



ENGLISH KARATE FEDERATION BOARD MEETING

Venue: De Veres Hotel

Address: Lieutenant Ellis Way Cheshunt, Herts EN7 5HW

Board Meeting:

Saturday 09th December 2017 @ 10am - 2pm

Present:	Directors Attending: M Billman (President) J De Bono (Vice President) M Dinsdale (WKF Representative) C Thompson (Director) B Brennan (Director) A Kirby (Director) T Utting (Director), M O'Brien (Treasurer)	
Apologies:	E Whitaker (Director)	
Chair	M Billman (President)	
Minutes taken by	Tony Utting (Compliance Officer)	
Agenda items		Actions (Action plan ref)
1. Presidents welcome	MB welcomed all and stated he would like to update the board on the financial donation given by Mr Fawaz Al-Hasawi and to thank those persons involved in making this happen. This would be covered in more detail during the financial section of the meeting.	
2. Minutes of last meeting	MB asked if everybody had read the AGM minutes. It was agreed that they had.	
3. Accuracy	Agreed, considering that Debbie Sell had to produce the minutes from memory due to the venue failing to record the meeting as had been agreed with the Hotel.	

4. Matters arising	<p>1. JDB raised the matter relating to an audit requested by the members previously. This was to be covered during the financial update.</p> <p>2. MD raised the fact that the accounts had not been agreed and therefore the EKF should not be trading. This was debated, and MB stated his understanding was that Company Law did not preclude the company from trading until matters had been resolved.</p>	MB to clarify legality of company trading until accounts agreed by members at next AGM (02/06/2018).
5. Adoption of minutes	It was proposed that the accuracy of the minutes be adopted but accounts could not be approved until the next AGM. Proposed by TU & seconded by CT	Clarify audit & accounts
6. Finances	<p>MB updated the board reference the donation to cover the Monarch disaster referencing the good work done by Debbie Sell and, in particular, Billy Brennan. BB discussed the start of the conversations which at first could have been viewed as a hoax from an unknown person. BB explained that he and MB had to keep this very discreet up until they had explored the full extent of the businessman who had watched the EKF squad members during the TV interview and had been impressed by their professionalism.</p> <p>BB & MB had successfully met with Mr Al-Hasawi and after a series of well handled discussions had banked and cleared the cheque for £45K.</p> <p>All board members were jointly impressed by the work done and fully understood the discretion shown by BB & MB during the process. BB said this would all have been dreadfully disappointing if it had leaked out and then not materialised.</p> <p>MO'B presented his report stating there was currently approximately £98K balance with the kind donation placing the EKF back in the black. He would liaise further with the board following a full assessment of who needed repaying for flights and hotels relating to Tenerife.</p> <p>A discussion followed to raise the licence fees to £5 per member. This led to a discussion identifying that most services and events related to tournaments and not for the majority of members who did not participate. Raising the fee was deferred until the AGM where it would be put to the stakeholders.</p> <p>Member services for 2018 should be highlighted with a programme of courses and services available e.g. DBS, Coaching courses, First Aid courses, Child Safeguarding,</p> <p>Online registration processes were discussed. TU updated the board stating Sport80 wanted £1000 up front to create the basis for 1-2 associations with a further £1000 per add-on as the registrations progressed. This was enormously higher than they had previously quoted but Sport80 had argued that their software had advanced and needed to be funded accordingly.</p>	<p>Debbie Sell to compile a full list of members who had been disadvantaged during the trip to Tenerife to approve appropriate refunds.</p> <p>Programme to be compiled for 2018</p>

	<p>MB proposed liaison with a member instructor who would be contacted if alternative offers could not be negotiated with Sport80.</p> <p>JDB raised a question over unknown deposits contained within MO'B's report which related to association members paying for services such as registration insurance, tournaments or slips for example but not stating whom the payment was from on the transaction. This was sometimes the case when coaches ran courses and did not split up what money related to the services provided.</p> <p>Other conversations were developed to propose budget forecasts for areas of business such as coaching for kumite & kata together with planned venue costs put together by coaches who were responsible for planning during 2018.</p>	<p>TU to re-contact Sport80 & liaise with MB & MO'B further</p> <p>BB to discuss forecasts by coaches for 2018 programme.</p>
7. Email from Debbie Sell	<p>The board discussed each question raised and in turn decided that these were more pertinent questions to be taken to the BKF.</p> <p>On the same subject, the EKF coaches should discuss selection procedures to ensure transparency and decision-making processes are fair.</p>	<p>MB to raise these with colleagues at the next BKF meeting scheduled in December 2017</p> <p>BB to discuss selection procedures with coaches.</p>
8. Payments to medallists	<p>JDB stated that historically, £1000 had been paid to World and European champions, £500 to Silver and £250 for Bronze medallists. There were also incentives to be upgraded if the medallists lost to the eventual winner of the championship. This was agreed by all, however trips being paid for were rejected on the grounds that the EKF account balance needed to be kept diligently to protect the programme for 2018.</p>	
9. Premier Inn, Hays Travel, CIMAC & GB Coaching	<p>A discussion took place on the subject of sponsorship and incentives being offered from various companies, but some details were unknown by those present to reach definitive decisions. Premier Inn was agreed by all as a positive step forward for members and recommended for further work in January as suggested by EW in her report notes.</p>	<p>EW to identify comparisons to provide detail to support sponsorship.</p>
10. Medical Report Tenerife	<p>Dave Inman's medical report for Tenerife was discussed stating 1 athlete declared unfit, 4 declared unsure, and 6 declared fit but carrying old injuries. No athletes were withdrawn from the competition. A discussion followed to explore the extent of athletes' injuries declared prior to travelling. It was recommended that future declarations are accompanied by signatures from athletes and coaches to contribute towards creating a medical card for each athlete in the future.</p>	<p>BB to discuss the report & recommendations with coaches.</p>
11. Chief Referees Report	<p>The first observation was that the email provided did not properly constitute a report.</p> <p>The contents were discussed, and it was questioned as to how many international events were 'necessary' to maintain referees accreditations rather than a perceived desire to attend</p>	<p>JDB to examine contracts and discuss a proposed budget forecast for the board to agree.</p>

	<p>all events. It was agreed that the Chief Referee should attend events that were necessary but only after being agreed by the board prior to booking travel. Expenses and budgets were discussed querying if any forecasts had been proposed by the Chief Referee?</p> <p>It was agreed that all contracts for colleagues supporting EKF positions should be reviewed and include budget forecasts for approval by the board.</p>	
12. 3 Year Forecast for ALL Departments	<p>After discussion it was concluded that a 3-year financial forecast would be advantageous but not achievable at this time as there was still some refining to do to current processes. A financial plan for 2018 however should be achievable if all coaches and supporting staff planned ahead with costs and likely attendance income being assessed in all areas.</p>	<p>Coaches & Chief Referee to provide forecasts for known events 2018. MO'B to develop budget lines as discussed.</p>
13. City of Leicester CoE	<p>After a short presentation by BB it was proposed by MB that the city of Leicester be adopted as the EKF Centre of Excellence. This would encompass all available services after further consultation for members to take advantage of hotels, restaurants, council, leisure and social services. This would not be restricted to a specific place or building but more of a corporate concept considering the make-up of the whole city of Leicester. This was seconded by BB and agreed by all</p>	
14. SRA Update	<p>MB provided an update on the SRA from the letter sent by Rob Tate and it was apparent that all was not on course to provide a smooth liaison between the EKF and the proposed members of the SRA panel. MB commented that JDB was unable to attend due to personal reasons and that MD had been proposed as a replacement representative. Following the proposal, no contact was acknowledged by the SRA.</p> <p>JDB volunteered to act as a panel member and all agreed it would be a positive step to have a selection process for the chair position for the SRA in the future.</p>	<p>MB to write to the SRA to confirm situation on next meeting agenda.</p>
15. Frank Perry Email	<p>Not seen by all. Not discussed in depth</p>	
16. Social Media Misuse	<p>All acknowledged they had seen various communications emanating from an EKF member and it was decided to revoke this individuals membership and refund £3 membership fee back as it appeared he/she was not happy with the EKF and the way business was conducted.</p>	<p>TU to draft a letter for approval.</p>
17. AoA's	<p>JDB stated that he had previously circulated the AOA's to board members and to date had very little response. These were acknowledged as an urgent piece of work which required</p>	<p>All to review AOA's and report back to JDB</p>

	completion before the next AGM in 2018.	
18. AOB, WKF Workshop in Paris & AGM Date	<p>MB updated the board stating he had been invited to attend the workshop in Paris and viewed this as a necessary contribution for the business. JDB stated that this should come to approximately £250.</p> <p>All agreed MB would be financially supported to attend subject to costs being agreed beforehand.</p>	MB to agree costs with board
19. Date of Next Meeting	To be confirmed for January 2018	