

BRITISH AIKIDO BOARD

MINUTES OF MANAGEMENT MEETING held on Saturday 29 January 2005 at 6 Halkingcroft, Slough

PRESENT: V. Sumpter (Chairman)
Mrs S D Timms
P. Cooke
G. Cooke
J. Burn
T. Bayliss
D. Foster
D. Burke
K.Morgan

ACTION

1. **APOLOGIES FOR ABSENCE**

Apologies for absence was received from B. Jones and P. Wildish

2. Minutes of last Management Meeting held on 21 August 2004 and matters arising.

Most of the Items to be discussed were already Agenda Items. The Minutes were thereby approved as a true record of the meeting.

3. **CONSTITUTION CHANGES**

New paragraphs 5 and 6 covering the amendments agreed by the General Meeting 16 October 2004, were agreed for ratification at the AGM.

Chairman

4. **ELECTION OF OFFICERS**

The following officers indicated that they are willing to stand for re-election at the AGM

V. Sumpter	Chairman
Mrs S D Timms	Secretary
P. Cooke	Finance Officer

Please note, nominations for any of these positions, are to be sent to the Secretary at least 6 weeks before the date of the AGM. Nominations notified to the Secretary after the Agenda for the AGM has been circulated will be void.

5. **INSURANCE GUIDELINES - AMENDMENTS**

Draft copy of the Insurance Guidelines was reviewed and approved.

6. **FINANCE MATTERS**

P. Cooke proposed that Honorariums should be paid to the following officers for the work they had done during the past year, but indicated that tax is to be paid on the amounts awarded

If approved at the AGM, the cost will be £8,200.00

Mrs S D Timms	Secretary
V. Sumpter	Chairman
P. Cooke	Finance Officer
B. Jones	Coaching Development Officer
G. Cooke	Coaching Administration Officer
J. Burn	Communications Officer
T. Bayliss	Memberships Officer
D. Foster	Data Protection Officer
D. Burke	Child Protection Officer
K. Morgan	Press Officer
K. Holland	National Course Organiser

P. Cooke reviewed the annual subscriptions for year 2005 and it was agreed that they will be increased by 5%. Invoices will be sent out to Associations by 10 February 2005

**P. Cooke/
S. Timms**

7. **COACHING**

G. Cooke reported there were 506 coaches listed on the coaching database who held a coaching award and 137 Instructors that do not hold coaching awards. He pointed out that Associations are responsible for the accuracy of the information that is entered on the Insurance Certificates.

Members

A letter will be circulated shortly re Coaching requesting applications to attend the Tutor weekend to be held 1 and 2 October 2005. It is recommended that applications are sent in early as places are limited.

A Coaching meeting will be held after the AGM and General Meeting on 9 April, to last for about 1 ½ hours.

8. **DATA PROTECTION**

D. Foster advised that all information held on files longer than 7 years must be destroyed if the information is no longer required.

After discussion it was agreed that D. Foster update working practices on Data Protection

D.Foster

9. CHILD PROTECTION

D. Burke reviewed the progress of the Child Protection policy guidelines and advised that they were almost complete. He stated that a procedure for Case Management was needed. It was agreed that he should form a Steering Committee to take forward the work needed.

D. Burke

It was hoped to have a draft proposal to bring to the AGM for ratification.

10. MEMBERSHIP APPLICATIONS AND PROPOSAL FOR UMBRELLA ORGANISATION

T. Bayliss reviewed his proposal to form an umbrella organisation to amalgamate those Associations whose numbers fell below the 50 criteria. After discussion it was decided that there was no justification to form such a group at the present time.

T. Bayliss advised that Shun Poo Kan Association had completed their probationary period and recommended them for full membership. This will be ratified at the AGM. Shubo Aikido Association will complete their probationary period in October 2005.

T. Bayliss

11. RAISING THE PROFILE OF THE BAB, INCLUDING CURRENT CLUB/ASSOCIATION DATABASE

K. Morgan reported on the articles he had had published recently. The Chairman stated that he had not had sight of any draft copies of the articles prior to publication, and requested K. Morgan to keep him advised in future.

K Morgan

As there is a great deal of work to do on the Database, following a recent purge on the updating, it was agreed that J. Burn's time be professionally charged, as it involved quite a number of hours work.

**J. Burn/
P. Cooke**

12. NATIONAL COURSE 2005

S. Timms expressed her great disappointment with the lack of support in attendance at the National Course in Lilleshall last year, particularly as the venue was only half an hour from Birmingham. Views were expressed that the National Course should be held in Birmingham to ensure good participation.

Last February 2004, S. Timms requested Chris Wallace, of the Lancashire Aikikai to obtain information for a venue in the Manchester area.

C. Wallace reported three possible venues, but with limited facilities.

K. Holland duly wrote to each venue, and was very disappointed to learn that two of the three had no mats, the other offered only 40 mats. Car parking was at a NCF car park, with limited parking space on site. Catering also posed a problem, and accommodation was only available during the holiday period.. This situation was discussed at length, and as the minimum specifications could not be met it was felt that it would not be viable to hold a National Course this year.

It should be noted that the Lancashire Aikikai, particularly Chris Wallace, has done everything possible to obtain information for a suitable venue, but if the centres can only offer limited resources, and do not meet the minimum requirements, then a successful course cannot be guaranteed.

The Chairman then stated that every effort should be made to ensure that the National Course 2006 is special since it will be the 50th Anniversary of Aikido in the U.K. Details will be announced at the AGM

Secretary

13. ANNUAL REPORTS FOR THE AGM

The Chairman requested early bullet points from the Officers of what they have achieved in 2004 and what they hope to achieve in 2005.

14. ANY OTHER BUSINESS

Publication of Documents: It was agreed that all documents should be published electronically in future, with a provision for hard copies to be supplied on request. Members to be asked to approve this measure at the General Meeting in April.

The Chairman apprised the meeting of a Draft programme of events that he had received from the Kenshiro Abbe 50th Anniversary Organising Committee. It appeared to be celebrating 50 years of aikido in the UK which is believed to be incorrect as 2006 would be 50 years for aikido in the UK. Additionally, the programme for guests appeared to start at 9 a.m and run on to 8 p.m. The Chairman let the committee know that he felt this was too long a day for any guests to attend and may cause him to rethink acceptance of the invitation to attend if the draft programme stands.

15. DATE OF NEXT MANAGEMENT MEETING

It was agreed to hold the next Management Meeting on Saturday 4 June 2005.