

# **BKA National Committee AGM**

**Date:** Saturday 21 May 2011  
**Time:** 3.30 - 5.30pm  
**Venue:** Caroline Chisholm School, Wooldale Centre for Learning, Wooldale Road, Wootton Fields, Northampton, NN4 6TP

## **Present**

NC members:

Errol Blake (NC Chair), Hilary Hadley (NC Vice Chair), Debbie Bevan (NC Secretary), Jock Hopson (Director International Affairs), Malcolm Smalley (Membership Secretary), Patrick Brehenny (Treasurer) Chris Mansfield (Iaido DRC) Lesley Drewe (Jodo DRC), Gary O'Donnell (Kendo DRC)

BKA voting members - 1167

Quorum 58

74 BKA voting members present

## **MINUTES**

The Chair (Errol Blake, EB) declared that a quorum of members had been achieved and opened the meeting. EB thanked the local dojo, Jinmukan, for their help in organising the venue.

### **Agenda item 1**

#### **Apologies for absence**

Received from:

Lawrence Campbell, Terry Cook, Victor Cook, Scott Halls, Bill Henderson, Carla Marchesan, Jo Petrie, Peter West.

### **Agenda item 2**

#### **Minutes of the 2010 NC AGM**

Motion - acceptance of minutes.

1 abstention, 73 for, none against.

Motion carried.

The minutes of the 2010 NC AGM were signed by the Chair as a correct record.

### **Agenda item 3**

#### **Matters arising from the 2010 NC AGM minutes**

Shogo (see Director of International Affairs' report).

Matsumoto sensei's car - Kendo Bu to take ownership of the issue.

Moving AGM from May to September.

EKF - delay in menjo being sent out - this should now have been resolved.

### **Agenda item 4**

**Presentation/matters arising/acceptance of NC Officer's reports (reports previously published on the BKA website):**

- Membership Secretary

- Director of International Affairs
- PRO
- H&S
- Chair

### **Membership Secretary (Malcolm Smalley, MS)**

It was noted that, year on year, we are retaining more members. Currently there are 1,602 members. Junior membership numbers were falling (from 147 in 2009 to 118 in 2010) - this needed to be addressed. However, the number and proportion of female members was increasing (from 217 in 2009 to 246 in 2010). The number of dojo had increased by 4 (from 110 in 2009 to 114 in 2010). In general the number of dojo had remained fairly constant over the past few years.

The Membership Secretary explained that the changes in membership administration were bedding down; members now have access to their own records which allows visibility and update, thus improving the accuracy of the records. In addition, dojo leaders have visibility of and control of their membership and are able to validate members' status on line and also amend their dojo information if required. Most membership renewals are carried out on-line and we now have an on-line registration and payment system for events - 90% of bookings are made via the BKA website. This all helped to keep administration costs down and ensured that the BKA has a validated email address for each member registered.

It was also noted that we now have an on-line voting facility.

Iai cashier - go back and negotiate fees as so much going through on line.

The meeting gave a formal thank you to MS for all his efforts regarding setting up the online system.

### **Director of International Affairs (Jock Hopson)**

The DIA explained that the EKF General Assembly had been held earlier in May in Poland and circulated notes of this meeting.

The Jodo Bucho asked the DIA if the EKF could be asked to lower the age limit to 16 for participation in European championships. The Iai Bucho noted that this was already at 16 for iaido. The Kendo Bucho agreed that an age limit of 16 was acceptable, but no lower. The Jodo Bucho was asked to put a proposal together to be sent to EKF countries.

The DIA noted that all outstanding menjo from EKF-administered gradings have all been received and distributed apart from those members for whom he has no contact address.

The DIA explained that he had been asked to take on some of the Membership Secretary's EKF-related duties in order to relieve his workload:

- Update the EKF website with Club information (in progress).
- Update the EKF website with Grading information (current).

The acting EKF General Secretary has introduced an on-line registration system which allows the BKA to:

- Update an individual's grading record.
- Register new Shodan in all three disciplines.

- Register grading events and panels throughout the year and to have proposed grading panels validated by the EKF Technical Director.
- Participation in EKF Taikai and dan examinations can also be done on line through the BKA.

The DIA asked members to check their EKF registration details on the EKF website and to let him know of any errors or omissions so that the records could be corrected.

A list of recommended Grading Panellists and Shimpan in all three disciplines has been lodged with the EKF Technical Director and this has been added to the new EKF database.

In November the BKA Chair was asked to support the application for EKF Membership by the National Kendo Federation of Georgia (NGKF). The DIA noted that the BKA proposed to vote “yes” to their application.

A decision was taken at the EKF General Assembly last year to recognise Shogo administered by individual EKF Member Countries. Consequently Kyoshi examinations will be held in English, starting either this November or in May 2012. The examinations will be open to Kendo practitioners only in the first instance and will have to be taken in Japan. Kyoshi applications will only be considered if the applicant first holds an AJKF Renshi, and not an EKF Renshi.

#### **PRO**

It was noted that as the PRO was currently abroad a report had not been submitted.

#### **Child Protection Officer (Amanda Allen)**

The CPO’s report noted that the BKA has about 40 CRB renewals per year, with a few new applications which are carried out via an ‘umbrella’ organisation. Currently the Protection of Freedoms Bill was progressing through Parliament. This should give rise to a more ‘relaxed’ scheme for those working with children. This may come in to force sometime in 2012 but until then the CRB scheme remained in place.

The CPO gave details of the main changes in the new scheme which included that the rules will not apply to teaching over 16s and that teaching only under the direct supervision of a ‘cleared’ person will not require a speared check. The CPO agreed to produce a report on the changes when the protection of freedoms Bill and regulations are finalised.

The CPO has drafted a procedure for the attendance of juniors at events and amended the existing forms where necessary. These would be available on the website shortly.

#### **Complaints Officer**

The CO said that 6 complaints had been received during 2010, 5 of which originated from within the Kendo Bu and 1 from the lai Bu.

4 of the complaints were referred to the Jodo Bu Complaints Committee and 2 to the lai Bu Complaints Committee. 2 of the complaints were upheld and 1 complaint was subsequently referred to the NC Appeals Committee.

2 of the complaints resulted in recommendations being made by the Bu Complaints Committees and these were referred to the NC for consideration.

No complaints had been received so far during 2011.

#### **The Health & Safety Officer (Donald Gordon)**

The HSO stated that generally speaking the BKA's Health & safety situation remained good. Each Art was well-managed. There had been no significant changes to BKA H&S policy. Those that had been introduced last year had been implemented appropriately and were working.

The HSO expressed concern that he had not received any accident records and reminded the meeting of the importance of submitting these particularly as they could be used to identify any trends. Reports could be sent by email to the HSO.

#### **Chair (Errol Blake)**

It was noted that the Association's new structure had been in place for 2 years and overall, there had been a successful transition. The Chair explained that there are 3 operational arms of the Association:

The Bu Executive (3 elected officers, Bucho, Events Officer, Grading Officer) and co-opted officers as needed. The Bu EC delivers day to day services to their members.

The Dojo Representatives Committee (DRC) consisting of 1 representative (for each art) per dojo. The DRC allows information/ideas to be fed in to the Bu and NC.

The National Committee (NC) comprising 6 elected officers (Chair, Vice-Chair, Secretary, treasurer, Membership Secretary, Director of International Affairs) and the Kendo, iaido and Jodo DRC Chairs. The aim was for the NC to become a low-profile monitoring committee.

It was noted that some Bu had managed the changes well, assuming full responsibility for their discipline. Some members had used the new complaint system. Members had been able to debate and agree their own membership fee and to have an account of where their money had been/will be spent. There had been problems with financial restructuring and the systems in place were not yet as effective as they needed to be. Reporting on events needed to be accurate and timely. We also need to review our insurance regarding provision and cover options, this will be done in the coming year. The Chair's report (available on the website) included an appendix - a layman's guide to the BKA insurance and FAQs.

The Chair emphasised that the Association is run by volunteers and we can therefore only offer a level of service commensurate with the level of volunteers. If sufficient numbers of volunteers were not forthcoming the Association may have to outsource key administrative functions which would result in higher fees. Members were asked to consider volunteering in some capacity, whether at DRC/Bu or NC level. The Chair added that's specifically, we needed to update the BKA website in a more timely way than was currently the case.

The officers' reports were accepted. There were no other matters arising.

#### **Agenda item 5**

**Treasurer's report/acceptance of annual accounts for 2010.**

The Treasurer (Patrick Brehenny) noted that 2010 had been the first full year of the new Bu ring-fencing system, whereby monies generated by Bu membership income or activities stayed within the respective Bu.

There is a surplus of £45,075 due to:

- (1) The Bu being more focussed on costs and income.
- (2) There were no costs associated with the a retained kendo professional's expenses.
- (3) Good attendance at events, particularly jodo and iai.
- (4) We had been conservative in our budgeting, a drop in membership had been anticipated whereas it had increased.

The surplus was broken down as:

Central Services - £23,917  
Kendo Bu £9,114  
Iaido Bu £7,504  
Jodo Bu £4,540

The Treasurer explained that re the Central services surplus we had budgeted for a reduction in member numbers but this had not occurred. An additional £700 was raised in penalties for late renewals. Also the reduction in the charge for coach insurance led to greater take-up with 148 members now insured as coaches via the BKA.

The Treasurer said that we could split the surplus between the Bu or retain the money in our cash reserves. He recommended that a large proportion should be put in to reserves and consideration being given to re-truning some of the surplus to the Bu on a pro-rata basis.

The treasurer stated that there had been problems with the computer and that data had been lost as a consequence. The auditors were also checking the final batch of adjustments. The 2009 accounts were ready for the auditors to sign off.

It was noted that £6500 had been lost in 2009. There had been a reversal of accruals for Matsumoto sensei's visit as very few dojo had paid the requested fee. There had also been a stock write off of £2,000. In addition, the anticipated £1,950 from Honda sensei's donation had come out at £1,400.

In addition the SAGE accounting software had been updated as had the computer.

The loss of £10,000 was queried from the floor of the meeting. It was agreed that the Treasurer and John Howell would check this on the computer following the AGM.

#### 2009 accounts

The payment of expenses from December 2010 and early 2011 were queried. It was agreed that the Treasurer and John Howell would go through the accounts together.

The Chair explained that the auditors were willing to sign off the 2009 accounts providing 3 issues were addressed. The Chair proposed that the meeting accept the 2009 accounts provided that these queries were answered within 4 weeks. The 3 conditions were (1) the need for additional audit trail testing (2) that a legal advice test certificate was obtained (tests double entry has been carried out and adds up to zero) and (3) that a membership list was provided.

Motion: Defer acceptance of the 2009 accounts until the next AGM. Carried unanimously.  
Action: Chair and Treasurer to resolve the 3 outstanding points.

The surplus was broken down as follows:

NC £23,000

laido £ 7,500

Jodo £ 4,500

Kendo £9,000 (but this did not include provision towards the WKC. Kendo had £1,200 accrued in the 2010 budget for the WKC)

The treasurer suggested that the lai and Jodo Bu could put a proportion of their surplus into 'Treasury accounts' (Bucho would have to be advised if money was coming out of these accounts).

Income from membership for the year was £59,000. The Jodo Bucho queried whether this was all income (ie central services and Bu fee). The Treasurer agreed that it was.

It was queried from the floor why web costs were not listed. The Treasurer explained that the PRO sent a bill for £45 for retention of our web name. the web hosting costs are paid every 2 years.

Action: The Chair to review website costs.

Central service produced a £23,000 surplus - there had been no need to use funds set aside for legal costs. In addition £700 was made from late membership renewals. The Treasurer recommended that \$15,000 of this surplus should go in to a contingency fund or split between the Bu.

John Howell suggested that the BKA look in to owning its own building, a national dojo.  
Action: John Howell to draw up a discussion paper.

Motion: All surplus monies to be retained to add to reserves. 2 against, no abstentions.  
Motion carried.

2010 accounts to be presented at the next AGM. The treasurer agreed that he would see the accounts through within 4 months.

Motion: That presentation of the 2010 accounts to be deferred to the next AGM. Carried unanimously.

- Election of auditors

It was proposed by PB, seconded by EB, that Danzig should continue as auditors.

Motion carried unanimously.

### Agenda item 6

#### **Election of NC officers**

- Chair - sole nominee Errol Blake (nominated by David Finch 6107, seconded by Victor Richardson 2867). Elected unopposed.
- Secretary - sole nominee Debbie Bevan (nominated by Errol Blake 344, seconded by Len Bean 163). Elected unopposed.

- Treasurer - sole nominee Emmanule Levi (nominated by David Finch 6107, seconded by Victor Richardson 2867). Elected unopposed.

#### **Agenda item 7**

##### **2012 membership fee**

EB proposed that the central services fee for 2012 should be £24. Motion carried unanimously.

#### **Agenda item 8**

##### **Insurance update**

It was noted that Brian Stockwell would lead the review process.

#### **Agenda item 9**

##### **Use of special powers by the NC.**

Motion: The Chair asked for the meeting to grant special powers to the NC for the coming year to introduce more stringent financial systems.

Carried unanimously.

#### **Agenda item 10**

**Amendments to the constitution** - no amendments had been made. It was proposed that the time for a complaint to be made should be raised from 2 to 3 weeks.

Motion carried unanimously.

#### **Agenda item 11**

##### **AoB**

It was noted that the BKA must try to 'keep a human face'.

The meeting adjourned at 5.22pm

Minutes taken by Debbie Bevan