



## **BRITISH KENDO ASSOCIATION**

### **National Committee Meeting**

**7<sup>th</sup> May 2017**

**Venue:** Nailcote Hall, Warwickshire CV7 7DE

**Present:** Fay Goodman (Chair, FG), Debbie Bevan (Vice Chair, DB), Anna Stone (Treasurer, AS), Chris Mansfield (DIA, CM), Fides Desacada (Membership Secretary, FD), Dave Fanning (Jodo DRC Chair, DF), Chris Buxton (Iaido DRC Chair), Leslie Drewe (CPO), Donnie Gordon (H&S), John Honisz Greens (Iai Bucho, JHG), John O'Sullivan (Kendo Bucho, JOS, via Skype)

### **MINUTES**

#### **1. Apologies for absence**

Leonardo Wolfe (NC Secretary), Stojanka Vidinic (Jodo Bucho).

#### **2. Minutes of previous meeting (March 2017)**

Agreed, but with revision on Membership Secretary's report - amend '8 iaido dojo' to '8 new dojo'.

#### **3. Matters arising from previous meeting (12<sup>th</sup> March 2017)**

a) DB to liaise with FD to clarify wording regarding grading clock. **In progress.**

b) JOS (Kendo Bucho)/Malcolm Smalley to update BKA database and compare with data held by EKF. **In progress.**

c) Naginata request to become a 4<sup>th</sup> BKA bu. FG emailed Rachel Hahn Morris (RHM) regarding specific points that need to be addressed in proposal for creation of Naginata bu. Discussion regarding asking the AGM to agree to a membership-wide electronic vote on the issue after the AGM.

**Action:** FG to circulate RHM's documents to the NC.

d) EKF website link to be added to BKA website.

**Action:** FG to email Gerry Kincaid and Malcolm to get link set up.

e) No BKA officer to send an URL to anyone (BKA member or otherwise) linking in to the open drive. AS has informed elected officers.

f) Security measures - FG has signed a document self-validating the BKA's compliance with relevant standards for secure payments on our website - this is valid up to December 2017.

**Action:** FG to email details to DG who will arrange to meet up with Malcolm Smalley to add relevant disclaimers to the BKA website.

g) Membership FAQ - Youtube videos needing updating. **In progress** - Assistant Membership Secretary.

h) Insurance cover - FD has emailed FG a list of members aged over 75 years to ensure that this group of members are also covered by BKA insurance. Noted that visiting Japanese teachers have to insure their own luggage. FG noted that we have insurance cover for up to 18 persons in a team attending specific events.

**Action:** CM to contact EKF regarding who is responsible for European Championships' shinpans' insurance.

**Action:** FG to contact insurers regarding health care cover for Japanese teachers visiting UK.

**Action:** JHG to inform British squad managers that squad members need to insure their own luggage.

i) Fujii sensei - it was agreed that Fujii sensei should be given a posthumous Hyoshojo award in view of his years of service to kendo.

**Action:** FG to draft a letter detailing Fujii sensei's achievements.

j) Alan Thompson case - FG had met with our solicitors. Agreed (unanimous) that the debt should be passed to a debt-collecting agency.

**Action:** FG to discuss with solicitors

k) Bucho aware that they need to give the DIA an up to date list of members they use for both grading and refereeing.

**Action:** All Bucho

l) BKA pays upfront for people who want to take examinations at European Championships and for major events such as taikai. BKA then seeks reimbursement from the relevant BKA members. Agreed action done.

m) Updating of renshi/kyoshi records on the database - done.

n) Constitution update - FG noted that the solicitors had reviewed our constitution and suggested some updates. DB said that a subcommittee should be formed to look at the suggested changes. DB suggested that Errol Blake (main architect of the constitution), Bucho, Chair, Vice Chair, Treasurer, DIA and Membership Secretary should be included in the subcommittee.

**Action:** FG to obtain a tracked change version of the constitution from the solicitors and circulate to the NC.

o) Leslie Drewe (CPO) clarified that the majority of Scottish organisations will only accept Scottish criminal record checks (PVG), not DBS. LD noted that English DBS costs £65.60; Scottish PVG £80.80 for first year then £39.60 per year thereafter; Irish Access £54.60. Must be L1 or L2 coach to teach under 18s.

**Action:** LD to circulate information re vulnerable adults.

**Action:** LD to create a structure for managing BKA criminal records database.

p) Chair's hanko - Action: DB has identified a company that can provide a hanko. CB explained that there were 6 hanko originally, he had given 2 to the incoming laido Bucho at the time (Andy Watson).

q) JHG had contacted Scottish police regarding setting up a database of members that the police can access - JHG reported too problematic because of the number of police authorities across Scotland.

r) BKA email addresses - some officers had had problems with the @britishkendoassociation.com addresses. Malcolm Smalley contacted and had provided assistance.

#### **4. Financial Report**

AS noted that BKA officers' communications should be professional in tone.

AS explained that information relating to the 2015/2016 accounts was incomplete and could not be tracked - she had been in contact with the auditors about this. Invoices to support claims had not been forthcoming and cash was kept outside of the accounts for several months in order to avoid losing money on exchange rates. While this aim was in the best interests of the BKA it would have been better not to be in this situation. A clear understanding of how much money was required for the cash advance, and a clear understanding of how cash was to be re-paid to the BKA (i.e., in what currency) would

have prevented the excess of Yen and Euros being held. This situation is not likely to arise again if there are no more cash advances.

DB and CM suggested that a line be drawn under the issue and sanctions (for poor accounting) be put in place for the future.

**Action:** NC to consider what sanctions might be necessary.

Lack of receipts with T&S claims was discussed. AS noted that some cashiers are sanctioning full payment for meals without a receipt whilst others only sanction a half payment (as per the BKA's T&S policy).

**Action:** AS to contact cashiers to remind them that a half-payment for meals should be made where there is no receipt.

Members attending seminars without pre-paying was discussed.

**Action:** AS to inform Bu cashiers that a receipt book should be used for 'pay on the door' attendees.

AS reminded the Bucho and DRC chairs that bu management teams should present a budget highlighting major items of expenditure and new initiatives to the DRC meeting.

## **5. Membership report**

FD- Membership up 28 on last July, mostly females. 139 dojo in total.

**Action:** FD to email Gerry Kincaid regarding updating automatic renewal emails so that the correct address is given.

FD commented that people were using Facebook to raise questions about BKA procedures rather than official channels.

**Action:** FG to email officers not to use Facebook for official business.

**Action:** DF to email David Hickey to publish on Facebook that members must use official channels to ask questions of officers relating to BKA issues, plus a disclaimer that the BKA is not responsible for any advice given on Facebook.

**Action:** All- suggestions for an FAQ on BKA website.

**Action:** DG - email David Parker about publishing NC communications.

## **6. Chair's report**

Kihakyu magazine discussed. DG - suggested that a different bu be featured on the cover of each magazine.

FG - Google Ads has brought in £143 so far. Website is getting 700-800 hits per day.

**Action:** ALL- suggestions for next Survey Monkey.

## **7. DIA report**

CM noted that he and FG will attend the EKF General Assembly in Budapest. CM gave an overview of the agenda for the assembly in Budapest next week. Elections to be held for the roles of President, Vice-President and Treasurer. Proposal to make Alain Ducarme Honorary President. Vote on expulsion of Andorra for non-compliance with payment of fees and affiliation of Lebanon to the EKF. There will be a report on relations between the EKF and the ZNKR, specifically about more opportunities for 6<sup>th</sup> and 7<sup>th</sup> dan gradings in Europe. There will be a debate on anti-doping in Kendo EC's. Proposal by German Fed. for precise guidelines on shinpan-shunin rôle/requirements. EKF 50<sup>th</sup> anniversary in 2019.

## **8. Shogo policy**

JOS (Kendo Bucho) joined the meeting via telephone. Final version agreed, as amended by JOS. Agreed that complaints about process (not results) will be allowed.

## **9. Health & Safety Officer's report**

DG noted that 7 accidents had been reported, 2 were serious. Noted that members may have to approach the insurance company themselves if they wish to make a claim. Tick-box on accident reporting form asking if the reporting party wants to make an insurance claim needs to be removed.

**ACTION:** DG to email Andy Watson to remove the tick-box from the accident form.

DG- we need to make a claims procedure based on information required by the insurance company.

**ACTION:** FG to contact insurance company for guidelines of how members can make claims and what documents (eg statements) are required.

## **10. 2017 AGM**

FG went through the draft programme.

**Action:** FG to check with JOS the timing of the Premier Cup.

**Meeting closed at 6.06pm**