

BRITISH AIKIDO BOARD

MINUTES OF ANNUAL GENERAL MEETING

Held on 10 May 2008 at Solihull Football Club

PRESENT	V. Sumpter	Chairman
	K. Holland	Vice-Chairman
	Mrs S D Timms	Secretary
	P. Cooke	Finance Officer
	S. Billett	Aikido Development Society
	W. Batchelor	Tenchi Ryu
	G. Batchelor	Tenchi ryu
	D. Kelly	Komyokan
	R. Martin	Komyokan
	Mrs S Baird	Lancashire Aikikai
	C. Wallace	Lancashire Aikikai
	Mrs M Poole	U K Shinwakai
	Q. Cooke	Aikido for Daily Life
	Mrs D Masters	Ken Shin Kai
	G. Masters	Ken Shin Kai
	M Sheridan	Aikido Research Federation
	T. Bayliss	Seitjisu Aikido Ryu
	A. Rowley	British Aikido Federation
	G. Cooke	Yama Arashi UK
	B. Harris	Kai Shin Kai
	I. Geddes	Kai Shin Kai
	K. De-Loyde	Iwama Ryu
	G. Needler	U K Aikikai
	P. Benge	United Traditional Aikido
	R. Ward	Aikido Circle
	D. Bath	British Aikikai
	K. Robson	Shudokan Institute of Aikido
	M. Mercer	Shudokan Institute of Aikido
	Miss J. Widdowson	Shudokan Institute of Aikido
	F. Burlingham	Institute of Aikido
	J. Mills	Kobayashi UK
	S. Goodman	Aikido Fellowship
	Miss L Hepden	British Aikido Association
	P. Holding	British Aikido Association
	P. Burgess	British Ki Society
	P. Mitton	Furo Ryu Aikido

The Chairman opened the meeting by welcoming the Shudokan Institute of Aikido as a new Member.

APOLOGIES FOR ABSENCE

Apologies received from Justin Marchant (Shin Gi Tai), J. Emmerson (UK Aikido Union), D. Foster (retiring BAB DPO), Sue Ward and B. Stockwell (Tenchi Ryu Aikido)

There were no apologies received from Devon Aikido, Kobukan Aikido Assoc, UKAF, British Aikido Yoshinkan, Welsh Aikido Assoc, Isshinkai Aikido, Shun Poo Kan, and Shobu Aikido UK.

1. MINUTES OF THE 2007 AGM AND MATTERS ARISING

The Chairman reviewed the Minutes of the 2007 AGM; there were no matters arising. The Chairman was then authorised to sign the Minutes as a true record.

2. CHAIRMAN'S REPORT, including reports from Other Executive Officers

Reports from the following Executive Officers, which were circulated in advance of the AGM, with the Agenda, **are attached only for those receiving these Minutes electronically:**

Chairman
Vice-Chairman
Membership Officer
Coaching Development & Coaching Admin Officers

The retiring Clubmark Officer submitted the following report to the Chairman:

As of today, the following Clubs have been awarded Clubmark accreditation:

- Tenchi Ryu: Barnstaple, South Molton, Bideford, Torrington and Chase
- Seijitsu: Dragonfly
- ARF: Dentokan (*Note: this club was accredited through Suffolk Sport and is therefore currently falls outside the BAB Clubmark system*)

There are a number of clubs that have shown an interest in Clubmark but have not yet officially registered their commitment. KKP, who run Clubmark, have been given details of all the BAB accredited clubs so far.

As you know, I have stepped down from the Clubmark role and I understand that Terry Bayliss is now going to take over. I have spoken with Terry and will be offering him support and help where necessary. I wish him every success in taking this project forward. Thanks to all of you who gave Clubmark your support – this was much appreciated by me.

The outgoing Lead CPO advised that her report is encompassed in the Minutes of the BAB Safeguarding Conference of 9 March 2008. (*see following GM Minutes for details*)

3. FINANCIAL REPORT

The Finance officer reviewed the Accounts, which had been circulated with the Agenda. He reported that the BAB had made a small profit, with circa £100,000 in the Reserve Account.

The Finance Officer confirmed that Honorariums, covering work by the Executive Committee during the previous 12 months would be paid again this year, and that the Board would be responsible for the tax liability thereon.

He was pleased to report that there was no increase in Annual Subscriptions and PA and PI insurances for FY 2008, but they would be reviewed again in 2009.

Essential expenditure for the re-development of the Website and promotion of Child Protection would be met from the CCPR grant.

The Finance Officer proposed the re-appointment of the Accountants, Patrick Hourigan & Co, as our auditors for the coming year; this was seconded by T. Bayliss and accepted by the Membership

4. PROPOSED CHANGES TO CONSTITUTION

The Chairman reported that both he and the Vice-Chairman were currently working on changes to the Constitution, in the light of accepted recommendations from the governance audit review.

5. ELECTION/RE-ELECTION OF OFFICERS

The following officers were re-elected to serve for a further 3-year term:

Mrs S Timms as Secretary
P Cooke as Finance Officer

6. OFFICER DUE FOR ELECTION IN 2009

The post of Chairman is due for election at the 2009 AGM.

7. ANY OTHER BUSINESS

The Chairman stated that AOB would be dealt with in the General Meeting following this AGM

8. DATE OF THE 2009 AGM

It was agreed that the date of next year's AGM would be **9 MAY 2009**.

Attachment: *(e-mail copies only)*

Annual Reports of the Chairman, Vice-Chairman, Membership Officer,
Coaching Development & Coaching Admin Officers

BRITISH AIKIDO BOARD

MINUTES OF GENERAL MEETING Held on 10 May 2008 at Solihull Football Club

PRESENT As for AGM

APOLOGIES FOR ABSENCE As for AGM

1. MINUTES OF GENERAL MEETING OF 17 NOVEMBER 2007 AND MATTERS ARISING

The Chairman reviewed the Minutes of General Meeting of 17 November 2007. All items requiring follow-up were noted as Agenda items for discussion today

2. FUTURE OF THE BAB - GOVERNANCE AUDIT

The Vice-Chairman drew Members' attention to the Executive Committee's Governance Audit Report circulated with the Agenda for this meeting. The report provided a summary of the issues surrounding each recommendation, taking into account Members' comments from the Workshops meetings and their recommendations for action.

The Board noted the action already taken and approved various recommendations for adoption. The measures approved for adoption are given in an attachment to these Minutes.

Action: All Members (See Attachment to these Minutes)

The Chairman thanked the Members for their input to the Governance Audit workshops and reminded the Board that Phases 1 and 2 of the audit process had resulted in an inordinate amount of additional work for all concerned; none more so than the input and output provided by the Vice-Chairman. The Chairman therefore proposed a vote of thanks to K. Holland for all the work he has done in preparing the various Executive Committee Governance Audit statements; this was seconded by S. Timms and enthusiastically endorsed by the Members present.

3. ELECTION OF 2 CO-OPTED (VOTING) OFFICERS

Consequent upon the adoption of a revised Board Management structure approved in Agenda Item 2 above, the Chairman stated that there were now 6 additional "voting" posts to be filled to serve on the Executive Committee. Two of the posts are specifically for Heads of Associations or their deputies, where the term of office would be for one year in rotation with other Heads of Associations. The Chairman asked if there were any volunteers from the present Membership who wished to stand for election from now until the AGM in 2009. The following Association Heads were elected unopposed:

Stephen Billett	Principal of Aikido Development Society
Philip Bengé	Principal of United Traditional Aikido

The other 4 voting posts would be advertised on the BAB Website, for election at the next General Meeting.

4. COACHING UPDATE

F. Burlingham stated that he is seeking to bring the BAB Coaching levels into alignment with National Standards. As a result, the BAB Coach Levels 2 and 3 units are on hold whilst the Coaching team establishes if they are comparable to the scUK units.

Grev Cooke reported on the changes made to BAB Coaching website pages and stated that help files have now been added. On-line Coaching application forms have been developed and it is envisaged that the applicant's Association CLO will automatically be notified by e-mail when an application is made.

5. CHILD PROTECTION UPDATE

K Holland advised that as Sue Ward had resigned, arrangements were being made to outsource the work of Child Protection. Three possible agents had been identified and, following deliberation and consultation, one agent who already works for a number of sporting bodies as a Child Safe-guarding Officer had been identified as meeting the Board's criteria for the post. A formal contract was in the process of being drawn up and once formal appointment had been made, details would be made know to Association CPOs.

Sue Ward provided the following statement for the Chairman to read at the GM:

Sorry I am not here - but Brian and I have been asked at short notice to cover classes at our Barnstaple dojo. As regards a closing statement re my time in post as Lead CPO - all the key relevant info can be found in the final Steering Group report which has been e-mailed to CPOs. If you would like a copy sending to you, my e-mail address is: sueward@tiscali.co.uk

Thank you for all your support over the past 2 years in helping to push Safeguarding of Children to the top of the BAB agenda. We have made great progress which I am sure will continue under the new arrangements in hand.

I am now looking forward to starting in my role as CPO for my own Association, and would hope to see you all again at a future meeting.

The Chairman reminded the Board of the tremendous amount of work Sue had done in such a short time in post as Lead CPO promoting Safeguarding of Children within Associations, and proposed a vote of thanks to Sue Ward for her outstanding contribution to the Board's Child Protection policy. This was unanimously endorsed by the Members present.

6. EXECUTIVE COMMITTEE APPOINTMENTS – VACANCIES

The Executive Committee is seeking volunteers for two vacant appointments:

Data Protection Officer – to ensure compliance with the Data Protection Act and compliance with the Board's Information Security Policy

and:

A Media Officer – to develop the profile of the BAB

These vacancies will be posted on the website and anyone interested in the appointments is asked to contact the Board's Secretary.

Action: All Members

7. CLUBMARK

T. Bayliss introduced himself at the BAB's appointed officer for Clubmark (following the resignation of Brian Stockwell) and outlined his proposals for continuing to develop Clubmark to the standard which Brian Stockwell had achieved. He proposed contacting all Associations requesting volunteers to assist in assessing clubs that were interested achieving Clubmark; he advised that an assessor's course would be arranged in order to provide appropriate training.

Many questions and much discussion arose from this agenda item, ranging from: 1) one Member Association saying that they were unaware of Clubmark, despite the topic being briefed in some depth at past General Meetings; to 2) BAB Clubmarked Clubs not having accredited certificates; to 3) whether Clubmark was portable across sporting or other bodies – the Dentokan (ARF) Club being a case in point as it was accredited through Suffolk Sport. It is also understood that there is a BAA Club in a similar position, where the Club supports both Judo and Aikido classes, with Clubmark accreditation for the Judo activity.

Chairman's note: Post GM, I spoke with Brian Stockwell (retiring Clubmark Officer) who confirmed: 1) that all BAB accredited Clubs had the appropriate Certificate issued by KKP; 2) that there were no Associations who had not been contacted either personally by phone or mail regarding Clubmark; and 3) that for a Club to be accredited and registered as holding Clubmark under the auspices of the BAB it will need to go through a re-assessment audit process. The line of the National Clubmark Manager (Clare MacLeod) is that where a club's governing body had Clubmark then that club must get accreditation through the NGB, notwithstanding that accreditation for the Club has been obtained elsewhere.

8. WEBSITE/COMMUNICATIONS

S. Billett, the BAB's Webmaster, advised that he was developing a link to every Association's website. He requested Associations to provide data directly to him. He also invited Heads of Associations to send in a photo and a short blurb on themselves for the website.

Action: All Member Associations

9. NATIONAL COURSE

K. Holland advised that the venue and date for this year's National Course had been confirmed as Bisham Abbey on 27 September. Six nominations for Instructors had been received and confirmed. Course details and programme for the day will be displayed on the BAB's website as well as course flyers and registration forms being mailed out to Clubs.

K. Holland pointed out that for health and safety reasons use of weapons during the course would be restricted to practice tanto.

As it has become a regular event, a dinner is available on the Friday evening before the course. Anyone interested in attending the dinner should give ample notice to the Secretary, Mrs S Timms, in order that sufficient notice can be given to the selected restaurant.

Action: All Member Associations

10. INSURANCE

S. Timms stated that current Insurance schedules had been sent to all Associations. There was no increase in PA and PI insurance fees this year. Additionally, the insurance brokers had agreed to offer reductions in PI insurance fees to Instructors with Coach Level 2 and 3; for CL2 the annual premium is reduced to £40.00 and for CL3 it is reduced to £30.00.

11. MEMBERSHIP

T. Bayliss formally reported that the Shudokan Institute of Aikido and Black Belt Academy, under Shihan Ken Robson, had been accepted into probationary Membership of the BAB.

T. Bayliss advised that he had written to 3 Associations, whose membership had fallen below 100 at the time of the annual census, advising that they were now Associate Members. S. Billett of the ADS stated that he was unhappy about this since his membership numbers are currently well over 100. It was pointed out to him that the yearly census covers the period January to December each year and as at December 2007 his Association's numbers were below 100. K.Holland proposed that ADS be re-instated as a full member with immediate effect; this was seconded by P. Cooke and passed unanimously by the Members.

The Chairman advised the Board that over the past 9 months the National Aikido Federation had repeatedly ignored recorded delivery letters sent to both Mike Narey and Vincent Murphy by himself and the Secretary, concerning the NAF's apparent failure to register students for PA cover and Instructors for PI insurance. Moreover, as the last registration for students had been June 2007 and no applications for PI had been made for the new insurance year (March 2008) the Executive Committee had taken the view that the NAF had ceased to be members by default; the Secretary wrote to the NAF and informed them of this decision. The Board agreed with the Executive Committee's actions and further agreed that, should the NAF wish to be re-instated as a Member of the BAB, they should first explain their past actions together with an appropriate apology; moreover, their application should be treated in the same way as that which would apply to a prospective new Member. The Chairman was asked to convey the Board's decision to the NAF.

Action: Chairman

13. ANY OTHER BUSINESS

The secretary advised that Wasyl Kolesnikov (KSMBDA) had written a book entitled "Return to the Source". It is available from High Street bookshops at a cost of £19.40.

14. DATE OF NEXT MEETING

The date of the next General Meeting will be Saturday, 4 October 2008, and the venue will be Solihull Football club, Solihull.

Attachment

1. Executive Committee Governance Audit Report – Summary of Recommendations
Approved by the Board (*Agenda Item 2 refers*)

Attachment 1 to GM Minutes of 10 May 2008 – Agenda Item 2 refers

**EXECUTIVE COMMITTEE GOVERNANCE AUDIT REPORT –
SUMMARY OF RECOMMENDATIONS APPROVED BY THE BOARD**

The Board noted the action already taken and approved the following recommendations contained in the report:

1. **Vision Statement.** The Vision Statement was adopted to provide a mandate to move forward on other objectives.
2. **Title of the Governing Body.** The Governing Body would continue to be known as the *British Aikido Board*
3. **Company Limited by Guarantee & Charitable Status.** The Board would:
 - Seek to become a Company Limited by Guarantee (medium term priority)
 - Seek Charitable status (medium term priority)
 - Seek Professional advice to undertake this work
 - Consider the feasibility of providing grants to further Aikido in the UK, when suitable resources are available.
4. **Aikido Development & Business Plans.** The Board would produce an Aikido Development Plan, which would incorporate a Business Plan.
5. **Restructure of the Management Committee.** Implementation of the following management structure and the necessary amendment to the constitution was agreed:
 - Continuance of the Main Board, comprising 2 representatives from each Member Association.
 - Consideration to be given to reducing Member representation to one per Association, if the number of Associations increases above an agreed level.
 - Each Association to have one vote to provide equality of voting.
 - The Executive Committee (formally Management Committee), to serve for 3 years, with authority to act on behalf of the Board. To be comprised of 8 elected members including Chairman, Vice Chairman, Secretary and Finance Officer plus 4 other members who may or may not also act as one of the appointed Specialist Advisory Officers.
 - Two Co-opted members of the Committee, to serve for one-year terms, to represent individual Member Associations.
 - The Executive Committee to appoint Sub-Committees as necessary, with appropriate delegated authority, to take responsibility for specific areas of work.
 - Working Groups to be set up by the Executive Committee to undertake one-off tasks.
6. **Training of Officers.** Role descriptions and person specifications to be prepared for each elected/appointed BAB post and, where necessary and appropriate, training to be provided to support their responsibilities.
7. **Membership.** A review of Membership issues to be undertaken, covering:
 - Current requirements for membership (qualitative and quantitative).
 - Current membership process (procedural).
 - Current level of membership fees, including possible increase to pay for developmental work.
 - Method of calculating fees, including insurance implications.
 - Data Management audit of currently affiliated aikido activity.
 - Data Management Audit to identify un-affiliated aikido clubs.

- Development of a Centralised Registration Database.

The Executive Committee was to consider how best to undertake this review, involving where appropriate, the wider Membership.

8. **Changes to the Constitution.** Non essential work on updating the Constitution should be deferred, as further significant changes would be required on the Board becoming a Company Limited by Guarantee.
9. **Clubmark.** Clubmark and Club Development to continue to be supported, but as separate initiatives.
10. **Communications Policy.** The Board's Communications Policy should be developed as a high priority. Additionally, initiatives/services should be considered to improve direct communication of information down to individual membership level.
11. **Administrative Support.** The Board should pursue the appointment of part-time paid/unpaid administrative support to assist the work of the Secretary.
12. **Additional Policies and Procedures.** The following Policies to be developed:
 - Corporate Governance
 - Financial Management
 - Equity & Diversity
 - Communications & Marketing
 - Risk Management
 - Facility
 - Health & Safety
 - Competition
 - Anti-bullying
 - Safeguarding Children and Vulnerable Adults, to include: a resource/information support pack for young people, parents, guardians and carers; codes of behaviour; and updating of CP Case Management/CRB disclosure procedures.
13. **Honorary Members/Patrons.** The Board supports the intention to create or find Ambassadors for Aikido, willing to be Patrons to the Board.

General Observations

14. The Board noted that many of the initiatives/actions, proposed as a result of the audit, had already been implemented and welcomed action being taken to respond to other identified areas. The Board also endorsed the general conclusions reached on the outcomes of the audit.
15. Many of the initiatives contained in the report will require a significant resource commitment, which cannot be met from within the present resources of the Executive Committee. Some work will need to be undertaken, using outside resources, but it was recognised that there was also a need for strong voluntary support from the wider Membership. **If anyone is willing to take part in any of the areas identified above, would they please contact either the Chairman or Vice-Chairman. This invitation is being extended to the wider aikido Membership and is seen as a High Priority.**

(Extract prepared by Keith Holland, Vice-Chairman)