



ENGLISH KARATE FEDERATION BOARD MEETING

Venue: De Veres Hotel

Address: Lieutenant Ellis Way Cheshunt, Herts EN7 5HW

Board Meeting:

Saturday 24th February 2018 @ 10am – 1.30pm

Present:	Directors Attending: M Billman (President) J De Bono (Vice President) M Dinsdale (WKF Representative) C Thompson (Director) E Whitaker (Director) T Utting (Director), M O'Brien (Treasurer)	
Apologies:	A Kirby (Director) B Brennan (Director)	
Chair	M Billman (President)	
Minutes taken by	Tony Utting (Compliance Officer)	
Agenda items		Actions (Action plan ref)
1. Presidents welcome	MB welcomed all to the meeting.	
2. Minutes of last meeting	MB asked if everybody had read the previous minutes. It was agreed that they all had.	
3. Accuracy	Agreed.	
4. Matters arising	None	
5. Adoption of minutes	Proposed by CT & seconded by JDB	

<p>6. Treasurers report, Contact details & Coaches fees</p>	<p>MOB explained the account balance fluctuations from the report produced stating a large outlay was necessary before each competition but then generated positive balances when fees were accrued from competitors. JDB requested bank statements were saved in Dropbox for all Directors to view as a read only document. MOB took questions from directors based on income and expenditure surrounding coaches, competition, training and classes. Queries were raised regarding what appeared to be excessive claims from coaches and the tournament organiser which required further examination. e.g. Competition pre-visits to venues are not necessary for regular locations and hotel expenditure totals. MOB appealed to all to copy him in to all financial communications transactions anticipated or received into the EKF account. The content of a set buffet for tournaments held in Leicester was discussed and it was agreed to make best use of expenses.</p>	<p>MOB to create a closer breakdown of income streams e.g. regional and closer breakdown of expenses claimed MOB to action & pass Dropbox invitation to MD EW to examine and suggest a clearer payment structure for EKF Coaches, Referees and Tournament Organiser. EW to examine putting together a competition subcommittee consisting of MOB, EW & Dale Gamble in the first instance to look at more efficient methods of working. This would be trialled before the EKF Nationals.</p>
<p>7. Kyu grade report</p>	<p>The success of the Kyu grades was discussed and MOB made representations to increase the charity donation of £100 to an extra £50 per day for Susan Dixon who generates 100's of photographs throughout the tournament. This was agreed by all and included the provision of refreshments with other tournament officials.</p>	<p>MOB to inform Susan Dixon of the board decision and to thank her for her hard work on behalf of the EKF</p>
<p>8. HOD report Sochi</p>	<p>A discussion was held concerning the poor organisation of the Sochi tournament organisers in the Russian Karate Federation. This had created substantial delays at the airport and involved some intimidating situations for families and competitors. EW commented that the EKF squad were housed in different blocks of accommodation which made chaperoning difficult. This is a worthy question to consider for future international events i.e. On the grounds of safety, where are the squad located?</p>	
<p>9. Medical report</p>	<p>MOB & EW presented the medical report from Sochi which drew no comments from the board.</p>	
<p>10. Payments to medallists, & coaches for achievements</p>	<p>JDB proposed a suggestion to pay set fees to medallists according to achieving Bronze, Silver or Gold at international tournaments. This was also to include payments to the coaches in charge of the squad to motivate and reward their work. Concerns were raised by board members to consider levels of payment as this could lead to coaches gaining more rewards than competitors, but this was agreed as a good initiative to recognise the hard work done by all.</p>	<p>EW & JDB to generate a report in detail to suggest how this may work best and present it to the board for approval following the meeting. Prompt responses agreed by all.</p>
<p>11. Update on Sponsorship</p>	<p>Hays Travel were now able to pay £13k into the EKF next week but this may be paid in 2 transactions. This was recognised as a good piece of work by the board and EW</p>	<p>EW to speak to KK regarding competitor samples. £5000 to be added to crowd funding by Raj Bhadwaj once open,</p>

	<p>was thanked for her work in securing the support.</p> <p>EW proposed Hays Travel be permitted to have a pull up banner with the Hays Travel logo at the tournaments. This was approved by all.</p> <p>The Crowd funding page is to be put on hold at present. This was to be rewritten following approved strategies for 2018-19.</p> <p>MB produced several items of clothing from Blitz. Blitz had offered to upgrade all equipment to WKF standards and work with the EKF to provide the best quality items for the squad.</p> <p>The group discussed the corporate requirement of equipment for the squad which includes tracksuit, hoody, polo shirt, t-shirt, equipment bag and tournament gi's.</p> <p>It was suggested Kate Karwacinski who was the athlete's liaison officer would be the best person to obtain the best samples of competitor suppliers to compare.</p> <p>EW proposed that as of April 2018 squad training sessions should be increased from £20 to £25, this will generate more income. CT seconded the proposition, and this was agreed by all.</p>	
12. Contracts for Coaches, Treasurer, Admin etc.	<p>MB suggested that all the EKF key positions should be confirmed with a 3-year rolling contract to protect the stability of the EKF. For example, National Coach for Kumite & Kata, Chief Referee, Admin, Treasurer etc. A discussion followed on the legality of how to terminate contracts and if this should be by full agreement of the board. The Board agreed this was a positive step forward in the interest of the EKF.</p>	EW to consult with her HR legal contact to examine the contract content for each position.
13. Frank Perry Email	<p>MB gave an overview of the letter of complaint.</p> <p>In brief the complaint was that no contact was made with the parent association before approving EKF membership.</p> <p>JDB recollected that legacy bylaws stated this should be completed before membership is agreed where there was a potential disruptive split. This is not the case in current EKF policies.</p>	<p>Frank Perry communication to be made advising that this is under investigation.</p> <p>JDB to research legacy bylaws, and a response is to be formulated.</p>
14. Passwords	<p>MOB stated a full list of all passwords for Facebook and social media should be held</p>	List of passwords to be created and MD to liaise with DS.

	by admin (DS). This is to provide backup as required by the EKF.	
15. Insurance VP	<p>VP proposition to the EKF board was not available and was not covered.</p> <p>MOB advised the group that PL Insurance was now available through FormSmart and should remain at £55.75 and £77.50 plus PayPal costs to remain competitive.</p> <p>Agreed by all present.</p>	
16. SRA Update	<p>MB stated the SRA meetings were in a state of limbo at present with some background provided by MD.</p> <p>MB intimated there was no substance provided regarding the request to conduct an audit on the EKF.</p> <p>A discussion followed suggesting the EKF should not respond to negative social media directly but should publish factual positive initiatives to promote the excellent work completed by the EKF.</p>	MB to liaise with SRA reference update on future propositions.
17. DBS	MB updated the board that Lynn Juniper-Solley had volunteered to provide a DBS application service for members of the EKF and proposed this would be a good step forward and should be approved by the board. This was seconded by EW and agreed by All.	MB to speak to L J-S for her to contact the CPO to discuss the mechanics of introducing this service to EKF members.
18. AOB,	<p>MB stated that Matt Handley has one athlete available to represent Para-Karate in the Senior Euros.</p> <p>MB and EW proposed that Coventry University be allowed a publicity stand at the inter-regional championships reference the offer of Sports Scholarship. All agreed this was a promising idea. TU suggested Leicester/Loughborough University should be consulted to identify similar opportunity for athletes since the EKF are using Leicester as their Centre of Excellence.</p> <p>TU discussed Child Safety Training offered in Barnsley and that the courses are joint certificates provided by the training body. TU-requested that this be placed on hold</p>	<p>MB to discuss costs with a view for financial support by the EKF.</p> <p>EW to make enquiries with Leicester University.</p> <p>TU to update board following the meetings with Leicestershire LADO on 26/2/18.</p>

	until further liaison with Leicester LADO.	
19. Date of Next Meeting	Next meeting to be confirmed for April 2018. AGM has been confirmed for 02/06/2018.	