

BRITISH AIKIDO BOARD

MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON SATURDAY, 10 MARCH 2012, AT THE HILTON NEWBURY NORTH HOTEL

PRESENT:	V Sumpter	Chairman
	K Holland	Vice Chairman
	P. Cooke	Finance Officer
	Mrs S Timms	Secretary
	T Bayliss	General Member/Membership/Clubmark Officer
	S Billett	General Member/Webmaster
	G Cooke	Coaching Admin Officer
APOLOGIES FOR ABSENCE	Mrs M Poole	General Member
	P Bengé	General Member
	M Sheridan	Associations' Representative
	D Bath	Associations' Representative
	L Cuthbert	Legal Officer
	A Humphreys	Equity & Equality Officer
F Burlingham	Coaching Development Officer	
NOT REQUIRED TO ATTEND	Mrs S. Ward	Lead CSO
	M. Mercer	Media Officer

1. MINUTES OF THE EC MEETING HELD ON 7 JANUARY 2012 – MATTERS ARISING

There were no matters arising and the Chairman was authorised to sign the minutes as a true record of that meeting

2. EC MEETINGS – RULES OF PROCEDURE

Following a review of the protocol for recording decisions taken by the Executive Committee, it was **agreed** that:

- BAB Officers present can participate in discussions on any matters on the Agenda, unless specifically advised otherwise by the Chairman; but only elected Members of the Committee would be entitled to vote/agree a decision
- The general approach would be to reach a consensus on action to be taken, with the Chairman summing up at the end of a discussion to ensure a clear decision. Such decisions would be recorded as “**Agreed**”.
- Formal matters such as Constitutional changes, Adoption of Accounts, etc, or where there was no clear consensus, would require a formal vote.
- All matters for information only would be formally “Noted”.
- It was also **agreed** that Members/Officers should whenever possible provide a written report on matters to be discussed as this would
 - ensure that members are fully briefed on the matter to be discussed
 - speed up the proceedings
 - assist in clear decisions being reached.
- The inclusion of a clear “Recommendation” in reports should also be used where possible.

3. FINANCE

The Finance Officer presented the draft accounts.

DECISION. It was **agreed** that subject to several queries raised by EC members being resolved before being forwarded to the examining accountants, the Accounts be formally adopted for presentation to the Board.

It was noted that the membership fees had not been increased for 10 years and the Finance Officer recommended that:

- there should be an increase from March 2013 to cover the BAB's general running costs
- the reasonable costs involved in administering the processing and collecting of insurance premiums should be met from income received.

Additionally, it was noted that:

- due to the timeframe for the negotiation and renewal of the BAB's Insurance cover and premiums it was not possible to wait until the General meeting in May to obtain Board approval on the renewal terms.

DECISION. It was **agreed** that the Board authorise the Executive Committee to negotiate and set future insurance and membership premiums.

Action: Finance Officer

The Committee **approved** the draft Budget for 2012, presented by the Finance Officer, which would include the following specific allocations for each operational department.

Child Protection	£2500	
Website Development	£2500	
Media & Marketing	£1250	
Coaching	£2500	
Clubmark	£ 250	
Membership	£ 500	
Equity & Equality	£ 500	(Total: £10000)

4. CONSTITUTIONAL MATTERS

The Vice-Chairman reviewed his report covering a number of proposed Constitutional amendments. It was **agreed** that, subject to the amendment covering "Declaration of Interest" being included in the main part of Appendix 4 rather than as a separate Appendix, the recommendations contained in the report be submitted to AGM for approval.

Action: for AGM 2012

5. INSURANCE

The Chairman reviewed the report from Endsleigh covering the 2012 renewal premium, levels of cover and excess clauses. He specifically advised that the cover under 'Abuse' has now been increased from £2.5m to £5m and that excesses are only paid 'once' where there are multiple claimants on a specific 'abuse' claim. The renewal premium quoted by Endsleigh showed an increase of approximately 10% on last year's premium.

DECISION. The following premiums from Endsleigh, for 2012, were accepted:

- Civil Liability Insurance £42821
- Personal Accident Insurance £ 5406

The Chairman will invite Endsleigh to attend the May 2012 GM to answer Members' questions.

Action: Chairman

The Chairman also reported that Endsleigh had reviewed and revised the Board's Insurance Guidelines document. This had been received by the Chairman just 2 days before the EC meeting and, as yet, had not been studied in any depth. The Chairman had copied it to the Vice-Chairman and it was **agreed** that they review the changes, for presentation at the next EC meeting.

Action: Chairman, and Vice-Chairman

The Secretary advised that £500 has been received from Endsleigh to be used for "sponsorship". No specific decision was taken on what should be sponsored.

Action: Agenda Item for next EC Meeting

6. WEBSITE

Amazon Affiliate Program

The Webmaster advised that payments from the Amazon Affiliate Program had once again been made to the BAB Bank account. The Finance officer said that they could not find the income on the statements and requested the values of the payments to be sent to him by email, whereupon he would investigate. *Chairman's After Meeting Note: details of the payments made sent to Finance Officer and Secretary on 16 March.*

Action: Finance Officer

On-Line storage of original BAB documents

Subsequent to the last EC meeting, the Webmaster installed two online document storage systems on the development web server, The Webmaster, Chairman, Finance Officer and Coaching Admin Officer all tested the software and both versions were found wanting. It was therefore **agreed** that the Webmaster would write a system built direct into the BAB Website back-end system to hold our Important original documents; Webmaster to trial the system with EC members before formal adoption.

Action: Webmaster

Online Version of Minutes of Meeting

Agreed that the online version of the Minutes of Meetings be shown on the BAB website in latest date order. *After Meeting Note: this has now been completed.*

Coaching HandBook, PayPal Purchase via the BAB Website

Following a request from the Coaching Admin Officer it was **agreed** that a PayPal system be setup on the BAB Website to allow members to purchase the printed version the new BAB Coaching and Club Hand Book.

Action: Webmaster

7. MEMBERSHIP

The Membership Officer presented 3 applications for membership of the BAB for consideration of acceptance for probationary status. They are:

Fudoshin Aikido

Bushin Aikikai

Kazoku Ryu.

All have completed the application procedure and it was **agreed** that the Secretary should now write to the Board Members to seek their formal approval of acceptance.

Action: Secretary

The Membership Officer then stated that Birmingham Aiki Dojo's probationary period ends May 2012 but their status was presently under review; he therefore proposed that their probationary membership be extended for a further 3 months. This was **agreed** by the EC.

8. CLUBMARK

The Clubmark Officer, reported that he had received a visit from Charles Horton of KKP, to review the status of Clubmark for the BAB. **Noted** that everything was in order and that T Bayliss had been re-confirmed as an "authorised" Clubmark Officer.

Noted that the KKP representative also visited Trafford Aikido Club who were re-confirmed as meeting the Clubmark standard. This visit was just one of over 600 Clubmark visits being made throughout the UK over the coming months as a requirement of Sport England.

9. COACHING

BAB Coaching Handbook (New Issue)

The Coaching Admin Officer (CAO) reported that 'free issue' copies of the BAB Handbook have been sent to 51 Associations. The free issue allocation included all Principals, CLOs, Tutors, and Executive Committee Officers. However, where one person holds more than one of the above positions then only one copy was issued free.

Including “purchased orders” 320 copies of the Coaching Handbook had been posted out and further supplies will be handed out at the AGM. Association representatives should let the CAO know how many books to bring to the meeting for their Association; contact details: grev.cooke@ntlworld.com

Action: All Association Member Representatives

The CAO commented that any Association or officer who hasn't received their free issue copy should contact Grev Cooke – grev.cooke@ntlworld.com – prior to the BAB AGM May.

Action: Association Principals, CLOs, EC Officers

Risk Assessment Policy

The CAO stated that a lot of work had been done on Risk Assessment and it was **noted** that it would be subject to trial with a selection of Members before being finalised and submitted to the EC for approval.

Coach Refresher Courses

Work on a Coach Refresher course is progressing and provisional dates for CL2/3 courses are being finalised.

Monitoring Club Instructors

Noted that following the Monitoring exercise undertaken by the CAO, the vast majority of clubs now had a qualified Instructor.

10. EQUITY AND EQUALITY

In the absence of the Equality & Equity Officer, the Vice-Chairman presented the following Toolkits which had been previously circulated to the Committee:

- BAB Women's Aikido Class & Participation Toolkit
- BAB Equality & Diversity Kit

Both documents were welcomed, and it was **agreed** that they should be now made available to member Associations and included on the website.

Action: Equity Officer, and Webmaster

11. AIKIDO DEVELOPMENT PLAN

The Committee reviewed the targets within the Plan, and the action taken since the last Annual Report to the Board.

On the question of the issues raised under the last S&RA Sports Club survey it was **agreed** that the vast majority of issues identified by participating clubs were already being addressed. It was, however, **agreed** that a target relating to the Encouragement of Youngsters to participate in Aikido should be added to the Plan, and in this connection it was noted that a number of initiatives including Clubmark, National Course for Juniors and proposed toolkit for working with Schools already supported this target.

It was also **agreed** that a target should be set for the development of a toolkit to assist Associations in gaining access to funding/sponsorship. It was, however, recognised that this work could not be undertaken within the existing Officer resources and it was therefore **agreed** that the Vice-Chairman should instigate a recruitment process. It was also noted that the Volunteer Officer had yet to make a contribution to the work of the Committee and it was **agreed** that the Vice-Chairman should ascertain whether this Officer was still committed to undertaking targets as identified in the ADP.

Action: Vice-Chairman

The Plan was **agreed** for presentation to the next General Meeting subject to a number of minor factual corrections.

Action: Vice-Chairman (for May 2012 GM)

12. BRITISH BIRANKAI

The EC noted that a number of changes had been made to the British Birankai London Aikido website text since this issue was first raised and discussed at the last EC meeting. Additionally, it is

understood that the London aikido website will be amended further in due course. In light of this, the EC deferred discussion on possible further action until the next meeting.

13. NATIONAL COURSES 2012

National Course – Cardiff – 29 September

The Committee noted the report by the Vice-Chairman on the arrangements for this year's event, in Cardiff, including the following list of Instructors:

Gwynne Jones 8th Dan Ki/Traditional (Shin Gi Tai)
Brian Stockwell 7th Dan Yoshinkan (Tenchi Ryu)
Shane Riley 7th Dan Traditional (White Rose)
Richard Costigan 5th Dan Traditional (Yama Arashi)
Steve Lindsey 5th Dan Traditional (Kai Shin Kai)

The Webmaster was asked to update the website course list with this detail.

Action: Webmaster

Young Persons Course

By popular demand a repeat of the Young Persons Course held last year has been arranged for 23 September 2012 at the United Traditional Aikido Dojo in Weston-super-Mare. Phillip Bengé is organising this and will give further details at the May GM.

Action: Phil Bengé

14. ANY OTHER BUSINESS

Aikido Times

On behalf of the Media Officer, the Chairman reported that, despite having articles in hand which were not used in the last issue of the Aikido Times, the Media Officer would welcome more articles; the more the merrier! If he gets lots again then he will be able to build a library of articles than can be used in future issues – or even make the issue bigger! It was **agreed** that the opportunity should be taken, to publicise as widely as possible, the extremely high ratio of Instructors to members, enjoyed by the BAB.

Action: All members

Sport & Recreation Alliance / Data Protection Registration

The Secretary reported that membership of the Sport & Recreation Alliance, formerly CCPR, has been renewed. Additionally, our ICO (Data Protection) registration has also been renewed.

Officers' AGM Annual Reports

The Chairman requested Officers' reports for the AGM be forwarded to him in word format by 6 April 2012. Reports do not have to be lengthy but should concentrate on what achievements have been made in 2011 and what officers expected to achieve or progress during 2012.

Action: All EC Officers

15. DATES OF NEXT MEETINGS

AGM/General Meeting - 12 May 2012

It was **agreed** that the dates for future meetings of the Executive Committee should be reviewed once a decision had been made by the Board regarding the frequency of General Meetings, but that the general format would be:

- four meetings to be arranged at suitable intervals, throughout the year, to process the business of the Board, and to allow for appropriate reports such as the Annual Accounts to be adequately considered in advance of presentation to the Board.
- where there was insufficient business a meeting of the Committee could be cancelled.

Note of Action:

There are no enclosures to be included with these Minutes as they were previously circulated with the Agenda.