



**BRITISH KENDO
ASSOCIATION**

National Committee Meeting Minutes

Date: 23rd June 2018

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

Attending:

Chair, Fay Goodman (FG); Vice-chair, Debbie Bevan (DB); Secretary, Dave Fanning (DF, via Skype); Iaido DRC, Keith Rose (KR); Jodo DRC Chair, Jock Hopson (JH); Kendo DRC Chair, John O'Sullivan (JOS); DIA, Chris Mansfield (CM).

Apologies for absence

Amanda Allen (E&D Officer); Donnie Gordon (Safety Officer); David Hickey, (Deputy Iaido Bucho); Stojanka Vidinic (Jodo bucho)

The meeting was declared quorate and opened at 12.06pm

1. Minutes of the previous meeting (15 April 2018)

Various amendments were suggested to the minutes.

The issue of flight costs/sponsorship (Turkish Airlines) that had been obtained to help with costs for the BKA Kendo squad to attend the World Kendo Championships in Japan. There had been confusion about what the BKA had been billed for and the number of free flights and upgrades provided by the sponsor. It was noted that JOS and Geoff Salmon had acted in good faith by accepting what they thought were 2 spare tickets. However, now it had been brought to their attention that the BKA had been billed, JOS and Geoff Salmon were very happy to pay for the spare tickets.

Action Point (FG): to provide appendix for previous meeting's minutes detailing Turkish Airline sponsorship arrangements for the BKA Kendo squad to attend the World Kendo Championships in Japan.

Action Point (DF): to amend minutes and add appendix.

2. Action points arising from previous meeting (15 April 2018)

- DB - update the list of items that the constitutional review group is looking at to include:
 - NC can enact the membership's wishes (from a motion carried at an AGM) even if the constitution has not been updated to reflect these wishes.
 - review quorum required for EGMs
 - officers job descriptions/code of conduct to be made more explicit in revised constitution. (Done)

- FD - provide E&D officer with summary of members' diversity - spread of ages/gender etc (Pending)
- FG - draft a statement for the members-only section of the BKA website and also the members-only Facebook page clarifying the current status of the Treasurer's suspension (Pending)
- DB - forward emails relating to the Treasurer's suspension to JH (Done)
- FG - contact solicitors re AT case (Done)
- DF - put electronic voting on the AGM agenda (Done)
- DB - check JH's email address on the BKA website is correct (Done)
- FG - publicise that the constitution is being reviewed with input from solicitors
- DB - send DRC Chairs link to GDPR guidance
- KR - email a list of questions regarding the E&D report to E&D officer (Done)

3. Membership Secretary's report

None.

4. Chair's report

AT case - FG said that the case files have been retrieved from the BKA's former solicitors - there has been discussion with current solicitors about the way forward and how to finalise the issue.

BKA bank account (HSBC) - FG said that the bank failed to reply to recent enquiries about BKA signatories for the BKA account, then locked the account. It took two months to resolve this.

Action Point (FG): draft an official letter of complaint to HSBC.

JOS - an incoming Treasurer's first step should be to check who are the current signatories on the BKA bank account. KR - a lot of problems are caused by a lack of handover between outgoing and incoming officers. DB - officers' duty to provide an adequate handover could be included in the updated constitution.

5. DIA's report

CM said that it had been a busy time recently, with lots of gradings and events to register with the EKF.

- BKA membership of the EKF: waiting for EKF to confirm the fee.
- EKF Technical Director - a meeting was held during the Bruges iaido seminar - decision that the next general assembly will be asked to confirm Jean-Pierre Labru as the new EKF Technical Director.

6. Bucho reports: Iaido, Jodo and Kendo

To be provided.

7. Independent review (by a sub-committee reporting to the NC) of the Kendo Bu's Complaint Committee's report recommendations (that considered historical issues regarding management/consultation within the Iai Bu)

A summary of recommendations resulting from the review will be shared with relevant officers and the learning from the review will be fed in to the constitutional review.

8. Sponsorship

JH - if a dojo raises its own sponsorship, that is a matter for them. However, if the BKA raises sponsorship then this must go through the books and be accounted for. It was generally agreed that the BKA needs a policy covering Bu and NC sponsorship/grant applications.

9. GDPR

DB - BKA Privacy Statement updated. Written guidance for dojo leaders available.

Action Point (FG): forward Treasurer's GDPR request to DB.

Action Point (DF): advise the membership that queries directed at AGM nominees to go through Secretary. (Done)

Action Point (DF): advise the membership of a new deadline for AGM agenda items to due to delay caused by introduction of GDPR. (Done)

10. 2018 AGM update

- British Sign Language signer at AGM - the NC viewed 3 quotations. Unanimous vote for the 3rd quote - Coventry and Warwickshire Association for the Deaf.
- AGM reports - JOS said it would be helpful if the reports are available on the website in good time and for members attending the AGM to try and read the officers' reports prior to the AGM, to save time.
- Accommodation at AGM - DF asked if accommodation at Warwick University would be available for members travelling to the venue the night before. Action Point (FG): to enquire and then advise the Secretary. (DONE)

11. Equality & Diversity report

DF- read out a comment provided for the NC by Amanda Allen - that she had written to the DRC Chairs and Bucho on 16 April to request feedback/ask them to raise issues for review and would be happy to receive any queries.

12. Social media and contacting BKA officers

The NC discussed the perception that members are making defamatory comments, in the public domain, about BKA officers. The meeting noted that officers have the right to expect not to be the targets of such comments. The NC also agreed that it was unacceptable that the Chair had received abusive emails regarding BKA business.

13. BKA magazine (Kihaku)

FG - asked for articles for inclusion in the next issue and said that production costs are being finalised.

14. Any other business

- The meeting noted that Scott Halls had suggested that a new members' discussion platform be set up. NC will canvass members as to the desirability of a new BKA members-only forum, with the proviso that it will not be a vehicle for contacting BKA officers as their official email addresses will remain the official point of contact.
Action Point (FG): write to Scott Halls re. new discussion forum. (DONE)

- Procedure under which members can seek legal advice (regarding BKA matters) from the BKA's solicitors - DB said that members should contact the NC, which would consider any applications.
Action Point (FG): to also seek clarification on when members can claim legal assistance via the BKA insurers. (DONE)

CHAIR CLOSED THE MEETING AT: 5.24pm

AGREED