

FINAL AGM AGENDAS 2015

IAI DO BU AGM AGENDA 2015

laido EC:

Bucho: Andy Watson

Grading Officer: Dave Fanning

Events Officer: Robert Sidoli

- 1) Apologies for absence
- 2) Minutes of the 2014 AGM
- 3) Matters arising from 2014 AGM minutes
- 4) Bu Cho's Report including:
 - Aims & Objectives
 - Membership Numbers
 - Budget Report for 2014
 - Events Officer's Report
 - Grading Officer's Report
 - Cashier's Report
 - Squad Manager's Report
 - The Complaints Committee
 - Money/Subscriptions for 2016
 - The Year Ahead 2015/16
- 5) Feed Back from the laido Bu Representatives' Chair
- 6) Election of Bu officer (Grading)
- 7) AOB

Agenda laido and Jodo Joint Issues:

- 1) Report on Coaching & Mentoring Programmes
- 2) Planned joint events for 2015/16
- 3) Feedback from the joint bu membership
- 4) AOB

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JODO BU AGM AGENDA 2015

Jodobu EC:

Bucho: Al Colebourn

Grading Officer: Daniel Silk

Events Officer: Kristina Poslusna

- 1) Apologies for absence
- 2) Minutes of the 2014 AGM
- 3) Matters arising from 2014 AGM minutes
- 4) Bu Cho's Report including:
 - Aims & Objectives
 - Membership Numbers
 - Budget Report for 2014
 - Events Officer's Report
 - Grading Officer's Report
 - Cashier's Report
 - Squad Manager's Report
 - The Complaints Committee
 - Money/Subscriptions for 2016
 - The Year Ahead 2015/16
- 5) Feedback from the Jodo Bu Representatives' Chair
- 6) AOB

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KENDO BU AGM AGENDA 2015

Kendo Bu EC:

Bucho: John O'Sullivan
Grading Officer: John Gale
Events Officer: Stephen Martin

- 1) Apologies for absence
- 2) Minutes of the 2014 AGM
- 3) Matters arising from 2014 AGM minutes
- 4) Accounts for 2014/15
- 5) Budget and fees for 2016
- 6) Feedback from DRC
- 7) Report on the year 2014/15 and future directions
- 8) Squad/ International report
- 9) Programme for 2015/16
- 10) Election of Bu Officers (Bucho, Events, Grading)
- 11) AOB: Item for consideration received - see below

Proposal

Kendo Website Publicity

Publication and reporting of Kendo events via the BKA website has been almost non-existent this year. This was particularly noticeable around the 16th WKC event to which we sent a large delegation at considerable expense to the membership. Yet there was no publicity leading up to the event, during the event or even a posit event report. This is missing a great opportunity both to communicate with the members about what is happening and to generate new interest in kendo, kendo events and, in this case, squad participation. Its not just the WKC event, this is just an example, there are no reports of seminars, taikai or promotion of any up coming events etc. This is not a criticism of the events officer who does a great job in organising these events and publicising via email drops.

I would like to propose the bu co-opt a publicity officer whose role is to co-ordinate and publish articles on the BKA website which are informative to existing members and prospective members and who can assist the event officer, grading officer & squad manager in promoting and reporting on events.

Malcolm Smalley
Portsmouth Kendo Club
BKA 8100

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NC AGM AGENDA

Elected Officers

Chair	Fay Goodman
Vice Chair	Debbie Bevan
Secretary	Anil Sahal
Treasurer	Martin Farncombe
Membership Secretary	Neil Andriot
Director of International Affairs	Jock Hopson
Iaido DRC Chair	Chris Buxton
Jodo DRC Chair	Lesley Drewe
Kendo DRC Chair	Gary O'Donnell

- 1) Apologies for absence
- 2) Minutes of the 2014 BKA AGM
- 3) Matters arising from 2014 BKA AGM minutes
- 4) Treasurer's report
 - Acceptance of annual accounts for 2014
 - Election of auditors
 - 2016 membership fee
- 6) Presentation/matters arising/acceptance of NC Officer's reports:
 - Membership Secretary
 - Director of International Affairs
 - H&S
 - Child Protection
 - Complaints
 - Chair
- 7) Election of NC officer (DRC Chairs to be elected at DRC meetings)
 - DIA
- 8) Use of special powers by the NC
- 9) Amendments to the constitution
- 10) Amendments to Travel & Subsistence policy
- 11) AoB: 4 items for consideration received - see below

i) That the membership allow the NC the use of 'special powers' to amend the constitution, T&S policy and Complaints policy as needed during the year. The changes will come in to immediate effect but will be put to the 2016 NC AGM for ratification, before becoming permanent amendments.

Proposed by: Fay Goodman, Chair
Seconded by: Anil Sahal, Secretary

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ii) Proposed Amendment to Constitution - Payment to BKA Members

Proposed by: Martin Farncombe, BKA Treasurer

Seconded by: Jock Hopson, Director of International Affairs

Reason for the proposed change:

Occasionally, we need work done (e.g. translation, calligraphy) by an outside contractor, and find that the best value for money would be provided by a BKA member. The constitution prohibits us from making payments to members, and so we must go to a more expensive supplier. This amendment lifts that prohibition but places strict limits on who can receive the money and the circumstances under which we form contracts.

CURRENT WORDING of clause 9.9:

"All sub-contractors of the Association shall be engaged by the NC. Bu wishing to engage a sub-contractor shall do so via the NC and with the agreement of the NC."

PROPOSED WORDING:

"Placing of contracts:

- a) All contracts shall be let by the NC;
- b) Members may receive payment for providing goods and/or professional services to the Association either directly or via service companies where the contract has been submitted to a fair and open tendering process.
- c) In cases where the nature of the goods and services are low in value and specialist in nature, three members of the NC (which must include the Chair or Vice-chair) may agree to formation of the contract without a tendering process;
- d) No contracts shall be entered into or payments made to NC or Bu Officers;
- e) No contracts shall be entered into or payments made to members that would expose the Association to a tax payment, based on guidance issued by HM Revenue and Customs;
- f) No Officer may propose or consent to formation of a contract in which they may have a direct or indirect financial interest;
- f) A summary of contracts placed with Members shall be published in the annual accounts as specific identifiable items."

Special note on point e): taxation status:

The BKA does not pay Corporation Tax, and we must do nothing that jeopardises that status. There is no specific HMRC guidance for voluntary associations but it would appear that this is analogous to the payment of members of a Community Amateur Sports Club. HMRC's guidance here is that the ban on payments to members "*do not prevent a club from entering into agreements with members for the supply of goods and services or from employing and paying remuneration to staff who are members provided the terms are agreed by the committee on an arms length basis without the members becoming involved. This means that clubs can continue to pay for work to be done or goods to be supplied on either a self-employed basis or by employing members as staff. Examples would include catering services, bar work, coaching and ground work. Example 1. A cricket club pays a member for his services as a groundsman. The rates of pay are reasonable and negotiated at arms length. This would be acceptable*". So while we cannot pay members for teaching (or being taught), arms-length payments for services do not place our waiver at risk.

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iii) Proposed amendment to the Complaints Policy

Proposed by: Debbie Bevan, Vice Chair

Seconded by: Fay Goodman, Chair

That the following be inserted in to the Complaints Policy:

a) Failure of the relevant BKA member(s) to fully implement the recommendations of a Bu Complaints Committee or an NC Appeals Panel (compliance with recommendations will be assessed by the relevant Committee/Panel), in accordance with the time frame designated by the Committee/Panel (unless an appeal has been lodged according to the constitution), may result in the NC immediately suspending the member(s) from the BKA. The NC may seek to have the suspended member(s) 'expelled' from the Association at the earliest available AGM or an EGM or other properly constituted voting procedure.

b) Anonymised summaries of upheld or partly upheld complaints that have been considered via the BKA formal complaints procedure will be published on the BKA website.

iv) An electronic calendar that we can subscribe to, so that we can see all the appointments on our own computer or device without having to refer to the BKA webpage and copy/paste stuff across. This was discussed earlier in the year on the BKA Facebook page after the website update and there were some very personal attacks and wilful misunderstanding about it, which were extremely unhelpful. Just as last year we had the *'everyone moans about what they want but no one offers to help, be grateful for what people have been able to do'* and just as last year, when I volunteered to do this myself, giving evidence for my trustworthiness within the BKA and technical ability it all went strangely quiet, again, and nothing happened. I don't care who does it (my offer remains open if people want) but we need a calendar that people can **subscribe** to in order for it to be accessible and useful, not a spreadsheet or series of webpages we are expected to refer to daily just in case some detail has changed somewhere.

Joshua Kite