

ENGLISH KARATE FEDERATION BOARD MEETING

Venue: Theobalds Park Hotel

Address: Lieutenant Ellis Way Cheshunt

Herts EN7 5HW

Saturday 1st August 2015

Present	Michael Billman (MB) President Chris Thompson (CT) Ivor Thomas (IT) Steve Coupland (SC) arrived at: 13.00hrs	Ticky Donovan OBE (TD):Vice President Michael Dinsdale (MD): WKF representative John De Bono (JDB) Sarah Knight (SK)
Chair Minutes taken by	MB SK Meeting commenced at 11am	
Agenda item	Discussion	Actions (action plan ref)
	Sarah Knight (SK)	
1) Minutes of last meeting	All confirmed the accuracy of previous set of minutes	
2) Accuracy of minutes	All agreed as accurate	
3) Matters arising	None identified at this point.	
4) Action Log updates	<ul style="list-style-type: none"> International: Agreed for late 2016 Letter to schools: Letter written by BB but information provided states that some schools would not be happy, but all in agreement that most schools would be happy and letter to be sent. EKF badges: Price is £5 per badge TD to order and arrange for them to be delivered to DS. Agreed to order a batch of 25. Children's championship: Agreed to use Worcestershire University. IT to liaise with DG and PC regarding availability. Potential date first week in November. SK to get dates and availability of venue and send to IT. Agreed that 14-15 is the highest category. TD said there should be guidance on kata selection. IT to agree criteria with DG and PC re kata selection. Proposed Pinan and Heian katas first 2 rounds. Kyu grades: SK asked the board if they want to cap the Kyu grades, and have the agreed categories. All agreed no cap and categories agreed. Agreed 17th January for Kyu grades. 16th and 17th April Nationals agreed. Going back to set up prior to the prestige event. MOB to speak to Ponds Forge to see if payment can be made after the event, if not then to agree to their terms and pay beforehand as it has to be paid at some point. European referees: MB to ask DG to supply List of names. Club certificates: CT to supply printing. Clubs to speak to MOB who will issue the certificate Licenses: JDB stated there is a misunderstanding regarding the rules of licence returns. MB to develop a letter to explain and reiterate the situation, MB to speak to MOB re this. DBS: Mark Sell continues to liaise with DBS organisation and feedback to board re update, around costs and arrangements. Compliance of clubs re registration: Agreement was that MOB would let IT 	<p>Action log 2.9 SK/IT/DG/PC</p> <p>Action 2.8 MOB</p> <p>Action 5:1 Action 5.6 MB</p> <p>Action 5:4 MB</p> <p>Action 5:5 IT/MOB</p>

	<p>know if any issues re compliance. MOB has not let IT know of any issues but IT will chase up with MOB to ensure no issues. Compliance card to be made with compliance officer on it, IT to ask MOB to devise this, all agreed.</p> <ul style="list-style-type: none"> • Mark Sell has prepared contracts for contractors for all which were brought to meeting for viewing. MB supporting Mark with this. • AGM: To be held at Coventry Holiday Inn. 10th Jan at 1pm, AGM, and to have a board meeting beforehand at 12 pm. 11am SK to book room. • Paul Lee and day book: TD reported back, MOB now managing accounts and things are clearer. TD stated that annual income is down from licences, competitions etc. 	<p>Action 9:2</p> <p>Action completed</p>
5) IPC	MB stated that we have been accepted as a recognised body for the Olympics. WKF recognised by the IPC as the karate body.	
6) Letters for schools	As per action plan update	
7) France v England Toulouse	Waiting for date in March 2016. As per action plan update.	
8) England v France	Postponed for now to be rescheduled in October 2016. Is there an opportunity to bring this into the international? Preference for making it an England and France show piece only	
9) EKF webpage	For all to review web page and inform DS to ask Jel to change on website. MB said to look at statutes as a priority. JDB said a lot of policies out of date e.g. photo policy at the competitions.	
10) Contractors Contracts	Covered in action plan. MB is working with Mark Sell to develop and distribute new contracts.	
11) Coaching awards	On coaching certificates we do not yet have agreement that Sports Coach UK logo can be used on the certificates but pending a further meeting and agreement the use of the logo should be approved as long as this isn't used to generate income. DBS and first aid certificate to be sent alongside the request for certificate.	
12) Club certs	CT will issue these as requested from clubs. As per action plan	
13) Treasurers report	Treasurer not available. Information sent through from MOB was reviewed and any entries not clear were queried. For full report at September meeting.	
14) Competition licence	MD feels this is a good idea, TD stated that it is another increase for those people who are already compliant. IT feels we should leave it at this time, as we have just put an increase in license fees. TD and CT said maybe as part of the £1 increase this should pay for the competition license. No change at this point of time.	
15) Talent ID	WT has sent out the report. To be reviewed after Kyu grades when the financial position is clearer.	
16) Coaches Fees	SC stated the head coach for the region gets a payment; SC wants the regional coach and regional assistant coach to have increased payment. TD has had a request from MOB that all coaches' invoices should go through WT. SC to inform WT of process and the actual claims. All agreed.	<p>Action 1:12</p> <p>SC</p>
17) Children's championships	The venue in Worcester agreed. SK to source potential dates, first week in November and IT to work with DG and PC. 14-15 years will be oldest category.	<p>Action 2:9</p>
18) AOB	<ul style="list-style-type: none"> • TD stated re medical cover that there should be a list comprised. SK to ask DS to send a letter out to HOA for a list of medical cover to meet the criteria required. • MB stated that Sky TV have offered a deal of £1900 to do 4-6 TV showings. MB stated that Blitz may be interested in funding. To await outcome. • Photography payment to be abolished but it was agreed that by entering they abide by certain conditions. JDB and SK to formulate wording. • License defaulters: IT stated that there needs to be online registration 	<p>Action 2:11</p> <p>Action 2:12</p> <p>JDB/SK</p> <p>Action 5:7</p> <p>MOB</p>

	<p>facilities. MOB to scope how we can register on line and report back at next meeting. MD stated that Wales do their licenses through sport-data and that it is cumbersome. MOB can ask MD what happens in France as a good example of online registrations.</p> <ul style="list-style-type: none"> • Insurance all completed. But they have confirmed 1 million, although vote stated 2 million. TD challenged this as this has not been communicated back to the board. MB stated that next time someone else should deal with the insurance. JDB stated that can we now up the insurance to 2 million. MB said that he will ask the insurance company to increase but also to ascertain within the next couple of days what the extra million pounds covers us for. • Regions discussion: TD stated that there should be 3 regions to fit into wider picture. Discussion about how this should be split up. SC suggested that the country could be split up into a 'T section'. Agreement for today that Essex should be in the Southern region. Agreed that this should be commenced from January 1st. SC to inform the regional coaches. • Daniel Hollister application: MOB to send an additional letter for clarification to CS re membership. • TD stated that other organisations run first aid courses and suggested that the EKF should be running first aid courses. JDB ran these previously. MB asked that JDB put a proposition forward for setting up first aid courses again. He will establish who can deliver it for us, and JDB will get his qualification updated. He will give a report back to the next board meeting. • For information: Tom Beardsley has left the EKF. He sent a letter stating that the EKF is not the future for the club. • MD said accounts were difficult to understand, and couldn't print out parameters correctly. TD asked for it to be sent round differently so it can be read easier. MD has asked for more detail on the accounts. Some queries rose about entries and clarification given where required. MD stipulated there needs to be a much more detailed review of the accounts. TD stated that legal fees have increased from £500 to £4K. MB said that was because of 2 particular cases involving contravention of 21.9. These accounts have not been agreed or signed off by the board. • TD proposed that all squad sessions should be open, agreed by JDB, MD, CT, MB, SK opposed by IT and SC. Action for SC to inform WT. • Referees: Discussion: is it better to charge for referee's courses and then pay expenses? SC to speak to MOB to look at income from 2014 and make a decision moving forward. MOB stated that he cannot decipher from day book what exactly is paid in from the referees department. Further discussion about this issue. MD stated that the questions re the day books and expenditure need to be clear and transparent in readiness for the AGM. SC said we need to look at annual membership for the last 12 months. TD stated that we need more money coming in. License money has been increased. Squad sessions and selections open. Referees to be charged for training and expenses as it was before. EKF Nationals to go back to its previous format, agreed by all except for IT and SC against. SK abstained. • IT said not all relevant information goes out to all board members. IT stated that the letter re MS did not go out to all members. IT said that he received some information from alternative forums and this was not acceptable. IT also said that he received notification about other decisions and he has raised this as an issue. MB stated that information had been sent out but occasionally errors or problems with individual servers can cause problems. • MB said on Tuesday at 9pm on BBC Scotland is a documentary about Dave Smith, entitled Dead Man Cycling. 	<p>Action 9:4 MB</p> <p>Action 1:11 SC</p> <p>Action 9:5 JDB</p> <p>Action 2:13 MB</p> <p>Action 9.6 MB</p> <p>Action: 1:13 SC</p> <p>Action 5:9 MB</p>
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	<ul style="list-style-type: none"> • License returns not all appearing on daybook, SC has asked MOB for clarification. During conversation MOB stated that cheques are paid in collectively. MOB said he itemised them himself but not in daybook. MB to speak to MOB to do this itemising. • CT asked about his Dan grades having a WKF certificate. MD gave advice on procedure and that it is on the WKF website, CT will follow this procedure. • TD said that one of the members has not attended squad training for over one year; IT asked what the criteria was for remaining on the squad. No criteria available. <p>Date of next meeting – September. Midlands venue on a Sunday. JDB and SK to scope.</p>	
<p>Items for next agenda</p>		