



KARATE 2020
CANDIDATE SPORT

Supports
the Karate bid

ENGLISH KARATE FEDERATION BOARD MEETING

Venue: Theobalds Park Hotel

**Address: Lieutenant Ellis Way Cheshunt
Herts EN7 5HW**

Sunday 30 September 2012 @ 11.00 am

Present: President - Carl Lindley , Company Secretary - John De Bono, Treasurer – (vacant) , Directors - Ticky Donovan OBE, Steve Coupland, Mark Symonds, WKF Rep - Michael Dinsdale;		(SC arrived 11.15)
Apologies sent: Vice President - Andrew Genery, Registrar Kevin Barrett, Chris Thompson		
Minutes taken by John De Bono		Actions
	<p>Meeting started at 11.05</p> <p>Minutes were read and agreed by the Board from the meeting that took place on Sunday 05 August 2012, signed off by the President.</p> <p><i>Actions from meeting 05.08.12</i></p> <p>3 CL to send out the new EKF structure and organisation chart which he has put together; discuss areas and who will manage what areas.</p> <p>TD to take over Sponsorship from JDB. MS has completed two drafts of the Risk Assessment for home and abroad. He will also use the version that WT sent from the last training session and integrate them by next week.</p> <p>5 <u>Monies outstanding from athletes:</u></p> <p>CL to email Athlete for the payment of £380. CL has spoken to WT to send a message to said athlete.</p> <p>7 <u>Associations licence returns:</u></p> <p>CL to liaise with KB, regarding sending a warning letter to Associations on returns. If Association members don't send in any returns in 6 months they will be suspended for three months. It will be reviewed after a further three months and students can't compete until Association conform.</p>	<p>Deferred to next meeting.</p> <p>MS to circulate by 07.10.12</p> <p>WT to send message to athlete.</p> <p>CL to send draft version of message for Board approval, before being sent out to HoAs and web.</p>

9	<p><u>Finance Committee:</u></p> <p>JM & KB do no longer want to be on the Finance Committee</p> <p>CL; to ask committee to put together a plan to submit for the next meeting.</p>	<p>Deferred to next meeting.</p>
10	<p>AOB:</p> <ul style="list-style-type: none"> • <u>Regional Competition:</u> SC fed back with a possible date of December and venue to be confirmed possibly Midlands. • <u>Future Competitions for 2013:</u> The National on 20-21 April 2013 and the EKF International Open in October to be the Excel Centre. SC to get quotes by the next meeting. <p style="text-align: center;"><i><u>New agenda items 30.09.2012</u></i></p>	<p>SC to look at Saturday afternoon 12-4, day before Kyu Grade Compo.</p> <p>SC to get quotes possible date of 19-20 October for Open.</p>
3	<ul style="list-style-type: none"> • <u>Finance Committee update:</u> Committee now consists of TD, KL, AG, SC; SC fed back on possible ideas, one Association fee of £400. There are 4 Associations with 1000+ members, 74% less than 250 members and 25% of less than 50. To also look at possible sports licence with photo ID. Full report deferred to next meeting. 	
4	<ul style="list-style-type: none"> • <u>Treasurer, Registrations and CRB updates:</u> Chris Down has withdrawn himself as possible Treasurer. Accounts need to be audited to submit to Companies House for the last Financial year 01.04.2011 - 31.03.12. CL asked if anyone could take over the position as EKF Company Treasurer. TD said that he would take on the position and requested that the accounts be brought up to date and independently audited. TD to give his details to the bank and to 	<p>Accounts to be audited and sent to Companies House by end Nov 12.</p>

<p>5</p>	<p>receive all future bank statements. John Morton to be removed from the account asap. TD to be added as the lead signatory (David “Ticky” Donovan OBE), JDB (John De Bono) offered to be an additional signatory as he is located near TD. TD to also do any future BACS transfers for the EKF.</p> <p>All of item 4 was proposed by MS and seconded by SC.</p> <p>Registrations: Mike O’Brien to be temporary registrar on £100 per week. MS to look at Club Master software for £200 to manage the registration system. Proposed by JDB Seconded by TD.</p> <p>CRBs; There were issues raised regarding HS charging VAT and not VAT registered. It was agreed to put three independent names/companies forward on the EKF web site by SC. CL to write to HS and explain the position of him being the CRB officer and not VAT registered.</p> <ul style="list-style-type: none"> • <u>EKF financial matters:</u> <p>CL handed out a list of individual responsibilities. The position was again discussed of CEO-Ops Manager and what was happening with this role. CL brought forward the breakdowns of expenditure for DG and CL expenses to the BKF, checked by MS. All was in order. CL handed out the current EKF expenditure-income spread sheet, there were still cheques cashed but no details of to whom, as we did not have the current bank statements. CL went through the accounting spread sheet with reference numbers CL, explained a few queries. Reference number to change when new treasurer takes over.</p>	<p>MS to look at registration software</p> <p>CL to write to HS that he is no longer needed to do CRBs for the EKF.</p>
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6	<ul style="list-style-type: none"> • <u>K IS ON THE WAY 2020 merchandise:</u> It was agreed for SC to spend £500 on merchandise to promote the K IS ON THE WAY, then distribute to all members. 	SC to get merchandise up to £500
7	<ul style="list-style-type: none"> • <u>Tickets Paris:</u> CL has now paid for the tickets for Paris these are 20 five day passes and not 20 per day tickets. CL to speak to the French Federation as to where the tickets are. 	CL to speak to the French.
8	<ul style="list-style-type: none"> • <u>On-going 21.9 violations :</u> CL to liaise with MD to contact dissent groups to cc Board into letters. CL to write to WKF with update of what are the EKF doing about these groups who breach 21.9. MD suggested that CL changes the tone slightly before submitting to the WKF. 	CL to resubmit to WKF.
9	<ul style="list-style-type: none"> • <u>AOB:</u> <ol style="list-style-type: none"> 1. MS explained that he has been helping the two athletes prepare for Paris. It was agreed that they will be given £500 each towards their expenses receipts need to cover the amount claimed. Asked also if they can have squad uniforms, this was agreed. JDB to email MS on what details are needed for Paris. CL to go as HOD to Paris. Davin to go as an additional coach. 2. TD asked for an additional top up for the EKF telephone as it was starting to get busy, £20 top up agreed. 3. CL to send a written warning to WT to cc AG, on taking cash and regular licence checks. Proposed by TD seconded SC. 4. TD explained that Jonathan Mottram was having problems with a coach. As he was not being fair on an athlete with their preparation for Paris and wants them to do Regional training as well. 	<p>MS to be paid £1000 for athletes, JDB to email MS.</p> <p>CL to write to WT</p> <p>CL to speak to AG cheques.</p>

	<ol style="list-style-type: none"> 5. Insurance cover; CL to ask AG to cancel the cheque for £503 and to issue a new cheque for the insurance payable to TL for £466. MS raised the point that the EKF do not have an adequate insurance policy for the athletes who compete abroad for medical cover and who need assistance on their return. MS explained that St Benedicts are happy to consolidate all the policies. 6. Katie Hurry; KH needs an operation, if conducted by NHS could be up to an eight month wait, private operation up to £5,000. Proposed by MS and seconded by TD for the EKF to pay for op. 7. MS asked for clarification on sub-contractors who work for the EKF on their employment status. Asked if the accountants can advise on employment status (WT, JM, DG, PC). 8. Mike Billman sent an email asking if the EKF would help with his expenses to Paris as he will not get funding, but would be expected to attend meetings. Proposed by MS for MB to get £1000 seconded by TD. 9. CL asked about scoreboards, there are free downloads which are being used already, all the EKF needs to do is buy monitors to connect to laptops (MS & SC) to look into. 10. CL mentioned squad blazers it was felt that if the squad wanted these that they should fund themselves. 11. TD asked that when discussions are proposed and agreed at meetings that they can't be overturned, if directors are not present. 12. Coaches qualifications for Paris. JDB to email all coaches going asking them to complete their forms ASAP. AG to authorise and post, CL to pay 200CHF x 4 coaches and the EKF to reimburse CL. 13. Sports Plan; This has been sent out by MD via DS, MS to assist AG as agreed at Forest Gate. 	<p>MS to speak to St Benedicts</p> <p>TD to seek advise from Accountant</p> <p>MB to receive cheque for £1000</p> <p>MS-SC to look at software</p> <p>JDB to email coaches. AG to sign & post, CL to pay</p> <p>MS-AG to work on Sports plan</p>
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14. CL asked if he can go to Glasgow as the President of the EKF for the Saturday meeting, all agreed.

Date of next meeting:

TBC (CL to confirm)

Meeting finished at 17.00