



**BRITISH KENDO  
ASSOCIATION**

**National Committee Meeting Minutes**

**Date:** 14<sup>th</sup> May 2016

**Venue:** Nailcote Hall, Nailcote Lane, Berkswell, Warwickshire CV7 7DE

**Attending:** Fay Goodman (Chair), Debbie Bevan (Vice Chair), Martin Farncombe (Treasurer), Chris Mansfield (Director of International Affairs), Chris Buxton (Iai DRC Chair) Dave Fanning (Jodo DRC Chair - via Skype)

Andy Watson (Iai Bucho), Al Colebourn (Jodo Bucho - via Skype), John O'Sullivan (Kendo Bucho), Lesley Drewe (Child Protection Officer), Anna Stone (observer)

**Apologies**

Anil Sahal (Secretary), Gerry Kincaid (Kendo DRC Chair), Neil Andriot (Membership Secretary)

The meeting was declared quorate.

**1. Minutes of previous meeting (10/10/15)**

Owing to illness, the minutes had not been completed. It was unanimously agreed that they would be completed and emailed to NC members for approval. In the interim, attendees were given copies of the initial draft of the minutes.

**2. Action points arising from previous meeting (10/10/15)**

- Issues regarding inappropriate posts on the BKA's Facebook page. FG said that she had been in contact with Stephen Martin and the moderators were monitoring the page.
- Outsourcing of certain aspects of the Membership Secretary role (because of the heavy workload). FG said that she had been looking in to this and had identified a couple of people who might be able to help. There was some discussion that external people would not have the expertise to answer membership queries. It was felt that having an Assistant Membership Secretary would be helpful. AGM - ask the membership for views on creating Assistant Membership Secretary role to assist with workload of Membership Secretary (**Action: DB**). It was agreed that it would be helpful to put the grading clock policy on front page of website - as many queries were about this.
- Changing seminar dates/late notice - the meeting noted that this had been happening recently and was causing problems for members. Chris Buxton noted that he had not been receiving much feedback from the membership - it was felt that outdated contact details on the database may be contributing

to the lack of response. (Action: CB and FG agreed to liaise with the lai Bucho about seminar issues)

- Shogo policy - noted that the Kendo Bu had contributed £500 towards the cost of translating the policy from Japanese in to English.
- EKF database - has out of date information for BKA dojo. The DIA needs a list of current registered dojo details to send to the EKF. (Action: MF to email dojo information to the DIA).
- Insurance cover - it was noted that this includes repatriation of bodies! MF noted that the insurance company had yet to invoice us for our cover. (Action: FG to contact insurers for invoice).
- E-voting - John O'Sullivan and Malcolm Smalley to trial this. John O'Sullivan said that we need to update the BKA database first.
- Outsourcing BKA website management. (Action: FG to obtain quotes)
- Shogo policy review - noted that initial review completed by John O'Sullivan.

### 3. Treasurer's report

The Treasurer (MF) provided a report based on cash flow during the year. He noted that Central Services (CS) administration costs had risen, possibly arising from having a more active Chair. MF noted that the Chair had also raised £2.3k in sponsorship money. CS is making a slight surplus (around £8,500) owing to the realignment of the membership year with the financial year (meaning that we have 13 months' of membership income in 2015).

The cash held by the BKA at the start of the year was £114,194.48, this had risen to £121,489.38 by the end of the year. MF said that all bu are in a financially sound position.

#### lai Bu

In profit for the year, at around £9,500.

#### Jodo Bu

Owing to a strict regime of cost control and a donation of £2.5k from the NC AGM, as well as contributions from bu members, Jodo was in surplus for the year (around £7,800). The Jodo Bucho was congratulated.

#### Kendo Bu

There had been high administration costs for the year (£3812) but £2k of this was support for junior kendo. The overall WKC cost for the Kendo Bu was £14,491; MF noted that FG had been able to arrange discounted flights to Japan and small bursaries for team members.

MF said that during his time as Treasurer, his aim had been to reduce the amount of money the association 'borrowed' from the members. Currently, the BKA's cash stood at £128.5k. MF said that this was more than he would like the BKA to hold. He recommended that CS, lai and Kendo bu continue to reduce their cash holdings and for the Jodo bu to aim to break even, while reverting to normal financial discipline (paying expenses etc.).

The meeting thanked MF for all his hard work and diligence in his role as Treasurer.

Succession planning: MF said that in response to previous pleas to the membership for volunteers to take over the role of Treasurer, one person had volunteered - Anna Stone (who was attending the meeting as an observer).

#### 4. Membership Secretary's Report

The Membership Secretary presented his report in the form of a video. He explained that membership is slightly up, but thought that there would be some people practicing in dojo that are not members of the BKA - so dojo leaders could follow this up. NA noted that the number of dojo remained steady. NA explained that during his tenure the BKA had moved away from postal renewals of membership to almost exclusively on-line renewals, the PO Box had now been shut down to streamline membership to an online system. NA thanked those who had provided support when needed and wished his successor (as yet unknown) well. **(Action: FG to thank NA for all his hard work as Membership Secretary).**

#### 5. DIA's Report

Chris Mansfield (CM) explained that he needed at least 2 weeks' notice before the deadline for any EKF taikai/event where the BKA are planning to send a team.

Updating grading records on EKF database - CM asked that grading officers send this information to him as quickly as possible. Various issues with updating EKF grading records were discussed.

*(DF left the meeting at this point)*

CM gave a summary of the last EKF AGM. The BKA is the second largest organisation (after France) in the EKF. The EKF had noted that from the next day, Japanese sensei attending seminars in Europe would not be able to sit on grading panels. CM said that the EKF had put a proposal to FIK for 6/7<sup>th</sup> Dan gradings in Europe - 3 for Kendo, 3 for lai and 1 for Jodo.

The unavailability of menjo for members passing their jodo grading in Darlington 2015 was raised. Al Colebourn said that he would follow this up with the Jodo Grading Officer **(Action: AC to follow up re menjo with Jodo grading officer)**.

#### 6. Review of Shogo policy

It was agreed that a date to review the amended policy, and any issues arising from the Jodo/lai Shogo exams held by the BKA, should be set soon **(Action: FG)**.

#### 7. 2016 AGM update

To be held on Saturday 9 July at Sports Dock, East London. John O'Sullivan stressed that he needed to have the Premier Cup competition in the morning and would arrange the timings of meetings and Premier Cup to maximise attendance at meetings. There was discussion of which elected officer roles would be up for election. Andy Watson said that both the lai Bucho and Jodo Bucho positions were up for re-election. AW said that he was pretty sure that he had to re-stand if he wanted to do the next 2 years (as lai Bucho). DB clarified that for lai, it was the Bucho and Events Officer roles that were coming up for re-election and all Jodo EC roles (Bucho, Events Officer and Grading Officer) were up for re-election. NC roles for re-election - Chair, Vice Chair, Secretary, Treasurer and Membership Secretary. John O'Sullivan said that it was crucial for officers

to do a proper handover and liaise with incoming officers. AC noted that both Iai and Jodo Bu had already produced job descriptions for elected officer roles and various other supporting documents.

## **8. Insurance update and renewal**

The certificate of insurance to be put on the website **(Action FG)**.

## **9. BKA magazine**

FG said that the magazine was now with the proof reading editor and had 3 quotes for publishing the magazine. Copies would be made available to members at the AGM and seminars and there would also be an online version. The meeting agreed that the minimum order of 1,000 would be placed.

## **10. Child protection**

Lesley Drewe (LD) said that she had been working with Amanda Allen looking at amendments to relevant legislation that might affect BKA policies. John O'Sullivan queried whether this would affect the Kendo Bu's policy for children taking gradings. LD said that she had not seen the Kendo policy and asked that JOS send her copy **(Action: JOS to send the relevant policy to LD)**.

LD explained that the BKA uses Due Diligence Checking (DDC) for DBS (Disclosure and Barring Service) and PVG (Protection of Vulnerable Groups - this Act applies to Scotland only) checks for BKA members requiring them. There was discussion about notifying members as to who needs a DBS/PVG check. LD said that these checks are required for those teaching children as well as vulnerable adults. FG suggested obtaining legal advice regarding appropriate wording for a BKA policy document. With regard to convictions and spent convictions that may come up on a DBS/PVG check, it was agreed that if LD had any concerns, an anonymised summary could be brought to the NC to make a decision.

## **11. Hyoshojo**

It was agreed that Dave Fanning would be asked to write the recipients' names in English and another member able to write recipients' names in Japanese. It was agreed that MF would access the BKA database to compile a list of members with 25+ year's membership - this would be sent to the relevant Bucho and Chair to review and make recommendations for the 2016 awards.

## **12. ID cards**

Andy Watson said that he had looked in to costings - it would cost 71p per card if outsourced. Members would have a permanent card that would have to be accompanied by their annual proof of insurance certificate to be valid - this qualification (to make the membership card valid) would be printed on the card. The meeting voted unanimously to proceed with this option, noting that the ID card should be carried with a copy of the member's annual insurance cover. **(Action AW to design the ID card)**.

## **13. First Aid courses**

Debbie Bevan explained that interest amongst the membership for more First Aid courses had been canvassed via the website and Facebook. There had been a good

response, indicating that we will need at least 2 courses in London, 1 in the Midlands/North and 1 in Scotland. David McLean, a first aid trainer, has offered to run a course in Scotland. It was noted that we also need update courses for members whose certificates are coming up for renewal. The meeting discussed whether the courses should be free to members or whether a reduced charge should be made (ie less than cost). In addition, only 2 members from the same dojo can attend a subsidised course. The meeting voted unanimously for members to be charged £25 to attend a first aid course organised by the BKA. (Action: DB to organise/co-ordinate courses)

#### 14. Any other business

##### BKA database

John O'Sullivan said that members need to update their own entries. Malcolm Smalley had suggested that when members log in to renew their membership a pop-up screen appears with their details as held on the database - the member would have to click to agree that their details are correct before they can proceed with renewing their membership.

Motion: That the above changes be enacted.

Agreed unanimously.

##### Application of naginata association to join the BKA

It was noted that Rachel Hahn had prepared a proposal - the meeting decided that the membership (at the NC AGM) should vote on whether the BKA should open negotiations.

##### Coaching

It was noted that more Kendo coaching courses were needed. (Action: JOS). Andy Watson agreed that the Iai Bu would hold 2 additional L1 courses this autumn (to be funded by the Kendo Bu), as L1 courses are generic so Kendo members can attend (Action: AW).

Meeting closed at 5pm

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