



**BRITISH KENDO
ASSOCIATION**

National Committee Meeting Minutes

Date: 1 September 2019

Attending:

Chair	- Errol Baboolal-Blake
Vice-chair	- Hilary Hadley
Secretary	- Debbie Bevan
Treasurer	- Paul Gledhill
Membership Secretary	- Roger Pimlott
Director International Affairs	- Chris Mansfield
Jodo DRC Chair	- Amanda Allen
Data Protection Officer	- Brian Collins
Iai Bucho	- William Heal

The meeting was declared quorate (7 NC members present) and opened at 1.20pm

1. Apologies for absence

Iaido DRC Chair (Alan Nash), Kendo DRC Chair (John O'Sullivan), Jodo Bucho (Stojanka Vidinic), Kendo Bucho (Gary O'Donnell), Safety Officer (Donnie Gordon)

2. Minutes of the last NC meeting (24 March 2019) and Action Points

Minutes to be agreed by email vote of all NC members.
(Subsequent E-vote: **Agreed** - Unanimous).

3. Summary of recent E-votes

- That the NC re-opens all NC co-opted posts as part of an evaluation of Officer performance on merit and consider appointments
Agreed: Unanimous, 7 votes for.
- In view of the inquorate Kendo AGM, the National Committee co-opt the named volunteers to act in the named posts until an election can be held.
 - Kendo Bucho: Gary O'Donnell
 - Kendo Grading Officer: Young Park
 - Kendo Events Officer: Stephen Martin**Agreed: Unanimous 7 votes for.**

4. Update on Finance

Data point 28/08/19

Current account balance £7,109

Savings account balance £73,081

NC	£23,127
Iaido Bu	£18,706

Jodo Bu £12,289
Kendo Bu £27,810

BKA account signatories to be updated (**Action: Chair**).

Discussion as to whether the Treasurer should be the prime signatory on the bank account rather than the Chair. The Chair noted previous difficulties with our bank when amendments to the BKA account have been requested.

The Treasurer said that there had been issues with reconciling some claims - there was insufficient information on some claim forms to link to a specific event.

Deferred - review of mileage allowance.

5. Membership Report

Membership books - 450 membership books left - about a year's supply. We need to order more and decide where they should be stored.

Membership queries - the Membership Secretary reported that most of the queries relate to on line renewal, the 'are your details correct' section - some members can't get past this screen despite having ticked the relevant box and some members can't change their details.

Action: Membership Secretary to look at the process/instructions for members to update their details, to see if they can be simplified.

6. DIA (Director of International Affairs)

- DIA noted that he continues to cross reference BKA & EKF databases to ensure accuracy of data.
- Upkeep of EKF database - DIA stressed that BKA grading officers MUST enter EKF numbers and historical grades if not on the individual's record.
- BKA Grading Panels - DIA needs to be notified 2 months in advance of panel members and Dan level.
- Transgender Policy - EKF contacted and replied saying it does not have a policy but suggested the BKA could propose one. Jodo DRC Chair noted that the Transgender policy is currently under discussion within the Kendo Bu.
- BKA Shogo - DIA noted a plan to hold these twice a year as necessary. Currently there are 2 applications for Renshi and 2 for Kyoshi.
- DIA succession planning - DIA steps down in 2 years' time. Noted that the DIA will need to train a successor. Agreed that the post would be advertised early to facilitate this. One member has already expressed an interest in the role.

7. Data Protection Officer report

- Member's Subject Access Request - the Chair proposed that the NC outsource redaction of documents owing to the amount of work involved - which is very onerous for BKA officers. Agreed that the Chair would write a brief for external companies to provide quotes for a redaction service.
- The DPO described actions being taken to prevent potential misuse of Members' personal information:
 - Update of the BKA's Privacy Policy - the DPO hoped to have this ready by the end of September.

- Update the Events Officer roles and responsibilities (Appendix 3 of the constitution) regarding access rights to the membership data base for the purposes of organising and managing Bu events. The DPO explained that access rights should not be used for the mediation or management of social media platforms that are not fully affiliated to, and recognised by, the BKA.
- Noted that Byelaw 18 has made the BKA Facebook page 'official' and the moderators are now acting on behalf of the BKA.
Agreed (unanimous, 7 votes for) that the Jodo DRC Chair would consult with the BKA Facebook page moderators about how this is monitored.
- The meeting discussed whether a tick box should be added at membership joining/renewal regarding reading/accepting the BKA Constitution. Decided that this was not necessary.
- Noted that the DPO intends to formulate a Data Retention and Archiving policy. This will categorise information classes and retention times.

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

Iaido - Dojo Reps were asked if there were any issues they would like to raise. There were none. The Iaido DRC Chair plans to hold a DRC meeting in the New Year - probably at the Spring seminar 2020.

Jodo - no issues raised by members at the Jodo DRC meeting at the AGM. Jodo DRC reps canvassed as to whether they wished to raise any matters or to have a meeting - no-one did. The Jodo DRC Chair noted that she intends to hold a DRC meeting at the Kangeiko in January 2020.

Jodo DRC Chair proposals

- a. Purchase of a copy of new edition of Ashton and Reid (legal book relating to the law of Clubs and Associations).
Agreed: Unanimous, 7 votes for.
- b. Amended wording of Child welfare at Events policy.
Agreed: Unanimous (7 votes for) acceptance of amended wording.

Kendo - The Kendo community has been highly satisfactory this past year - quiet and very stable.
The Kendo DRC Chair's proposal re BKA officers' terms deferred owing to lack of time.

9. Iai Bucho report (excerpts)

Summer seminar has been held in Cambridge. The Iai Bucho had invited Matsuoka Sensei and Kinomoto Sensei (Shinkage Ryu) as well as Shoji Sensei (MSR, who was in the UK to lead the jodo Summer Seminar) to lead the 2019 Iai Summer seminar. Over the three days, teaching focused on ZNKR Iaido kata, with the sensei introducing a number of kihon waza (basic drills) to refine the individual techniques within the kata, as well as passing on new information and clarifications from recent central ZNKR seminars.

2019 Summer Seminar Grading Passes:

Ikkyu 9/9 (100%)
Shodan 0/0 (-%)
Nidan 4/5 (80%)
Sandan 3/7 (43%)

Yondan 1/3 (33%)

Godan 3/9 (33%)

The lai Bucho expressed his gratitude to the iaidobu EC and the jodobu EC, who had worked together to deliver the events to a high standard. The lai Bucho in particular thanked Andy Watson, John Burn, Yuki Shima and Alexandra Grandmougin who translated long into the evening every day.

10. Jodo Bucho report (excerpts)

The jodo bu held the Jodo Summer seminar in Cambridge. This was led by Shoji sensei, assisted by Louis Vitalis sensei and Jock Hopson sensei. There was a 100% pass rate for gradings - one new ikkyu, shodan and sandan and three new yondan. The event made a budgeted loss, which was limited as the Jodo Bu shared travel costs with the iaidobu and the NKR.

The Jodo Bucho noted that in three weeks the squad would be going to Poland for the EJC 2019 and wished them every success.

The Jodo Bucho explained that in light of the new EKF grading rules she had asked the DIA to ask the EKF about the possibility of keeping the old system in place as we currently grade the yondan/godan candidates on 1/2 koryu kata + 4/3 Seitei kata and this would not be possible with the new system.

11. Kendo Bucho report (excerpts)

The Kendo BU seminars/gradings offer now includes The Northern (Normally in Scotland), The Western (Bristol), The Midlands (Stoke), The Southern (London - Mumeishi) and The International (Guildford).

The Kendo Bucho noted it is likely there will be two Taikai weekends that combine Team and Individual Shiai i.e. The Nationals (Bowden and Premier) probably in June and The International (Masters and British Open) probably in January.

The AJKF had kindly provided 2 very senior and influential teachers HAMASAKI Mitsuru Sensei (Mr.), Kendo Hanshi 8 Dan, TOKYO prefecture (Keishicho senior) and SUZUKI Yasuo Sensei (Mr.), Kendo Hanshi 8 Dan, WAKAYAMA Prefecture (Coached teams that won the AJKF high school championships - 7 times boys and 3 times girls) to lead the 2019 international kendo seminar in Guildford. The seminar featured a BKA grading to Godan in which 5 of the 8 candidates were successful. The 2020 seminar will feature an EKF grading to Nanadan.

12. AoB

- First Aid courses
 - **Agreed** (Unanimous, 7 votes for) that members would be surveyed to ascertain where the most need for courses is, geographically.
Action: Secretary to organise survey
 - **Agreed** (Unanimous, 7 votes for) that because of an unexpected and unbudgeted call on BKA resources, the NC would suspend funding for first aid courses until the financial situation is clarified. This is likely to be 2020 at the earliest.
 - Noted that some local councils/sport organisers provide reduced price first aid courses that members might be able to apply for.

- 2020 AGM - venue will be in the Midlands. The Secretary is looking for suitable venues.
- Changes to the BKA Constitution authorised by the AGM: Once the AGM-agreed amendments have been written these will be put to the NC for an E-vote.
- **Action:** Chair to write to all dojo with junior members to remind the dojo leaders that an extended DBS is required to teach children.
- Noted that the Anti-Doping Officer role is vacant - this needs to be advertised to the membership.

The Chair closed the meeting at 4.45pm

AGREED