

## MINUTES FROM NC MEETING 15/04/2018

### Attending:

Chair, Fay Goodman (FG); Vice-chair, Debbie Bevan (DB); Secretary, Dave Fanning (DF); Iaido DRC, Keith Rose (KR); Membership Secretary, Fides Desacada (FD); Jodo DRC Chair, Jock Hopson (JH); Kendo DRC Chair, John O'Sullivan (JOS); Jodo Bucho, Stojanka Vidinic (SV); Kendo Bucho, Gary O'Donnell (GOD); Child Protection Officer, Lesley Drewe (LD); Equality & Diversity Officer, Amanda Allen (AA); potential Code of Conduct consultant, Juliana Sancto (JS).

"CRP" refers to the Constitutional Review Panel.

### CHAIR OPENED THE MEETING AT:

12:15hrs

### APOLOGIES FOR ABSENCE

DIA, Chris Mansfield; Safety Officer, Donnie Gordon

#### 1. Minutes of the previous meeting

Acceptance of the minutes from the NC meeting 03/12/2017, proposed JOS, seconded KR.

Passed 6 FOR, 1 ABSTENTION

JH- asked for clarification over point 9, AUDITING OF BKA ACCOUNTS.

AA- suggested an amendment to the constitution by the CRP that the NC can enact the membership's wishes even if the constitution has not actually been re-written to reflect the membership's decision.

**Action Point (DB): to add this to the list of items for the CRP to discuss.**

#### 2. Action points arising from previous meeting

2.vi- New hanko for NC Chair. FG- it's been ordered.

2.viii – "AS to advise all Bucho of the ideal amount of reserves required. Done. AS advised that six months reserves is enough for each bu to hold." It was commented that no actual hard figures given as to the amount "six months' reserves" equates to.

2.x- Amend TNS to T&S – [done].

2.xi – "SV to amend expense claim so that no personal details appear on the form, with members' responsibility to inform the Treasurer they have changed bank account from that on record". Done.

#### 3. Membership Secretary's report

FD- 139 dojo with three new pending; 320 coaches up to date, 620 records – currently liaising with Roger Pimlott to reconcile the database; 14 members over 75 years-old; members have requested that broken links relating to membership documents be fixed – FG said that David Street is working on this.

FD- expecting to exchange roles with Roger Pimlott i.e. Roger will stand for membership Secretary and Fides is offering to be his assistant.

AA- Requested summary of members' diversity.

**Action Point (FD).**

#### 4. Chair's report

##### 4.1 Sponsorship and grants 2014-2017

Turkish Airline flights given to non-BKA members: FG annoyed that someone has contacted Turkish Airlines. When it was agreed that Geoff Salmon and JOS's wives would be travelling with the kendo squad to the 2015 WKC, they agreed that they would pay for the wives' flights. They are awaiting an email confirming the cost.

JH- is there anything on the BKA accounts that the sponsorship has been received and who benefited?

KR- we need to see documentation that proves no wrongdoing.

JOS- Sean Star has the paper trail to prove how much the flights cost and who paid. If it turns out we should have paid for the flights, we will, but no-one asked me for any money at the time.

Sasagawa Foundation grants:

FG- unacceptable that John Honisz-Greens has contacted the Sasagawa Foundation to enquire about BKA grants.

JH- I want it registered that I'm concerned about the funding basis of the Sasagawa Foundation.

FG- 2011 grant: there will be no record in the BKA accounts because the sponsorship money went direct to a BKA kendojo to cover an event they ran in 2011.

FG- 2015 grant: was for the 2015WKC including a remit for publicity; Martin Farncombe set up a special sponsorship account for this grant. I specified two claims on my behalf for PR work on behalf of the BKA, covering the Kyoto taikai and the WKC.

FG- third grant was as a result of a private submission from Masamune dojo that went into the Masamune account.

#### **4.2 Code of Ethics – Juliana Sancto**

FG invited a highly qualified professional who was with the Institute of Chartered Accountants for 17 years, being the Director of Media & Communications, to meet the NC with a view to being hired to advise on a Code of Ethics for the BKA.

The cost would be £250 per day. The initial consultancy would be for two days.

A Code of Ethics would make applying for funding easier as funders would want to see compliance with Government guidelines.

Motion to engage Juliana Sancto to assist in the formation of a Code of Ethics at a cost of **up to** £500: proposed JOS, seconded JH. Passed UNANIMOUSLY.

#### **4.3 Complaints and Appeals process**

FG- there had been a request on Facebook to see the Treasurer's statement with reference to her suspension.

DB- the Treasurer had invoked the Appeals Process, and the appeal has been allowed, so no public statements can be made without undermining the process.

**Action Point (FG): draft a statement for the members-only Facebook page and website clarifying the current status of the Treasurer's suspension.**

**Action Point (DB): to forward relevant emails to JH's personal email address.**

4.4 FG updated NC on issues relating to subject access information requests after receiving advice from the BKA solicitors.

4.5 Updated NC on Alan Thompson case.

KR proposed that the current solicitors put pressure on the former solicitors to release the case files due to the time-sensitive situation.

Passed UNANIMOUSLY.

**Action Point (FG): contact solicitors.**

#### **5. HSBC problems - transfer of official signatories and access (FG)**

FG- hopefully sorted out by this coming Tuesday. The bank has been uncooperative.

#### **6. EGM and suspension of NC Treasurer**

**Action Point (CRP): rethink EGM quorum as part of the constitutional review.**

**Action Point (DF): put electronic voting on AGM agenda.**

KR: there are issues around the subject of canvassing for attendance numbers when preparing for an EGM, i.e. a meeting can be managed. It needs clarification that it's anonymous.

#### **7. Bucho reports: laido, Jodo and Kendo**

##### **7.1 Jodo bucho's report**

SV- Jodobu let down at last minute over Spring Seminar hall hire; Otake Sensei unable to visit due to other commitments; Nationals went really well; grading up to 4<sup>th</sup> dan scheduled at the Celebration Seminar.

##### **7.2 Kendo bucho's report**

GOD- Finances looking good; some gradings cancelled due to snow; no northern grading; 2019 budget being made, probably similar to this year's.

#### **8. Safety Officer's report (DF for DG) (see Appendix)**

DF referred everyone to the Donnie Gordon's report in the appendix:

1. Three accidents have been reported since the last meeting - all Kendo related.
2. The BKA website links are not working for our members - the accident report link is one of many issues.
3. FIRST AID: I have forwarded 14 names from Kendo and laido dojo in Scotland to Debbie who I believe is going arrange suitable training.
4. JUNIORS: I asked a question regarding the minimum age for juniors. Unfortunately the delay in replying has lost us 2 members but I believe the issue remains important, as our dojo leaders need to know the parameters.

5. WEBSITE: As said before, the BKA website is a liability at present. Our members are becoming frustrated with links that do not work.

#### **9. Child Protection Policy (LD)**

LD- the only thing left to discuss is the minimum age for juniors.

DF- the policy is ready to be published apart from guidance on the minimum age.

Motion to approve the Child Protection package for publication: proposed DB, seconded DF.

Passed- UNANIMOUSLY.

#### **9. 2018 AGM. Hearing-impaired member attending (DB)**

[Not discussed]

#### **10. Agree a procedure for approving and issuing minutes of meetings (DF)**

[Not discussed]

#### **11. Publication of the second report recommended by the Kendo bu**

Suggestions were made to clarify some terms used in the report, to use exact wording from the constitution where necessary. Also to trim the report and change the structure.

JH said that there is no specific mention in the constitution that the bucho has to seek agreement from the other two bu EC members when making decisions.

Send suggested amendments to KR.

**Action Point (DB): change Jock's email address on the BKA website.**

**Action Point (CRP): Job descriptions/code of conduct in revised constitution to be made more explicit.**

**Action Point (FG): publicise that the constitution is being reviewed with input from solicitors.**

#### **12. Procedure under which any NC member can seek legal advice from the firm of solicitors appointed by the Chair and request to see the legal advice already provided by the solicitors (DF for AS)**

[Not discussed]

#### **13. Appointment of a Data Protection Officer (AS)**

DB- we need to advise dojo leaders of their responsibilities.

LD- has asked Martin Clarke to add advice to the coaching programme.

**Action Point (DB): send DRC Chairs link to GDPR guidance.**

GOD- can we hold data at BKA level rather than dojo level? DB- this is a good idea, we would need to talk to an IT specialist about it.

#### **14. Next Hyoshojo awards (FG)**

[Not discussed]

#### **15. Any other business**

##### **Equality & Diversity report**

AA- the next step is to review the report to see if there are any issues regarding the law.

KR- has sent the report out to the DRC members. A little feedback has been received. More guidance needed for dojo leaders.

AA- unable to give exhaustive list of scenarios. I am happy to give general advice but obviously in any given case a lot will depend on the surrounding circumstances.

**Action Point (KR): to email a list of questions regarding the report to AA.**

#### **CHAIR CLOSED THE MEETING AT:**

17:33hrs

#### **APPENDIX:**

Clarification of situation regarding flights to Japan and Sasagawa Foundation grants by NC Chair Fay Goodman.

#### **FLIGHTS**

I write to confirm that John O'Sullivan and Geoff Salmon stated by email that they would pay all flight costs for their wives in attending the Kendo World Championships in Japan 2015.

A package deal was secured as a favour to myself with the airline, as I enjoyed a personal and company sponsorship arrangement with them since 2011. The package deal included a reduced cost per person, extra free

luggage allowance to cater for all kendo armour and access to business lounge facilities. Closer to the departure date, the team manager was made aware that four members had already made independent arrangements.

It appears the generosity of Turkish Airlines extended to including the two additional passengers into the block booking. As no additional invoice was raised the matter was not alerted to those managing finances.

The fact this sponsorship was turned into an issue is very unethical practice. It has seriously embarrassed my relationship with this airline whose generosity we have all benefitted from over the years. This is something to be commended and celebrated and not vilified.

#### SASAKAWA

Sasakawa have been excellent too and their support should be celebrated and commended. Their funding has supported various Kendo dojo related promotions in 2011 as well as NC approved funding in 2015 and Iaido/Jodo BKA dojo activities in 2017.

A new code of conduct being prepared is incorporating a policy for sponsorship and grant funding to clarify all future arrangements.

Fay Goodman, NC Chair