

MINUTES FROM NC MEETING 03/12/2017

Attending:

Chair, Fay Goodman (FG); Vice-chair, Debbie Bevan (DB) via video link; DIA, Chris Mansfield (CM); Treasurer, Anna Stone (AS); Secretary Dave Fanning (DF); Iaido DRC, Keith Rose (KR); Kendo Bucho, Gary O'Donnell (GOD); Jodo Bucho, Stojanka Vidinic (SV); Membership Secretary, Fides Desacada (FD); Health & Safety Officer, Donnie Gordon; KCC rep Stephen Martin (SM) via video link only for relevant part of the meeting.

CHAIR OPENED THE MEETING AT:

12:17hrs (delayed due to train cancellations at Euston, London).

APOLOGIES FOR ABSENCE

Kendo DRC Chair, John O'Sullivan; Jodo DRC Chair, Jock Hopson; Iaido Bucho, John Honisz-Greens
No confirmation from CPO, Leslie Drewe

1) APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Deferred to later in the meeting when CM arrives (train problems).

2) ACTION POINTS FROM PREVIOUS MEETINGS

- i. Email addresses. Done. Clarification over JOS's email address.
- ii. Insurance. Done. FG had advised insurers of delegation sizes and ages of senior members travelling.
- iii. Adding a bu to one's membership part way through a year. FD investigating. DB checking constitutional position on this.
- iv. Alan Thompson case. FG- to be dealt with later in the meeting.
- v. Constitutional review, including Naginata bu.
Action Point- DB to get dates off people to meet for constitutional review issue.
AS- can we have a list of constitutional review points that have already been identified prior to the meeting?
- vi. New hanko.
Action Point- FG to liaise with DB on progress.
FG- there are some Hanko missing. Suggestion that they are signed for when taken so we can keep track of them.
- vii. CM awaiting membership list from SV. Done.
- viii. GOD, JHG, SV to identify reserves in their planning; AS to advise all Bucho of the ideal amount of reserves required. Done. AS advised that six months reserves are enough for each bu to hold.
Action Point- AS and SV to liaise over video link to iron out any issues over jodobu accounts.
- ix. AS to contact Gerry Kincaid, Malcolm Smalley and Erroll Blake re. new repository. AS- will be covered in treasurer's report.
- x. DB to reword T&S policy to the effect that account numbers and sort codes are sent via different routes. FG- Will be part of the constitutional review.
- xi. SV to amend expense claim forms to reflect the above. Done.
Action Point- SV to amend expense claim form to remind people it's their responsibility to inform the Treasurer they have changed bank account from that on record.

3) TREASURER'S REPORT

AS asked for permission to send the family of a deceased BKA member a personal cheque to cover the deceased's expenses then claim it back, as there is no BKA cheque book. Approved unanimously.

AS- reiterated some fundamental principles of financial practice:

- 1) When purchasing goods or services on behalf of the BKA, there must be sufficient documentation to support the purchase and appropriate approvals. If in doubt, check first.
- 2) TNS policy requires members to use the most economical means of travel, i.e. where there is public transport, it should be used. Exceptions may occur where excessive timescale is a factor.

AS- Replacement for Opendrive online repository. Explained the basics for using a new repository called Xero, which seemed to be simpler and more efficient. Being trialled during jodobu kangeiko in January and February 2018.

Action Point- AS to liaise with bu cashiers for start date of a trial period.

Action Point- AS to investigate the BKA's corporation tax exemption status.

4) MEMBERSHIP SECRETARY'S REPORT

FD- circulated detailed membership figures.

FD- one new iaido dojo; one new kendo dojo.

FD- has been working on a membership pack and a dojo registration pack. Will send round a draft copy.

GOD- Is there a possibility that a member's first year membership could be expanded to include all three bu to allow them to try all disciplines?

Action Point- FD to liaise with constitutional review committee re. temporary membership content.

CHAIR ANNOUNCED A BREAK FOR LUNCH AT:

13:33hrs

CHAIR RECONVENED THE MEETING AT:

14:30hrs

3) TREASURER'S REPORT pt2

Stephen Martin joined by video link to answer questions from the Treasurer re. the KCC report into the 2015 KEBT.

AS- questioned some of the wording of the report that unfairly showed her in a bad light and the lack of receipts for the flights.

Action Point- AS to liaise with Malcolm Smalley re. flight expenses.

Action Point- SM to amend three aspects of the report: 1) Explicitly that the Treasurer never implied fraud. 2) That the required information about was not where it should have been on the spreadsheets and was disorganised. 3) To change the reference to the exchange rate from February's rate to June's.

KR- requested that the report should not make reference to anything outside the scope of financial matters.

SM- agreed.

DB- many thanks to Malcolm and Stephen for undertaking the investigation.

SM- final report to be submitted to the NC before being presented by the NC to the membership.

Several NC members reported that the report had been leaked before finalisation. It was not known if the leaked version was redacted or not. The NC felt this was a very serious matter and that the perpetrator had possibly brought the BKA into disrepute.

SV- as soon as the report is published an appeal will be made.

5) DIA'S REPORT

Some problems with people attempting to grade without having a full grading history.

Problems have arisen when the BKA needs to respond to bereavement in Japan which need to be addressed.

Action Point- CM to liaise with the ZNKR.

6) BUCHO REPORTS

- i. **JODO** SV- Calendar is out. Searching for three venues.
- ii. **KENDO** GOD- Events have gone well, good feedback; EC working well together.

7) HEALTH & SAFETY OFFICER'S REPORT

- i. DG- Proposal to change officer's name to "Safety Officer". Seconded, DF. Accepted unanimously.
- ii. DG- First-aid courses required in Scotland and N. England.
Action Point- DG and DB to liaise to set them up.
- iii. Accident db- is not being maintained by the person who set it up. A new one is needed.
FG- suggested we vote on new webmaster, David Street. Six months probation. Seconded, DF. Accepted unanimously.

8) ISSUING OF STATEMENT OF SUPPORT FOR CURRENT IAIDO BUCHO/ANYONE WHO FLAGS UP UNCONSTITUTIONAL BEHAVIOUR

GOD- we can address whistleblowing in the constitutional review.

9) AUDITING OF BKA ACCOUNTS

There was a discussion on whether the BKA needed an audit of its 2017 accounts or not, which was inconclusive. It was felt that the membership should be consulted as to whether to appoint Sedulo as our auditors.

Action Point- FG & DF to liaise to canvas membership via email

AS-proposed that we have a financial audit of the 2017 accounts, pending appointment of auditors. Seconded, KR.

For- 4; Against- 2; Abstentions- 1. Accepted by a majority.

DB & FG wanted it minuted that they voted "Against" because it should be decided at an AGM.

AS wanted it minuted that she voted "For" because it's in the constitution.

10) FACEBOOK

There was a discussion about the issue of the "BKA" Facebook page being out of the jurisdiction of the NC but still able to present itself as a BKA forum.

Action Point- FG to contact Stephen Martin about the use of the BKA logo on an unofficial forum.

Action Point- FG to find out if there are exceptions to the Rehabilitation of Offenders Act regarding minors and vulnerable adults.

11) THE PROCESS FOR ISSUING BKA STATEMENTS

There was a discussion about who issues NC statements. The result was to maintain the current procedure i.e. the Chair drafts a statement, the statement is ratified by the NC, the Chair publishes the statement.

There was a discussion about collating email votes between NC members. KR proposed that the Secretary collate the votes and publish a grid to the NC voting members. FG- agreed to share the results with the Secretary.

12) CHILD PROTECTION

There was a discussion about dealing with members who are under investigation by the police for a crime that raises child/vulnerable adult protection issues. It was decided it was good practice to suspend the member in question in this instance until matters were resolved. The problem that had arisen is knowing at what point someone can be suspended i.e. once an allegation has been made or once there is a conviction.

Action Point- FG to gather information from local Child Protection Group and from the Sports Council.

There was a discussion about the fact that each dojo has two coaches but only one is required to have a DBS check and whether the BKA can pay for two.

13) OPENDRIVE

Dealt with during Treasurer's Report. AS added that we have 30 days free trial and that we'll be looking into restricting access to certain documents and its reporting functions.

14) HOME OFFICE CONSULTATION

Everyone happy with DB's letter.

15) CLARIFICATION RE. ONGOING LEGAL ADVICE

The solicitors have given free advice on The Alan Thompson case; they will be available for consultation re. the revised constitution once the review committee have done their work. They have not been paid for any advice yet.

16) EXPENSE CLAIMS AND TIMING

Claims should be put in within one month after an event.

17) PROCESS FOR NC TAKING URGENT DECISIONS OUTSIDE OF MEETINGS

After a discussion it was decided that seven days was a reasonable amount of time for the turnaround on non-urgent decisions. For more urgent matters DF would text NC members to alert them of the necessity for a quicker decision.

Action Point- DF to obtain NC members' mobile phone numbers for this purpose.

18) ANY OTHER BUSINESS

AS- Patrick Breheney is now no longer Deputy Treasurer.

Discussion about having DRC AGMs on a different day to the NC AGM.

Action Point- DF to canvass opinions on separate DRC AGMs with the DRC Chairs and Bucho.

CHAIR CLOSED THE MEETING AT:

19:10hrs