

BRITISH AIKIDO BOARD

MINUTES OF EXECUTIVE MEETING ON 15 MAY 2021 held via ZOOM

PRESENT	Piers Cooke	Chairman
	Mrs Ann Billett	Vice Chairman
	Mrs Shirley Timms	Secretary
	Steve Billett	General Member/Webmaster
	Mrs Marill Poole	General Member
	Frank Burlingham	BAB Coaching Development Officer
	Chris Cook	Equity/Equality/Resources Officer
	Geoff Aisbitt	Lead Child Safe Guarding Officer
	Daniel Easton	Acting Finance Officer
	David Dimmick	Association Head Representative
	Phil Benge	Association Head Representative
	Grev Cooke	Acting Coaching Admin Officer

NOT ATTENDING

Otger Perich Social Media Officer

1. MINUTES OF MEETING HELD ON 6 MARCH 2021

These were confirmed and authenticated

2. MATTERS ARISING (under Any Other Business)

- a) Phil Benge reported that he had made several attempts to contact Sporting Inspired charity, who ran courses for schools for various sports and after school clubs, but had been unable to speak to them, so the matter is held in abeyance **ACTION: Phil Benge**
- b) Daniel Easton advised that he had been unable to find a date for the Martial Arts EXPO Exhibition and Fair to enable the BAB to make a presence **ACTION: Daniel**

3. COVID-19 UPDATE

Steve Billett (Covid-19 Officer) reported that he has had several meetings with Sport England and the DCMS together with other heads of martial arts and were disappointed that when the country moves to Step 3 on Monday 17th May, that martial Arts will be held back to Step 1 for Adults and Step 2 for children which means Adults can only train indoors socially distanced but children can contact.

Steve explained the Government rationale for not allowing combat sports with more relative distancing (like aikido, Karate and Taekwondo) to move to adult full contact next week was over concern for Fomite droplet formation during training and the risk posed by the Indian strain.

The Brazilian Ju-Jitsu Association had written a study on mental and physical health during lockdown which was shared with the Executive.

Steve will continue to monitor the situation and attend all further meetings with the DCMS and Sport England **ACTION: Steve**

Phil Bengel who is a Psychotherapist will think about putting together a survey of individuals via their member associations similar to the Brazilian Ju-Jitsu study **ACTION: Phil**

To help with this difficult situation we have asked Chris Cook, who has dealt with the DCMS for many years in his career, to reach out to prior contacts to assist Steve.

A meeting between Steve/Phil/Chris is scheduled for Wednesday 19 May to work on the DCMS strategy

Geoff Aisbitt was asked to share the kids class protocol and risk assessment with the Executive Team. **ACTION: Geoff**

4. CONSTITUTION UPDATE

Ann Billett has carried out an enormous amount of work on restructuring the Constitution and reviewed the updates from the README document and the Executive members' feedback. A vote was passed during the meeting to use the term Chief Executive Officer and Vice Executive Officer in preference to President and Vice President.

Constitution and Disciplinary documents were reviewed to ensure that Case Management process takes primacy over any other instruction **ACTION: Ann**

Once completed Piers will seek legal advice as to the authenticity of the final Constitution and Associated document drafts. **ACTION: Piers**

It was pointed out that Step 7 in the Policy Formulation documents was missing. As a principle, the Constitution and other procedures should be reviewed by the respective Executive teams owning the policies, at least every 3 years or whenever a significant legal or process change occurs. The Secretary advised that the Constitution is included on the yearly AGM Agenda, which might be helpful.

Chris Cook mentioned the procedure review is important for the on boarding Northern Ireland and the correct wording is essential to include.

Members may express concerns over member fragmentation if small groups split away and directly join the BAB, and over influence exerted by larger groups with increased votes. Ann advised that the aim is to encourage Membership, and the maths model which is shown in the new version of the Constitution behind the voting allocation gives proportionate representation to everyone.

It was agreed that if the Elected Officer is unable to attend the meeting for any reason, they can nominate an Appointed Officer from their team to act as their designate on the day and vote in their stead.

The document on the Role of the Advocate was accepted. Ann is to emphasise who cannot become an Advocate in the document. This information will be added to the disciplinary Procedure. **ACTION: Ann**

In conclusion the Executive agreed that we should continue with the revised Constitution and supporting documents going forward to the AGM, scheduled for 12 June 2021.

5. EXECUTIVE APPOINTMENTS

As already advised Vincent Sumpter has resigned as Insurance Liaison Officer and Daniel Easton agreed to take responsibility for Insurance until another Insurance Officer can be appointed. Vincent has worked tirelessly in obtaining a good deal from the Insurers and it is hoped that Endsleigh Insurers will honour their agreement.

It is also with regret that the Executive has accepted Terry Bayliss's decision to also resign as Membership Officer for personal reasons after quite a number of years, having steered circa 21 Associations into membership, and it is felt that he will make a good Ambassador for Aikido

Brian Stockwell is being asked by Piers to continue to operate in the Membership role to assist and enable Harmony with Aikido to join the BAB, and continue to develop a new membership on boarding process and Brian had previously expressed plans to proactively contact non member associations to encourage membership growth

The Executive voted to accept Harmony with Aikido into the BAB. Secretary to write and officially advise them of their acceptance

Ann then requested that Vincent Sumpter continues the role of Document Management especially in view of the Document review and update which will be extensive once the Constitution and associated policies are updated.

Steve confirmed that documents are stored in Box.com. Piers requested access to the box system for the Executive. Steve advised for write/read access controls some additional cost may be necessary

6. INSURANCE

A series of actions are required to be completed by Piers to confirm to Endsleigh Insurance company the transfer of responsibilities from Vincent to Daniel, which are evidence of Chairman's appointment minuted at the last AGM together with a copy, and also a letter from the Secretary confirming the same.

It was pointed out that venue/club fee should also be amended on the website from £55.00 to £50.00 as Vincent was able to obtain a cost reduction overall, and this was passed on.

Daniel will go out to tender before August, 2021, which is when BAB Insurance renewals are due.

It was highlighted that most members thought when a Blue Reg Cert was issued it was for insurance, which is not the case, the Reg cert is a membership fee which means that the member is insured. When any non BAB participants attend a National Course, they are required to pay an extra £5.00 so that a blue cert can be issued valid for one day only.

7. THE WAY FORWARD

Piers reviewed The Way Forward paper which had been circulated before the meeting. He outlined the contact he had been making with Associations outside the BAB, suggesting a joint collaboration. It was agreed that the current pandemic had created an opportunity for everyone to get together. To further this the BAB recognises that coaching, insurance and child protection systems can easily be shared.

He requested half a dozen key common objectives to be documented by Chris Cook with a view to strengthening the Northern Ireland NG application and to discuss with the other Associations.

It was also agreed that any new initiatives or systems should first be discussed and agreed by the Executive before implementation, this would avoid any misunderstandings. The Executive generally agreed the contents of The Way Forward paper which made sense, and thanked Piers for his thoughts.

8. MOBILE PHONE FOR LEAD SAFEGUARDING OFFICER

It was agreed that the BAB will provide a mobile phone for the Safeguarding Officer's use. Geoff to purchase a pay-as-you-go phone for safeguarding use.

Safeguarding issues

There has been one small SG concern in regards the BAB received an email explaining that one of the BAB coaches had attended a safeguarding course in 2020 and was a witness in a child safeguarding court proceeding. Since receiving the email, Geoff has contacted both the coach concerned and the Local Authority that took the prosecution to Court. The Local Authority are happy that the safeguarding issue was not sport related and as the individual concerned has since been found Guilty and received a custodial sentence, then any threat has been removed. Therefore Geoff believes the matter closed with no further actions required from the BAB. There were no Aikido At risk issued noted since April 2021.

Personal Training and Updates

Geoff reported that he receives weekly correspondence from the NSPCC in regards to their CASPAR (current awareness service for practice, policy and research) He also receives frequent reports from the Public Policy Exchange in regards to raising standard in Children's Services. This allows Geoff to keep up to date as possible with current safeguarding issues.

Geoff has completed the following CPD courses

1. Keeping Children Safe online
2. Managing Safer Online Communication
3. Child Protection Introduction
4. Safeguarding Adults Introduction

Geoff has invited Chris Cook to join the Case Management Group (CMG) which Chris has been happy to accept.

10. COMMUNICATIONS UPDATE

It was reported that the new electronic membership registration process is now available. The system will also issue electronic versions of the blue membership slips by email and the member will be asked to validate BAB membership by updating their information on the BAB website. Steve also confirmed that registrars can also update member details if they want to take on the admin role. .

Emails about the new process will be sent out to all registrars via Shirley once she has had confirmation from Steve, and an update on the benefits will be shared at the AGM

Steve also advised the new system is compatible with a cheap simple online membership system MemberMojo (<https://membermojo.co.uk>) which some associations currently use to take their membership payments. The cost ranges from free (Max 50) to £75 per annum for 500 users.

The system also uses STRIPE ecommerce service to take credit card payments.

A further development may be made to allow automatic update to the BAB Sage financial system. Piers will provide a set of sample data to Steve after he updates the Sage cloud software.

11 ANY OTHER BUSINESS

It was agreed that Shirley should send out all information or announcements to the Associations to avoid duplication.

Piers agreed for expenditure of £60 to establish an SMTP Gateway service to handle the increasing volume of emails being transmitted to members.

The Executive endorsed the suggestions that the Minutes should be posted on the website via a more accessible page.

As previously requested, arrangements are to be made to provide Steve/ Shirley with a Debit or Credit Card to support purchases – Piers to follow up.

Chris Cook mentioned the need/opportunity for the Executive to attend an away day next year. This should be a session without Executive business/agenda and an opportunity to look at the horizon and possibly bring in an external trainee.

It was agreed to ask Sue Ward to help to create a returns system training video.

DATES OF NEXT MEETINGS

AGM/GM	12 JUNE 2021
EXECUTIVE MEETING	JULY 2021 TBA

There being no further business to discuss, Piers closed the meeting.

Shirley then, on behalf of the Executive, thanked Piers for his patience and courtesy which made the meeting enjoyable. Also grateful thanks expressed to Steve for all the hard work he has done on this Covid-19 situation, which has not been an easy task.