

# BRITISH AIKIDO BOARD

## MINUTES OF THE ANNUAL GENERAL MEETING held on 12th May 2012 at Solihull Football Club

### PRESENT

#### Officers:

K. Holland	Vice Chairman/ UKS (in the Chair)
Mrs S. Timms	Secretary/ Institute of Aikido
P Cooke	Finance Officer/ADL
S. Billett	Webmaster/ADS
T Bayliss	Membership & Club Mark Officer/Seijutsu Aikido Ryu
P. Bengé	General Member/United Traditional Aikido
G. Cooke	Coaching Admin Officer/YAUK
Mrs S Ward	Safeguarding Officer/Tenchi Ryu
L. Cuthbert	Legal Officer

#### Full Members

A Baird	Lancashire Aikikai
Mrs S Baird	Lancashire Aikikai
A. Holden	Aikido Fellowship
Mrs J Holden	Aikido Fellowship
G. Masters	Ken Shin Kai
Mrs D Masters	Ken Shin Kai
K. Deloyde	T I A UK
M. Bent	Welsh Aikido Society
M. Saunders	Welsh Aikido Society
N Vaughan	Kai Shin Kai
W Harris	Kai Shin Kai
P. Burgess	British Ki Society
M Dipples	British Ki Society
P. Holding	B A A
R. Ward	Aikido Circle
D Yates	British Aikido Federation
B Newman	KSMBDA
D Worsley	Shi Gi Tai
G Needler	UK Aikikai
M Danford	White Rose Aikikai
B Malone	White Rose Aikikai

(23 Member Associations present)

#### Probationary Members

Mrs H Williams	Senshin Aikido Ryu
K Williams	Senshin Aikido Ryu
B Bateman	Seibukan Aikido Ryu
P Patrick	Birmingham Aiki Dojo

### APOLOGIES FOR ABSENCE

V Sumpter	Chairman
M Mercer	Membership Officer/Shudokan I of A
Keitenshinkai	
United Kingdom Aikido Union	
Aikido Research Federation	
Shun Poo Kan Association	
British Birankai	

## 1. REVIEW OF THE MINUTES OF THE AGM ON 14<sup>th</sup> May 2011

The Vice Chairman reviewed the Minutes of the AGM held on 14<sup>th</sup> May 2011. There were no matters arising and he was authorised to sign the Minutes as a true record of that meeting.

## 2. CHAIRMAN'S REPORT

In the absence of the Chairman the Vice Chairman presented the Annual Report from the Chairman and the Executive Officers, which had been previously circulated to Member Associations. Noted that under the Clubmark Report it should read Sue Baird and not Sue Ward. The report was noted.

## 3. FINANCIAL REPORT

The Finance Officer gave an overview of the main issues contained in his Annual Report, previously circulated to Member Associations. He highlighted the change in the requirement from the new Insurance provider for the premium to be paid in advance rather than arrears, which had an impact on last year's accounts. He drew attention to the proposal that the Executive Committee be authorised to deal with the renewal of the insurance cover, in March, plus the setting of the appropriate annual insurance fee. In addition he reported on the need to take future action to prevent the further erosion of reserves.

On being put to the vote it was **RESOLVED** (with 1 objection and no abstentions) that:-

- (i) The Accounts for the year ending 2011 be adopted
- (ii) The Executive Committee be authorised to:-
  - a. Approve the renewal of the annual insurance cover, and premium, in March, each year,
  - b. Determine the annual fee to cover the insurance premium
  - c. Determine the annual membership fee, for members, in the light of the Board's financial position
- (iii) PB Hourigan & Co be appointed as the Board's Examining Accountants.

### Registration Certificate Sales

The Report on Sales for the Year Ending December 2011, previously circulated, showed that the following Member Associations had not met the minimum requirement of 100 members for the year, which meant they would normally be reduced to Associate Member Status:-

Aikido Circle – 95 members  
Shiobu Aikido- 90 members  
United Traditional Aikido -62 members

However with organisations who have previously maintained the required membership levels (Aikido Circle & Shiobu Aikido) the Board could agree to give them 1 years grace, before taking action. In the case of the UTA it was noted that the drop in numbers was due to a Registration error and that they had already submitted registrations for a further 50 members.

**RESOLVED-** that these 3 Associations be allowed to continue as full members, for the ensuing year.

#### 4. ELECTION/RE-ELECTION OF OFFICERS

The following nominations were received:-

**Chairman (3 year appointment)** – Vincent Sumpter (Kai Shin Kai)

**General members (3 year appointment) (2 posts)** - Stephen Billett (ADS) and Philip Bengel (UTA)

**Heads of Association (1 year appointment) (2 posts)** – Andrew Holden (Aikido Fellowship) and Nigel Vaughan (Kai Shin Kai).

**RESOLVED** – that the above nominations be appointed.

#### 5. OFFICERS DUE FOR ELECTION IN 2013 – Noted as:

Vice Chairman – 3 year term

2 x Association Representatives – 1 year term

#### 6. RECOMMENDATIONS TO AMEND THE CONSTITUTION

The Board considered the report from the Executive Committee, previously circulated, on changes to the Constitution to meet current operational requirements

##### (i) Frequency of Board Meetings

On being put to the vote it was **RESOLVED** (with 1 objection and no abstentions)- that Appendix 4, Clause 7 be amended to:

“Meetings of the Board will be called at the discretion of the Executive Committee, subject to calling a minimum of 2 meetings a year, one of which shall be the AGM”.

##### (ii) Declaration of Interest

On being put to the vote it was unanimously **RESOLVED**- that the side heading to Appendix 4, as set out in the report be adopted.

##### (iii) Associate Membership

On being put to the vote it was **RESOLVED** (with 1 objection and no abstentions)- that Clause 4.3.2 be amended to:-

“Associate Members shall be those Associations accepted by the Board as having a minimum of 50 members but less than 100, at the time of the annual census, and meeting all other Constitutional requirements as defined by the Board. For Associate Members already in membership (as at May 2012), the minimum requirement shall remain at 30 members”.

#### 7. AOB – None

#### 8. DATE OF AGM FOR 2013

Agreed as 18<sup>th</sup> May 2013

# **BRITISH AIKIDO BOARD**

## **MINUTES OF THE GENERAL MEETING held on 12th May 2012 at Solihull Football Club**

**PRESENT:** As per the Minutes of AGM 2012

**APOLOGIES FOR ABSENCE:** As per the Minutes of AGM

### **1. MINUTES OF THE GENERAL MEETING – 5<sup>TH</sup> NOVEMBER 2011**

Noted that the following should be added to those present at the meeting:-

G Cooke	Coaching Admin Officer/YAUK
S Harris	Aikido Research Federation

There being no other matters arising the Vice Chairman was authorised to sign the minutes, as amended, as a correct record.

### **2. AIKIDO DEVELOPMENT PLAN**

The Vice Chairman gave an overview of the current Plan, which is managed by the Executive Committee, and which had been previously circulated to Members.

There being no other areas for action identified, at this time, the Plan was approved by the Board.

### **3. COACHING**

The CAO reported that he receives a number of unnecessary calls each week enquiring about the availability of coaching courses. The general rule is that if a student has completed the course application form, on the website, or has asked to be added to the Coaching Circular then they will automatically be notified as soon as details are available. In addition Course details are published on the BAB website. The only exception is if there is no identified course available and an applicant needs a CL 1 course to enable them to run a Dojo. BAB Tutors may put CL 1 courses on the website to test demand in a particular region.

The CAO reported that some errors had been noted in the new BAB Coaching Handbook. Any further comments should be passed to him via the BAB Website (*Go to Home page, select "Contact Us". Select the e mail address on the right hand side of the page, under coaching Information and this will open up the e mail for your message*)

The Vice Chairman reported that out of a membership of approximately 10000, over 1800 members currently hold a coaching qualification. This is an amazing achievement, probably unequalled by any other National Governing Body and is even more significant given that a large percentage of the total membership are juniors, and therefore unable to take coaching awards. The Board congratulated the Coaching Officers on this major achievement and agreed it should be given the maximum possible publicity.

*(Vice Chairman's post meeting note – The CAO now advises that the figure currently exceeds 2000 and action will be taken to mark this major milestone)*

### **4. MEMBERSHIP**

The Membership Officer reported there were no outstanding applications for membership. He had visited all 8 organisations, currently on probation, and the standard was good. It was noted that his e mail address was now [Terence.bayliss@btconnect.com](mailto:Terence.bayliss@btconnect.com) but that general enquiries should be addressed to [generalmembership@bab.org.uk](mailto:generalmembership@bab.org.uk)

## **5. CLUBMARK**

The Clubmark Officer reported that existing clubs were able to collect the "School Vouchers" currently being given out by Tesco and Sainsburys and use them to purchase equipment. However there was currently little interest being shown by other BAB clubs and there were no applications in the pipeline. He considered this was partly due to the application process, which needed simplifying.

## **6. EQUALITY & EQUITY**

In the absence of the E & EO Officer the Vice Chairman reported on the following initiatives, approved by the Executive Committee, which offered a valuable resource to members and addressed a number of targets in the Aikido Development Plan:-

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

It was agreed that these should be made available to Members, through the BAB website.

## **7. WEBSITE/COMMUNICATIONS**

The Webmaster reported that work on the website had currently been reduced as much of the planned work had been implemented. The e mail register continued to grow enabling Officers to target information to where it was most appropriate, including directly to individual members.

He expressed his thanks to Richard Wood for work on website graphics and said that he was always looking for help from any interested graphic artists. He also thanked Bob Salloway for his IT Admin support.

Members were asked to review, and update, data held on their individual clubs and where appropriate Association information.

Planned projects included (i) On-line control of all original policy documentation held by the BAB (ii) the piloting of an on-line Registration system.

## **8. MEDIA**

The Vice Chairman reported that the Media Officer had been unable to attend, due to illness, but had advised that the latest edition of the Aikido News should be available shortly. In this connection he had re-iterated his previous requests for members to provide articles for the newsletter.

## **9. CHILD SAFEGUARDING & PROTECTION**

The Safeguarding Officer reported that due to personal circumstances her work, over the last 6 months had focused on day to day needs, but that there were a number of initiatives that she would be progressing over the coming year including:-

- Offering an initial NSPCC Time to Listen Course to CLO's (up to 25 places). If there was insufficient take up then the places would be offered to CWO's
- Responding to the outcomes of the new Protection of Freedoms Act 2012, which would involve a significant amount of work, including the updating of the current policy document.
- Considering the child protection issues raised by Michael Sheridan in his report to the AGM.

It was noted that there had been little take up, to date, for the Educare on-line training package, which had initially been made available to Associations. It was agreed that the SO, would assume responsibility for this initiative and could now offer this course initially to CWO's and then to offer the remaining places (initially 200) to individual members. (*Anyone interested should contact the SO at [sueward.cpo@gmail.com](mailto:sueward.cpo@gmail.com) )*

## 10. NATIONAL COURSE

The Vice Chairman reported that arrangements were well in hand for this year's course at the Welsh Sports Centre, Cardiff, on 29<sup>th</sup> September, and that the instructors were:

Gwynne Jones 8<sup>th</sup> Dan (Shin Gi Tai)  
Brian Stockwell 7<sup>th</sup> Dan (Techi Ryu Aikido)  
Shane Riley 7<sup>th</sup> Dan (White Rose Aikikai)  
Richard Costigan 5<sup>th</sup> Dan (Yama Arashi UK)  
Steve Lidsey 5<sup>th</sup> Dan (Kai Shin Kai)

It was hoped to arrange a BAB Dinner, on site, on the Friday evening and details would be published in the next few weeks.

### Young Persons Course

Philip Bengé reported that this year's course would again be at his Weston Super Mare Dojo, on 23<sup>rd</sup> September, and he asked for volunteers to instruct on the course. Following a positive response from the floor the following instructors were welcomed:-

Tony Yates	(British Aikido Yoshinkan)
David Worsley	(Shi Gi Tai Aikido)
Andy McLean	(Kai Shin Kai)
Al Carchie	(United Traditional Aikido)

Phil extended a general invitation for others who teach junior classes, to attend, and hopefully learn some new teaching ideas, particularly aikido games.

## 11. INSURANCE

The Vice Chairman reported that due to a mix up in the communication of the date of the meeting, no representative was able to be present. However if any member had a specific question, these would be passed to the Brokers for a response.

The Board noted that the premiums agreed for the coming year were:-

Civil Liability Insurance	£40570.81
Personal Accident Insurance	£5406

These represented a significant saving over previous years premiums of some £30,000. The Finance Officer reported that the Brokers had given sponsorship of £500 to the Board, but the Executive Committee had still to consider how this might be utilised.

In response to a question on the effectiveness of the new Insurers, Paul Holding (BAA) reported that they had been very impressed with the speedy and efficient way that the Insurers were dealing with one of their cases, including the engagement of legal support.

## **12. ANY OTHER BUSINESS**

### **EC Post Vacancy – Volunteer Officer**

The Vice Chairman reported that the officer appointed to this post had resigned and that to date little had been achieved in respect of the targets set in the ADP. In addition little had been done in connection with ADP targets relating to advice on sources of funding for Associations.

It was therefore proposed that a new appointment of Resources Officer be created who would have responsibility for advising Associations and their clubs on (i) how to recruit volunteers at operational and professional levels and (ii) advise on new funding opportunities and how to access them. A Job Description would be developed and the post advertised within the BAB.

### **Small England Small Grants Programme.**

The Vice Chairman said that this programme together with Funding4Sport were current examples of funding that could be accessed by members and details would be added to the BAB website.

### **Data Protection**

A Holden identified a number of current data protection issues that could affect the Board and asked how such issues would be dealt with now the Board no longer had a Data Protection Officer. It was noted that Andy had been appointed to the Executive Committee, as an Association representative, and it was agreed that this matter should be discussed at their next meeting.

## **13 DATE OF NEXT MEETING – 18<sup>th</sup> May 2013, following the AGM**