

ENGLISH KARATE FEDERATION BOARD MEETING

Venue: Theobalds Park Hotel

Address: Lieutenant Ellis Way Cheshunt

Herts EN7 5HW

Sunday 27th October 2013 @ 12.00

Present	Ticky Donovan (TD) President Michael Billman (MB) Vice-President Michael Dinsdale (MD) WKF representative Steve Coupland (SC) Mark Symonds (MS) Ivor Thomas (IT) Sarah Knight (SK) John Morton (JM)	
Apologies	John De Bono (JDB) Chris Thompson (CT) Andrew Genery (AG)	
Minutes taken by	SK	
Agenda item	Discussion	Actions
1) Previous minutes-accuracy	NB: Prior to the minutes from the previous meeting being reviewed JM questioned the legality of the board, and the process followed at the last meeting, where existing directors elected other board members into position, including the President and Vice President. MD referred to the current M&As, and the process currently in place, although it was acknowledged there is some contradiction which it is hoped would be eradicated following the review of the current M & As, MD stated given the situation they felt the best process was followed. JM noted his objection to the process followed. Re accuracy: MS stated that he agreed to be treasurer in name only for the forthcoming period.	
2) Previous minutes -actions	All actions from the previous minutes are complete	
3) Change of Mem and Articles (MS)	MD stated the following advice, that the M & As need changing as soon as possible. MB stated that M & As are now called Articles of Association (A &	

3.1 Update on Mem and Arts (JM)	<p>As), which incorporates the M & As. MS stated that the document was sent out to board members and that some comments received back. It was agreed that the draft version of the document was reviewed during the meeting paragraph by paragraph.</p> <p>The M & A were discussed in detail with some objections logged and 2 proposals addressed. Full information is recorded in the detailed minutes.</p> <p>TD noted his thanks to MS for pulling the articles together. MS will get the amended ones back to the board within 14 days (Sunday 10th November). Board members are requested to review the amended articles within 7 days of receipt. These will then need to be sent to our member organisations, it was agreed that any feedback from organisations should be received within 14 days.</p>	<p>MS to send out amended articles within 14 days.</p> <p>Board members to return comments within 7 days</p>
4)Association returns (MD)	<p>MD asked how the board felt about taking action and being more proactive regarding lack of returns. MB and JM both agreed. It was suggested that Mike O Brian (MoB) should look into this in more detail, this was agreed, but also for an email to be sent out to members detailing the return process.</p> <p>Further discussion re the 'chittys'; in the licenses. Some licences do not have the chitty in them, just the license number. JM felt the chitty should be in there, TD felt that as long as the number was in there this should suffice. Concern raised that if only a number is present and the registration data base is not available, there is still no way of determining the EKF license. No resolution.</p>	<p>Action: MD to ask DS to send out Email to membership re how to do returns and the process if the returns are not forthcoming.</p> <p>MD to ask DS to send email to MoB to ask him to have a deeper dive into figures and report back to the board.</p>
5)Contract renewals (MD)	Dealt with previously	
6)Appointment of disciplinary and legal person	This was discussed as part of agenda item 24. JM also suggested that as list of potential DLCs could be established.	
7)Overriding board decisions	MD raised concern that if someone isn't able to attend a board meeting and a decision is made; the absent person should not be able to challenge the decision. Agreed that feedback on any agenda items should be submitted before the meeting, which can then be considered as part of discussion.	All
8)Voting and action (SC)	Deferred till next meeting as SC had to leave	Action: Add to next board meeting agenda
9)Coaching department (MS) 9.1) JM Coaching department	MS fed back that the coaching award is currently with an awarding body to get it recognised and established. MS said he can share more information regarding the coaching award when it is endorsed	Action: MS to feedback to board when more information available.

issues (JM)	and copyrighted. JM asked when the coaching award would be made available; MS said this was dependent on the length of time the awarding body take to consider it. MS stated that in the interim, instructions are on the website about how to access coaching certificates and that a number of already been in touch with MS.	
10)Child protection courses and policy (SC)	As SC had to leave early this was deferred until the next meeting	Action: To be added to agenda for next meeting
11)Insurance (SC)	As SC had to leave early this was deferred until the next meeting	Action: To be added to agenda for next meeting
12)Centre of excellence for EKF (SC)	As SC had to leave early this was deferred until the next meeting	Action: To be added to agenda for next meeting
13)2014 Nationals	<p>A venue had not yet been agreed for the EKF nationals in April 2014. SC said that DS had mentioned a potentially suitable venue but availability and costs had not been established. It was agreed that if not available or costs too high then we should remain at Ponds Forge for 2014, but look to amend both venue and set up for 2015. The categories for the Kyu grades was also discussed, it was agreed that at such short notice they should remain as they are but to be review for 2015</p> <p>The international did not happen this year; however it was still something the board wanted to pursue. This should be considered for either next year or 2015</p>	<p>Action: SK to contact DS to identify the alternative potential venue and contact the re costs etc.</p> <p>IT is going to arrange a small working group with Paul Campbell and Dale Gamble to look at all 3 competitions. The set up and location of the nationals, the categories for the kyu grades and the possibility of holding an international either 2014 or 2015. IT will present his thoughts/ideas when available.</p>
14)Audit report (JM)	JM questioned whether there was an audit report available as he thought there was, MS clarified there is no audit report.	
15)Management accounts	JM questioned whether there could be a distribution of monthly management accounts. Dealt with in agenda item 3, there is not capacity currently to issue monthly management accounts.	
16)Establishing answers on email	JM stated that when questions have been asked on Email it has been difficult to establish answers. MS explained current situation, JM accepted this.	
17)Sponsorship	MS said there have been a few concerns re	Action: All contracts

	<p>sponsorship process; a query about an unpaid bill, but that is now resolved. Also some queries regarding missing kit. MS has been liaising with national coach but as yet has not received information regarding these, worry that this information may not be available in time for the worlds. There are few operational issues with the management of the supplies which need addressing. MS stated there is another 12 months of sponsorship deal with Blitz. MD stated that the receipt of kit should be more robust, and there should be a full audit trail. MS is current sponsorship lead but only for the next few weeks, SK said she may be interested in taking over this role , and asked for details of the current contract to be sent to her, SK will confirm whether she would like to take on the lead for this.</p>	<p>information etc. to be sent to SK. Following receipt of this SK to confirm with the board whether she wants to lead on sponsorship for the EKF</p>
18) Previous validity of elections	<p>JM explained that this has been dealt with previously.</p>	
19) EGM date	<p>MD said that AGM and EGM can be on the same day. The date of this meeting has to be in a certain time frame of last AGM but because last AGM wasn't quorate, there was uncertainty about when this time would have started. Agreed to take legal advice.</p>	<p>Action: JM to try and seek clarification from a legal advisor on the timeline for the next AGM</p>
20) Complaint	<p>MD read out the disciplinary code in reference to a Disciplinary Legal complaints officer (DLC). A discussion was held regarding notification of a complaint against the board. The complaint procedure was discussed.</p> <p>MD explained that the board have only ever appointed 1 previous DLC and that without a current DLC impost; complaints cannot be considered until a future board meeting to discuss the post. SC proposed the appointment of a DLC to deal with the complaint; MD stated that the DLC only appoints an investigator.</p> <p>There was discussion about the notification of a complaint and agreed actions. These are available in the detailed minutes.</p> <p>TD stated that he took the role of presidency as a well-known figurehead of karate and as an ambassador. He reiterated that the role would be delivered differently from what has happened previously.</p> <p>JM stated that in future any issues that come into</p>	

	the board should be dealt with in a timely manner by a DLC, JM also in agreement that we don't appoint a DLC until a letter comes through detailing complaint.	
21)AOB	<p>TD asked if anyone was interested in becoming company secretary. JM asked what the duties of a company secretary are. MD talked about the duties and the report that would be due after the AGM. JM registered his interest and asked for a week to make his decision.</p> <p>MS stated that he had sent off the details to get his signature formally recognised by the EKF.</p> <p>MD discussed the possibility of Willie Thomas (WT) national kumite coach, Jonathon Mottram (JM) national kata coach, and Dale Gamble (DG) chief referee, having a section within the board meetings. It was agreed this was a good idea.</p> <p>MD stated that DG has made a proposal that referees should have some grant made towards their expenses for 2014 due to the number of tournaments coming up. This was also put forward by SC and TD for the competitors. It was agreed that our junior competitors and the referees who attend the international senior events should receive a £100.00 award.</p> <p>JM suggested we check process with the accountant first to make sure there were no breaches in award rules</p>	<p>Action: JM to inform board within a week of his decision on whether he would like to take on the role of EKF secretary.</p> <p>Action: MD to ask DS to invite them to be at a particular section of the meetings.</p> <p>Action: MS to check this proposed offer with accountant first to ensure no breaches in award of expenses rules. MD to ask DS to liaise with national coach and athletes to inform of this. IT will send out correspondence to his referee colleagues.</p>
Date of next meeting and AGM	<p>Date of AGM to be confirmed when JM returns his feedback on timelines.</p> <p>Next board meeting for either the 16th or 23rd November. TD will send out and gather availability.</p>	