

ENGLISH KARATE FEDERATION BOARD MEETING
Venue: **The De Vere Hotel**
Address: **Lieutenant Ellis Way, Cheshunt, Herts, EN7 5HW**
Board Meeting:
Saturday 05 December 2015 @ 11.00

Present	Michael Billman (MB) President John De Bono (Chair) Anthony Kirby (Minutes) Michael Dinsdale (MD): WKF Representative Ticky Donovan OBE (TD) Ivor Thomas (IT) Apologies: Steve Coupland, Chris Thompson (CT), Billy Brennan (BB), Sarah Knight (SK)	
Chair Minutes taken by AK	(The meeting was chaired by J. De Bono on account of M. Billman having difficulty speaking, due to a throat problem). Meeting commenced at 11.10 am	
Agenda item	Discussion	Actions (action plan ref)
1. Minutes of last meeting	The minutes of the last meeting were approved and accuracy was confirmed.	
2. Accuracy	As above	
3. Matters arising	6.2 & 6.3 , still outstanding, M. Dinsdale to establish if logo is copyrighted, 7.1 , Actioned, TV coverage £1900.00? Defer to next meeting, M. Billman to speak with Blitz regarding funding, 8.1 , TBA, 8.2 , This has been actioned, payment structure agreed 5 th November 2015, 9.3, EKF AGM Date? TBA next meeting, subject to agreement, it was proposed 15 th May 2016?	
4. Action Log updates	See action log	

<p><u>Willie Thomas report:</u></p>	<p>Coaching numbers were discussed and how many needed for each event? TD also mentioned Kata – TD asked if he could have an assistant coach for the event. MB mentioned about the lack of medals looking at matters from a financial aspect. – All suggestions being considered but nothing will be decided upon without board sanction.</p> <p>TD proposed to only take two assistant coaches, one for Kumite and one for kata. JDB seconded – a vote was taken in favour of this proposal,</p> <p>TD proposed that WT can take a 15 strong squad, which was agreed – SC to notify WT of the outcome.</p> <p>A vote was taken in favour of JDB, being ‘Head of Delegation’ for Limassol.</p> <p>IT mentioned about the costs for WT and also for Dave Inman for medical services. MB will ask DI about his fee for the forthcoming Limassol trip. TD stated that he had phoned DI about his costs. WT had requested DI be ‘Medical Officer’ after the Limassol trip. The EKF will advertise through Debbie once the event is finished.</p> <p>IT stated that we were not investing enough in our squads; TD advised that we had spent a great deal in recent times, particularly on flights and hotels etc.</p>	
<p><u>Dale Gamble report:</u></p>	<p>AK read out the full report from Dale Gamble.</p>	
<p><u>Sports Coach UK’</u></p>	<p>The logo has been approved for use by their Executive Director, Mr John Driscoll. (Via email).</p>	
<p><u>Jakarta report:</u></p>	<p>Actioned.</p>	
<p><u>Limassol:</u></p>	<p>JDB, in his position as HOD, will select chaperones; TD will be attending this event as a team coach.</p>	<p>JDB to Appoint Chaperones & Notify Board</p>
<p><u>France versus England:</u> (18th March 2016)</p>	<p>Mr Frances Didier has confirmed the date as 18.03.16-20.03.2016., - MB has informed W.T.</p> <p>MD confirmed that ‘K1 Premier’ to be reduced from ten to eight events.</p>	
<p><u>Treasurer’s report:</u></p>	<p>Discussion on the period of reports and audit, it was proposed by JDB that perhaps 24 months would be better – A</p>	

	vote was taken in favour of this timescale. The board will need to discuss and agree who the auditors will be.	
(THE MEETING WAS ADJOURNED FOR 15 MINUTES TO TAKE REFRESHMENT, RESUMING AT 12.22PM)		
<u>EKF Website – Updating:</u>	A quotation has been received for £1,800.00 from ‘Jel Webmaster’ to carry out a site rebuild for 37 pages. MB circulated an email from ‘Jel’ which he also read out, discussing designs and images. It was stated by the webmaster that a rebuild would last between 3-5 years; MB suggested that perhaps payment could be staggered? – After further discussions, it was decided upon payment being made at the end of the rebuild. This was voted in favour.	Jel to be notified <i>Jel will accept payment when the rebuild is finished MB</i>
<u>Contractors, Contracts, progress:</u>	JDB asked about those who work for the EKF and should we advertise for all positions? IT stated that the posts should be put out to all members to see who might be interested – The EKF website is where all posts and positions are to be advertised. Contracts to be ready in the New Year - looked over by MB & MD and drafted by Mark Sell. This will be confirmed by the next meeting – IT asked for a firm date to be set for interviews – MD stated that the job descriptions will be ready soon, for all seven, paid positions.	MB & MD to confirm Contracts and MB to appoint board members for interviews
<u>Coaching award certificates - update:</u>	The use of the sports coach UK logo on the website and coaching certificates has been confirmed by John Driscoll.	
<u>Amiee Sell – Youth Kata ‘Pilot scheme’:</u>	A proposal to run two courses, (Northern and Southern), run by Aimee, with Alex Gardiner assisting, was discussed. JDB stated that conditions should be put in place for chaperones, and taking into account any potential sponsorship or conflicts of interest. The board must agree anything first as this is a ‘pilot scheme’. JDB would like to see a session or two go ahead and then review immediately afterwards. MB wanted to run with a pilot but with a Shotokan assistant, and know the costs for this. It was subsequently proposed by MB to run three sessions over six months with a Shotokan assistant, which would be fully monitored and reviewed. A vote was taken and proved in favour.	<i>MB & JDB to discuss and prepare criteria</i> <i>MB to notify AS</i> <i>RB to be considered as Asst Coach</i>
<u>Complaint – Veras Academy:</u>	A letter of complaint dated 23 rd November 2015, was discussed. This has been reported to the police After taking advice and given that it is now a police matter, a board member should speak Mr Veras	MB to speak to Mr Veras Matter in hands of Police
<u>Generating more income for the EKF:</u>	The licence fee is now £3.00 (not £2.00) The ‘sports licences’ will also produce further income; – MB also asked about income generating fees. IT felt that we should look towards the setting of budgets on overseas trips, which would hopefully save money.	

	The other side to this would be showing transparency to all members. The forthcoming audit will show areas of spending that may highlight any issues. JDB suggested a £5000.00 spending cap for the Limassol trip – he will work out figures for further discussion.	
<u>Any other business 1:</u>	JDB submitted a written proposal for a first aid course. MB asked if all coaches were first aid qualified, including the use of a defibrillator. Debbie will be asked to arrange the return of the defibrillator, which is currently believed to be with Mo Surdhar. The cost of the course is £45.00 – a vote was taken in favour of this with the first course to be held at Theobalds and organised by JDB.	JDB to arrange <i>Arranged by JDB</i>
<u>AOB 2</u>	Tony Dent - a 6 th Dan lady from Iran is wishing to join the EKF. – She has to provide more information for her application to be considered further.	Tony Dent to be informed of information needed. MB <i>Tony notified</i>
<u>AOB 3</u>	Anti- bullying policy – JDB read out details as our insurance company is asking for updates for it to remain fully covered (areas such as ‘British Values’ & ‘Prevent’ need including). Steve Coupland to action at the earliest possible opportunity. The website also needs these policies revised and amended asap.	SC to action asap
<u>AOB 4</u>	JDB. asked about coaching badges for jackets – it was agreed that an order for twenty should be placed; TD will organise. MD will book flights to Cyprus on his credit card. It was proposed that Jane De Bono go to Limassol as a chaperone – she has previously attended such events before and paid for herself. (she is very experienced) The vote was in favour of her attending.	TD to arrange
<u>Date of next meeting:</u>	17 th January at Ponds Forge at 12.00. SK to book room.	SK to book a room
Meeting ended at 1.50pm		
<u>Sallie Barker SRA:</u>	At 2.10pm Sallie arrived to give a brief talk. Sallie explained the background regarding the issues in achieving a single governing body for Karate. The current funding round ends next year, therefore Karate needs to be recognised for further development to occur. The SRA have been asked by Sport England to form a model for one body, to allow for this funding.	

Sallie has spoken with all concerned parties about a 'Federated' model, (not unified), this means autonomy can be kept.

The proposal is for a multistage process:

Sallie speaks to each group outlining a structure for moving forward.

All groups will provide details of their governance and membership numbers, which will be obtained by an independent firm of auditors – 'Moore Stevens' (paid for by Sport England).

The federated structure requires a general consensus to obtain Sport England funding.

The question of Olympic participation was raised by JDB in respect of the I.O.C.

MD explained this would not be an issue as the EKF works to the Olympic standards / rules.

Funding for the Olympics would be a separate matter and is under the British Olympic Association, article 30.

Sallie has also met with the EKC who would require Proportional Representation (PR).

TD stated that the main issue is numbers which must be verified.

JDB asked that all parties show 3 year's returns.

Sallie stated that all bodies, (if we agree), could have an independent audit very soon as Moore Stevens can start from 21 January 2016.

Talk / presentation ended at 2.55pm