

BRITISH AIKIDO BOARD

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE HELD ON SATURDAY 10 SEPTEMBER 2011-09-14

PRESENT	V. Sumpter	Chairman
	K. Holland	Vice Chairman
	Mrs S Timms	Secretary
	P. Cooke	Finance Officer
	T. Bayliss	General Member/Membership & Clubmark Officer
	S. Billett	General Member/Webmaster
	Mrs M Poole	General Member
	G. Cooke	Coaching Admin Officer
	F. Burlingham	Coaching Development Officer
	L. Cuthbert	Legal Officer
	M. Sheridan	Head of Aikido Research Federation
	D. Bath	Representing British Birankai
APOLOGIES FOR ABSENCE	P. Benge	General Member
	M. Mercer	Media Officer
	R. Watts	Assistant Media Officer
	A. Humphreys	Equity & Equality Officer
	Mrs S Ward	Lead Child Safeguarding Officer

Chairman's Opening Remarks. The Chairman welcomed D. Bath, representing British Birankai.

1. MINUTES OF EXECUTIVE MEETING HELD ON 9 JULY 2011

Matters arising. Under 'Apologies for Absence' the Chairman noted that this list should have included D. Bath, representing British Birankai.

Any other 'matters arising' will be covered under the Agenda items in today's meeting. The Chairman was then authorised to sign the minutes as a true record of meeting of 9 July 2011.

2. FINANCE

Review of 2011 budgets. The Finance Officer produced a budget report which showed that expenditure on coaching, media, website, CP and equity were each currently under budget for FY 2011.

Returns on investment savings The Finance Officer advised that he had contacted the HSBC regarding the small amount of interest received. As HSBC were unable to offer any substantial or meaningful increase in interest on capital he advised that he would be seeking alternative banking arrangements with a view to maximising interest on our capital.

T. Bayliss raised the concern that with such a large amount of money held in one bank, should the BAB therefore be splitting the amount between 2 banks. The general view of the meeting was that the BAB money was safe in the hands of just one Bank.

Financial protocols The Finance Officer then circulated a paper on financial protocols to be observed by Officers regarding income and expenditure to and from the BAB account. (*see Enclosure 1 to these Minutes*)

Insurance Premiums for FY 1 Mar 2011-29 Feb 2012. The Chairman stated that he had e-mailed the British Aikido Association on 16 August and 5 September expressing concern that the BAA had (to date) paid a total of £2K to cover Club venues. However, the declaration of actual Club venues from the BAA to date was just 18; it was the Chairman's belief that the BAA had approximately 60 Clubs which meant that insurance cover was under-funded by the BAA. Additionally, the Chairman felt that the lack of response from the 3 BAA representatives to whom the e-mails were sent, was discourteous. As a next step, the Secretary was asked to contact the BAA Registrar by telephone to resolve the matter.

Action: Secretary

3. AIKIDO DEVELOPMENT PLAN

Whilst the intention had been for the Committee to undertake a review of the Plan and update priorities, this had not proved practicable due to the updated Plan not being received by Officers and insufficient information being forthcoming on individual targets.

However, the Vice-Chairman was able to provide an update of a wide range of activities being undertaken by the E&E Officer and whilst these were welcomed it was agreed that formal details, where appropriate, should be submitted to the Committee for consideration before implementation. Details of these initiatives will be included in the updated Plan which will be circulated to all.

Officers are asked to review **ALL** targets within their area of operation and to advise the Vice-Chairman on whether the target date is still appropriate or indeed if the target is still achievable/required.

Action: All Executive Committee Officers

Educare. The Vice-Chairman also reported on an initiative by the Lead Safeguarding Officer to secure 200 places on a scheme run by Educare (linked with the NSPCC) at an introductory total cost of £250. There were 8 modules on the scheme including topics such as:

- Introduction to Equality & Diversity
- Child Protection Awareness in Sport
- Introduction to Safety in Clubs
- Protecting Vulnerable Adults

Participants were able to work through the modules, at their own pace, within a one year timeframe and at the end of each module were required to complete a simple questionnaire on the module content (with a certificate being awarded for successful completion). It was considered that this scheme could have a number of benefits including a tool to support CPD and a possible alternative to the current requirement for Executive Committee members to complete Coaching Modules in respect of Equality & Equity; Child Protection and Disability. It was suggested that if the scheme was acceptable then it could be made available to:

- (i) Executive Committee members
- (ii) Board Members
- (iii) Association CPOs
- (iv) by invitation, possibly through the Aikido Times, to the wider membership.

The LSO was prepared to undertake the registrations under the scheme. It was agreed that this initiative should be supported, subject to the CDO being satisfied as to the content of the scheme. If progressed, the cost would be met from BAB general funds.

Action: CDO (& Lead CSO)

4. WEBSITE

Website Home Page. The Webmaster stated that he has been working with Richard Woods, BAB Volunteer Graphic Designer, adding new Icons to the BAB Website and is currently creating a new top banner for the site; when a suitable version is created it will then be shown to the EC for approval.

Website Reports. It was requested that a new website data report be created to allow the Chairman to analyse the insurance premiums received against the quantity of clubs and the Level 1, 2 and 3 Coaches to allow forward planning for the next insurance year. Also required is a report showing all BAB Clubs on the website that teach children. This will allow the ClubMark Officer to contact these clubs to apprise them of the value of achieving ClubMark Status.

Email System. A new website-based email system is being written to allow the BAB to send emails directly to Associations, Clubs, Coaches, Tutors and members. This is required as the current system does not follow the current EEC rules on “spamming” and will need to be a time-delayed batch-sending system as we are now mailing much larger quantities of emails.

On-line Returns Trial. The Online Returns System has been delayed until later this year but is still being worked on.

BAB Grade Certificate. It was suggested at the last EC meeting that the BAB Grade Certificates should have photographs added to them. The Webmaster stated that this can be done but it would be hard to ensure the photographs would be suitable. The EC therefore decided that, at this time, we would not add this function.

5. MEDIA & PUBLICITY

The Chairman apprised the meeting of the written report from the Media Officer. (see *Enclosure 2 to these minutes*)

Matters arising:

Facebook Ad campaign. Decision was not to proceed with this at present. With regard to EC members signing up to Facebook, not all were Facebook fans. On a general note, the EC was advised that most “signings” to the BAB Facebook were ‘non-members’.

PR & Marketing. Concern was expressed that the Media thrust over the past 12 months has concentrated on increasing “communication” with aikidoka (BAB members and others) through the website, Facebook, twitter, and the Aikido Times. Whilst this is laudable, it appears to be to the exclusion of other aspects of media promotion/marketing which should be pursued in tandem with the above. Specific recent examples which would have benefitted from a media “opportunity” were: 1) the Young Persons Course; and 2) the BAA hosting of the Tomiki World Championships at Brunel University in August. In the case of the latter event, the EC expressed the view that the BAB missed a real, and perhaps golden, opportunity to involve martial arts magazines and/or TV sports channels in covering

the event. The Chairman expressed the view that, at present, more needed to be done in raising the profile of the BAB through a wider range of opportunities, including press, advertising, interaction with local authorities, and external publicity (to non-member aikidoka) for the Board's National course.

6. COACHING

Coaching & Club Handbook. The CAO advised that members can now view and download the revised coaching handbook from the website. This version does not include any picture 'graphics'. The CAO advised that it was intended to produce an A5 bound hard copy with 'graphics' for distribution to each Association. There was some discussion on the value of different versions of the handbook (that is, with/without graphics, and electronic versus hardcopy). No decision was made; however, the Chairman requested sight of a hardcopy "graphics" version before the EC made any decision on a "final" version.

Action: CAO

Coach Tutors' Course. The CDO advised that the date for the next Coach Tutors Course is now 26 November 2011.

Action: All Coach Tutors

7. INSURANCE

Mat/Dojo Equipment Insurance The Chairman reported that Endsleigh can provide mat insurance. Cover for mat/tatami/aikido equipment with a value up to £10K will cost £35.00 per year; and up to a value of £25K the cost would be £100.00. The cover provides for loss or damage to the mats being used anywhere in the UK and whilst in transit. Basic details required by Endsleigh are:

- Storage address for the mats/equipment
- Value of the mats/equipment (specify the equipment)
- Highest value single item
- Declaration on any previous claims

Endsleigh to provide an application form for Clubs to use and submit direct to Endsleigh.

Action: Chairman to liaise with Endsleigh on make up of Form

Chairman's After Meeting Note: The facility for Clubs to insure their Dojo equipment through Endsleigh is worth prominent publicity. Perhaps the Media Officer could include it in the next issue of the Aikido Times? And the Webmaster find a slot for it on the website?

Action: Media Officer & Webmaster

Club Venue Fee. The CAO ask if a reduced insurance premium could be given to Club Instructors with CL2 and CL3 qualifications (in the same way as applied under the Perkins Slade PI insurance premium). If applied this could only be given "once" and for just one Club venue, in the insurance year to an instructor with CL2/3. The CAO commented that requests for CL2 and CL3 courses had dropped since the change in insurance premiums. Before a decision is made, the CAO is to let the Chairman know how many current CL2 and CL3 Instructors there are in BAB membership.

Action: CAO

Insurance Guidelines M. Sheridan circulated a short paper (*see Enclosure 2 to these Minutes*) outlining his concerns and observations on the present 'guidelines' and asked EC officers to consider his 'health check' report and e-mail him with their comments on the way forward (by mid October please).

Action: EC Officers

8. CLUBMARK

The Clubmark Officer expressed disappointment that he had not received any applications in the past 2 months. He had, however, undertaken some health checks on the existing Clubmark clubs holders.

9. EQUITY AND EQUALITY

See para 2 of Item 3, above.

10. MEMBERSHIP ISSUES

The Position of Aikijutsu Organisations in the BAB. The Committee commended the report of the Membership Sub-Committee and agreed that its conclusions should be made as a recommendation to the Board

Action: Secretary (for GM Agenda) – Vice-Chairman to Lead at GM

New Membership Information on the Website. Agreed that once an organisation had been accepted into Probationary Membership it was acceptable for their “history” to be included on the website.

Probationary Period for New Applicants. Agreed that the current period of one year for Probationary organisations should be enforced and that those failing to complete outstanding requirements within this period would need to make a fresh application if they still wished to become BAB Members. Matter arising:

- Accordingly, it was agreed that the Membership Officer would advise Takagakashirakai that their probationary period had expired.

Action: Membership Officer

Insurance for Probationary Members.

- The agreement by Endsleigh to follow the previous cover provided through the BAB Insurance Guidelines Appendix F (form) was welcomed.
- Concern was expressed about the inequality between new organisations who were given a years “insurance grace” in which to comply with all requirements and that of individual clubs who joined an established Association but did not automatically receive the same concession. It was agreed that if possible they should be covered by the Appendix F procedure and the Chairman undertook to speak to Endsleigh on this arrangement.

Action: Chairman

- However there was concern that whilst new Associations were monitored by the Membership Officer to ensure compliance within the probationary period there would be no BAB level control on individual Clubs as this would have to rest with individual Associations. It was agreed that if the scheme were acceptable then Associations wishing to use the Appendix F probationary cover would be advised that at any new clubs not complying at the end of the probationary period would not be covered by the BAB Insurance and the Association would need to accept direct liability.

Action: Associations

Membership Application Forms.

- It was noted that some 19 pages were sent out as part of the application process. Updating of the forms and the proposal to amalgamate the 5 pages of Data Protection requirements into the main form were welcomed. In this connection the Legal Officer confirmed that there was no requirement for separate DP documentation.
- The Vice-Chairman also reported that following discussions with the Webmaster it was proposed to provide the application documentation as a website download facility, as this would (i) speed up the process, (ii) provide a more legible copy, (iii) save the Membership Officer having to copy and post applications to the 4 other members of the Sub Committee, (iv) reduce costs, and (v) facilitate easy transfer of data to other Officers. This proposal was strongly supported. Agreed that the Membership Officer will liaise with the Webmaster on the detailed documentation to be included and will also circulate copies of the updated copies of the form to Members for any comments.

Action: Membership Officer (& Webmaster)

Risk Assessment Check Lists. Noted that Coaching Development Officer had already undertaken some initial work on Risk Assessment Check Lists and agreed to create an updated version by the end of September 2011

Action: CDO

11. CHILD SAFEGUARDING ISSUES

Educare. See Item 3, above.

CPO Training. In her report, the Lead CSO sought the EC's view on whether CPO training should be free and, if not, what the appropriate fee should be. The Committee view was that it should mirror the attendance costs for CL1 courses; that is they should be self-financing. That said, the management of the CP budget is in the hands of the Lead CSO who can factor in what costs can be subsidised to attendees.

Hiscox Abuse Questionnaire. This questionnaire/proposal from which is an intrinsic part of our insurance with Hiscox (through our Brokers, Endsleigh) had initially been e-mailed by the Lead CSO to Association CPOs for urgent completion – an over-arching form having been completed by the Chairman on behalf of the BAB. Due to a very poor response from ACPOs, the form had been sent out in "hard copy" attached to the July EC minutes, with a further request for urgent completion. The response has again been extremely poor with only 4 completed questionnaires – from a total of over 40 Associations with U18s in membership – having been returned to the Lead CSO to date. The Chairman will now refer the matter to GM for resolution.

Action: Chairman

Instances of Poor Practice. The Lead CSO asked the Chairman to emphasise the need for Association CPOs and their CWOs to forward on to her any issues around poor practice and related concerns (obviously Disclosures referring to abuse should be coming through to her without a moment's hesitation!). Associations need not be fearful about reporting. Indeed, if there are issues arising in clubs it may well 'cover their backs' to have asked the CMG/Lead CSO for input/guidance. This request is NOT about removing coaches from post; it is about being cognisant of any training needs that the safeguarding or coaching teams might need to be aware of.

Action: Association – their CPOs and CWOs

12. CONSTITUTION

Company Limited by Guarantee. The Vice-Chairman reported that in discussion with the Legal Officer they had agreed that between them they should have the necessary knowledge/ expertise to prepare draft Memorandum & Articles of Association, particularly as the latest version used by the BJA offered a good template. Therefore, at this time, it was not considered necessary to engage a solicitor for this work. The Vice-Chairman and Legal Officer then outlined some of the benefits of becoming a Limited Company and it was agreed that they should proceed on this matter.

Charitable Status. It was noted that provision had been made in the Aikido Development Plan for the Board also to consider seeking Charitable status and if this was to happen then it was appropriate to do it at the same time as becoming a Company limited by guarantee, so as to avoid duplication of effort, reduce costs, save on future updating of the Memorandum, etc. However, given the nature of the organisation, the limited likelihood that the BAB would seek funds from agencies requiring us to be a registered charity together with the lack of any plans to become a major funding agency, and the additional work involved in separate reports and accounts to the Charity Commission, it was agreed that there was no apparent value in pursuing charitable status at this time.

Registration of the BAB Logo. It was noted that it was only possible to register a logo to a legal entity, which meant that this matter could not be progressed until the BAB had achieved Limited company status.

13. TELECONFERENCING

The Webmaster had been requested to investigate the possibility of EC Officers dialing into the BAB EC meetings from home. Various systems, including 'SkyPE' and 'Citrix GoTo Meeting' were described and costings explained. It was decided that for a trial the EC would set up SkyPE with Sue Ward, although we are aware that only one person at a time can dial in using this method. It is also understood that we may need to purchase a suitable 360 Degree microphone in the future if the trial is successful.

Action: Webmaster (& Sue Ward, Lead CSO)

Absence from Meetings. Apropos the above, the Chairman expressed concern that a number of EC officers had not attended any of the 3 EC meetings held this year (Mar, Jul & Sep). Whilst it is not expected that officers should attend every meeting, the dates are notified well in advance and repeated non-attendance makes it difficult to finalise business on the officers' specialist subjects – with some items (un)necessarily being held over from one meeting to the next. It is hoped the trial of the Teleconferencing facility will help to alleviate this concern.

14. ANY OTHER BUSINESS

Dan Grades. D. Bath commented that the source of the 'award' of a member's current Dan Grade was not listed on the Website nor on the BAB Dan Grade Certificate authorised by Associations. The Chairman pointed out that the award of grades was strictly in the purview of Associations and it was not the remit of the BAB to police the source of the award. However, if the representative Association felt strongly on the matter, then it should be notified to the Secretary for inclusion in the agenda for discussion at GM.

BAB National Course. The CDO noted that no actual flyers publicising the National Course has been issued. The Secretary advised that it was agreed by the Executive that full details of the National Course would be registered on the website. Subject to attendance levels at this year's course, the current policy may be reviewed.

Action: National Course Organiser

Website – Associations – Contact Information. The CAO stated that all 'contact' information displayed on the BAB website should be kept up-to-date by Associations. It was suggested that each Association should appoint a Communications Officer specifically to up-date their Associations details.

Action: Associations

Length of Meetings. The Chairman closed the meeting shortly after 2.30 pm – that is, following 5 hours of discussion and action on agenda items. Even so, it was apparent that some items were rushed and thus not given the time nor the necessary attention required to progress the subject. The Committee consensus was that Officers should in future always prepare Item reports to be circulated with the Agenda, thus allowing item discussion to concentrate on decisions relevant to taking the matter forward. Additionally, it may also be appropriate and/or necessary to have some specialist subjects discussed at every other meeting rather than at every meeting.

Action: EC Officers

15. DATES OF NEXT MEETINGS

GM	5 November 2011
ECM	7 January 2012
ECM	10 March 2012
AGM/GM	12 May 2012
ECM	7 July 2012
ECM	8 September 2012

Enclosures:

1. Financial Protocols (re Item 2 of these Minutes)
2. Media Officer's Report
3. BAB Insurance Guidelines 'Health Check' Paper (re Item 7 of these Minutes)

Enclosure 1

BAB Financial Protocols Income & Expenditure Accounts

The normal protocol for all matters financial is that all paper work is to be sent to Shirley who processes the items into the Sage accounting system and anything that needs to be paid for gets paid accordingly. The management accounts are regularly produced by the finance officer.

All items over a £1000 need to be authorised and signed by Shirley and me as the incumbent Finance Officer. Expenses incurred by members of the executive that have been agreed by the finance officer or the wider committee can be paid by the executive member and will be reimbursed by Shirley when they present her with an expenses claim backed up by all relevant receipts.

As we expand the business operations of the BAB there may be delegation of responsibility for specific activities. Current examples are: the printing of grade certificates and the children's course. Obviously we still need to account for these activities into the Sage accounting system. I suggest where it is less time consuming or onerous or if the technology demands it, the executive member accounts for the activity in the following way.

- All income and expenditure must be recorded preferably on an excel spreadsheet. It should be reconciled to numbers attending / certificates created etc. Any expenditure should be backed up by receipts. A simple income and expenditure sheet should then be presented to Shirley after the event. In the case of BAB certificates money should be transferred from the paypal account in "chunks" of £100 with a list of the people who have received the certificates sent to Shirley informing her that money has been transferred into the main BAB account.
- If a float is required for expenses, then this will be topped up by Shirley when the receipts are sent to her.
- Expenses must not be paid for out of income received as this only makes accounting much more complicated.

Enclosure 2

Media Officer's Report

There is little to report from the media area that has not been said at previous meetings. We continue to push the BAB Facebook page which is starting to become more widely used to keep people informed of various events but remains well short of what we would like to see in terms of numbers. We could launch a targeted Facebook Ad campaign aimed at individuals that have "aikido" as an interest in the hope of attracting more people to the page but this would incur a cost. I do something similar for my own page and it works out at about £150 for a month's campaign. If you think this is worthwhile and we have the funds please let me know.

The most recent newsletter was the biggest so far and we had some great input from some members. In particular, Phil Benge's article on the children's summer school was very good and I would hope that we can use all our assets to promote the same event next year in order to get even better support for it.

I have mentioned before the fact that media and the website are very closely linked and further discussion on this issue is probably warranted but maybe this is best kept under wraps for now.

We will continue to develop and push our existing media options and if you could ask the committee to let everyone they know to get articles to us for the Winter edition of the newsletter I would be most grateful. It would also be great if every Committee member was a member of the Facebook page.

Insurance Guidelines Health Check

I (*Mick Sheridan*) have examined the Perkins Slade Guidelines document, and this has been helpful, but have come to the conclusion that, since we are no longer with Perkins Slade, the content of the document is largely irrelevant. The document could, however, serve as a pointer to the types of thing a Guidelines document might cover, to ensure that we have covered all the bases, so to speak. It would be comforting to assume that Endsleigh offer like-for-like with Perkins Slade, if this were the point at issue. But it is not. The point at issue is what Endsleigh now offers. In order to ascertain this, I have, provisionally, adopted the following approach, which, I believe, will be more than adequate.

I think the most direct and consumer-friendly approach to take would be to pose certain questions, the answers to which would structure a summary of our cover and its limits, and indicate further help the BAB could offer. This would take the form of a Frequently Asked Questions, (FAQ), section on our website. I have begun to draft out the questions which are bothering me at the moment, see below.

I do not know the answers to all the questions and would feel diffident about saying anything definitive off my own bat, since insurance is important and I am no expert. There is a Summary of Insurance document emanating from Endsleigh on our website, and this should be read in conjunction with the fuller statement, the Template, which is also now on the website. Both of these are grounded upon the full Policy document, which I do not, at present, have to hand. I would think that it would be an easy matter for the collective wisdom of the Executive to help here, and if there is anything the Executive thinks I have missed and that a member would wish to know, it would be an easy matter to add these.

Accordingly, the questions, in by no means an exhaustive list are as follows:

- With whom are we insured?
- Who are our underwriters, (if this is not the same question)?
- Who are our insurance brokers and what are their contact details?
- What is the policy called and what is its reference number?
- What is the cover period?
- What activities are covered?
- What are the financial limits of our cover?
- To what excesses are we subject?
- What are we covered for? Civil Liability
- What does 'Civil Liability' mean?
- What is the range of Civil Liability for the various groups covered? Personal Accident, Professional Indemnity, Equipment, Slander, Libel, others?
- Are all groups covered in the same way for Civil Liability or are there different packages of cover?
- What different groups are covered? Board officers, member Associations, member Associations' officers, associate members, breakaway members, probationary members, instructors, foreign instructors, individuals abroad (exclusions?), instructors abroad (exclusions?), individuals, clubs, students on a three session taster, others?
- Thus, who is covered for what of the above?
- What sorts of injury are covered?
- What conditions are there? Risk assessments, weapons protocol, abuse protocol, others?
- What exclusions are there attached?
- Do individual clubs need to post anything on the dojo notice board?
- What situations and venues are not covered, (exclusions)? Events, Multi-Budo events, USA and Canada, others?
- What is the claims procedure, where are the forms, whom do we contact, what is the time-scale and what documentation do we need to have in place?
- What advice can the BAB offer with regard to the provision of cover not included in our present package?
- Is there anything that needs to go on the website?
- How much does this cost the BAB and how is this paid for by members?
- Is there anything in the Perkins Slade Insurance Guidelines Document which has not been covered in the Endsleigh Documents?
- Are there any other issues we should address?