committee~~ **Complaints Officer** in writing within the 14 days of the informal hearing of the Complaint, unless the complaint is withdrawn.

#### 13.4.5 Formal Complaints - Referral to Bu Complaints Committees

Procedures to be followed:

1. A complaint made by a member against a Dojo Leader, dojo teacher or a group of dojo members will be made in writing (email is acceptable) within 21 days of the incident, 21 days of the last of the series of incidents or within 21 days from when the complainant first became aware of the issue. The complaint should be sent to the **Complaints Officer** ~~Chair of the relevant Bu Complaints Committee~~. The written complaint will include all relevant details of the complaint, the names of the individual/s against whom the complaint is made and the names of any witnesses who will be providing witness evidence or statements.

2. **The Complaints Officer will then decide in consultation with the NC Secretary if the Complaint is within remit and if so** the appropriate Complaints Committee will be constituted and, if a formal hearing is to be held, will set a hearing date at the earliest possible time and in any event no later than 28 days of receipt of the complaint and the Complainant advised of the date of the hearing.

#### 13.4.7 Complaints against an individual NC/Bu Executive member

Complaints must be made in writing within 21 days of the incident or series of incidents or within 21 days from when the complainant first became aware of the issue. An unresolved complaint made against a member of a NC/BuEC shall be sent in writing to the **Complaints Officer and if appropriate will then be forwarded to the** Chair of a different BuEC Complaints Committee for **investigation** ~~consideration~~.

The Procedure followed will be as the procedure 2 - 7 above.

#### 13.5 The Association will not process anonymous complaints.

**Motion:** That the proposed changes to the Complaints Procedure be implemented.

**Carried:** Unanimous

**Action:** Complaints Officer, NC Secretary and Vice Chair to produce a review process for complaints deemed to be 'out of remit'.

#### Insurance update

The lapse in wording of our policy has been corrected.

**Action:** FAQs to be produced and put on the website (Chair).

**Action:** Treasurer to review the Entity Insurance documentation wording.

#### Enforcement of a significant debt to the Association

**Action:** Errol to review

## Elections

It was agreed that the following would be put to an NC email debate and vote:

- DRC - Any member of the relevant Bu can nominate a dojo representative for the role of Dojo Representative Chair. However, only dojo representatives can vote in the election.
- Should nominations from the floor of AGMs be allowed.

## Website update

It was noted that it had been difficult to get the relevant members together to progress this further.

### **7. CHILD PROTECTION OFFICER'S UPDATE**

The CPO provided a report. She noted that the new Disclosure and Barring Service (DBS) process can be confusing and suggested the following link to a short guide to the process:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/246445/Applicant\\_guide\\_v3.6\\_04.10.13.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/246445/Applicant_guide_v3.6_04.10.13.pdf)

The CPO also suggested that the new CPO could write a brief guide to the online subscription process, to be put on the BKA website.

**Action:** New CPO to write a brief guide to the DBS process.

### Appointment of a new Child Protection Officer

**Motion:** That Carol Parker be appointed as Child Protection Officer

**Carried:** Unanimous

### **8. SWORD 'LICENSING'**

The meeting discussed whether the BKA should provide members with an annual licence card. It should be bar coded - linked to the member's membership number (and insurance number). Each card will probably cost £2 (out sourced).

**Action:** Appropriate annual card to be developed (Scottish members may require different wording on their cards - to be clarified with the H&S Officer).

There was discussion about producing a 'What to do and What not to do' document for members in case they are stopped by the police.

**Action:** Complaints Officer

### **9. BU REPORTS/UPDATES**

Jodo: It was noted that Christina Poslusna had won a medal at the European Jodo Championships. She is now the Events Officer.

Iai: Team members had won 2 fighting spirit awards at the European Championships. Robert Sidoli is now the Events Officer.

Jodo/Iai reported that the Level 1 and 2 coaching courses were progressing well. Intensive/squad training sessions were also being run.

Kendo: Stephen Martin is now the Events Officer. The calendar was now better co-ordinated with fewer clashes between events dates.  
It was noted that there is a shortage of referees for events.  
The DRC to discuss with the Bucho holding regional and national coaching events.

**10. 2014 BKA AGM**

**Action:** Bucho to discuss AGM practice content.

**11. AoB**

Travel & Subsistence policy - it was noted that this applies to BKA members, not visiting sensei.

AGREED