

ENGLISH KARATE FEDERATION BOARD MEETING

Venue: Theobalds Park Hotel

Address: Lieutenant Ellis Way Cheshunt

Herts EN7 5HW

Saturday 8<sup>th</sup> March 2014 @ 11.00

Present	Michael Billman (MB) Vice-President Michael Dinsdale (MD) WKF representative Steve Coupland (SC) Mark Symonds (MS) Sarah Knight (SK) John Moreton (JM) Chris Thompson (CT)  Due to some traffic issues the meeting commenced at 11.18am	
Chair	MB	
Minutes taken by	SK	
Agenda item	Discussion	Actions
1) Apologies	Ticky Donovan (TD) President Andrew Genery (AG) Ivor Thomas (IT) John De Bono (JDB)	
2) Previous minutes-accuracy and approval for publication	At the request of the chair, item 10 on the agenda was moved to the bottom of the agenda page.  At the request of the chair, as the minutes from the meeting on the 16 <sup>th</sup> November 2013 had now been circulated, these were initially discussed for accuracy and matters arising.  All present at the November meeting agreed the accuracy of the minutes. JM abstained from recording accuracy as he stated too much time had lapsed for him to remember clearly.  Minutes from the meeting on the 2 <sup>nd</sup> February were deemed as accurate.	
3) Matters arising: Actions completed/ not completed	Matters arising 16 <sup>th</sup> November 2014  Item 10 Legal advisor: MB said he hadn't yet done this and asked who else could access legal advice. JM and MS stated they could. MB stated he would get a price for internet based advice. MS stated that the	<b><i>MB to supply details and price</i></b>

	<p>Sport and Recreational Alliance offer limited advice and suggested we would need something above and beyond this.</p> <p>Item 11 Child Protection: SC has developed child protection courses and this is currently with a local child protection lead who is offering advice on content. SC will follow this up.</p> <p>Item 13 Insurances: It was agreed to invite Vince Parker (VP) to a forthcoming meeting, but based on VP package and costs we need to get a number of other people to quote.</p> <p>Item 14 Centre of Excellence: WT had stated that Oaklands College is happy to host any forthcoming board meetings, the board could also interact with the squad if they are training there.</p> <p><b>Matters arising 2<sup>nd</sup> February 2014</b></p> <p>Item 6 EKF kyu grades feedback: During the meeting SC emailed Paul Campbell (PC) to request that an ambulance be present at the EKF Nationals. SC will also check during the Nationals' weekend on the availability and usage of the medical room at Ponds Forge.</p> <p>Item 8 Day book, JM to deal with this item on today's agenda</p> <p>Item 11 Insurance: On today's agenda</p> <p>Item 12 Position and Jobs: MD explained that after giving it further thought the legality of the actions are not clear. It was agreed by all that this agenda item be put on hold until further advice can be sought. MS explained he sought advice last April but the law has changed. JM stated we have a duty to take legal advice and address for the benefits of all parties. JM had also had a quote from a solicitor of £900 plus VAT.</p> <p>Discussion re what actually requires addressing, MS agreed to find out information.</p>	<p><b><i>SC to provide feedback on Child Protection courses</i></b></p> <p><b><i>SC to invite VP to a forthcoming meeting</i></b></p> <p><b><i>SC to speak to Willie Thomas (WT) re contact and SC to let MB know outcome.</i></b></p> <p><b><i>SC to take matter forward and confirm with PC</i></b></p> <p><b><i>MS to get updated price. JM to get price. MB to get price. All to feed back to the board.</i></b></p> <p><b><i>MS to do list of what is required and reply to the board within 14 days.</i></b></p> <p><b><i>MD to ask DS to send letter to all involved (6 positions) stating that everything is on hold until further advice has been taken</i></b></p>
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	<p>Item 14 SE update: Letter not yet sent to SE, SC has written letter with amendments from MD</p> <p>Item 16 Seiki Kuku: MD has not yet given DS a date to invite the two parties, but a discussion followed which re-visited the original decision and why the suspension was put in place. After reviewing the prior decision it was agree to lift suspension and invite CD.</p> <p>Item 19 Regionals: To be added as any other business</p> <p>Item 21 Loophole in rules: on current agenda</p> <p>Item 22: HOD for Finland: Greg Francis cannot attend. A discussion re: other potential candidates was held. Any other names to be put forward within the next 7 days so people can be approached, and a decision made.</p> <p>Item 23: Discussion re: other potential people to act as chaperone as one athlete is under 18</p> <p>Item 25 Company seal:</p> <p>A comfort break was taken at 12.45</p>	<p><b>SC to send SE letter ASAP</b></p> <p><b>MD to ask DS to invite CD</b></p> <p><b>Any names for potential HOD to be submitted to MB</b></p> <p><b>MD to ask DS to write to Natalie Williams to ask whether she can take on this role.</b></p> <p><b>SC to send email to Brian Noble asking for company seal.</b></p>
<p>4) Event First Aid cover (MS)</p>	<p>MS had acquired a quote of £1100 from a company to provide an ambulance and first aid cover for the nationals for one day. A discussion was held around what we already have, and what we need, and whether there is a gap. MS recommended that there needs to be a risk assessment for future events.</p>	<p><b>MS and SK to develop a document</b></p>
<p>5) Insurance</p>	<p>MS said he had looked into the current cover and that there are gaps in this compared to what is required.</p> <p>JM also reiterated that athletes need to ensure they have adequate cover and that they are aware of the limitations on EKF insurance. It was suggested by JM that, in future, athletes could take out additional cover themselves if required.</p>	<p><b>MS to approach Towergate to obtain a quote ASAP. He will send quote forms off within next couple of days.</b></p> <p><b>MS to ensure that appropriate sports insurance is in place for the EKF nationals and then to review the whole package following the nationals.</b></p> <p><b>MS to address event liability and</b></p>

		<b>employers liability insurance</b>
6) Accounts issues	<p>JM, as new treasurer, gave feedback regarding a few issues which had arisen. Issues regarding notes: signatures, two different addresses, and an issue with an added signature. JM is currently resolving all of these issues and liaising with appropriate parties. JM reported there were some issues with Paul Lee not having cheques; JM is working with Paul Lee to address some of these problems.</p> <p>There followed a discussion re: the extra signatory on the account which was an error on the part of the bank, who had subsequently sent an apology. JM said he would continue to monitor the situation. MD asked JM if we can have a copy of the original signatures. JM said he would obtain them.</p> <p>JM stated that the cheque book is currently in a PO box. MD said he would collect this and forward it to JM.</p> <p>JM also informed the board of the bills he had personally paid for the forthcoming competition, and said that he would be claiming this back from the EKF</p> <p>JM asked the board if they wanted to be informed of every transaction. MD stated he had full confidence in JM. It was agreed that once per month JM would provide details of his expenditure.</p>	<p><b>JM to ask Barclays for a copy of original signatures.</b></p> <p><b>MD to collect cheque book.</b></p>
7) Sponsorship	<p>SK had shared the hoodie and shorts options with board at the comfort break and the board members chose their preference. SK reported that she had returned a box of items back to Blitz from a previous order that was delivered too late for distribution. However there may still be some outstanding charges and SK will keep the board informed.</p> <p>Discussion re: the letters to current and potential sponsorship organisations. SK reported that she had written some draft letters and sent to JDB, as discussed at the previous meeting, but had not yet had feedback. If JDB cannot support then MS volunteered to support with letters.</p>	<p><b>SK to email JDB again. SK to inform board if there will be any additional expenses from sponsorship kit required. SK to inform Blitz of kit choices from board</b></p>
8) EKF funds proposal	<p>Deferred till next meeting. However, SC did say that our membership numbers are increasing and that when the numbers reach 30,000 we should add something to our website. All agreed.</p>	<p><b>To be added to next agenda</b></p>
9) EKF nationals and kyu grades 2015	<p>SK stated that following the data retrieved she would be happy to put together a proposal. All agreed for future EKF competitions.</p>	<p><b>SK to prepare a proposal on 2015 competitions to include a 3 year plan.</b></p>

10) AGM	Deferred until later, as agreed.	
11) Review of jobs/appointments	Agreed this was dealt with under matters arising from previous agendas.	
12) Coaching update (MS)	MS said that he has a meeting on the 29 <sup>th</sup> March 2014 and will feedback to the board as and when an update is available.	<b><i>MS to feedback to board as and when additional information becomes available</i></b>
13) Finance committee	No discussion required. No further actions.	
14) Club loophole (JM)	JM has not had opportunity to address this and requested it is deferred until the next meeting	<b><i>To be added to next agenda</i></b>
15) CRB checks (DBS checks)	MB suggested this should be dealt with within agenda item 19. All agreed	
16) Scoreboards	JM said that scoreboards should be used for selection and refereeing events. There was a discussion re: the use of computers and screens. MD suggested that sport data offers technology for scoreboards and maybe that should be used. Dale Gamble (DG) wants the score boards for a training event, and JM said that they should be sourced from somewhere, but JM's organisation would not be providing them. It was agreed that DG can source scoreboards from elsewhere.	<b><i>SC to email DG to advise him to source scoreboards.</i></b>
17) Accounts update	Most of this agenda item was dealt with in item 6. MD stated that the previous list of accounts was not accurate enough: JM stated that since becoming Treasurer he is keeping more accurate records. JM will feedback any issues at the next board meeting.	<b><i>Accounts to be added to the next board meeting agenda.</i></b>
18) Missing minutes	Already addressed.	
19) DBS officer	JM said that the Midlands coach had raised a query about DBS's. SC said the system has changed and he would write to the Midlands coach to explain.  Discussion re: who should be the DBS officer. SC suggested that registrations were in an ideal position.	<b><i>SC to write to Midlands Regional Coach to explain changes in DBS system SC to speak to registrations officer to see if he would be interested in taking on this role. SC to feedback to board via email.</i></b>
20) AOB	SC: SC had emailed Paul Campbell during the meeting re: medical cover and read out his reply. SC to liaise directly with PC re: cover and feedback to board.	<b><i>SC to feedback to board</i></b>

	<p>SC passed on the request from the regional coaches to take people under the age of 18. SC proposed, seconded by CT, that we allow children, under the age of 18 to attend these events, as long as they are accompanied by a parent, who goes at their own expense. All agreed.</p> <p>MS: MS said he had a further look at the accounts for the kyu grades and feels there is a mis-match between what different people get money for and felt that this is wrong. JM said he recalls the board agreeing to the additional costs from PC. CT said he felt the system was flawed.</p> <p>MD and MB said the ref's payment should be increased and that this money should be sourced from increasing licence fees. JM suggested we could offer free courses to support them to volunteer. MS said maybe for an agenda item at the AGM, but board felt after discussion that this should be deferred until a later date.</p> <p>MS stated that the public address system was charged for 2 days, but only used for one. MS says we need receipts for all activity.</p> <p>JM: stated he was uncomfortable paying 2 people who require payment by different names. JM stated that all claim forms should come with receipts including mileage. Concern that not all get actual fuel receipts if paid on a card. JM will look into this and feedback.</p> <p>MD: Insurance claims and the fact that some injuries occur before major events and how this can lead to claims. SC proposed that if the medical officer thinks that somebody should not be considered for an event then the board and coaches should be made aware. There was discussion about how this could be done.</p>	<p><b>SC to inform regional coaches</b></p> <p><b>Agenda item for next meeting. How to increase income and offer incentive to referees.</b></p> <p><b>JM to feedback to board whether receipts required for all claims including mileage.</b></p> <p><b>MD to ask DS to put signature on bottom of current form. SC to email MO and include Jon Mottram, Willie Thomas, and Mick Billman.</b></p>
10) Agenda item revisited. AGM and notifications	The latest that notification of the AGM can go out is the 13 <sup>th</sup> March 2014.	<b>As SK is already emailing JDB, she will also email regarding sending out notifications for AGM by the 13.3.14.</b>
	Next meeting will be the date of the AGM – 11 <sup>th</sup> May 2014	

Agenda items for next meeting(s) generated from this meeting	<ol style="list-style-type: none"><li>1) Vince Parker to be invited to present insurance package</li><li>2) Insurance: prices and what is required</li><li>3) Event first aid requirements</li><li>4) Club loophole</li><li>5) Competition 3 year plan</li><li>6) EKF funds proposal</li><li>7) Accounts update</li><li>8) How to increase income and offer incentive to referees</li></ol>	
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