

**ENGLISH KARATE FEDERATION BOARD MEETING**

**Venue : De Vere Hotel (Theobalds Park Hotel)**

**Address : Lieutenant Ellis Way Cheshunt**

**Herts EN7 5HW**

**Sunday 10<sup>th</sup> July 2016**

Present	<p>M Billman (MB) President</p> <p>M Dinsdale (MD) WKF representative</p> <p>S Coupland (SC)</p> <p>B Brennen (BB)</p> <p>C Thompson (CT)</p> <p>D Wilson (DW)</p> <p>Apologies : John De Bono, Ivor Thomas and Anthony Kirby</p> <p>In attendance : Mike O Brien (Treasurer)</p>	
Chair	MB	
Minutes	<p>DW</p> <p>Meeting commenced at 11.10am</p>	
		Action
	The president welcomed all to the meeting	
1) Minutes of last meeting	Minutes of last meeting were read out by MB and were also viewed by those present on a projector screen at the venue as not every one had paper copies with them.	
2) Accuracy of minutes	Save for typing errors, corrected at the meeting the minutes were approved.	
3) Matters arising from the minutes	Coaching book sold by a member. MB stated that he had been in touch with Lulu who stated that what was being sold on their site was not their responsibility with regards	MB

	to copyright etc. Further consideration is going to be given with regards to this breach of copyright of the EKF logo.	
4) SRA Update	<p>The Moore Stephens document was complimentary to the EKF however, there was an issue with regards to the bodies involved. MD and MB advised that Emma Boggis the CEO of SRA, had given an indication that the bodies involved were EKC, EKF and NAKMAS. NAKMAS have withdrawn and it was believed that there were 2 remaining. A meeting has been fixed for 19<sup>th</sup> July 2016 to take the matter further. It was agreed that an email should be sent to Emma Boggis stating that the meeting should not proceed as it now appears from an email sent by her to MB that 3 other groups will be represented, namely FEKO, AMA and KUGB. Also the documentation that the EKF stated could be 'exchanged' with the EKC may have been sent to them without anything in return.</p> <p>This is not something that can be accepted and this needs to be clarified before the meeting of 19<sup>th</sup> July 2016. A draft email to Emma Boggis is to be sent. This is to be drafted ASAP and approved by MB/MD.</p>	DW
5) Risk register presentation	<p>An impressive document had been prepared by BB, who was thanked by the president, with the assistance of Brian Noble. This extensive document needs to be dissected into areas of responsibility and would also take care of another issue of budgeting.</p> <p>The traffic light system will alert the board to pressing matters and will also assist with regards to any further SRA dealings.</p> <p>The document needs to be looked at, possibly by the new board, with some attention given to training the trainers. Copies of the document to be distributed.</p> <p>(There was a query over the Moore Stephens report, it was confirmed that this had already been despatched to all present.)</p>	BB
6) The Vice Presidents report	As the Vice President was not present, this was not given, however, MB stated that the first aid courses that were held have been well received and it was agreed by those	JDB

	present that they will continue.	
7) Company secretary's report	<p>DW gave his report on various matters in connection with the forthcoming AGM namely that it was now ready, the list of nominees was now complete, details of the questions that had been raised were advised by DW and confirmed that all questions had been answered.</p> <p>The articles need tightening up. There was a discussion with regards to the various stages this has been through but it was agreed that they would be re drawn.</p>	MB/DW
8) Treasurer's report	<p>MOB provided a report and this will be in the form of the document that was provided and will be annexed to the minutes. The president wished to note the comments by Moore Stephens in their report for the excellent work done by MOB in providing the relevant details.</p> <p>There was a discussion with regards to the Life of Membership books but this will remain as it is for the moment.</p> <p>MD had raised a point where there could be one form for the NGB and another for Club Associations and that is something that members could consider.</p> <p>MOB was advised that for the AGM we must have the 2014/15 accounts available, it is noted that there is an amendment to these accounts but the amendment to the accounts with a letter signed by the President will be despatched imminently. No one will expect the accounts for 2015/16 to be made available as this is too early in the process of having the accounts drawn up and the year end was only 3 months odd ago. It may be that the members will ask how the accounts are looking and this can be answered on the day.</p> <p>With regards to changing accountants, this is something for the new board to consider and is an AGM item.</p> <p>MOB was thanked for the work that he had done, making</p>	

	<p>the whole membership process more coherent.</p> <p>MOB to confirm when accounts and amendment and letter are filed with company's house.</p>	MOB
9) Compliance Officer's report	Ivor Thomas was unfortunately unwell and will be having an operation. It is to be noted that the board offer both Ivor and Anthony Kirby their best wishes.	
10) Technical Officer's report	CT advised that there will be news after 24 <sup>th</sup> July AGM with regards to a Technical grading panel being set up and how that will work. The plans to put that in place are now finalised but there is no point making plans now as we do not know the make up of the board until the 24 <sup>th</sup> July 2016.	CT
11) Child Protection Officer's report	<p>SC reported that he had attended 2 L.A.D.O. meetings and that the EKF were being approached by other bodies for guidance and this has been given accordingly. The way that the EKF deal with such matters is well respected and people are approaching for advice.</p> <p>The National Kumite coach has some experience of CP and there is some room for improvement for coaches to have a little more training with regards to this and SC advises that courses should be sought and coaches attend them.</p>	
12) KATA youth scheme	The document that had been distributed with the agenda was seen by all and it was agreed that this will continue under the guidance at this time of JDB. There is to be one more session added in another area namely approaching the West of the country. JDB to be advised and liaise with Aimee Sell and Rob Bingham who will remain as the coaches.	JDB
13) Contractors	Contracts to be dealt with after the AGM	

Contracts		
14) Any other business	<p>a) MAA: Willie Thomas is referred to as performance director on some publicity. SC is to ensure that it is clear that the National Kumite Coach is not the Performance Director of the EKF but of the MAA.</p> <p>b) The Risk Register. Owners of this document will be dealt with after the AGM.</p> <p>MB and MD advised that disability Karate will shortly become officially known as 'Para Karate'.</p> <p>MD advised that 3 coaches are allowed on the forthcoming World Championships in Linz in Austria for up to 16 competitors. 17 to 25 competitors, 4 coaches are allowed.</p> <p>It was agreed that there would have to be a H.O.D. for the Worlds, a Kata coach would also have to attend and, there is there question of the expense that this will incur.</p> <p>BB suggested that there should be a maximum number attending and it was suggested that this should be 15.</p> <p>A discussion ensued with regards to how many Kumite and Kata Karateka would be in attendance. It was advised that the Kumite selections were taking place on 17<sup>th</sup> July and 3<sup>rd</sup> August 2016 and it would be after 3<sup>rd</sup> August that the Kumite choices would be made. SC is to speak with the Kumite coach as to the number he believes he will wish to take. MD mentioned that we must not forget the Kata athletes and there needs to be a discussion soon for final numbers. Sportdata shows that the final date for entry is 21st August 2016. However, we need to have everything finalised well in advance of that.</p>	SOC

15) Regional training	There has been an email from Alan Flook of the WKU with regards to there not being any training in that region. Also, it was a long way for anyone from there to go to training in the South. It was suggested that the European Karate Federation be approached so that we have another area added because of this.	MD
16) A discussion regarding Essex remaining in the South	A discussion ensued as to whether Essex should remain in the South. It was agreed that it would.	
17) Error regarding letter	MB advised of an email exchange between SC and the National Kumite coach regarding Calum Robb and the error made with regards to the letter that went out to parents as an attachment. The National Coach and SC had apologised.	
18) EKF Doctor	SC has suggested that Dr. Akan Eka should be engaged as the EKF doctor and this was agreed.	SC
19) Nominee resume	DW suggested that at the AGM each nominee, only if they wish to, should be allowed up to 1 minute to give a brief resume of their qualifications to be a director and it was agreed that this would be allowed.	
	<p>Date of next meeting : 24<sup>th</sup> July 2016 at 10am at the venue for the AGM which is to take place that day at midday.</p> <p>The Chairman thanked all for attending and would see them all on the 24<sup>th</sup> July 2016.</p> <p>The meeting was closed at 3.45pm.</p>	

APPROVED 24<sup>TH</sup> JULY 2016