

## MINUTES OF THE BKA 2017 NC AGM

DATE: 8<sup>TH</sup> JULY

VENUE: BIRMINGHAM UNIVERSITY

National Committee members present: Fay Goodman (Chair), Debbie Bevan (Vice Chair), Anna Stone (Treasurer), Fides Desacada (Membership Secretary), Chris Mansfield (Director of International Affairs), John O'Sullivan (Kendo DRC Chair), Keith Rose (Iaido DRC Chair), Jock Hopson (Jodo DRC Chair).

The Chair declared meeting quorate and opened it at 15.15hrs.

### Agenda item 8 Election of NC Officers

The Chair requested that the Agenda Item 8, "Election of NC Officers" be brought forward. The membership agreed.

Election of NC Secretary:

Al Colebourn introduced himself and gave a speech to support his nomination.

Dave Fanning introduced himself and gave a speech to support his nomination.

Voting slips were distributed and a vote taken.

Dave Fanning was voted in

### Agenda item 1 - Apologies for absence

Billy Smart.

### Agenda item 2 - 2017 Premier Cup results

John Howell announced that the winners were:

Ladies - Rosanna Riches

Mens - Sarfraz Aziz

### Agenda item 3 - Certificates of Appreciation

The Chair announced two certificates of appreciation for services to the BKA.

The first for Michael Taylor, who was not present. The certificate was accepted by a colleague who will take it to him.

The second was a posthumous award for Fujii Okimitsu Sensei, accepted by his adopted son Charlie.

### Agenda item 4 - Acceptance of the 2016 AGM Minutes

No objections from the membership about the accuracy of the 2016 NC AGM minutes.

Minutes accepted. Proposed by Helen Peters and seconded by Stephen Martin.

### Agenda item 5 - Matters arising from the AGM 2016 minutes

No matters arising from the 2016 minutes.

### Agenda item 6 - Treasurer's Report

The accounts have been signed off by the auditors.

Central Services made a slight loss but the reserves are still quite healthy. This was due to paying for first-aid courses and new membership books.

Iaidobu managed to shed some of its reserves but still has more cash than is necessary.

Jodobu has executed tight financial control and managed to increase its funds, so well done there.

Kendobu made a small loss but is still very healthy.

Cash at the start of 2016 was £121,000; at the end of 2016 £126,000; present amount also £126,000.

We're doing fine.

Although income from membership is going up slightly, we spend a lot of money on flights (£15,000 last year), particularly sending referees to European Championships. The Pound is falling against the Euro and the Dollar, making everything we do abroad more expensive.

The Central Services membership fee will remain the same for 2018. But we need to keep an eye on European Championships expenditure as this is the main expense for the bu. Advice to book well in advance to save money on flights and accommodation.

Kendo budgeting to make a loss in 2018 due to the World Kendo Championships, but they have plenty of money to fund it.

Central Services has £28,633; Iaido has £37,495; Jodo has £20,353; Kendo £33,574.

The picture of our finance is skewed by whether an event that has applications made has paid out expenses yet. We now have a BKA debit card to cover large expenses if organisers are unwilling to use their personal bank accounts. So if a large number of hotel rooms or flights need to be booked, you can ask the Treasurer to pay for you.

The target is to be able to pay expenses by bank transfer within 13 days.

Jodo bucho Stojanka Vidinic

Requested a meeting with the Treasurer to sort out a discrepancy in the amount of money held by the jodobo.

Treasurer

Replied that she agreed it needed to be sorted out and she is intending to do it over the next couple of weeks.

#### Agenda item 8 (brought forward) - Results of Election of NC Secretary

Al Colebourn: 46 votes; Dave Fanning: 71 votes.

Dave Fanning elected as NC Secretary.

#### Agenda item 7 - NC Officers' Reports

- Membership Secretary's (MS) Report

This year the duties were split between the MS and an assistant, Roger Pimlott. MS thanked the members for being patient during the transition and they will aim to continue to offer guidance and support regarding membership matters.

This year has seen a steady progress in membership numbers, up 55 from last year to 1251. There have been eight new dojos registered with the BKA- six kendo, one iaido and one jodo.

MS has updated the documentation for dojo membership and the new members' welcome pack, that includes the blue membership book, which Roger has been successfully managing.

The previous MS, Neil Andriot, has produced a series of Youtube videos which act as a guide for common membership queries such as membership renewals, which has proved very helpful and is in the process of being upgraded and will be made available on the BKA website. (22.28)

Most of the work we undertook this year involved clarifications regarding the nature of membership types, grading eligibility, insurance cover and DBS. It is apparent that further support in providing clear and accurate information is needed for members, which is something we aim to make happen in the following year.

Updates have been made, mainly in the database. MS reminded members that the database is only as accurate as the information they provide, so please do check it. MS understood that there were some anomalies with grading accuracies, these should have returned to normal, but if there were any problems, to contact her and it will be sorted out.

- Director of International Affairs' (DIA) report

DIA reported that most of their time had been spent updating the EKF database, which has undergone a transformation recently. The DIA underlined the importance of accurate information being provided to him to enable individuals and events to be entered onto the database.

There has been an increase in individuals applying for overseas gradings – approx. 50 a year.

The DIA attended the annual European Kendo Federation (EKF) General Assembly this year in Budapest. There has been a change in the board of directors. The new president is Mr Dieter Hauck, taking over from Alain Ducarme, who served the EKF for 34 years. A new Treasurer and new Vice Chair, one taken from existing members of the board and one a new member.

The most important aspect of the EKF General Assembly was the high profiling of WADA (the World Anti-Doping Authority). There was a presentation and it was clear that both the FIK (Federation of International Kendo) and the EKF are taking this particular subject very, very seriously, and it's something that all countries need to address. Rules will be put in place and regulations enforced. DIA thought it would affect kendo first, and maybe iaido and jodo later. (28.35)

Over the last year it has become apparent that a presence on the international scene is incredibly important, and becoming more so. The presence of us individuals representing our country by attending seminars and events that are put on are standard-bearers in the eyes of other people. There have been

good reports from people who have attended events in Japan, no negative views and we seem to have a good image.

With regard to EKF events, kendo, iaido and jodo continue to put together teams, which is incredibly important that our country can be represented.

DIA asked for questions.

Jock Hopson

Asked for the cost of drug testing and an update on the bribery scandal in Japan that led to the cancelling of the iaido hachidan exams.

DIA replied

In January the President of the All-Japan Kendo Federation (AJKF) announced an investigation into jury members of the iaido 8<sup>th</sup> dan exam panels. Three jury members were found guilty and subsequently disciplined. It led to the cancellation of both the 8<sup>th</sup> dan and the hanshi examinations, which was a first in the history of the AJKF.

Cost of drug-testing mentioned at the EKF General Assembly was “anything up to \$1000” per individual. Information is available on the AJKF and WADA websites. There are two types of testing: “In-competition” and “outside-competition”. In the past the EKF has preferred to self-regulate, but it seems now that WADA may well turn up and select individuals to test and we must comply, it’s non-negotiable.

- Health & Safety Officer’s (HSO) report  
HSO reported we had five accidents reported this year, two iaido, two jodo, one kendo. One of the accidents was reported as a near miss, but was actually an accident, because if you get hit with something and get cut it’s not a “near miss.” It was reported as such because “it didn’t hit the person’s eye.” One kendo and one iaido accidents were serious and have ongoing investigations, so can’t be talked about in detail. HSO still needs people to report accidents because he can’t trend analysis until he gets the reports in. He said it’s up to the membership, they shouldn’t wait until something serious happens before it’s reported.

John O’Sullivan (Kendo DRC Chair)

Reported that he did an investigation this year regarding iaido and the safe movements for what is practised and handed it to the board. There was talk a few years ago with Vic Cook Sensei and others about 3 metre distance between members when practising iai. What we suggested was that the senior dan grades of each bu, kendo, iaido and jodo, review their safety limits in which to practice. Whatever you’re doing will have a different space requirement, whether you need to orientate people differently, and that’s clearly up to the expertise of the senseis that are there. I cannot see from a kendo perspective that you could rigorously stipulate a 3 metre, or whatever, standard. These different standards need to be written down.

HSO said this is important for insurance purposes.

- Child Protection Officer’s (CPO) report  
CPO reported that she had processed security checks:  
Access (Northern Ireland) @ £54.60 – 1 in 2016  
DBS (England) @ £65.60 – 24 in 2016 and 4 in 2017  
PVG (Scotland) new @ £86 – 2 in 2016, 4 in 2017 (these checks cost to renew)  
PVG renewals @ £39.60 – 1 in 2017  
£1789 in 2016 to process these checks.  
£623.80 in 2017.

Chair

We know a lot of people have sent in requests for checks, but it’s getting very costly and the CPO is processing them as quickly as she can. Thank you for your patience.

- Complaints Officer’s (CO) report, delivered in her absence by the Vice Chair (VC) (42.28)

VC said that she was reading the report on behalf of Hilary Hadley who was unable to be present today but was doing a great job.

During the last year there's been a number of formal complaints, and these have been referred to the respective bu committees. The jodoku dealt with one complaint, which was not upheld; the kendoku panel dealt with one complaint, which was not upheld; and they have just completed another one, and the recommendation is "referral to the NC."

Hilary has also been dealing with a number of enquiries by members and she's been able to informally point people in the right direction. So it's good if you can resolve issues and complaints at a lower level rather than putting it through to a bu committee, if you can.

Hilary has also said that members have been mindful that the work of setting up a complaints committee can be quite substantial and that it takes away from the members' time that they would rather be spending on their bu. So please think about if you can resolve your complaints informally rather than moving straight onto a formal complaints process.

- Chair's report

The Chair thanked the committee for all their hard work behind the scenes.

The Chair said her full report outlined some ideas for merchandising.

There will be another Survey Monkey in the near future to get the membership's view. There had been an excellent response to the one last year, with members coming up with some excellent ideas.

Social media: the Chair recognised that it is a great way to communicate but made a plea to be careful, because we need to use it sensibly and respectfully, because we're not just talking to friends, we're actually in the public domain all over the world.

Sponsorship: the Chair had managed to sell two pages of advertising in Kihakyu magazine, which covers the cost of printing and contributes to other things. £167.27 raised from Google-ads on the kendo film from 2015, which has had over 9000 views.

Shogo policy in place on the website. For the 6<sup>th</sup> and 7<sup>th</sup> dans who are eligible, both home and abroad, the deadline is the 23<sup>rd</sup> of July.

Constitution: the legal representative is unable to attend due to personal circumstances. He has recommended that we make some changes. A sub-committee has been set up to look into this.

The Chair's vision for the future is for us all to work harmoniously together. The Chair wants to investigate better lines of communication, especially considering talking face-to-face.

John O'Sullivan (Kendo DRC Chair)

Thanked the Chair for arranging sponsorship from Turkish Airlines which allowed a kendo group to visit Japan with flights at £400 each, some flights for free and free first-class upgrades. This allowed a full team plus supporters to go to Japan.

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

Treasurer

Commented that the current maximum commercial mileage allowance for driving is 45p per mile, the logic being that this allows you to share in the company's profit made whilst you are using your car. The AA and RAC recommend that the actual cost of running a big car is in the region of 25-30p per mile. The constitution only allows expenses incurred exclusively for BKA business, which excludes road tax and insurance. To be consistent with the constitution, the maximum that the BKA can pay is 30p per mile, otherwise we are paying members to travel. So either the T&S rate or the constitution needs to be changed.

John Howell

Was against the change.

Errol Blake

Suggested a vote.

John O'Sullivan

Opposed a vote, citing a lack of proper discussion.

Chair

Suggested the constitution review sub-committee looked into it.

Jock Hopson

Asked for the composition of the sub-committee.

Vice Chair

Named the NC (minus the DRC Chairs) plus Errol Blake.

Jock Hopson and John Howell

Opposed this choice.

Vice Chair

Suggested the bucho be invited on.

Chair

Said that the NC would look into changing the composition of the sub-committee.

John Howell

Said that if the sub-committee is made up of NC members only, it risks a vote of no confidence. Alternative voices from outside the NC must have input.

Chair

Re-affirmed that the NC would endeavour to appoint a diverse sub-committee and seek the membership's approval.

#### Agenda item 10 - Proposed amendments to the constitution

- Consideration of naginata as a 4<sup>th</sup> bu.

Chair

Said that the NC will come back to the membership with their findings.

Harry Jones

Suggested an EGM.

Chair

Suggested the possibility of an electronic vote if the membership felt it needed to be decided on before the next AGM. The Chair pointed out that the previous meetings of the day had run well over time and had impacted on the amount of time there was to discuss NC AGM business.

Vice Chair

Said that the incorporation of naginata is an important issue that needs to be voted on by the whole membership, hopefully electronically, as that is the way forward on big issues like this.

Jock Hopson and John Howell

Spoke out against electronic/postal voting.

Conrad Winchester

Asked what is the process for incorporating naginata as a 4<sup>th</sup> bu? Last year we discussed it and were promised a vote on it this year.

Chair

Said that the constitution would have to be changed, so the sub-committee would look into it and report back.

John O'Sullivan

Said he hadn't had a recent discussion with Rachel Hahn-Morris, so it couldn't make a statement, but was of the opinion that the constitution should be reworded so that the number of bu in the BKA was open-ended.

Malcolm Smalley

Said that the online voting system was already set up and could be used to solve these issues. We could put it to the membership.

- **Proposal A:** (i) That the Constitution be amended to allow on-line voting by members on significant issues (what constitutes a significant issue to be determined by the NC). (ii) On-line voting to be allowed throughout the year (ie not restricted to AGMs). Proposer: Leonard K Bean BKA No. 163, Seconder: Linda Moll BKA No. 9884

Len Bean

Read out the proposal.

John O'Sullivan

Voiced approval.

Harry Jones

Said it was such an important issue that it needed proper discussion before a vote.

- Errol Blake  
Said he had assurances from the Treasurer to extend member access to the accounts to the maximum allowed by law. He also said that the NC would appoint a Data Protection Officer and that the Treasurer has agreed that he could liaise with that officer to amend or not my proposal re. access to financial data. He also had strong objections to online voting and agreed with Harry Jones that it was far too important to decide on after only a couple of minutes' debate. He believed online voting would mark the end of the association.
- Errol Blake  
Said that there were a few things in the constitution he wanted to tighten up. As a member of the constitutional review sub-committee he will suggest changes, then the NC will report to the membership with all the amendments. He doesn't envisage agreeing with the NC, so he will in that event publish an exceptions report for the membership that gives his view of what the NC didn't agree with.

#### Any Other Business

- Vice Chair spoke on the Data Protection Act  
We have to be very aware that there is some new European legislation coming in 2018, much more stringent, which is why we need a Data Protection Officer. Throughout the organisation we have to be aware of what we're doing with members' information. This also applies to dojo leaders who hold personal information about their students, i.e. of a medical nature. If you do have such a database, make sure it is up to date and that you have a firewall and anti-virus installed and running.

Stephen Martin

BKA database is the BKA's responsibility.

Vice Chair

Yes. And confirmed that manually-recorded records were to come under the new European legislation.

- Harry Jones  
Proposed that the NC co-opt a Disability and Equal Opportunities Officer to look into our legal obligations; to investigate access funding; and to look into expanding either the existing equal opportunities section in our coaching course or creating a separate course that all members can attend. She suggested Amanda Allen for the role.

Jock Hopson  
Seconded the proposal.

Vote was carried. The NC will co-opt a Disability and Equal Opportunities Officer.

- David Ansell  
Tried to make a claim because he was injured by a third party and it seems that there is an exception that we may not be covered in this circumstance. Can the NC look into it?

Chair

Confirmed that the NC are reviewing our position re. insurance.

Also confirmed that the process is different if a third party is involved, it comes under "Professional Indemnity" and requires an investigation. If they find in your favour, you will be paid.

David Ansell

Said that if he has to employ a solicitor to make his claim, they will charge the BKA and it will end up costing the BKA a lot of money.

There was concern from the membership that the insurance isn't suitable for the association. The Chair will issue a clarification of the terms of the insurance cover.

Vice Chair

Proposed an Action Point for the NC that the insurance cover is urgently reviewed to ensure it's appropriate and fit for purpose and will cover members.

The membership were adamant that this is looked at quickly.

Chair

Declared that a meeting with the insurers was already scheduled for later this week.

HSO

Don't contact the HSO about insurance claims. Needs to be made clear on the BKA website.

- Conrad Winchester  
Asked what the final outcome of the naginata bu issue was.

John O'Sullivan

I need to have another discussion with Rachael Hahn-Morris.

Oliver Burrows

Asked for an EGM to discuss naginata bu.

Chair said it was a possibility.

Errol Blake

Said that constitution does allow for the membership to vote on adding a naginata bu, but there just isn't time to discuss it.

Chair closed the meeting at 17.16hrs and thanked everyone for coming.