



BRITISH KENDO ASSOCIATION

National Committee Meeting

11th April 2015, 2pm

Venue: New Hall Hotel & Spa, Walmley Road, Sutton Coldfield, Birmingham B76 1QX

Present: Fay Goodman (Chair, FG), Debbie Bevan (Vice Chair, DB), Martin Farncombe (Treasurer, MJF), Chris Buxton (Iaido DRC Chair, CB), Jock Hopson (DIA, JH), Lesley Drewe (Jodo DRC Chair, LD), Andy Watson-(Iai Bucho, AW), Al Colebourn-via Skype (Jodo Bucho, AC), Garry O' Donnell (Kendo DRC Chair, GoD), Donald Gordon (H&S) , Anil Sahal (Secretary, AS)

MINUTES

1. Apologies

Neil Andriot (Membership Secretary)

2. Minutes of the previous meeting (31/01/15)

Agreed (unanimous)

3. Action points arising from previous meeting

- **Child protection issues** must be directed to the Child Protection Officer. Carol Parker will review the child protection policy. JoS suggested that Carol view the Kendo bu's child protection policy on the BKA website.
- **Recent complaint** arising from the Iai Bu and considered by the Kendo Complaints Committee should state that the complaint was 'partially upheld'.
- **BKA bar coded membership cards**
AW has made inquiries and these will cost around £5, this is a substantial amount to spend per member per year.
Action: AW to obtain further quotes.

The card will be renewed every year and will incorporate a photo of the member and a unique number. AW suggested that this data should be placed on a public website which can be checked by 'authorities' - **Action:** AW to look into this. AW also queried the need for barcoding as BKA as most membership transactions are carried out via the BKA website membership area.

It was suggested that the back of the card should have details of who to call if the member is detained by the police on their way to/from the dojo.

DB said that the card must have wording to the effect that the card 'must be returned when leaving the BKA'.

DG reaffirmed the photo ID was potentially a very important document that should be carried by all BKA members to avoid unfortunate incidents especially in

Scotland, where the constabulary were noted for their 'firm' handling of persons carrying what were deemed offensive weapons regardless of mitigating circumstances.

Motion: That the BKA should provide membership cards

Carried: 6 for, 1 abstention.

- **BKA website**

JoS said that the new website information need to be checked and compared to the old website information.

Action: JoS to contact Gerry Kincaid about accessing the old website.

Issue with out of date information being displayed - JoS suggested that items only required a 'date message' attached to them after which they would 'self-delete' on expiry. FG suggested that the website could be professionally maintained.

- **Succession Planning**

Training/handover, it was suggested that there be a hand-over period *once* someone was elected. Preferably, the officer standing down should be available for guidance and advice for six months. Suggested that all officers prepare a 'How to....' manual for their role.

- **Shogo**

AW said the shogo policy requires further proof-reading.

Action: AW to send a proof read version to DB for secondary checking of the document.

JoS suggested that having a BKA renshi offered no particular advantage and could be removed from the BKA Shogo policy. Noted that Jos, AW, AC, JH and Geoff Salmon should be involved in a meeting in June to review the Shogo policy again.

- **Membership**

NA is still receiving cheque payments and paper renewal requests from some members. He suggested charging slightly more for paper applications.

DG suggested using Paypal for renewal payments.

Action: MJF to look into the above options.

4. Financial Report

MJF reported that, as of 9 April 2015, the following cash was available:

Central Services £25,500

Iai Bu £29,300

Jodo Bu £9,600

Kendo Bu £28,900

MJF noted that the £9,600 for the Jodo Bu was an over-stated position, as there were refunds to process for the cancelled koryu seminar and costs to be allocated to the Jodo Bu for the summer seminar - which will be substantial.

5. Financial changes in the bu.

In view of the Jodo Bu's poor financial position, AC suggested an increase in the annual Jodo bu fee, an increase in the charge for seminars and cancelling events that will lose money. are only 'breaking even'.

AW said that currently all team costs are paid for by the bu (Iai and Jodo), but there should be a review of what actually *is* paid for by the bu. For example should flights, accommodation, subsistence be paid for by the bu? CB suggested that referees and competitors should pay 50% of the costs (Iai and Jodo). MJF suggested the setting up a hardship fund for those who can't afford this.

6. Membership report.

Nothing to report.

7. DIA report

JH brought to the meeting's attention that copyrighted material should not be distributed without permission. This included materials in candidate pre-exam packs for shogo.

8. Complaints policy addendum

DB led a discussion of whether complaints that are upheld by a Complaints Committee should have the decision published on the BKA website. It was noted that potential employers trawl the Internet for information on job applicants and such complaints could cause issues. It was suggested that members could apply to see full details of complaints.

Action: DB to prepare an amendment to the Complaints Policy for consideration at the AGM.

9. Squad management (selection) policies

AW - the new policy is to help *develop* new champions for a sustainable and long-term future. Selections would not be made on past reputation but upon attendance at training sessions and showing good form in those sessions.

AW said that a points system would decrease the perceived influence of favouritism. There was discussion about whether a points-system would take into account competitors' current form and whether a coach should have free-reign to pick an individual who may not have accrued any/many points on the selection criteria but who may have excellent current form. It was noted that some potential good competitors might not be able to attend training/selection events, for very good reasons including finances and distance.

CB Asked if the formulation of the draft policy had included everyone, for example the DRC? He suggested that the policy makers should be invited to the DRC meetings to give a 10 minute presentation so that DRC members could put their opinions forward.

AC stated that there was no major change in the policy, it had merely be codified.

FG asked if the efficacy of the new codified policy would be compared to the previous system.

Action: AW to share the policy with the membership.

10. Action taken following complaint committee consideration of a complaint about squad selection

AW said that the squad selection policy has been written in response to the complaint.

DB said that the expectation is that the relevant complaints committee reviews the implementation of their recommendations and when satisfied inform the Complaints Officer that the recommendations had been implemented.

NB1. The further discussion has not been minuted here as complaints are considered in private.

NB 2: It was subsequently agreed at the 2015 AGM that individual members can apply to the BKA Secretary for an anonymised summary of complaints considered by a Bu or NC Complaints Committee.

11. Shogo Update

It was agreed that the process would be reviewed following the Jodo kyoshi.

JH was concerned that copyrighted material had been distributed before permission had been obtained.

Action: FG to remind the membership of copyright law and the importance of adhering to it.

JH said £1500 has been spent on translating the Japanese Shogo material. JoS said that the Kendo Bu could make a contribution towards this cost. JH suggested that the English translation should be offered to the ZNKR. There was discussion of distributing the material to the membership.

Decision: Provide the ZNKR with the translated material and, with permission, publish it on the BKA website for the membership.

12. Progress on the Hyosho-sho award

JH explained that a member had been asked to provide the calligraphy on the certificates, but we could not pay them from BKA funds under the current constitution.

MJF proposed an amendment to the constitution allowing payments to members for services to the BKA. There was discussion that this could be abused and why should some members be paid for their services and not others.

Action: MJF to put the proposal to the membership at the AGM.

13. Any other business.

There was discussion of how we deal with grading of members from other associations who ask to join the BKA. It was agreed that this was an issue that required careful consideration. -----

Health & Safety - DG has produced an accident form but asked if we actually needed it. FG said it was good for health and safety reasons - it should be posted on the BKA website under 'Resources' and emailed to dojo leaders.

JoS suggested the form be an automated online form so that it could be completed online.

END 17:55hrs