

MINUTES OF ANNUAL GENERAL MEETING
held on 2 April, 2005, at Solihull Football Club, Solihull

PRESENT	V. Sumpter	Chairman
	P. Wildish	Vice Chairman
	Mrs S D Timms	Secretary
	S.P. Cooke	Finance Officer
	B. Jones	Coaching Development Officer
	P. Marsh	Seijitsu Aikido Ryu
	T. Bayliss	Seijitsu Aikido Ryu
	P. Holding	B.A.A.
	K. Morgan	UK Shin Gi Tai
	M. Bent	Welsh Aikido Society
	M. Saunders	Welsh Aikido Society
	B. Burrows	Shun Poo Kan.
	R. Webb	Shun Poo Kan
	J. Forster	Komyokan Aikido Assoc
	Mrs Sue Baird	Lancashire Aikikai
	C. Wallace	Lancashire Aikikai
	S. Sharpe	ADS
	J. Mills	Kobayashi Dojos UK
	K. Denney	Kobayashi Dojos UK
	N. Dixon	Shin Gi Tai
	B. Harris	Kai Shin Kai
	Miss Sarah Williams	KSMBDA
	J. Davies	KSMBDA
	Miss Jayne Phelps	Aikido Fellowship
	R. Reynolds	Aikido Fellowship
	P. Burgess	British Ki Society
	M. Hayes	British Ki Society
	M. Dipple	British Ki Society
	Mrs Julie Connock	UK Aikido Union
	G. Cooke	Yama Arashi UK
	J. Burn	Yama Arashi UK

1. **APOLOGIES FOR ABSENCE**

Apologies for absence received from: G. Masters, Jack/Marill Poole
J. Balding, S. Ward/B Stockwell, A. Hathaway, P. Barker, W. Kolesnikov
D. Yates, P. Mitton, F. Burlingham, A, Roberts and D. Burke

2. **REVIEW OF MINUTES OF AGM OF 27 MARCH 2004**

The Chairman reviewed the Minutes and R. Reynolds moved for acceptance.

3. **CHAIRMAN'S REPORT**

The Chairman circulated his report to the meeting and allowed time for the report to be read. He appraised the year's activities undertaken by the Management Committee, and reviewed the expectations for the year ahead. R. Reynolds then moved for acceptance and this was agreed.

4. **RESIGNATION OF OFFICERS DUE FOR RE-ELECTION**

At this point the meeting was duly handed over to B. Jones to oversee the election.

5. **ELECTION OF OFFICERS**

J. Phelps stated that the constitution should be temporarily amended to allow the Chairman to stand for re-election on a 2 year term, to bring him into line with the rotation system. The Members agreed and the following officers were re-elected to serve as follows:

V. Sumpter	-	Chairman	2-year term
Mrs S Timms	-	Secretary	3-year term
P. Cooke	-	Finance Officer	3-year term

The Chairman advised that post of Coaching Development officer will be due for election/re-election in 2006. (Bob Jones presently in post)

The Chairman stated that P. Wildish, Vice Chairman, was currently on a sabbatical due to medical reasons.

6. **RATIFICATION OF CHANGES TO CONSTITUTION**

The amendments to paras 5 and 6 of the Constitution, as detailed and agreed at the General Meeting of 16 October 2004, were formally ratified, and the Constitution would be amended accordingly

7. **RATIFICATION OF MEMBERSHIP STATUS:**

Shun Poo Kan and Kobayashi Dojos UK having successfully completed their one year probation, were duly accorded full membership of the Board

8. FINANCIAL REPORT

The Accounts for 2004 were circulated prior to the Meeting, and reviewed by P. Cooke. He pointed out that the Board had made a small profit this year against a loss reported in 2003 accounts.

R. Reynolds asked if the accounts could be circulated with the AGM Agenda in future, and P. Cooke pointed out that the Accountants only had a few weeks from the end of the finance year in January to the date of the AGM to prepare the Audit.

It was then suggested that the AGM should take place at a later date and this was agreed.

J. Phelps commented that funds could be obtained from Sport England to help with administration cost etc. The Finance Officer would investigate this.

P. Cooke asked for acceptance of the accounts and the proposal to pay honorariums

9. APPOINTMENT OF AUDITORS FOR THE FY 2005

The present auditors were duly appointed for another year

10. NEW INSURANCE PROCEDURES AND GUIDELINES

J. Phelps advised that the Insurance project has been completed and the guidelines issued. The form at the back of the guidelines, when completed to be sent to S. Timms for filing.

The chairman thanked J. Phelps for all her work brokering the new insurances for the BAB.

11. ANY OTHER BUSINESS

AOB would be dealt with in the General Meeting to follow

MINUTES OF THE GENERAL MEETING
following on from the ANNUAL GENERAL MEETING

1. **APOLOGIES FOR ABSENCE**

As for the Annual General Meeting

2. **MINUTES OF GENERAL MEETING OF 16 OCTOBER 2004
AND MATTERS ARISING**

Agenda Item 2 (Item 7 Document Structure) - Still outstanding

Agenda Item 4 (Chairman's Statement) - Still on-going

Agenda Item 5d (Code of Conduct) (Officers and Co-opted members) - Still outstanding

Agenda Item 10 Secretary to send out a questionnaire regarding National Courses being held annually.

3. **MINUTES OF MANAGEMENT MEETING OF 29 JANUARY 2005**

Item 7 - Coaching

G. Cooke reported that all Instructors who do not hold a BAB coaching award as from 2 April, their details will be deleted from the Coaching records.

Item 8 - Data Protection

D. Foster has updated the working practices and these will be discussed at the next Management Meeting in June

Item 9 - Child Protection

Will be dealt with under Agenda Item 5 below

4. **COACHING**

B. Jones reported that 8 tutors will move on to Level 2, and will deliver these units at the Tutors weekend 1 and 2 October. For Associations who do not have Association tutors, he will arrange an additional course.

G. Cooke advised that he had received 10 applications for the Tutors weekend.

5. **CHILD PROTECTION**

D. Burke has submitted a draft Child Protection Document and a copy will be circulated with the Minutes. This report will then be discussed at the next Management Meeting. Members wishing to comment on the document should submit their observations to Denis Burke (through the Secretary) no later than the middle of May 2005

6. DATA PROTECTION

D. Foster advised of the documents that have been passed to the Management Committee for review prior to the release onto the website. He requested the Members present to complete the check sheets he had brought with him to confirm the details of the relevant Associations Data Protection Officers. He also confirmed that those not present would be contacted in writing.

7. RAISING THE PROFILE OF THE BAB

Data base records still being updated

The Chairman asked the meeting to comment on what level of information should be held on the web site and would take a consensus of opinion.

Media coverage - K Morgan reported that he had had good response from the M.A.J. magazine and has interviewed several heads of associations. Articles have covered history and development

8. MEMBERSHIPS

T. Bayliss reported that he had received one new application to join the BAB, namely "Aikido in Daily Life". Their application for probationary membership will be proposed at the next Management Meeting.

The Chairman commented that he noticed a number of breakaway Associations applying for membership, and stated that the Membership should consider raising the minimum individual membership of Associations if we are not to have a proliferation of Associations with a bare minimum of 100 members. The General Meeting agreed that this should be a discussion topic for a future meeting.

9. KENSHIRO ABBE 50TH ANNIVERSARY SEMINAR

The Chairman stated that it was with regret that he would not be attending the 50th Anniversary Seminar in May, and asked R. Reynolds to represent the BAB, as R. Reynolds would be attending. R. Reynolds agreed to represent the BAB, subject to the Chairman confirming this to the Kenshiro Abbe 50th Anniversary Committee.

10. NATIONAL COURSE 2005/2006

S. Timms announced that there would not be a National Course this year. Originally it was scheduled to take place in Manchester, and despite all the hard work put in by Chris Wallace of the Lancashire Aikikai, no suitable venue could be found. The main problem was that there was no supply of mats. Other factors were also unavailable. However, she did want to acknowledge the help from Chris Wallace, which was much appreciated.

J. Phelps advised that Birmingham City Council had a special Events Department who could give advise and help in organising an event should the BAB chose to use Birmingham for the 2006 course. J. Phelps agreed to make initial contact to the Council, passing on the BAB Secretary's name for further information on the proposed event.

11. ADMINISTRATION ELECTRONIC PUBLICATION OF DOCUMENTS AND MINUTES OF MEETINGS ETC

The Chairman proposed that all communications regarding Minutes, Agendas and general notifications should be by Email, and requested all Association representatives to supply their Email addresses to the Secretary and webmaster (J. Burn) for future use. A reply slip for these details will be sent out with these Minutes.

12. ANY OTHER BUSINESS

The meeting was advised of the untimely and unfortunate demise of Mr Lee Davis, of the Shin Gi Tai Aikido Association, who sadly passed away whilst attending a recent course. The Board's condolences are extended to his wife and family and to the Shin Gi Tai Association.

It was also reported that Mr John Hughes of Seijitsu Aikido Ryu, has also passed away, and again the Board extends condolences to his family and to Seijitsu Aikido Ryu.

The Chairman had been asked look into appointing an Equity Officer. The duties of this position are already covered by the Coaching, Child Protection and Data Protection Officers, and it was decided that a separate position was not necessary.

13. DATE OF NEXT MEETING

It was agreed that the date of the next meeting shall be 16 October 2005 venue to be confirmed.

G. Cooke advised that there will NOT be a Coaching Meeting following the next General Meeting, as it was too soon after the Tutors weekend course on 1 and 2 October.

After Minute Addendum

Bob Jones reported that the Coaching meeting following the General Meeting was a success, and discussion took place relating to the following:

- Coach's weekend in October
- Level two unit delivery
- Expansion of the number of BAB Coach Tutors