

BRITISH AIKIDO BOARD

MINUTES OF EXECUTIVE MEETING

held on Saturday, 26 January 2008 at Hilton Newbury North Hotel

PRESENT	Vincent Sumpter	(Chairman)
	Keith Holland	(Vice Chairman)
	Mrs S D Timms	(Secretary)
	Piers Cooke	(Finance Officer)
	Frank Burlingham	(Coaching Development Officer)
	Grev Cooke	(Coaching Administration Officer)
	Terry Bayliss	(Membership Officer)
	Ms Sue Ward	(Child Protection Officer)

APOLOGIES	Dominic Foster (Data Protection Officer)
	Brian Stockwell ClubMark Officer

The Chairman opened the meeting stating that it would be dedicated to reviewing the KKP Phase One Governance Report with particular reference to the specialist subject areas of the Executive Committee members. On completion of this task, if time permitted, other Board matters would then be discussed.

1. KKP Governance Report

As a result of an earlier Trustees meeting to review the KKP report, the Vice-Chairman had prepared and circulated to the Executive a discussion document on the KKP report and its recommendations. The Chairman now invited K. Holland to present his document for detailed review by the Committee members present. The broad conclusions of the Committee are summarized as follows:

- a. On a positive note the Audit process has forced us to look at how we work; focus on where we have no clear strategies for the future, particularly in terms of becoming more inclusive; involving the Associations more in our activities: reviewing our Website and other communication resources; looking at our procedures; etc.
- b. However we see a number of the initiatives proposed, more geared to a large, multi-faceted organisation which has a direct role to play with individual members, as with the British Judo Association which organises regular competitions throughout the UK and is responsible for all gradings.
- c. We also see the success of a number of areas being very dependent on our individual Member Associations giving regular and meaningful information, and becoming more involved in the work of the Board. Resolving the present lack of communication needs to be addressed as a main priority.
- d. "Volunteers" are another key theme, throughout the document and some reality of the level of support we are likely to receive, needs to be addressed as a High Priority.
- e. Our priority must be to identify those proposals which are desirable, given the structure of Aikido in the UK, and those which are achievable.

As KKP will be leading the second phase presentation to the Board at the 15 March 2008 Members Working Group meeting at Solihull, K. Holland agreed to prepare a fuller summary of the Executive Committee's observations and conclusions to be sent to John Eady, Chief Executive of KKP.

Action: Vice-Chairman

The Chairman thanked K. Holland for his work in taking the KKP report forward.

2. **CCPR Grant**

Following the Board's application for a grant from CCPR to take forward some of the KKP recommendations in their phase one report, CCPR had subsequently notified the Finance Officer that a grant had been approved for offer against a specified remit. The Chairman informed the meeting that he had written to Richard Norman at CCPR, notifying him that the Board was delighted with the level of grant approved and very pleased to accept the offer. For the record, the Executive Committee formally agreed to accept the terms of the grant as set out in the CCPR Offer Letter; this includes a requirement for the Board to submit a Monthly Report to CCPR on actions (and expenditure) in the current month, and proposed actions in the next 2 months, to meet the CCPR grant remit.

The Chairman agreed to compile the monthly report, from information to be e-mailed to him by Executive Committee members in the last week of each month.

Action: Chairman, and all other EC Members

3. **Membership application - Shudokan Institute of Aikido**

T. Bayliss reported that although the application from the Shudokan Institute of Aikido had been accepted, he raised concerns that they were formed as a private company. P. Cooke stated that the Board should have no concerns about this provided Shudokan agreed to abide by the BAB's Constitution.

The Chairman raised a concern regarding the restrictive covenant in this aikido group's Contract of Employment for its Club Instructors: specifically, it appeared – from the Chairman's reading of the contract – that those "employees" under contract who decided to end their "employment" with the group were subject to a 5-year time bar on opening their own aikido club within a 25-mile radius of any other club in membership of this group. The Executive agreed that this appeared to contravene the Board's Constitution; the Chairman therefore asked T. Bayliss to register this point with the group and seek their comment on the matter.

Action: Membership Officer

4. **NAF**

The Chairman reported that the NAF had not responded to any communications sent to them in recent weeks. The Executive Committee agreed that no further action should be taken until after 1 March this year; this being the date when renewals for Instructor PI Insurance is due. The Secretary was to inform the Chairman if any applications for PI renewal were received from the NAF for the insurance year beginning 1 Mar 08.

Action: Secretary

5. **Child Protection issues**

S. Ward noted that as she had only used a proportion of the amount of £4000 allocated for Child Protection (CP) use in 2007, she questioned if the residual amount could be used in 2008. The Chairman advised that spending on CP for 2008 would be limited to the amount approved in the CCPR grant for this year.

S. Ward stated that she proposed sending CP "club" information packs to individual clubs in each Association. K. Holland stated that S. Ward should use the Association Child Protection Officers to disseminate information to the individual clubs; the other Committee members agreed this line.

S. Ward advised that she was seeking additional help in promoting the CP policy, and asked that a request to be made for volunteers to fill this role.

Action: All Members

Guest Instructors – CRB Checks. Sue Ward asked that Members be reminded that guest instructors from outside the BAB (e.g. from abroad, or from other aikido organizations not in membership of the BAB) invited to teach at a Seminar being run by a Member (or one of their dojos) may not be CRB checked. In such cases, the BAB is also unable to undertake a CRB check on the individual. Even where the individual can show that they have had a CRB check through another agency, it is possible that there may still be issues of concern on their Disclosures. In view of this, Members hosting Seminars with guest instructors not in membership of the BAB should be mindful of the Child Protection risk.

Action: All Members

6. Website progress

P. Cooke stated that he had recently had a meeting with Steve Billett, the new webmaster, to discuss the website update project. He reported that the website is very labour-intensive to update but the new site will be capable of being updated by a number of "authorized" web-representatives; i.e. those responsible for coaching, child protection, etc.

P. Cooke also stated that the webmaster's time needed to be cost-effective. S. Billett could either spend his time creating the new site or spend it on relatively unproductive time uploading information which could easily be done by a selected number of authorized access users. The Committee agreed that the webmaster's talents were best used in creating user-friendly web pages and menus. It is anticipated that significant changes in uploading material will take a further 2 - 3 months to complete.

It was agreed that P Cooke and K Holland should discuss identified issues relating to content, particularly "Links".

Action: Vice-Chairman & Finance Officer

7. BAB Newsletter

The Chairman agreed to contact P. Wildish regarding progress on the next issue of the Newsletter.

Action: Chairman

8. Constitution update

Subsequent to the recommendations in the KKP Governance Report, a major revision of the content and layout of the Constitution is being progressed by the Chairman and Vice-Chairman. Executive Committee Members were asked to review the present Constitution for any content dealing with their specialization, with a view to submitting draft changes to the Chairman as a matter of priority.

Action: All EC Members

9. Use of weapons

K. Holland produced a report – copy attached - on use of weapons (e.g. "Samurai Swords / Live Blades") for discussion. It was agreed to seek a consensus from the Board and if Perkins Slade were not willing to consider insurance, Towergate Brokers could be approached.

It was agreed that a Weapons Protocol would need to be developed.

Action: (to be detailed)

10. **BAB National course**

The date for 2008 at the Bisham Abbey venue has been confirmed for 27th September, but because of a major Rowing Event also being held at the Centre on that date, on-site accommodation would not be available. However alternative accommodation is available in the near vicinity.

Several nominations for Instructors had been notified by Members for consideration. It was agreed that it should be made clear to Members that all Instructors teaching on the National Course should attend for the whole day and be available for the opening and closing rei, dressed in appropriate aikido training attire.

11. **Data Protection**

D. Foster advised that the draft Information Security Policy document was not yet on the website and that, in the absence of any comment from Members he was unable to move the document forward for finalization.

(After Meeting Note: the Chairman has since sent a copy of the document to the webmaster for publication on the website)

D. Foster also stated that the BAB has to renew its registration in February, and he is willing to do this in his name, but this will eventually have to be transferred into a new name, due to his stepping down as DPO.

12. **Any other business**

Insurance Renewal Premiums 2008/9. The Secretary reported that information concerning insurance premiums for 2008/9 will be confirmed to Association registrars as soon as possible.

Membership Subscriptions 2008. P. Cooke confirmed that as the BAB's finances were in good order, there will be no increase in subscriptions for 2008. The Secretary will advise Associations of the amounts payable for 2008.

Financial Business Plan. P. Cooke reported that he is working on a financial business plan, as part of the KKP governance recommendations.

13. **Date of next Meeting**

To be advised

Forthcoming meetings:

KKP follow-up workshop meeting: 15 March 2008

AGM/General Meeting: 10 May 2008

Attachment:

1. Use of Weapons – Report by Vice-Chairman (*Item 9 above refers*)

USE OF WEAPONS

1. Home Office Consultation on the Use of Samurai Swords.

The Board contributed to the consultation process, recommending that "Samurai Swords," which includes replicas, should continue to be permitted for recognised martial arts.

Notification has now been received that in response to the consultation the Government intends to add "samurai swords" to the Offensive Weapons Order but to include exemptions for collectors of genuine Japanese swords and swords used by martial arts enthusiasts.

Under the proposals the Government will ban the import, sale and hire of Samurai swords from April 2008 (subject to the exemptions for genuine collectors of original weapons)

2. Use of "Live Blades" in Aikido Training.

All members and officers of the Management Committee were invited to comment on this matter and apart from one dissent, there was a strongly held view that the use of live blades (including sword replicas and tanto) has always been, and should remain an inherent part of aikido training.

It was however recognised that the use of these weapons, on the mat, would need to be carefully controlled and it is suggested that if the Board support the use of live blades then an appropriate Code of Practice should be developed.

At the present time the Insurance cover, effected through Perkins Slade, specifically excludes the use of such weapons. If the Board support the proposal then it is recommended that Perkins Slade be asked to quote for the inclusion of this activity. Such insurance could either be as an integral part of the overall cover or could be a specific "add on" for Associations wishing to take it up. In anticipation of the latter option and on advice from an Aikidoka working in the insurance industry, an informal approach has been made to Towergate Brokers, who specialise in one off insurances to ascertain whether they could provide the required cover at a realistic rate.

Report by:
Keith Holland
Vice-Chairman