

## **BJA National Committee AGM minutes (draft)**

**Date:** Saturday 9 July 2016

**Venue:** Sports Dock, University of East London

### **National Committee members present**

Fay Goodman (Chair) Debbie Bevan (Vice Chair), Anil Sahal (Secretary), Martin Farncombe (Treasurer), Neil Andriot (Membership Secretary), Christopher Mansfield (Director International Affairs), Martin Farncombe (Treasurer), Chris Buxton (Iaido DRC Chair), Dave Fanning (Jodo DRC Chair)

The Chair (Fay Goodman, FG) declared that a quorum of members had been achieved and opened the meeting.

### **Agenda item 1 - Apologies for absence**

Received from: Donnie Gordon, Peter West, Elena West, Phil Henderson and Rob Sidoli.

### **Agenda item 2 - Minutes of the 2015 NC AGM**

Motion - acceptance of minutes (proposed John O'Sullivan, seconded, Lesley Drewe)

Motion carried (non against, 1 abstention)

### **Agenda item 3 - Matters arising from the 2015 NC AGM minutes**

None

### **Agenda item 4 - Treasurer's report/acceptance of annual accounts for 2015.**

The Treasurer (Martin Farncombe, MF) explained that he had re-aligned the membership year so that it runs January - December, the same as the financial year. This means that the BJA has 13 months of income in 2015.

**Central Services** - there was a £12.4k increase in administration expenses. This was partly owing to having a more active chairperson and higher spending on website and other PR activities. However, this also contained a £2.5k donation to the Jodo Bu as agreed at the last AGM.

**Iaido** - The financially complex summer seminar left both Iai and Jo Bu in profit this year, with the usual pattern of money-making and loss-making seminars. Iai continues to be stable and well-managed.

**Jodo** - Owing to a strict regime of cost control and a donation of £2.5k from the AGM (as well as contributions from Bu members), Jodo turned in a surplus this year. Whilst good, it does not mean that Jodo is out of the financial woods - MF said that he would like to see it have one more year making a £5k surplus to ensure it has a sufficient cash buffer to cope with a bad year.

**Kendo** - Well, the WKC wasn't as bad (financially) as we thought it would be, with the Chair (FG) obtaining subsidised flights (valued at £15,000) and £500 cash for the team in sponsorship funds. This, and the excellent financial management from the Bucho and Malcom Smalley, meant the Kendo Bu even made a surplus in the year, assisted by the extra month of membership money.

Cash held at start of this financial year £ 114,194.48

Cash held at end of this financial year £ 121,489.38

Cash at end of...	Central services	laido	Jodo	Kendo
2011	65,225	39,638	24,567	21,902
2012	40,376	43,237	16,185	33,670
2013	57,672	36,930	8,940	37,178
2014	35,164	34,464	6,489	40,710
2015	35,518	34,861	13,113	37,992

These figures do not include £4k of cash paid in late by the iai bu, so all bu are in a financially sound position.

The Treasurer said that the auditors (Sedulo) had signed off the BKA's accounts.

### 2017 Membership fee

MF cautioned that the BKA does a lot of business in Europe in the form of EKF fees and international seminars, and as we had an 'exit' vote in the EU Referendum, he suggested an increase in the full membership fee to cope with the widely-predicted slump in the exchange rate. The Treasurer proposed the following Central Service fees:

Full member £17, concessionary, student, junior, associate, temporary £10. Coaching fee £10, dojo fee £20 and late payment fee £5.

**Motion:** That the Central Service fees proposal be accepted  
10 against, 7 abstentions, Motion carried.

### Appointment of Auditors

Motion - that we reappoint Sedulo

None against, 2 abstentions - **Motion carried.**

### Agenda item 5 - NC Officer's reports

#### Membership Secretary

The Membership Secretary (Neil Andriot) noted that we now have the most members for more than 8 years. This is a result of hard work from a lot of people involved in the BKA, from Dojo leaders and secretaries, to the students practicing and supporting, to officers who work hard at developing the association. Kendo numbers are up again as are the amount of clubs offering the art. Iaido and Jodo are both showing stability with steady memberships and increased dojo numbers.

Members at end of each year									
	01/06/16	2015	2014	2013	2012	2011	2010	2009	2008
Full	1222	1199	1177	1123	1158	1169	1202	1184	1209
Concession / Student	309	307	305	305	286	303	282	255	268
Junior	188	149	116	116	123	118	118	147	191
Total	1719	1655	1598	1598	1567	1590	1602	1586	1668

The main change in 2015 had been online Dojo renewals. This had been a great success, a lot of work. We also made the online system the only way of paying for Membership and booking events. This has been in place for several months now, simplifying everything, and has streamlined the role of the Membership Secretary, ready for the next incumbent.

NA was thanked for his 4 years of hard work as the Membership Secretary.

### Director of International Affairs

- CM gave an overview of the activities of the DIA: The DIA is the main point of contact for all international related matters concerning grading applications overseas, maintenance and upkeep of the EKF database for BKA members, submission and administration of applications for EKF major competitions and ad hoc requests from members for information.
- CM explained that we rely on the All Japan Kendo Federation (AJKF) to send recognised teachers to attend EKF competitions, although this year a new rule has been introduced which states that unless a Japanese teacher is an approved member of a delegation sent by the AJKF, then they are no longer permitted to sit on grading panels. The effect of this has already been felt - there will be a growing need for European 7th dans to take on this role.
- CM gave the numbers of BKA members, registered on the EKF database, who have been successful in passing examinations over the last year:

	<b>Kendo</b>	<b>Iaido</b>	<b>Jodo</b>
<b>Shodan</b>	53	37	12
<b>Nidan</b>	25	31	2
<b>Sandan</b>	11	11	2
<b>Yondan</b>	3	10	3
<b>Godan</b>	1	4	

### Health & Safety

The H&S officer (Donnie Gordon) was unable to attend. It was noted his report was on the BKA website. In his report DG emphasised that members are all responsible for their own safety and that of anyone who may be harmed.

Following the 2015 BKA AGM, Andy Watson (former Iaido Bucho) created an accident reporting system and database that enables BKA members to insert details of an accident electronically by using a phone, tablet or PC. This flexibility enables an accident to be reported quickly and with the minimum of fuss. Ideally the accident can be reported from the scene. The software takes the person reporting an accident through the system in an easily viewed manner and at the same time it logs the incident on a spreadsheet and sends an email to the BKA H&S Officer. There is a link to the form on the BKA website. AW was thanked for his work on this.

Members were asked to ensure that they report accidents.

### Child Protection

The Child Protection Officer (Lesley Drewe) asked members to ensure their contact details were up to date - particularly important with regard to renewing DBS checks.

LD said that there had been 54 DBS checks and 1 PVG check (Scottish equivalent) in the past year. The Kendo Bucho explained that there is now a new policy for children going for kendo gradings.

### Complaints

Hilary Hadley's (Complaints Officer) report was noted - that whilst she had received a number of queries concerning potential complaints, none had proceeded to the formal Complaints Procedure. At the time of writing the report, one complaint is pending.

### Vice Chair

### Chair

The Chair (Fay Goodman) noted that her report is available on the website. With regard to the BKA website, FG said that there were, on average, 800 hits per day. The website was generating income from Google Ads - funds generated go into a separate sponsorship account to support our activities such as the Kihaku magazine.

- Kihaku - first edition. FG noted that it was not perfect and said that feedback was welcome. She requested material for future editions - events, articles etc. The idea for the magazine was to raise the professional profile of the BKA. FG thanked Fraser Biscombe for his help and support with the magazine.
- Facebook - FG asked members to use the BKA website as the main information provider.
- Alan Thompson Case - FG said that the NC was still working with our solicitors regarding recovering the money he owes the BKA.
- AGM location - Members in Survey Monkey Questionnaire are requesting a more central location. Birmingham University is being looked at as a potential venue.
- Health & Safety - FG asked the membership to ensure that dojo have access to a first aider. Currently, the BKA has arranged some courses that are free for members to attend - the Vice Chair was thanked for organising these.
- BKA Shogo Policy for award of Renshi and Kyoshi - FG thanked those who had been involved in formulating the policy.
- Hyshogo Award - FG said this award is to acknowledge members who have given dedicated service and are of longstanding with the BKA. The idea had been Errol's (Previous Chair) and Jock Hobson Sensei's.

FG thanked those who had volunteered their time and services to the BKA.

**Agenda item 6** Report from Jodo Bu EC about its use of the BKA 1-year subsidy agreed at 2015 AGM (also see EJC 2015 Developing UK Jodo report - <http://www.britishkendoassociation.com/resources/>)

The Chair thanked Ed Lief for presenting the report and said how delighted the membership were that the Jodo bu had turned its financial situation around and to have made such good progress.

### **Agenda item 7 - Election of NC officers**

The Secretary noted that the following members had been nominated:

- Chair - Fay Goodman re-elected
- Vice Chair - Debbie Bevan re-elected
- Treasurer - Anna Stone elected
- Secretary - Leonardo Wolfe elected
- Membership Secretary - Fides Desacada elected, Roger Pimlott as Deputy Membership Secretary

### **Agenda item 8 - Proposed amendments to the constitution**

The Membership Secretary role was discussed, and that a Deputy Membership Secretary role should be created. There was discussion as to whether this should be a co-opted post or a change made to the constitution to formalise the role. The Vice Chair recommended that we co-opt Roger Pimlott to the role for this year and review the situation at the 2017 AGM.

**Agreed unanimously.**

### **Agenda item 9 - Proposed amendments to the Travel & Subsistence policy**

It was noted that the Bucho had been finding current allowances to be too low. The Chair proposed that the travel and meal allowances be reviewed by the NC/Bucho. 1 Abstention, none against. Motion carried.

### **Agenda item 10 - Any other business**

Naginata - Rachel Hann Morris (No. 4568) requested that the BKA consider Naginata as a 4<sup>th</sup> Bu. Noted that some countries have Naginata within their associations.

Motion: That RHM submit a full proposal to the NC.

4 abstention, 1 against. Motion carried.

First Aid courses - the Vice Chair said that there would be at least one course in London this year and probably one in the north and one in Scotland. There was discussion of whether the courses should remain free to members. The Vice Chair added that there was a maximum of two people from one dojo allowed on a course to ensure fairness - everyone gets a chance. The meeting agreed that the course would remain free to members but 'no shows' would be charged £25.

Hyoshojo certificates were presented to several members for their service to the BKA.

**Meeting Closed**

**Minutes prepared by Debbie Bevan, Vice Chair**