



## **BRITISH KENDO ASSOCIATION**

### **National Committee Meeting Minutes**

**Date:** 10<sup>th</sup> October 2015  
**Venue:** Nailcote Hall, Nailcote Lane, Berkswell, Warwickshire CV7 7DE  
**Attending:** Fay Goodman (Chair), Debbie Bevan (Vice Chair), Martin Farncombe (Treasurer), Chris Mansfield (DIA), Dave Fanning (Jodo DRC Chair), John O'Sullivan (Kendo Bucho), Neil Andriot (by Skype) (Membership Secretary), Anil Sahal (Secretary)

#### **Apologies**

Gerry Kincaid (Kendo DRC Chair), Andy Watson (Iai Bucho), Al Colebourn (Jodo Bucho), Chris Buxton (Iai DRC Chair)

The meeting was declared quorate.

#### **1. Minutes of previous meeting (11/04/15)**

Agreed (unanimous)

#### **2. Action points arising from previous meeting (11/04/15)**

##### **a) Child protection issues**

- b) JOS gave an update on the Kendo Bu's grading policy for children. Children are, as far as possible, matched with a grading partner of similar size, preferably another child but a suitable sized adult might be used.
- c) The British Kendo Open Championships are for adults (18+ years) only.
- d) FG suggested that the BKA ask a solicitor to review our Child Protection policy.

**Action:** JOS to send FG a copy of the Child Protection Policy, as updated by the Kendo Bu.

##### **b) Facebook**

- The BKA's use of Facebook to be reviewed.
- The moderators of the BKA's official FB page to be involved in the review.

**Action:** FG to ask BKA FB page moderators to review BKA's use of FB.

##### **c) BKA Bar Coded ID card**

The Iai Bucho was previously tasked with taking this forward.

**Action:** AW to update the NC and Bucho on progress.

##### **d) BKA Website**

- e) FG said that the website is receiving on average over 800 hits per day. We have now included a pay-per-click facility where the BKA receives a few pence per visit

to the site. This should generate an income of about £2000 per year. However, this relies on visitors not blocking adverts.

f) It was noted that some members had recently experienced difficulties logging in to the members area of the site. This appears to be a combination of forgotten passwords and a technical problem.

g) Noted that website requires some amendments to be made to the booking system. Also, if the BKA is to have electronic voting in the future, then the entries in the membership database need to be validated.

**Action:** NA to liaise with Gerry Kincaid regarding amendments to the website.

#### **e) Succession Planning**

- Treasurer - Anna Stone has volunteered to stand for the post in 2016.
- Membership Secretary - there was discussion of whether parts of the role could be outsourced.

**Action:** FG/NA to identify aspects of Membership Secretary role that could be outsourced and find a suitable company to do this.

#### **f) Membership, seminar fees and Paypal**

**Further action:** MJF to discuss the issue of using Paypal with Malcolm Smalley and Stephen Martin. Noted that Paypal is convenient for the membership but has no added advantage to the BKA.

### **3. Financial Report**

Currently, BKA funds stand at about £110,000.

World Kendo Championships cost £14,000

Summer laido Seminar - £40,000 taken, £9000 profit - a proportion of which will be split with the Jodo bu.

£2,500 was spent sending a Jodo team to the Europeans (half of which came from Summer Seminar profits).

All bu are solvent.

### **4. Financial Changes in the Bu**

Following on from the previous NC meeting (11/04/15), it was felt that referees costs (European championships) should be met in full, not 50% as had been suggested.

### **5. Membership Report**

Total membership increased to 1645, 47 new members. Kendo = 1151 (46 new members), laido = 568 (one new member) and Jodo = 214.

(NB. Some members do multiple arts.)

There was discussion of having a 'FAQ' section on the website for membership queries.

### **6. DIA Report**

CM explained that BKA dojo data needs updating on the EKF website.

**Action:** CM to liaise with EKF re updating dojo listings.

- CM said that there were issues reconciling some BKA member's grades with the EKF database. CM is working on this.
- The EKF has asked the DIA to provide a spreadsheet listing successful candidates at dan grade examinations.
- It was agreed that the grading officers should update the EKF grading records when they update the BKA records.

**Action:** JOS to bring all Kendo books together into a BKA library so that potential shogo candidates can access the relevant material more easily.

## 9. Shogo Update

- MJF reported that the kyoshi gradings had cost £422, £230 of which had come from the NC. The EKF registration cost of 100 Euro per successful candidate had been covered by the BKA. The aim is for BKA shogo examinations to be 'cost neutral' in future.
- The NC offered its congratulations to the 6 BKA members who had been awarded Iai Kyoshi (Victor Cook, Chris Mansfield, Leonard Bean, Fay Goodman, Chris Buxton and Peter West) and the 3 BKA members who had passed the BKA Jodo Kyoshi exam (Jock Hopson, Chris Mansfield and Chris Buxton).
- Noted that presentation of shogo certificates should be a planned, high-profile event recognising the recipients' achievements.
- It was noted that, as all the Iai and Jodo Bu nanadans had been taking the kyoshi exam in 2015, the process had been led by rokkudans. Discussed that as we now have kyoshi nanadans in all three Bu, that they would now lead the BKA shogo process.
- JOS has reviewed the Shogo policy and suggested some amendments.
- FG to convene a meeting of those members who had been involved in developing the policy and delivering the examination process to share learning going forward. The NC was of the view that the responsibility for the Shogo process/award should lie with the NC (not individual Bu) as it is a BKA award.

JOS agreed that the Kendo bu would make a contribution of £500 towards translation of the Japanese Shogo material.

**Action:** JOS to liaise with CM.

## 10. 2016 AGM update

Will be held on Saturday 9 July at a venue in East London (Docklands) with good transport links. JOS to arrange Kendo Bu agenda/Premier Cup to maximize attendance at meetings as the Kendo Bu AGM had been inquorate in July 2015, necessitating a further meeting being held.

## 11. Any other business

### Insurance cover for BKA members competing abroad as part of a BKA team

FG reported our current insurance does not cover members in this situation - they need to have their own personal insurance cover.

Our current insurers have provided a quote for approximately 45 individuals travelling abroad per year to compete on behalf of the BKA - this would cost £854.97 (£19 per person per trip). Emergency cover was being set up to cover the European Championships in Berlin.

### **BKA magazine**

FG said that this would usually be an on-line publication but there was discussion as to whether some copies of the first edition should be printed as it would be a commemorative edition to cover the WKC held this year.

**Action:** FG to explore printing costs.

### **Updating the BKA database**

Noted that Dojo Leaders/Secretaries/Coaches should ensure that their details are correct on the BKA website.

### **On-line voting**

It was noted that Malcolm Smalley had carried out a small trial that was successful. JOS agreed that the Kendo Bu would trial on-line voting using a few simple questions in the first instance.

It was noted that implementation of on-line voting would require an amendment to the constitution. Therefore, it cannot be implemented this year as the membership had declined to give the NC special powers - only an AGM could agree to the necessary constitutional changes.

### **'Guidelines for Practice' (etiquette guidance)**

FG explained that this was a helpful document that would be helpful to the membership. JOS agreed to review the document to make it more kendo relevant. There was discussion of translating the document in to Japanese (and the cost of this) so that it could be reviewed by senior Japanese sensei. Agreed that further discussion required.

**Action:** JOS to review the guidelines.

### **Last minute changes to seminar dates**

FG reported that many members are annoyed about date changes and felt that they could be publicised much earlier. FG asked MF how much the rescheduling of the Darlington seminar was costing the BKA due to hotel and travel compensation claims. MF said that it was a few hundred pounds.

The NC agreed to monitor the situation of failing to adhere to the published calendar as it is a management issue.

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**Table of Action Points**

<b>Action Point</b>	<b>To be actioned by</b>	
Review and discussion the 'difficult discussions' that are being inappropriately aired on Facebook by several people.	FG suggested that Stephen Martin should be involved to look into this issue.	
Specific areas in complex BKA roles should be identified and assessed for possible outsourcing, and identify a suitable company to do these tasks.	FG/NA to identify aspects of role that could be outsourced and find a suitable company to do this.	
Shogo policy partially completed. Can this be published? Kendo bu to make a contribution of £500 toward the translations etc.	JoS to liaise with CM.	
Print out of all BKA dojo to be sent to CM	MJF	
Grading officers should update the EKF grading records as they are updating the BKA records.	CM	
Enquire if insurance policy includes repatriation of bodies.	FG	
Trial an e-voting facility for Kendo events using relatively 'inconsequential' questions in the first instance.	Malcolm Smalley and JoS	
Letter to be drafted, addressed to laido bucho regarding last minute cancellations and re-dating of seminars and other management inadequacies. Request for incidents and emails and other evidence to back-up the reports.	FG	