

ENGLISH KARATE FEDERATION BOARD MEETING

Venue: North Herts College

Sunday 1st February 2015 @ 11.00

Present	Michael Billman (MB) President Michael Dinsdale (MD) WKF representative Steve Coupland (SC) Sarah Knight (SK) Ivor Thomas (IT) John De Bono (JDB) Simon Coope (SiC) Chris Thompson (CT) In attendance: Mark Symonds Mike O'Brien	
Chair	MB	
Minutes taken by	SK	
Agenda item	Discussion	Actions
1) Apologies	Ticky Donovan OBE (TD) Vice President	
2) Previous minutes-accuracy and approval for publication	<p>Meeting commenced at 11.08. MB welcomed everyone to the meeting.</p> <p>MB asked for approval of minutes of AGM on 4th January 2015. MD asked for a correction, correct wording noted by MB. All else approved.</p> <p>MB asked for approval of minutes of meeting on 4th January 2015. All present at that meeting approved as accurate. Proposed by CT seconded by IT.</p>	<p>MB to amend wording on AGM minutes.</p>
3) Matters arising	<p>Appointment of treasurer: MOB and TD meeting previous accountant on Monday to receive full handover. MOB will officially take up the treasurer's role on 02.02.15. MD suggested that the signatories should be any of the three current signatories, plus Mike O'Brien as Treasurer, and one of the signatories on the cheques must be the Treasurer, save in exceptional circumstances. It was proposed by MD and seconded by MB. All agreed.</p> <p>License defaulters: MOB had issued several letters to defaulters. One letter had been sent in error, MOB had spoken to this gentlemen and the situation had now been resolved. MOB explained to board the actions as a result of other letters received, some were not aware of correct process and MOB has explained correct process to these people. MOB has purchased EKF laptop.</p>	

4) WADA update	<p>MB explained a violation by a current member. Following a hearing a 14 month ban was imposed, an appeal pertaining to the sanctions as part of this ban may be forthcoming. Following discussions with Team GB, the athlete remains on the GB list to await appeal outcome. Two representatives from UKAD were present at the hearing and commended the EKF on the process followed.</p>	
5) National coach	<p>MB queried costs of room/hall bookings and who had given the permission for the cheque to be issued. A discussion followed with SC, and the process for approving room bookings with the board was reiterated.</p> <p>Further discussion on UKAD process and Team GB, and lines of communication clarified, as national coach also has had correspondence with Team GB. MS stated all changes to athletes should go through BKF board not WT directly. MD reminded directors that this was an EKF meeting and these issues can be discussed at BKF meeting. MB pointed out that the England National Coach was the subject and it was being spoken about to save any further problems arising.</p> <p>Report from physio read out to board with regards to Bremen in November 2014. One notable issue was that one athlete arrived injured and was unable to compete. Recommendations from report: 1 athlete to have further investigations. 2. Athletes not to travel injured.</p> <p>Discussion re: further recommendations for treatment and action needed to contact physio to ask for a medical report to satisfy insurance requirements.</p>	
6) Club certs	<p>CT showed a certificate to directors that had been drafted by MOB. A few changes to wording but all agreed a good format. A query whether clubs should be charged. SK reminded colleagues that a vote had previously been taken which agreed to send out certificates free of charge.</p>	
7) Coaching awards/ license cards	<p>MS explained that a pilot project was being delivered in conjunction with CPSU and commencing on March 1st. SC explained progress to date.</p> <p>License cards: MS gave a demo of the ID cards attached to sport data and different types of cards. The cost for sport data cards starts at about 2 euros and increases to about 10 euros.</p> <p>MOB shared some modelling around SC idea of having club insurance and then sports card membership. JDB challenged and said the decision was already made in November to purchase own cards and make them themselves.</p> <p>JDB stated that a card system had already been agreed.</p> <p>MB asked if anyone had seen Roger Williams system for WKGB, MB said that he would send to MS.</p>	

	<p>IT said we should pilot with our own equipment as no agreement can be made. IT proposed that we use this as a pilot scheme and evolve this, the basic system. CT seconded this, all supported. SiC abstained.</p> <p>Comfort break taken at 12.50 and meeting resumed at 13.50.</p>	<p>MB to send Welsh card system to MS</p> <p>MOB to purchase appropriate equipment and commence pilot</p>
8) Centre of excellence	<p>MB stated Loughborough was not financially viable and the search for an ideal venue continues. In the meantime North Herts college will continue to be used.</p>	
9) Restructure Presentation	<p>MS presented his thoughts on how the roles and appointment of directors should be developed to ensure the correct roles and skillsets on the board. We don't necessarily need karate skills/experience. It could entail other skills. MS said we should be in more control of what goes on at an operational level. He said these basic guidelines come from the code of good governance.</p> <p>MS said we should evaluate our performance regularly. I.e. He stated that currently we agree something in a meeting and then nothing is done between meetings. MS said he could identify a list of roles, about 10 roles that people on board can do.</p> <p>MS thinks we should hold an AGM/EGM this year and hold it on a skillset nomination basis. MD said we could have current members leading and co-opt people onto the board.</p> <p>IT said that he agrees with some of the feedback, but that he feels the current board do not communicate well and do not work as a team. IT and JDB feel our members would not accept skill-set based nominations.</p> <p>MS stated that each director should own a department and that each director should give feedback at each meeting.</p> <p>Action- MS will email out all of tasks.</p> <p>MB asked MS if, following his resignation and removal as a director at Companies House, whether he would consider coming back onto the board. MS stated that if the board develops in the way he suggested, and accepts the roles', then yes, he would</p> <p>SC clarified that people within these departments should have the right to make decisions within these departments.</p> <p>MS displayed the suggested departments for further discussion.</p> <p>MS will send out and request feedback within 14 days. Allocating tasks and then role/tasks to be evaluated.</p>	<p>MS to email out roles, feedback within 14 days</p> <p>SK to add Mark as a director at companies house</p>
10) SiC update re sponsorship	<p>SiC gave a brief update on the current situation with EKF sponsors' Blitz and some issues encountered with sizing.</p> <p>SK asked for clarification on current sponsorship status, SiC advised that a new deal has now been entered into for a further 3 years. SK queried whether we are breaching any guidance in that are we legally bound to offer sponsorship to any other providers? MB, SiC</p>	

	and JDB explained current contract and that we are not obliged to offer sponsorship, although SiC did say he had sent letters to other potential companies.	
11) Mats	SC said they had been ordered and waiting for delivery to North Herts. MB stated that, as there was no heating or drinks available at Hitchin and, as directors give their time with no remittance apart from expenses, he felt it would be better to hold directors meetings back at Deveres' in Cheshunt.	
12) Kyu Grade championships	Following discussion with regards to numbers and categories, MB said the venue was too small for the size of the competition and an alternate venue should be considered.	
13) Future competitions	SC stated that the nationals should only be for WKF events. SK stated that numbers will fall significantly and that if children's events are dropped there should be a separate children's championships. SC Proposed that nationals are WKF categories with events for 12-13 years. Seconded by MS, all agreed, MD, SK, and JDB abstained. SK asked for a caveat that if we go down this route we add a children's championship and schedule this for 2015. Seconded by SiC all agreed. Potential date in June. MS Exploring options at Loughborough university. SK suggested putting a statement on the website at the earliest convenience explaining the changes, so coaches and parents were aware that no categories under 12 years would be entertained. All agreed.	<i>SK to send statement for EKF website explaining changes</i>
14) AOB	MD asked SC re any information regarding the university member and dissident membership – One of SC's replies was that "other countries do it!" but he would look into the situation. MOB confirmed he will get access to bank account and wanted to change account to Lloyds. He advised that old account should not be closed but wound down. A discussion followed re appropriate signatories, i.e. should they be directors? MOB to clarify MS raised issues of referee's status. He explained referees are volunteers but we are charging them to train to be a volunteer. MS proposed that we should not charge for training for referees but also do not pay them at events. SiC seconded, all supported. IT and JDB abstained. Meeting closed at 14.50.	<i>SC to explore</i> <i>MOB to get advice on signatory status.</i>