

BRITISH AIKIDO BOARD

MINUTES OF ANNUAL GENERAL MEETING held on 20 May 2006 at Solihull Football Club

PRESENT	V. Sumpter	Chairman
	Mrs S Timms	Secretary
	S.P. Cooke	Finance Officer
	T. Bayliss	Seijitsu Ryu
	D. Foster	AFGB & DPO
	J. Forster	Komyokan Aikido
	Mrs J Connock	UKAU
	J. Marchant	Shin Gi Tai
	W. Harris	Kai Shin Kai
	K. Dennis	Kobayashi UK
	Mrs S Ward	Tenchi Ryu SW
	D. Yates	B A F
	A. Roberts	U K A
	B. Burrow	Shun Poo Kan
	W. Timms	Inst of Aikido
	M.Dent	Welsh Aikido Soc
	M. Saunders	Welsh Aikido Soc
	D. Bath	British Aikikai
	S. Ells	A R F
	P. Holding	B A A
	Miss C Mann	KSBDM
	P. Crowson	KSBDM

1. APOLOGIES FOR ABSENCE

Apologies received from: P. Barker (Aikido Circle), G. Batchelor (Tenchi Ryu), Jack/Marill Poole(Shinwakai), F Burlingham (Institute of Aikido), G. Masters (Ken Shin Kai), P. Burgess (British Ki Society), J. Mills (Kobayashi), P. Wildish (BAA), P. Mitton (Furo Ryu), D. Burke (Isshinkai), C. Wallace (LA), J. Goodwin (Shobu Aikido) B. Stockwell (Tenchi ryu)

There were no apologies received from British Yoshinkan, ADS, Devon Aikido, Kobukan Aikido, NAF, UK Shin Gi Tai, UKAF, Iwama Aikido.

2. MINUTES OF LAST YEAR'S AGM AND MATTERS ARISING

As there were no matters to discuss the Chairman was authorised to sign the Minutes as a true record of that meeting.

3. CHAIRMAN'S REPORT

The Chairman circulated a copy of his report to the meeting, and invited those present to read before he reviewed the contents. A copy will be enclosed with these minutes.

4. REPORTS FROM OTHER MANAGEMENT TEAM MEMBERS

Data Protection

D. Foster reported that an easy period started with a lot of chasing of ADPO's to ensure accurate information was being held by the BAB DPO. European Legislation amendments were introduced but had no bearing on the Associations or the BAB. Additional duties included helping to draft some of the changes to the Constitution. The main activity for this year will be updating of the BAB Data handling procedures.

Child Protection issues

The Chairman received the following report by e-mail from D.Burke just prior to the AGM but, unfortunately, it was not opened until after the Meeting. It is now included in the Minutes for the benefit of Members.

The first Child Protection Officers' Conference was held on the 25th March and was an excellent start to implementation of our Policy. We have now successfully negotiated the first wave of CRB checks and are working on phasing the roll-out of CRB Checks, the second wave of CRB Checks, and training by remote learning for Association CPO's on the processing applications for CRB checks.

We are beginning to see evidence of the CP policy working in the form of the first reports coming in to the BAB CPO, which show concerns being handled correctly by following the procedures laid down in the policy. The BAB CPO is however of the opinion that there is still a lot of ground to be covered in spreading awareness of the policy and the need to report any cases or concerns using the BAB Incident Report Form, as the number of reports coming in is lower than the likely number of cases out there. It is expected that the number of reports and cases being monitored by the Case Handling Group will rise as we roll out Child Protection training. This will be a good thing as it will indicate that we are responding as we should and ensure that the appropriate actions are made.

D. Burke concluded his report indicating that the need for a Deputy BAB Child Protection Officer is now critical and that applications will be gratefully received. The job description for the Deputy BAB CPO is the same as the Job Description in the CP Policy for the BAB CPO.

Chairman's note: a Deputy was appointed in the General Meeting which followed.

Media Report

The Chairman received the following report by e-mail from P. Wildish just prior to the AGM but, unfortunately, not opened until after the Meeting. It is now included in the Minutes for the benefit of Members.

First my apologies for not being able to attend the meetings tomorrow. I am presently in the middle of my radiotherapy treatment. However, I hope not to be entirely useless and have completed the front page of **Issue No.1 of the BAB Aikido Times** (which has been passed by the Chairman to the Webmaster for him to put on the Board's website). My intention would be to issue it 3/4 times per year as a four page (?) pdf on the BAB website - I will need to liaise of course with our webmaster on this. The newsletter would also double as press release material to send to the martial arts press and to local news paper groups, where I think we might get more take up as articles, etc. Of course member associations would need to send me materials and jpg photos, either directly to me or through our website and then passed on. I would then make up the copy, send it to you (*Chairman*) for your check through and then on to John Burn.

5. FINANCIAL REPORT

Piers Cooke reviewed the Board's financial state and asked that the accounts, which were circulated with the Agenda, be accepted, together with the re-appointment of the Auditors for a further year. This was agreed by the Members present. A copy of the report will be circulated with these Minutes.

6. RATIFICATION OF CHANGES TO CONSTITUTION

The proposed changes to the Constitution were circulated with the Agenda and the Chairman asked if these could be accepted, This was seconded by B. Burrows

Decision: Carried

7. RESIGNATION OF OFFICERS - Coaching Development officer

B. Jones did not seek re-election due to pressure of personal work, but stated that he would still like to maintain some link with the post. A vote of thanks was proposed and carried unanimously for B.Jones for the work he had done in updating and developing Coaching.

8. APPOINTMENT OF COACHING DEVELOPMENT OFFICER

As agreed in the changes to the Constitution (Agenda Item 6), this is now an appointed officer post. The Chairman stated that he had consulted with B. Jones and the Management Committee and the consensus was that Frank Burlingham should be asked to take up this post. The Chairman asked the meeting for approval, which was unanimous.

The Chairman thanked Philip Smith, Sue Ward and Mike Narey for their interest.

9. OFFICERS DUE FOR ELECTION IN 2007

In accordance with the Constitution, the post of Chairman becomes due for election/re-election in 2007.

Action: Secretary

10. RATIFICATION OF MEMBERSHIP STATUS

The Chairman advised that the Aikido for Daily Life association had completed their year of probation and, in the absence of any objection, was now in full membership of the Board.

11. Any other business will be dealt with in the General Meeting that follows.

Enclosures:

1. Chairman's Report
2. Financial Report

GENERAL MEETING following on from the AGM

1. APOLOGIES FOR ABSENCE

Same as for AGM.

2. MINUTES OF GENERAL MEETING OF 18 FEBRUARY AND MATTERS ARISING

All items from this meeting are Agenda items for discussion today.

3. MINUTES OF EXECUTIVE MEETING OF 1 APRIL AND MATTERS ARISING

All items from this meeting are Agenda items for discussion today.

4. COACHING

Grev Cooke advised that an Association Tutor two-day course will be held on 30 September/1 October, venue and cost to be advised. He stated that as there are only 6 places available, applications should be sent in as soon as possible, and no later than 13 August. There will also be a Coach Level 2 course, the units available are as follows:

Coach level 2 - Unit 1	Young People
Coach level 2 - Unit 2	Communication
Coach level 2 - Unit 5	Planning for Success
Coach level 2 - Unit 6	Fit for Purpose

G. Cooke commented that he had received some requests for the coach level 2 course but the particular units had not been specified. A Coach level 2 certificate can not be issued until all the 6 units have been completed. He asked that when a coaching application for the coach level 2 is submitted, the appropriate CL2 unit boxes must be ticked.

It was proposed to hold a Coaching meeting after the next General Meeting.

Action: G. Cooke

5. CHILD PROTECTION

D. Burke had indicated that he would like someone to work in partnership with him on taking forward Child Protection issues. The Chairman was pleased to report that Sue Ward had been approached and had agreed to take on this important role.

M. Dent asked if a BAB CRB check was necessary if someone already had a CRB check from their Council or Local authority. The Chairman advised that the Council CRB check would only apply for teaching in their Council premises, but as it would not give the BAB oversight of the results of the check it would have no compliance with the BAB Constitution once BAB-controlled CRB checks had been rolled out over the coming 3 years. D. Foster commented that government changes to the validity of CRB checks to make them valid country-wide were in the pipeline but this could take a year or more to come to fruition.

Chairman's Note: Please see the AGM Minutes for the CPO's Annual Report

6 DATA PROTECTION

D. Foster advised the Members if their Association Data Protection Officer changes then DPO Forms 1 and 3 should be completed and sent to him.

Action: All Members

7. RAISING THE PROFILE OF THE BAB – MEDIA COVERAGE

P. Wilding was unable to be present due to medical reasons. This Item will be held over for the next Meeting.

Chairman's Note: Please see the AGM Minutes for the Media Officer's Annual Report

8. THE WEBSITE

J. Burn was unable to be present due to illness This item will be held over for the next meeting

9 NATIONAL COURSE 2006

S. Timms reported on her visit to Crystal Palace with Keith Holland. She stated that they had been very helpful with arrangements. They can provide a full 500 capacity matted area, and assurance that all available outside doors would be opened so that we would not again experience the humidity as last time. There is available Bed and Breakfast on site at £28.00 per head, but also a list of local hotels which will be posted on the BAB website along with other details, including cost and directions to Crystal Palace Sports Centre.

As from previous years, people traveling to the course on Friday found that an arranged dinner was most acceptable, and a Restaurant has been booked for this purpose. There are only limited places available, anyone interested should contact S. Timms as soon as possible.

Action: All Members

The Secretary commented and she hoped that all the Associations would support the National Course and looked forward to welcoming as many people as possible on the day.

D. Bath expressed disappointment that the BAB was holding a course close to the course his Association had arranged with Sensei Chiba. The Chairman explained that, having lost the September NIA venue, the fallback option of Crystal Palace (and date available) for the National Course was not within our control given the lateness of confirming the booking.

10 ANY OTHER BUSINESS

Insurance

The Chairman advised that David Fieldhouse, Account Executive of Perkins Slade was invited to attend the last Management Meeting to explain in detail our Insurance Policy with Perkins Slade. A paper describing the break down on our Insurance was circulated with the Agenda, and further copies can be obtained from the Secretary.

It was agreed that the Insurance Guidelines should be updated, and S. Timms will now be responsible for insurance in place of J. Phelps, who had done an outstanding job in getting our present Insurance deal in place

Action: Chairman

Future Use of the Website by Members

As indicated in his Annual Report, the Chairman proposed that the Board should work towards greater use of the BAB website to conduct board business and fuller interaction with Members. J. Burn had indicated that this could be set up, it will be discussed at the next Management meeting.

Action: Chairman

ClubMark

Sue Ward advised that her Association, Tenchi Ryu, had received the Clubmark award, only 1 other Association was working towards accreditation and 2 Associations had expressed positive interest but had yet to start the assessment process. Sue Ward stated that it is the BAB's aim to have 5 Associations working towards accreditation in the first year, and that most of the Associations already had in place most the systems etc. Sue will be more than happy to assist with enquiries.

Brian Stockwell, Tenchi Ryu was runner up in the Devon Coach of Year award.

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11 DATE AND VENUE OF NEXT MEETINGS

Management Meeting Early September - Date TBA

General Meeting 18 November, at Solihull FBC