

## NC Committee meeting

**Date:** Sunday, 24 October 2010  
**Time:** 2.00 - 6.00pm  
**Venue:** Arts & Leisure Centre, Stevenage  
Lytton Way, Stevenage, Herts SG1 1LZ

### Present

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

### Others in Attendance

Chris Buxton (Iaido Bucho), Al Colebourn (representing the Jodo Bucho), Scott Halls (PRO), Amanda Allen (Child Protection Officer)

### Apologies for absence

Jock Hopson (Director International Affairs), Donald Gordon, Emmanuele Levi

### Minutes

The minutes of the 25 April 2010 NC meeting were unanimously approved.

### SUMMARY OF DECISIONS AND ACTIONS

**Decision:** That insurance cover for items to be purchased under the Ishido Iaido and Jodo Development funds (and any other BKA-owned property) should be investigated.

**Action:** EB to investigate insurance cover.

**Decision:** That the BKA should seek a reduction of the EKF renewal fee.

**Action:** PB to contact the EKF.

**Decision:** Members taking up an additional art after their membership renewal (and not paying the additional Bu fee) - grading clock for new art will not start and cannot attend seminars. If the member wants to grade/attend seminars in the new art they will have to pay the relevant Bu fee.

**Action:** MS to make this clear on the website.

**Decision:** Treasurer to update the BuECs on a monthly basis with regard to their financial status.

**Action:** PB

**Topic:** Bu 2011 budgets.

**Action:** EB to write to all BuEC regarding producing their budgets.

**Decision:** More information to be gathered regarding the Georgia Kendo federation's request that the BKA support their application to join the EKF.

**Action:** EB to gather more information.

**Decision:** Inform all EKF member countries of new contact details for NC members.  
**Action:** EB to write to relevant contacts for EKF member countries.

**Decision:** The Kendo BuEC to be asked for their response to the new child protection policy document.  
**Action:** GO.

**Decision:** SH to design a new BKA promotional leaflet.  
**Action:** DB to forward contact name of photographer to SH.

**Decision:** BKA promotional clothing to be considered.  
**Action:** SH to produce design mock-ups for BKA promotional clothing.

**Topic:** Possibility of holding an embu where many arts could be showcased.  
**Action:** SH to put a proposal together.

**Decision:** BKA website - that links to Blogs should be provided rather than icons on the homepage. A disclaimer should also be inserted.  
**Action:** SH to amend BKA website.

**Decision:** lai and Jodo Bu to hold joint practice pre-AGM.  
**Action:** lai and Jodo Bu to discuss the practice to be offered.

**Topic:** DRC conference - Possibility of holding a joint conference/seminar for all 3 Bu.  
**Action:** GO to look into this.

**Decision:** Question of what 'auspices of the BKA' encompasses - to be taken up at meeting with insurers  
**Action:** EB

**Decision:** T&S policy to be modified - that a gift of up to £20 in lieu of accommodation/meal (for an invited official at a BKA event) - could be reclaimed. This could be unreceipted and was per event only.

## Full Minutes

Errol Blake (EB) opened the meeting, with a quorum of 7 NC members present. Malcolm Smalley (MS) arrived shortly after.

### Agenda item 1

#### **Apologies for absence**

Received from Jock Hopson, Donald Gordon (H&S) and Emmanuele Levi.

### Agenda item 2

#### **Minutes of the previous NC meeting (25 April 2010)**

Unanimously approved.

### Agenda item 3

#### **Update on action points from NC meeting on 25 April 2010:**

##### **a. Ishido laido and Jodo Development funds**

*Jodo and lai DRC Chairs to develop a policy for the administration of the funds (see attached).*

*Status: Policy written. Jodo and laido Bu would each purchase a camcorder and bokkens to aid in student development. The issue of insurance cover for these items should be raised with the insurers (Action: EB).*

*Vote: Unanimous vote of NC members to accept the policy document.*

##### **b. IT- related passwords**

*Paul Gray to give IT- related passwords to NC Chair.*

*Status: Done.*

##### **c. Negotiate with Royal Mail re ending contract for delivering pre-paid envelopes addressed to the previous Treasurer.**

*Status: In progress.*

##### **d. Revise Kendo grading application to remove DUCO contact details.**

*Status: Done.*

##### **e. Business controls to be discussed.**

*Status: In progress (Action: EB and Patrick Brehenny [PB]).*

##### **f. Clarify insurance cover.**

*Status:*

- Summary of insurance cover to be put on the website (members to be informed that our policy covers 'accidents' not 'injuries' during practise).*
- Insurance for non-BKA sensei teaching at seminars - BKA instructor insurance (£10) for each sensei should be sought and added on to seminar costs.*
- Team managers to notify insurers when team is competing abroad - so that BKA insurance cover is in place.*

- *BKA instructors going abroad - insurance does not cover private events.*
- g. Clarify T&S policy application for BKA events and private dojo events**  
*Status: In progress (Action: EB).*
- h. Clarification of policy for acceptance of new clubs for BKA registration.**  
*Status: Check current BKA policy and produce a discussion paper on requirements for setting up a dojo (Action: MS).*
- i. BKA to seek a reduction of the EKF renewal fee which is based on membership numbers.**  
*Status: EKF to be contacted (Action: PB).*
- j. Reduction of central services fee in light of lower insurance costs for 2010?**  
*Status: Actioned.*
- k. Assistance to be provided to Treasurer in producing annual accounts.**  
*Status: Funding to be made available for professional help as required - funding to be agreed by EB and Hilary Haley (HH) as needed (up to £3,000).  
Consideration of whether Bu Cashiers can be voting members of the BuEC, should they be elected (Action: NC to consider at next meeting).*
- m. Clarification - who bears the costs of complaint handling**  
*Proposal: NC to bear cost of complaint handling.  
Vote: Unanimous NC vote in favour.*
- n. Establish a committee to set BKA's criteria for shogo.**  
*Status: Deferred.*
- o. BKA's concerns regarding EKF's suggestion that an Iai and Jodo refereeing seminar could be attached to an existing seminar/championship should be put to the EKF.**  
*Status: Deferred - in DIA's briefing note.*
- p. A BKA member failed to follow 'grading abroad' procedures - the member's attention to be drawn to the inconvenience caused to the BKA in resolving the consequent matters of protocol.**  
*Status: EB had written to the member and MS has put a note on the BKA website reminding members of the correct procedure to follow for grading abroad.*
- q. Following use of unacceptable language between a member and officer in email exchanges the officer should be informed that this was unacceptable.**  
*Status: EB has written to the officer concerned.*
- r. Volunteers for the PRO post should be sought.**  
*Status: Notice put on the BKA website.*
- s. Insurance FAQ to be finalised.**  
*Status: In progress.*

t. Clarification required of the term used in the insurance cover 'Under the auspices of the BKA'.

Status: In progress.

The meeting thanked EB and PB for their work on the insurance issues.

#### Agenda item 4

#### Membership Update

MS presented a summary.

#### Membership status as at 24/10/2010

	Total	Kendo	Iaido	Judo
Full	1154	696	542	223
Student	262	208	60	25
Concessionary	34	17	20	9
Junior	117	97	18	10
<b>Totals</b>	<b>1567</b>	<b>1018</b>	<b>640</b>	<b>267</b>
Temporary	253	117	20	11
Associate	12			
New	124			
Dojo	111	62	56	32
Coaches	277			

#### 2010 Fees:

	Junior	Concession	Full	Associate	Late	New	Temp
Core membership	£13.50	£13.50	£27	£10	+£20	+£10	£10
Kendo Bu	£13.50	£13.50	£27	n/a	n/a	n/a	n/a
Iai Bu	£5	£5	£10	n/a	n/a	n/a	n/a
Judo Bu	£12	£12	£12	n/a	n/a	n/a	n/a

It was agreed that members taking up an additional art after their membership renewal (and not paying the additional Bu fee) - grading clock for new art will not start and cannot attend seminars. If the member wants to grade/attend seminars in the new art they will have to pay the relevant Bu fee.

Action: MS to make this clear on the website.

It was noted that the Judo Bu fee had been agreed at £11 at the AGM. It was agreed that the DRC would have to be involved to raise it to £12. MS stated that he needs the figures by 19 November 2010.

Dojo/Coach fee - there was unanimous NC agreement that these would remain at £30/£10 respectively.

## **Agenda item 5**

### **Treasurer's report**

PB explained that there had been a shortage of financial information from the Jodo and Kendo BuEC. PB said that there had been some delay in Kendo Bu claims reaching him.

The BKA were in the process of moving from cheque book to on-line banking. Currently the cheque book signatories are PB, HH, Vic Cook, Andy Watson (AW) and John Howell. With regard to on-line banking the account signatories would be PB, HH and AW. Electronic payments would be made with 2 signatories - PB and one of the other 2 signatories.

Under the new on-line banking system:

**Proposal:** That only *elected* officers be account signatories.

**Vote:** 5 for, 2 against, 1 abstention.

**Proposal:** That the eligible elected officers should be from NC/BuEC/DRC.

**Vote:** 5 for, 1 against, 2 abstentions.

It was agreed that PB would update the BuECs on a monthly basis with regard to their financial status.

## **Agenda item 6 - Bu budgets 2011**

Chris Buxton (CB) explained that the lai Bu's budget was based on last year's figures as they had not received new financial updates since the AGM in May. PB said that he did not have a budget from the Kendo BuEC yet.

**Action:** EB to write to all BuEC regarding producing their budgets.

## **Agenda item 8 - International matters**

Director of International Affairs report - Jock Hopson (JH) had forwarded a report to the NC (see attached).

There was discussion of the shogo system. We are currently awaiting the decision of AJKF regarding possibility of the Kyoshi exam also being in English. Under these circumstances there was discussion of delaying the introduction of the BKA's own Shogo.

**Proposal:** That the BKA should defer setting up a committee to consider introducing the BKA's own shogo (as agreed by the EKF) until the autumn.

**Vote:** Unanimous agreement.

There was also discussion of whether the BKA should consider introducing a BKA "Certificate of Merit" (Koroshu) or similar which is non-grade specific, rather than tamper with the Japanese Shogo system.

**Decision:** Defer.

It was noted that this year's EIC and EJC have substantially longer referees' seminar attached. There was discussion of whether the Jodo and lai Bu wanted to push for a separate laido and Jodo referees' seminar at an earlier point in the year when

the EKF selects referees to be used the following Autumn (along the same lines as Kendo).

**Decision:** lai and Jodo Bu to discuss.

EB informed the meeting that the Georgia Kendo Federation had asked the BKA to support their application to join the EKF.

**Decision:** Defer.

**Action:** EB to gather more information.

#### **Agenda item 9 - Correction to EKF data**

The EKF 2010 green book had the contact details for the previous BKA EC.

**Decision:** Inform all EKF member countries of new contact details.

**Action:** EB to write to relevant contacts for EKF member countries.

#### **Agenda item 10 - Child Protection issues - Junior members attending BKA events**

Amanda Allen (AA) had reviewed the BKA's current policy and produced an updated document. The meeting thanked AA for her work. The new policy was well received by the NC and Jodo and lai BuEC. It was noted that the Kendo Bu had not commented on/provided a response to the new policy document. AA explained that the policy would need to be reviewed if the Protection of Freedoms Bill is enacted.

It was felt that it was unnecessary for the BKA to have child passports.

**Decision:** The Kendo BuEC to be asked for their response to the new child protection policy document.

**Action:** Gary O'Donnell.

#### **Agenda item 11 - Publicity & Promotion**

Scott Halls (SH) explained that the BKA needed to produce updated BKA handouts that could be given out at public events. He particularly needed some new photographs to work with. Debbie Bevan (DB) explained that Hagakure Dojo had a semi-professional photographer as a member and he had just taken a new series of photographs that might be of use.

**Action:** DB to forward contact name to SH.

**Proposal:** That a new BKA promotional leaflet should be produced.

**Vote:** Unanimously agreed.

BKA promotional clothing was discussed.

**Action:** SH to produce design mock-ups for BKA promotional clothing.

There was a discussion of possibly holding an embu where many arts could be showcased - possibly on a biannual basis.

**Action:** SH to put a proposal together.

#### **BKA website**

**Proposal:** That links to Blog should be provided rather than icons on the homepage. A disclaimer should also be inserted.

**Vote:** Unanimously agreed.

**Action:** SH to amend BKA website.

### **Agenda item 12 - 2011 BKA AGM**

It was noted that the AGM would be held on 22 May 2011 at the Northampton venue.

With regard to the pre-AGM practice the Iai and Jodo Bu agreed to hold a joint practice.

**Action:** Iai and Jodo Bu to discuss the practice to be offered.

### **Agenda item 13 - Chairman's report**

EB explained that the NC was moving from a transitional phase to take up its monitoring role more fully. It was also important to embed the role of the Dojo Reps and the DRC Chairs.

With regard to DRC conferences it was considered whether the 3 Bu could get together and also have a seminar with shared content and practice.

**Action:** GO to take idea of shared DRC conference.

### **Agenda item 14 - 'Auspices of the BKA'**

What does this encompass? -

**Decision:** To be taken up at meeting with insurers (Action: EB)

### **Agenda item 15 - AoB**

Clarification had been sought by a Bu officer with regard to the status of 'abstentions' in voting. It was unanimously agreed that 'abstentions' do not count as 'no' votes - they just indicate that a certain number of members were present but chose not to cast a vote. It was decided that this did not need to be clarified in the BKA constitution as it was a generally understood concept.

There was further discussion of the matter of account signatories. Currently this would be PB, HH and AW. It was agreed that CB would be added as another signatory.

A question was raised about a BuEC officer being given free accommodation by a relative when attending a BKA event - the officer had bought the relative a bottle of wine as a gift. It was unanimously agreed that under these circumstances, where the officer had made no claim for accommodation expenses, that the cost of the wine would be reimbursed by the relevant Bu cost centre. It was agreed that the T&S policy would be modified - that a gift of up to £20 in lieu of accommodation/meal - could be reclaimed - to take such circumstances into account. This could be unreceipted and was per event only.

It was agreed that a further NC/Bucho meeting would be held in February 2011.

**The meeting adjourned at 6.00pm**

**Minutes taken by Debbie Bevan**