

## ENGLISH KARATE FEDERATION BOARD MEETING

**Venue:** Ponds Forge Sheffield

**Address:** Sheaf Street, Sheffield, S1 2BP

**Date:** Sunday 15th January 2017 10:00 – 2:45pm

**Present:**

M Billman (MB) President

P Consterdine (PC) Vice President

M Dinsdale (MD) WKF representative

Billy Brennan (BB)

Paul Simmons (PS)

Brian Seabright (BS)

Chris Thompson (CT)

Tony Utting (TU)

In attendance: Mike O'Brien (Treasurer) (MO'B)

Minutes taken by Tony Utting (TU)

**Apologies:**

Eve Whittaker (EW) & Anthony Kirby (APK)

Chair

MB

Minutes

TU

MB welcomed all to the meeting & thanked all for their hard work to date. MB advised that unfortunately EW had taken ill and therefore could not attend the meeting. Best wishes were expressed by all.

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|-------------------------------------|---|---|
| 1) Minutes of last meeting          | Minutes of last meeting were read by all present.   | Action  |
| 2) Accuracy of minutes              | Several comments were referred the summary against each Agenda item and it was suggested that these are re-visited for topics to be expanded upon.  | TU to expand previous minutes and all to feedback on relevant issues.   |
| 3) Matters arising from the minutes | No issues which weren't being covered in subsequent meeting   | MB<br>No issues pending outcome of below action   |
| 4) Acceptance of Minutes            | MB Proposed the acceptance of the minutes is delayed until they are reformatted and expanded  | MB<br>TU as above   |
| 5) Email address issues             | Several Board members expressed frustration over the new EKF email addresses which had been created stating they could not get to grips with the settings required. MO'B offered to assist as his was working fine. | All<br>MO'B to circulate instructions again for all to check and resolve. In the interim period, alternate emails would be used between Board |



6) Complaints LL & Lee Bindra	A letter had been compiled by Ian Stebbings (Not present) to respond to letter received from Ms Lucraft. (Letter viewed in confidence due to sensitivity and due process taking place outside of Board's role) It was proposed that this was sent by the EKF rather than legal representatives as the original letter had been sent to the EKF.	MB	members. All agreed to this course of action.
	Lee Bindra will be dealing with his response individually BB noted that this situation was a good reminder for all Board members to act in accordance with professionalism when representing the EKF as a company and not to become complacent towards their responsibilities.	All BB / All	N/A All acknowledged their responsibilities
7) Sponsorship, Budgets & Accounts update	MO'B produced short report on finances which were positive however there were some anomalies where Associations had made deposits not clearly marked for accounting to be made clearer.	MO'B	MO'B to check transactions to link to events
	MO'B advised the group that there were 17 associations which appear on the website who do not belong to the EKF i.e. not registered for a significant time.	TU	Discuss named groups with MO'B under compliance role
	All discussed the EKF website was out of date on many topics and needed items archiving.	BS	BS to review pages and suggest removal of relevant information and links no longer needed
	A discussion followed proposing budget lines were created within the accounts to enable closer identification of income from regional and national events. This would lead to investment back into the events to support strategic aims affecting participants and officials. It was also agreed by all present that PC & MO'B (Treasurer) would authorise Board expenses as a means of dual control and MB / MO'B in case of PC.	MO'B	Create budget lines to correlate with events and regional set up (linked to PC and DS suggestions)
	MO'B states that registrations and new membership filtering was taking up much of his time and since taking on the role 3 years ago. This, combined with treasurer's work, is often taking 50 hours per week which is restricting opportunities to pursue sponsorship leads.	MO'B	To discuss handover of registrations & membership processes to TU.
	A brief discussion took place over membership PA / PL insurance costs and policy variations which may	MO'B	Explore wider insurance options

8) Sport Data, Sport80 & Compliance update	<p>become more attractive to all groups within the EKF. PA cover is not practicable at present and should be altered to PL.</p> <p>TU provided update on technical options to create national database after liaison with Sport80. The software suggested had the capability to allow bulk upload of data from excel returns and would provide wider opportunities to analyse demographics, communicate to regions, associations or personal members. There was still work to be done to address the financial methodology of payments in for licence registrations bearing in mind all associations have purchased slips in advance.</p>	TU	<p>for members, coaches and instructors. Continue with project research and update at next meeting.</p>
9) Resignation of National Coach & appointment of New Coaches, Kyu Grade Programme Changes	<p>TU produced a draft Group Membership form suggesting all applications are completed under one process for the Board to agree after 12 months. The initial fee was discussed and it was recommended that the form show some amendments to ask the applicant whether they perceived their membership as a club or association with copies of association policies etc being provided to complete the assessment.</p> <p>MO'B stated that 1 particular association had recently registered the complete 100% membership declared at the initial declaration after only registered a few in the first 3 months.</p> <p>PS states that the national kumite coach had officially resigned and had obtained an overseas opportunity in Hong Kong. Best wishes were noted by all.</p> <p>2 new coaches have been appointed, Paul Newby (National) and Davin Pack (South West). This tied into the national strategy to promote inclusion for all members, grassroots and higher level development of athletes.</p> <p>PS produced detailed programme and coaches structure documents for consideration which were welcomed by all. PC proposed structure accepted, seconded by BB. Programme to be confirmed.</p>	TU	<p>Liaise with MO'B reference associations of concern with a view to sending Membership in Jeopardy Notice letters where appropriate</p>
10) House of Commons Letter re CPO & Courses to be held	<p>PS / All</p> <p>The appointment of Annette Turpin to conduct the services for safeguarding issues was welcomed by all as Annette acts as such in a professional role outside of the EKF.</p> <p>A discussion followed over the HOC letter received and it was agreed that the CPO questions arising would be addressed soon with then development of services and training arrangements to follow at various venues for</p>	PS / All	<p>Feedback as appropriate and development of SLA's to cover coaches and assistant coach services.</p>
		CT / MB	<p>CT to discuss potential training services to be arranged with AT</p>

	ease of access linking in with coaching certificate criteria.		
11) BOA Meeting	<p>MB &amp; MD provided updates reference their attendance at the BOA meeting which was very informative. It was noted that a BOA representative wished to attend an EKF event in the southern area and it had been confirmed that the BKF had been established as the only recognised link with the BOA for the UK which had been confirmed via the WKF.</p> <p>MB noted the contents of a BKF letter to Mr Udin which raised some concerns over references to Sport England as being the English NGB for karate rather than EKF.</p>	MD / MB	MD to follow up with suitable event date and venue
12) CGF Meeting	<p>MB updated the Board over a very positive meeting he had attended, giving examples of exemplary behaviour by and EKF delegation whilst attending international events. Extract of a communication read out by MB</p> <p>MB states he had been invited to the WKF Technical Committee meeting in Dubai and requested support if he were to attend representing the EKF.</p> <p>PC proposed support with funding for hotel and fight expense which was agreed by all due to the value of this continued relationship.</p>	MB	<p>MD to follow up to clarify letter and response accordingly</p> <p>MB to update on future development of CGF relationships</p> <p>MB to notify details to PC &amp; treasurer</p>
13) WKF Technical Committee Meeting Dubai	<p>PC proposed support with funding for hotel and fight expense which was agreed by all due to the value of this continued relationship.</p>	MB	<p>MB to notify details to PC &amp; treasurer</p>
14) EKF Coaching Award	<p>CT updated on success of the EKF Dan Grade Certificate but proposed and increase from £25 - £35 which was seconded by BB and agreed by all.</p>	CT	CT to amend with immediate effect.
15) Social Media Issues	<p>TU was appointed to investigate social media posts by Natalie Williams and Mark Symonds following the resignation of Willie thomas as national kumite coach.</p>	PC	<p>TU to produce update to Board on findings for decision over formal discipline where necessary</p> <p>PC to compose email / letter to MW advising of allegation and TU to complete report on findings as per the above.</p>
<b>Meeting suspended temporarily</b>	<p>Natalie Williams and Lloyd Williams were granted temporary access to Board meeting to allay rumours Natalie had been suspended from the national team over social media comments.</p> <p>PC &amp; PS advised this was not the case as the national structure for 2017 meant that all athletes would be competing for selection. PC reinforced the Board were following procedures to appoint an investigator and would be emailing / communicating the details to her following the meeting and thereafter once the enquiry had been completed.</p> <p>It was explained that NW had not been singled out for the alleged breach of social media policy as this was not</p>	PC / PS	<p>PC to compose email / letter to MW advising of allegation and TU to complete report on findings as per the above.</p>

the only enquiry underway.

NW states she had not seen the policy, which was posted on the EKF open source.

16) Reply to SRA (Monday)	PC updated the SRA meetings were on hold at present and communications were to follow after consultation with Ian Stebbings over issues arising over confirmed membership numbers.	PC / MB	Ongoing progress to follow by PC & MB as required
17) AOB	BB requested £100 expenses be paid to Susan Dixon's nominated charity for dedicated work producing photographs at the KYU Grade events. Seconded by CT and agreed by all	BB	BB to follow up with PC & MO'B
	MO'B states some clubs have entered teams in events which should only be open to associations. This should be addressed when new venues and events follow in 2017 with compliance audits and more liaison with event's organisers by coaches	PS	PS & TU to note.
	PC states in view of recent weather warning, we ought to examine the cancellation policy is still valid in case today's KYU grade tournament had been affected.	BB	BB to liaise with MO'B
	PC states the MAI advert was being composed by him due to APJK not being in a position to follow up	PC	PC to complete and submit MAI article
	PS discussed coaches giving adequate notice of expenditures and replies when involved in managing events. The first event was on the 16 <sup>th</sup> and likely to be popular.	PS	Monitor progress under new structure

PC Discussed medals being delayed due to Chinese new year and that we ought to consider alternative suppliers for this time of year.	BB	Obtain & compare alternative quotes with deadline guarantees for delivery
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Meeting concluded 2.45pm

Date and time of next meeting to be confirmed.