



**BRITISH KENDO
ASSOCIATION**

National Committee Meeting Minutes

Date: 24th March 2019

Venue: Berkshire

Attending:

Chair, Errol Baboolal-Blake (EB), Vice-chair, Hilary Hadley (HH); Secretary, Debbie Bevan (DB), Deputy Treasurer, Paul Gledhill (PG), Membership Secretary, Roger Pimlott (RP), DIA, Chris Mansfield (CM), Jodo DRC Chair, Jock Hopson (JH); Kendo DRC Chair, John O'Sullivan (JOS);
Stojanka Vidinic (Jodo bucho), William Heal (Iaido Bucho)

The meeting was declared quorate and opened at 1pm

1. Apologies for absence

Treasurer (Edward Umeyama), Iaido DRC Chair (Keith Rose), Kendo Bucho (Gary O'Donnell), Safety Officer (Donnie Gordon), Complaints Officer (Vince Reynolds)

2. Minutes of the last NC meeting (23 June 2018) and Action Points

Minutes agreed.

No actions outstanding.

3. Summary of recent E-votes and move from Opendrive to GoogleDrive

- That the minutes of the previous NC meeting be accepted (6 for, none against, 3 abstain/no response)
- That the minutes of the 2018 AGM be accepted (9 for, none against, no abstentions)
- That mobile card payment devices be purchased (9 for, none against, no abstentions)
- That hand held voting devices be rented for the 2019 AGM (5 for, 3 against, 1 abstention)
- That the revised website front end be accepted and implemented (5 for, 2 against, 2 abstentions)

Move from OpenDrive to GoogleDrive is underway (being overseen by Malcolm Smalley and Andy Watson)

4. Update on Finance

- Signatories to BKA bank account currently EB, PG, Edward Umeyama and Fay Goodman (former Chair). Noted that there had been a delay in removing Fay Goodman as a signatory.
- Agreed that cashiers will have read-only access.

- Edward Umeyama has resigned as Treasurer, owing to his other commitments. The meeting unanimously co-opted the deputy treasurer (Paul Gledhill) as treasurer until the AGM.
Action: EB to remind Bucho to send their budgets, once agreed at the Bu AGM, to the Treasurer.
- T&S claimants, when emailing their claim to the Treasurer, should put the event code and state it is a claim in the email subject line.
- Review of Expenses claim form - being done by Malcolm Smalley, Rob Colson, Rob Townsend and Andy Watson.
- Expense claim app(lication)
Action: JOS/MS to look into this
- BKA Debit cards
Agreed (unanimous) that the Treasurer should have a BKA debit card
Bucho should not have BKA debit cards at this time (unanimous)
- HMRC sent two letters to the former Treasurer Anna Stone - but one has been lost. Chair will contact HMRC to resend the lost letter and give them a copy of the amended constitution.
- 2018 financial data - Bucho to go through the data dump to identify their transactions. Noted that all Bu have a healthy balance and Stojanka Vidinic (Jodo Bucho) had worked hard with her team to bring the Jodo Bu back into this situation.
- No advertising income since 2018 as we do not want it - but sponsors of events/squad welcome.

The current account balance on 31/12/2017 was £29,730.52

The savings account balance on 31/12/2017 was £ 102,892.43

The current account balance on 31/12/2018 was £27,663.38

The savings account balance on 31/12/2018 was £73,007.70 (£30,000 was transferred to the current account).

5. Membership Report (Membership Secretary)

- Membership numbers steady.
- BKA will run out of membership books in about 18 months' time. We should consider any format changes to the membership book now (eg layout, proposed extra Bu etc), before we re-order.
- Queried how coaching awards are registered on the database as coaches cannot buy coaching insurance without it.
- There are a large number of expired CRB registered and very few DBS. This is displayed on the 'dojo information' screens and should be updated.
- SV said difficult for guests to book online for events.
Action: Ask Malcolm Smalley to look at guest registration facility.

6. Emergency changes to the Constitution (Document sent in advance of meeting) for implementation prior to approval at the 2019 AGM (Vice Chair).

- Error to be corrected - quorum for EGM should be 5% (not 20%).
- Financial penalties (13.4.9) should be removed (7 for, 1 abstention).
- Agreed to remove Byelaw 18 (Sports UK Code).
- The NC voted to accept (8 for, unanimous) the amended constitution under Emergency powers (ratification to be sought at the 2019 NC AGM).

7. Code of Conduct policy (Vice Chair)

Proposal: That the Code of Conduct policy be dropped, as the amended BKA constitution covers the relevant issues.

Vote: unanimous for dropping the Code of Conduct policy

8. Date of 2019 AGM and proposals for location

DB explained that she had look at four locations and considered the transport links. The NC unanimously chose the cheapest option (about £1,350, including a 20% discount) that also had good transport links/parking: Walthamstow Academy in east London, 6th July 2019.

9. DIA (Director of International Affairs)

- Continues to cross check BKA database with the EKF database
- DIA was asked to chase up agenda for EKF meeting
- DIA asked to raise (again) with the EKF whether iaido could have a kendo-type referee seminar (weekend event where a delegation of teachers are sent by the AJKF)
- DIA asked the Bucho to remind their grading officers to send grading results to him asap
- There will be drug testing at the next WKC.

10. DRC Reports (Iaido, Jodo, Kendo DRC Chairs)

DRC activity noted and the DRC Chairs were thanked.

Co-opted officer reports

11. Anti-doping officer

CM currently covering the role - NC voted unanimously to appoint a new officer.

12. Child Protection Officer

EB to liaise with MS to check if BKA email address is working ok.

13. Health and Safety (Health & Safety Officer) report excerpt

- Following the BKA website failure some time ago, all H&S documentation has been recovered, apart from the medical assessment procedure and forms. These are used when a recruit with a medical condition asks to join a dojo. The recruit is required to obtain the advice of a doctor prior to being accepted for training. It would be helpful if each Bu would send the H&S officer a copy of the types of potential injuries to help the assessing doctor provide informed advice to the patient and onwards to the dojo leader.
- ON-LINE ACCIDENT REPORTING is again working effectively, thanks to help from Andy Watson and the links are working. The hard copy documents are still available on our website.
- No accidents reported since last year's AGM.

14. Data Protection Officer report

- Sent an update regarding information request made by a BKA member/ICO involvement.
- Noted that another member had made a Subject Access Request under GDPR (for all BKA officer emails relating to them and additional BKA financial information).

DB noted that the member had not stated the period of time that they wanted the emails from - the DPO will go back to the member to ask for a timeframe.

15. Insurance

The Insurance Officer (Jonathan Blair-Sloan Snr) gave a brief presentation

- Our new insurance cover is costing slightly more (about £150) than last year because we asked for 1800 members to be covered rather than 1600 and we have two additional areas of cover.
- The BKA now has cyber and data liability cover.
- Up to 3 Taster sessions for non-members now included in our insurance cover.
- This allows prospective members to 'have a go' before they commit to be coming a full member. During which time, the liability insurance will cover them.
- Delegates (squad members, referees etc attending events abroad on behalf of the BKA) are now covered for any number of events. Individual BKA members who travel with their equipment will be able to gain a quote electronically from the portal for appropriate travel cover as we only insure British team members for such events.

The Insurance Officer demonstrated the BKA's new Insurance portal. He explained that it will sit on our website, giving Sensei, coaches, members and officers access to all relevant certificates plus FAQ's for all possible enquiries (that we know of to date). This is an added value service from our insurer, SportsInsure. In addition, AON Plus will also be available to all members, instructors & volunteers. This is a discounts hub offering various discounts on restaurants, motoring, hospitality, health etc.

The NC thanked Jonathan Blair-Sloan Snr for securing a good insurance policy that will meet the needs of the BKA and its members.

16. Equality and Diversity (Equality and Diversity Officer)

The E&D officer gave a short presentation.

Adult Safeguarding

A) The E&D officer presented a draft Adult Safeguarding Policy. The NC were asked to vote on the following:

- That an Adult Safeguarding Officer (ASO) be co-opted
- That an Adult Safeguarding Policy be adopted
- That Adult Safeguarding guidance be included in the BKA website

The NC discussed these issues, including whether an ASO role could be included in the E&D role. The NC did not feel able to agree these motions at this time but would ask the E&D officer for further information/clarification.

B) The E&D officer then gave a presentation on Mental Health First Aid, explaining that 1 in 4 people in the UK would experience a mental health problem each year. The NC were asked to vote on the following:

- That the E&D Officer be authorised by the NC to develop an MHFA strategy to support dojo and Bu officials with this issue; including guidance and researching what courses may be suitable and available given the BKA's resources.

- Agreed (6 for, 1 against)
 - That mental health first aid receive the same funding as physical first aid, per course. Adult Safeguarding Officer to investigate securing funding from local councils, sporting bodies or national lottery to bring the cost to that of physical first aid courses.
 - The NC noted that the cost of such courses appeared to be double that of the physical first aid courses. Not agreed (1 for, 4 against, 1 abstention).
- C) The E&D officer gave a presentation on Transgender Inclusion. He asked the NC to vote on the following:
- That the Name change policy be adopted (which includes that any member changing their name should send the membership secretary a signed declaration. Where a member decides to live permanently as a member of another gender, they should inform the membership secretary. The membership secretary will amend the database and inform the EKF of these changes).
 - Agreed (7 for, unanimous)
 - That the Transgender policy in domestic competitions be adopted
 - Deferred - to be put to Kendo Bu as Iaido and Jodo do not have gender-based segregation in competitions
- D) Equality Standard a Framework for Sport Foundation Level (UK Sport) Essentially a kite mark. The E&D officer explained that, with a few changes, the BKA could achieve the Foundation level, as a starting basis for external accreditation.
- That the NC should agree in principle to work towards the Equality Framework for Sport, at foundation level initially.
 - Not agreed (1 for, 5 against, 1 abstention)
 - That the NC authorise a survey of members to be administered as a short optional questionnaire upon signing up/renewing BKA membership; to act on feedback it receives to improve how diverse and inclusive the BKA is.
 - Agreed (7 for, unanimous)

The NC thanked Ed Marshall for all his hard work in developing the E&D role and relevant E&D policies, assisted by Amanda Allen.

17. Complaints Officer - excerpt from report

- The one outstanding complaint referred to in the CO's November 2018 report has been informally resolved, without the need for any further action.
- No further complaints received.

Bu reports

18. Iai

- The Bucho's report explained that the Iaido and Jodo Events Officers have worked extremely hard to secure venues for the 2019 seminars. However, the

difficulties they encountered have meant delays in being able to announce confirmed venues to the membership.

- The 2018 Northern Seminar (Darlington, November) had 63 attendees compared to 58 in 2017 and the 2019 Spring Seminar (Swindon, March) had 65 attendees compared to 43 in 2018. Both seminars made a surplus.
- The Summer Seminar venue (Cambridge) is booked and teaching will be by Matsuoka Sensei and Kinomoto Sensei, supported by Shoji Sensei and UK nanadan sensei. These Japanese Sensei will be in Europe for two Dutch seminars either side of our seminar, so by sharing travel costs equally between the three events the Bu have managed to make significant savings.

19. Jodo (excerpt from Jodo Bucho's report)

The Jodo Bucho's report noted the very sad loss of Chris Buxton sensei, Kyoshi nanadan (jodo and iaido) in November 2018.

- The Jodo Bu are working with the laido Bu to provide members with joint events.
- Congratulations offered to Andy Watson (achieved 7th dan) and Al Colebourn and Rachel Hahn Morris (6th dan).
- Poor attendance at the koryu seminar means this event will not be run in 2020.
- Jodo Bu will be hosting the 2020 EJC.

20. Kendo

Kendo DRC/Bucho (excerpts from report)

- Recent Kendo Bu activity included the annual EKF/IKF European Zone going well with Gary O'Donnell and Emiko Yoshikawa selected as referees.
- The EKC taikai event will be held in Serbia in May- the Bu will be sending a full team of 7 men 6 women and selection takes place this weekend at Squad training.
- The Bu are in advanced planning for the International seminar in Guildford this August and have agreement from ZNKR to supply 2 Hanshi Sensei.

21. Website changes (Chair/Webmaster)

The new style website front end was demonstrated. Some members questioned the colours and graphics but others were favourably impressed. The meeting thanked David Street and EB for their work on the project.

22. AoB

- DBS - should the BKA pay for one or up to two applications per dojo?
NC voted unanimously that the BKA would pay for up to two per dojo.
- Legal Services
Agreed to continue with current arrangement/provider
- Offensive Weapons Bill
The Bill is now before the House of Lords and likely to become law. The NC needs to consider offering members some sort of advice and ID facility. Once the legislation is enacted need to develop guidance note for members to print out via their membership page on the BKA website - Amanda Allen has agreed.
- First Aid courses

- Agreed to continue to keep First Aid courses free to members but £50 returnable deposit required - which they can claim back if they attend the course.
- Agreed that the NC would survey the membership to see where the most need is for courses.
- DB to look for a provider willing to set up a bespoke half day course for those members who need to renew their first aid certificates.
- Kihaku magazine
Unanimous vote to drop this - articles can be published on the website.
- Shogo Policy
Noted that the provisions of the Shogo policy need to be reviewed - what changes have been made to the original document approved by the NC and sent to the EKF.
Action: EB and JOS to liaise.
- Request from a Scottish dojo for the NC to consider a posthumous award for Sam McKay in recognition of his contribution to the founding and development of Kendo & Iaido in Scotland.
NC agreed to make a posthumous award of Hyoshosho.
- AJT Update
Agreed that officers would not engage with him.
- WKC Fairness project (that women should have 5 minutes for shiai, the same as the men, rather than 4 minutes at the World Championships) initiated by the Australian Kendo Renmei.
Action: Kendo DRC and Kendo Bucho to review
- EKF 50th Anniversary celebrations in Belgrade 2019
Senior counsellors in Europe invited, which includes John Howell. The NC agreed that in light of John Howell's contribution to the BKA and the EKF, the NC would pay his air fare to attend the EKF 50th Anniversary celebrations
- All officers meeting post 2019 AGM
Agreed that the NC would fund an All-Officers' meeting about a month after the 2019 AGM

The Chair closed the meeting at 5.24pm