

ENGLISH KARATE FEDERATION BOARD MEETING MINUTES

Venue: Theobalds Park Hotel

Address: Lieutenant Ellis Way Cheshunt

Herts EN7 5HW

Sunday 26th October 2014 @ 11.00

Present	Mick Billman (MB) President Steve Coupland (SC) Ivor Thomas (IT) Chris Thompson (CT) John De Bono (JDB) Sarah Knight (SK) (secretary) In attendance: Mike O Brien (MoB)	
Agenda item	Discussions	actions
1) Apologies:	Mike Dinsdale (MD)(WKF rep) Ticky Donovan (OBE) (TD) Absent: Simon Coupe (SiC) Meeting commenced at 10.57 as all were present SC left the meeting at 12.40 Comfort break taken at 12.55 Resumed at 13.15 Meeting closed at 15.25 Some agenda items taken out of order due to SC leaving early.	
2) Minutes of last meeting/ accuracy and approval for publication.	All present at last meeting agreed accuracy and true reflection of meeting. Proposed by MS seconded by CT.	
3) Matters arising	Accurate, outstanding items on agenda	
4) Articles of Association	Update: They have been submitted to the court and the date for review/hearing is the 5th December, then they can be returned and adopted.	
Appointment of treasurer	MB suggested MOB as new appointment once A of A agreed. As MOB was present MB asked if there were any questions for him, no questions. Agreed that when A of A returned,	

	MOB can be appointed and the services of Paul Lee will no longer be required.	
EKF Ltd	TD had a meeting with Barclays. As TD not present at this meeting MB read out email from TD. Various items were discussed and recommendations made which will be further addressed.	Actions for individuals recorded
Applications	SC said that moving forward, applications should be provisional and then turned down if information established means it should be declined. Also cheque should be non-refundable. SC also said application should not be considered until the cheque is cleared. MB asked MOB to review the wording of the application. MB asked MOB to draft some wording for membership documents.	MOB to review wording on application.
Jobs for board members	MB asked for all board members to get involved in jobs and work generated from the board work. As all have pressures.	
Refereeing	<p>MB has spoken to Dale Gamble (DG) and Billy Brenan (BB) regarding the role of 'Head of International Referee Development'. This would have no impact on DG role. DG asked MB to make a proposition to board today. MB proposed on behalf of DG, IT seconded this. Supported by all of board members.</p> <p>IT said that an elite referees course should be for elite referees and ref Bs have been invited. IT stated that people who should not be classed as elites have been invited and this diminishes the level of refereeing.</p> <p>MB asked whether DG recognises the BKF status, IT was not sure. MB will take this up with DG.</p>	MB to talk with DG re the issues highlighted
CT to check licences before grades	<p>MB checked with CT that all licences are checked with MOB, CT agreed that all licences are checked. MB also confirmed that recent applications for Dan grade updates were all licensed at that time.</p> <p>MS requested clarification on the Dan grade award system. CT clarified that if someone of a senior level is put forward by their association with numerous signatures and criteria met it is then ratified by the EKF technical committee.</p>	
Contractors contracts	All contracts returned except for an incorrect document from WT, it was returned to him with a request for correct documentation. Not yet returned. SC asked that if any correspondence is sent to WT, can SC be included in correspondence as he is WT line manager, agreed this was a good process.	SC to speak to WT re contract
Welcome Pack	SK stated that virtually completed but a few items outstanding. Need a named DBS offer, and in order to have the insurance they need assurance that criteria met (first aid, coaching, DBS etc). Asked MB about commonwealth, MB to send back details to SK. Also waiting for confirmation from DS re DBS.	MB to let SK know re commonwealth status
WT, JT	MB stated that there were a few squad issues pending that could be answered by the National Coach so he suggested that a meeting with the NC should take place.	MS, SC and MOB to prepare

	<p>SC also said that system should be no license no names. MS, SC and MOB also state they have ideas for a better system. MB requested that a document should be presented at the next meeting.</p>	proposal for next meeting.
JT cheque	As above	
Licence defaulters	<p>A comfort break was taken at 12.55 - meeting resumed again at 13.25</p> <p>MOB said licenses are bought and then issued out, but no names attached. MOB gave out a forecast document, and explained contents of the forecast. He explained that if there is a combined license and insurance it would save the association costs as well as making a profit margin for EKF. MOB stated that currently for groups of more than about 200 members it is not worth them taking out EKF insurance as not viable.</p> <p>MB asked how many members we have, approximately 30,000. There is an issue with clubs not registering all their members.</p> <p>SK stated that lower grade members don't even know what the EKF is, there is no incentive.</p> <p>MS discussed the sport ID card, but that organisation cannot do just the card.</p> <p>Discussion about whether EKF can do their own card. MOB states he has around 3500-4000 per month. This would create too much work for one person to generate. MS raised whether the project that SC has been leading on, the CPSU have a card? Can this be used for this project?</p> <p>SK asked whether we could have prices for creating cards. MS suggested this could be contracted out to an external company to create cards. MS suggested we could get both costs.</p> <p>IT suggested the cards can be valid for 2 years, this cuts down on costs as they only have to be re printed every 2 years.</p> <p>MS to explore costs and distribute to the directors.</p>	MS to explore costs and send out to directors for discussion at next meeting
EKF Licence fees	Discussed above, await outcome of above as this is discussed at a future meeting.	
Voting	<p>MOB asked what benefits do non sporting clubs gain from the EKF.</p> <p>Discussion followed on membership and voting system</p>	
Club Certs	<p>MS asked what these are. JDB explained what these were. MB said people want these for the reasons of proof of membership of a governing body.</p> <p>MB stated that we should produce these for everyone. IT stated that we have about 108 associations, and that everyone should have one. IT suggested it could be something similar to the DAN grade certificate.</p> <p>MB stated that sending these out to clubs would be proactive.</p>	

	<p>CT said he could design something and send this through to MOB.</p> <p>MOB said he would be the best person to send these out as he has all the addresses etc.</p> <p>All the directors present agreed for this to go forward (SC not present).</p> <p>SK stated that there should be a signature of both the President and the registrations officer. All agreed.</p>	<p>CT to send through a design to MOB and then a system put in place for signatures.</p>
Insurance	<p>MoB dealing with this and this is now linked to registrations.</p>	
Coaching awards	<p>IT coaching award: The course MS is working on will have an add-on from EKF training, successful candidates will have earned an EKF coaching card. MB said do we accept this, all agreed.</p> <p>MS also asked that we consider first aid courses, so it will be an EKF first aid course.</p> <p>SK put forward that the EKF should subsidise some of this so that our grass roots benefit from this. IT agreed and said that would also come into the 3 year plan.</p> <p>MS he will have to go back to the awarding body to get a meeting in place. MS will feed this back to the board.</p>	
PR for members	<p>MB updated on promoting the EKF. MB has a contact that can do interviews and videography. He would like to ask this person to get involved in the EKF, and come along to the championships. They would ask for expenses but didn't want payment.</p> <p>SC was going to explore students also, to clarify with SC</p>	<p>MB to take this forward and clarify the situation with SC.</p>
Kata update	<p>Delayed until January. SC stated that the board of directors need to be reminded that nothing should be discussed outside of the meeting</p> <p>Kata coach selection: SK wanted confirmation that a specified candidate should only be teaching for EKF groups or non-registered – cannot teach for dissident groups. MB confirmed this would be the case.</p> <p>SC would support this appointment for an interim post, and then requested that the full kata squad needs a review. MB suggested an interim position for kata coach and asked for directors for to support this. MB asked for an interim period to cover until after Baku (8 months), SC disagreed and felt it should be a 6 month period.</p>	
Child protection/safeguarding courses	<p>SC stated the course for the instructors and the basic course will go live after Christmas, SC asked that if any groups wanted to test this out to let SC know.</p> <p>The next level will be delivered by an outside organisation.</p>	
Sports review	<p>Update at next meeting</p>	
Budget and Investment	<p>Already discussed</p>	
Sponsorship	<p>We have had no update from SiC. We don't know where we</p>	

	<p>are with the sponsorship. MB is going to write to SiC asking for an urgent update. JDB will also ask SC for an update on the regional badges.</p>	
Regional badges/t suits	SC had left meeting update required.	Update required form SC
Disability	MS read out a letter from SiC, outlining the current situation with the athlete selected for the category for people with disabilities. Several issues were discussed and appropriate funding agreed.	
AOB	<p>IT asked about any Ebola contingency plans in light of the worlds, clarity required with athletes travelling around the countries. MB said he had taken advice and that the responsibility is that of border control.</p> <p>MB discussed Team GB. The new IOC Vice President attended the BKF competition. MB spent time with him. He has had discussions and is pushing forward karate to try and raise its profile. MB said that his attendance is raising its profile and that things are looking favourable.</p> <p>SC – centre of excellence. Big sports hall, SC feels that the centre would meet our needs. Oaklands fell through due to prices, communication etc. SK asked about catering facilities, SC said catering facilities could be arranged externally. SC said he will meet with WT, Dale gamble (DG) to get dates in and get sessions booked.</p> <p>SC also asked for something on poppy appeal to be put on website. JDB said that Blitz could be approached to supply mats for the centre of excellence. The centre also requires scoreboards.</p> <p>MB: Dave Smith who is our patron for disabilities, has had further surgery. His recovery is going well. On BKF is Dave's address, it would be good to send him our get well wishes.</p> <p>MS on behalf of SC bought up the CPSU pilot project in Lincoln. He asked if he could claim travel expenses and potentially some card costs when travelling to Lincoln, all agreed</p> <p>Meeting closed at 15.25</p>	SC to enquire re mats
	<p>SC and budget plan SC, MOB and MS and system for license defaulters Sports review MB – voting MS sport ID cards SC: International and Crystal Palace</p>	