

# National Committee (NC) meeting

**Date:** Sunday, 19 July 2009  
**Time:** 1-5pm (the meeting opened at 1.22pm)  
**Venue:** The Master Robert Hotel, 366 Great West Road, Hounslow ,  
Middlesex

## Present

Errol Blake (NC Chair), Hilary Hadley (NC Vice Chair), Debbie Bevan (NC Secretary), Jock Hopson (Director International Affairs), Patrick Breheny (Treasurer), Malcolm Smalley (Membership Secretary)

## Others in Attendance

Paul Gray (PRO), Donald Gordon (H&S), Andy Watson (Jodo Bucho), Derek Jones (representing Mike Davis, Kendo Bucho)

## Apologies for absence

Apologies received from Victor Cook (Iaido Bucho) and Mike Davis (Kendo Bucho).

## Minutes

As this was the inaugural meeting of the NC, there were no previous minutes to approve.

## SUMMARY OF DECISIONS AND ACTIONS

- Decision 1:** Kendo DRC physical meeting to be arranged.  
**Action:** Derek Jones (DJ) to discuss using the Mumeishi Grading on 18 October 2009 for the Kendo DRC meeting with organiser (Terry Holt) and Mike Davis. DJ to subsequently liaise with Debbie Bevan (DB).
- Decision 2:** For this year, DRs would be allowed to nominate another BKA member from the same Bu to attend the DRC meeting and vote in the election of the Chair, providing they had previously informed the NC Secretary of the substitution.  
**Action:** DB to prepare notification for BKA website.
- Decision 3:** Financial ring-fencing - defer decision until the next meeting. Hilary Hadley (HH) to devise a formula that is fair to all Bu, to be discussed at the next meeting.  
**Action:** HH to devise formula for splitting residual money at the end of the year.
- Decision 4:** a) All Bu-specific activities (national squad, championships costs/income, referee seminar, professionals etc) would come under the relevant Bu's cost codes. The NC would co-ordinate ordering menjo but the BU would pay for them directly.
- b) The following costs would come under the NC's Admin cost code: AGMs, NC meetings (and costs of invited attendees); EKF costs/subscriptions, NC officers' costs; Insurance; Legal (unless for a Bu-specific matter); Website; Audit; General PR costs; Health & Safety; CRB;

Policy implementation; International Director's BKA-related travel; Bu liaison re coaching; Membership.

**Decision 5:** Financial budgeting would be fully discussed and decided at next NC meeting.

**Action:** Patrick Brehenny (PB) to prepare up to date record/forecast of costings for discussion.

**Decision 6:** Overseas gradings - currently no charge for eligibility to grade letter from BKA Membership Secretary. Keep situation under review.

**Action:** Errol Blake (EB) to monitor number of requests received.

**Decision 7:** PB to work out, by October 2009, approximately how much the NC would require to cover its centralised functions so that the Bucho could be informed how much they would have left at their disposal.

**Action:** PB

**Decision 8:** That there should be draft budgets in place, and a decision about the amount required for the annual membership fee by end of September 2009, dojo registration fee to be set by end of October.

**Action:** PB

**Decision 9:** Bank account signatories. HH to be the additional NC signatory.

**Action:** PB to set up new signatory mandate for the bank.

**Decision 10:** That a list of FAQ be formulated and put to the insurers by PB. FAQ section should be put on the BKA website.

**Action:** Formulating list of questions for insurers - EB; FAQ on Website - Paul Gray (PG).

**Decision 11:** The cut-off age for cover under our current insurance was 76 years. This would be raised as a matter of urgency with the insurers.

**Action:** PB to liaise with insurers

**Decision 12:** Temporary membership should count towards grading clocks with immediate effect (6 For, none against none abstaining).

**Action:** DB to ensure all Bucho and grading officers aware of the change and to arrange for decision to be publicised on the BKA website.

**Discussion:** What medical information should be recorded on electronic database.

**Action:** Malcolm Smalley (MS) and Donald Gordon (DG) to discuss what medical information was required/should be recorded.

**Decision 13:**

- Members will be allowed to join and renew throughout the calendar year (4 For, 1 against, 1 abstention).
- There should be a facility for adding a Bu levy - NC vote - For (unanimous).
- Structure which allows base membership fees plus any Bu levy - NC vote - For (unanimous).

- That the kendo levy should be removed - this was not voted on as the new constitution states that levies can only be applied with the consent of the membership and would need to be voted on each year.
- Allow members to renew for more than 12 months at a time - NC vote - **For** (unanimous).
- Late payment fee to become due after 30 days - NC vote - **For** (unanimous).
- It was suggested by Jock Hopson (JH) that we could recommend to the AGM that the membership fee could be £40 if renewed on-line and £45 if a paper renewal. It was suggested by JH that we could recommend to the AGM that the membership fee could be £40 if renewed on-line and £45 if a paper renewal. Informal unanimous agreement that it should be considered as a future option.
- If members have registered on-line they will be expected to continue with on-line transactions unless they inform the BKA otherwise. NC vote - **For** (unanimous).

**Action:** MS to facilitate.

**Decision 14:** Secure hosting option for electronic payments with the Treasurer having full access and retaining a manual refund facility - no online refunds.

**Action:** DJ to liaise with MS re security.

**Decision 15:** Defer decision on composition of panel to consider renshi applications.

**Action:** JH to discuss the issue with the Kendo Bu.

**Decision 16:** Bucho and NC liaison - attendance of Bucho at NC meetings and whether they should have voting rights at the meetings. Defer decision until next NC meeting.

**Decision 17:** Set up a Child & Vulnerable Person working group (to be called the compliance subcommittee).

**Action:** AW to send possible contact names to DB, DG to contact previous child protection officer.

**Decision 18:** Adoption of Policy regarding members with medical issues - NC vote - **For** (unanimous).

#### **Discussion of 2010 AGM**

**Action:** DB to look at possible venues

#### **Discussion of financial reporting procedures**

**Action:** PB to produce a pro forma.

#### **Discussion of expenses policy**

**Action:** DB and EB to write a policy for discussion.

#### **Discussion of change to wording of Byelaw 2.5 (allocating residual funds)**

**Action:** EB to email proposed wording change.

#### **Discussion of thanking Mr Honda for donation**

**Action:** EB to write letter of thanks to Mr. Honda.

## **Discussion of Bu information for doctor's medical assessment**

**Action:** EB to email K & I Bucho. AW agreed to email a copy of the jodo risk assessment for distribution to laido and Kendo Bu as suggested model for medical information documents. On completion, these should be sent to DG.

## **Full Minutes**

### **1) Introduction and welcome (NC Chair)**

EB opened the meeting and welcomed participants to the first meeting of the NC under the new BKA constitution, adopted in May 2009. Members introduced themselves.

### **2) NC implementation of all aspects of the new constitution**

It was decided that for this first year, problems will be dealt with as they arise. It was discussed what work had been done so far regarding implementing those parts of the constitution which had not existed previously.

Establishment of the Dojo Representatives Committee (DRC). It was noted that nominal closing date for nomination of Dojo Representatives (DRs) was 26 July 2009.

Approximately 40% of BKA-registered dojo had nominated a DR. It was noted that the laido and Jodo Dojo Representative Committee (DRC) meetings, to elect Chairs, would be held on 10 August 2009 at the Summer Seminar in Brighton. Noted that nominations for Chair would be accepted from the floor of these meetings.

There was discussion regarding when the Kendo DRC should be held. Owing to difficulties in getting DRs together it was suggested that the Kendo DRC Chair could be elected by postal/email voting. It was felt that a physical meeting should be held. The Mumeishi Grading on 18 October 2009 was suggested as a suitable venue/time as kendoka from the majority of dojo would be there.

**Decision:** Kendo DRC physical meeting to be arranged.

**Action:** DJ to discuss using the Mumeishi Grading for the Kendo DRC meeting with organiser (Terry Holt) and Mike Davis. DJ to subsequently liaise with DB.

There was discussion regarding whether DRs who were unable to attend the meeting could nominate another BKA member to attend the DRC meeting and vote for them. It was noted that for this year, the constitution-required quorum may have to be lowered in order to get the system going.

**Decision:** For this year, DRs would be allowed to nominate another BKA member from the same Bu to attend the DRC meeting and vote in the election of the Chair, providing they had previously informed the NC Secretary of the substitution.

**Action:** DB to prepare notification for BKA website.

### **3) The phasing of financial ring-fencing**

There was discussion that financial ring fencing could not be imposed for the 2009 financial year as the BKA were committed to a lot of expenditure already such as The Kendo professional's costs up to September, the Kendo World Championships in Brazil in August 2009 (already at about £22,000) and the lai/Jodo summer school (although AW

noted that this event would make a profit - Patrick Brehenny (PH) thought about £5,000). The point was made that profits generated from an individual Bu's activities, such as the iai/jodo summer seminar, should not disappear into some sink fund. Bu should be rewarded for their efforts in making events profitable. Events should be priced so as to not make a loss.

It was felt that ring-fencing would lead to proper budgeting and enable Bu to formulate long-term plans.

It was noted that, by the end of the year there would possibly be £30,000 surplus left in the bank. It was discussed how this residual amount could split up fairly. The Chairman asked for some flexibility in ring-fencing in view of the difficulties of transition for some Bu.

There was discussion that this could be divided among the Bu in proportion to the income that they had generated throughout the year. MS suggested that the residual money should be retained as a contingency fund.

**Decision:** Defer decision until the next meeting. HH to devise a formula that is fair to all Bu, to be discussed at the next meeting.

**Action:** HH to devise formula for splitting residual money at the end of the year.

PB suggested that we should be preparing for a meeting in October to set budgets for next year and to prepare for ring fencing. Previously, for each individual member, £5 was allocated to each of the Bu that they were registered with; the residue would then be allocated to the Executive Committee's administration. We needed to decide how much the NC would take in the future.

It was thought that now was the time to get each Bu thinking of their events for next year - so as to remain in budget. It was pointed out that under the new constitution, any Bu could ask to borrow from another Bu if necessary.

It was noted that previously the Executive Committee Administration cost code had included the kendo professional's costs (£28-29,000 per annum plus £6-7,000 expenses for travelling around); squad costs (all Bu); Kendo World Championships, 5 Nations Cup costs; insurance. There was discussion as to what should be included in the NC Admin cost code and what should come under each Bu's costs.

The issue of income previously derived from members applying for certificates of eligibility to grade abroad (£15 per certificate) - it was pointed out that members were now entitled to have these for free. There was discussion as to whether the first certificate should be free and a small admin charge made for further certificates granted in the same year. It was decided to monitor the situation and consider applying a small charge if necessary, if members were applying for numerous certificates.

It was noted that with regard to expense claims, some people had been very late in putting these in, which did not help budgeting.

**Decision:**

a) All Bu-specific activities (national squad, championships costs/income, referee seminar, professionals etc) would come under the relevant Bu's cost codes. The NC would co-ordinate ordering menjo but the BU would pay for them directly.

b) The following costs would come under the NC's Admin cost code: AGMs, NC meetings (and costs of invited attendees); EKF costs/subscriptions, NC officers' costs; Insurance; Legal (unless for a Bu-specific matter); Website; Audit; General PR costs; Health & Safety; CRB; Policy implementation; International Director's BKA-related travel; Bu liaison re coaching; Membership.

It was noted that a lot of kendo events are dojo events where the BKA provide the instructors. So, what ever income is generated goes to the dojo, but event-associated bills are put into the BKA. It was noted that, with regard to dojo-organised events, which were not official BKA events, the organisers were not eligible to claim expenses from the BKA. This should be clarified - for BKA events, costs and income are absorbed by the relevant Bu, for dojo events - the dojo absorbs costs and income. However, there was leeway for a Bu, with sufficient funds, to say to dojo event organisers, we will pay the costs and you take the income, or a proportion of the income.

It was discussed that, at the end of this financial year any surpluses generated should be divided among the BU in proportion as to who had generated the surplus.

**Decision:** Financial budgeting would be fully discussed and decided at next NC meeting.

**Action:** PB to prepare up to date record/forecast of costings for discussion.

Overseas gradings - it was agreed that there would be no charge for eligibility to grade letter from the BKA Membership Secretary. There was discussion that the constitution implied that any number of these letters could be supplied to an individual without charge - it had been envisaged that there would be no charge for a first letter then a small admin charge for any subsequent letter in the same year.

**Decision:** Keep situation under review.

**Action:** EB to monitor number of requests received.

**4) Fee setting for next year and thus the Bu budgets for the coming year**

Discussed whether the annual membership fee needed to be changed for 2010. It was noted that, from 2010, the £10 levy for kendo members would cease and everyone would pay the same fee. The levy had been to pay for the kendo professional whose contract would cease in September 2009. This would save about £30,000 per year in costs. It was felt that each Bu would be able to at least break even if the fee remained at £40 for 2010.

It was noted that if any Bu felt they needed extra funds for specific projects they could, with the consent of the membership, levy an additional fee for one year, subject to the provisions of the constitution.

There was discussion that we needed to decide what percentage of the membership fee the NC needed to take as the constitution talks about 15%. However, if insurance costs (approx £10 per head) are assigned to the NC budget a higher proportion of the membership fee would need to be assigned to the NC.

**Decision:** PB to work out, by October 2009, approximately how much the NC would require to cover its centralised functions so that the Bucho could be informed how much they would have left at their disposal.

**Action:** PB

PB noted that he would be looking to meet with Bu officials in late September/early October to discuss budgets and prepare draft budgets, with final budgets by late October/early November. MS thought that the final budgets needed to be set earlier as the dojo registration fee would need to be known by the beginning of November and membership renewal notices needed to be sent out by late November/early December at the latest.

**Decision:** That there should be draft budgets in place, and a decision about the amount required for the annual membership fee by end of September 2009, dojo registration fee to be set by end of October.

**Action:** PB

It was discussed what dojo get for their registration fees - listing on the website and public liability insurance. It was noted that coaches also pay fees.

#### **5) Bank account signatories**

It was noted that currently there were 3 signatories- Patrick Brehenny, John Howell and Geoff Salmon. John Howell would now act as a signatory for kendo as Mike Davis was often out of the country. AW and Victor Cook would take the signatory roles for jodo and iaido respectively. PB wanted one more signatory, from the NC. EB declined to be the signatory as he was often out of the country. HH agreed to be the additional NC signatory. It was pointed out that the treasurer signs Bu cheques and the BU controllers countersign. HH would be able to sign in PB's place and hold the spare cheque book.

**Decision:** HH to be the additional NC signatory.

**Action:** PB to set up new signatory mandate for the bank.

#### **6) Insurance - update/review**

It was noted that the insurers had stipulated a minimum 3 metre distance between students using swords, although instructors could approach within this distance.

Regarding members with pre-existing health issues - the insurers were a bit vague on this at the moment.

PB explained that we are fully insured for kendo with shinai and armour, for iaido with bokken, iaito and shinken but the situation with regard to jodo was not clear - there was insurance for using a bokken but did not know about using a jo - although it was probably covered. AW requested that the insurers provide a definitive answer as to what we are insured for.

It was noted that the insurers should not be dictating BKA policy or practice. It was up to the BKA to let insurers know what activities we required to be insured for and not to let insurers dictate what activities we could do.

PG raised the issue of having a Frequently Asked Question (FAQ) section on the website, as questions about insurance often arose. It was agreed that this was a good idea and

that a list of FAQ could be formulated and put to the insurers with the answers put on the website.

**Decision:** That a list of FAQ be formulated and put to the insurers by PB. FAQ section should be put on the website.

**Action:** Formulating list of questions for insurers - EB; FAQ on Website - PG.

The Treasurer informed the meeting that the cut-off age for cover under our current insurance policy was 76 years and that we had a few members older than 76 years.

**Decision:** this would be raised as a matter of urgency with the insurers.

**Action:** PB to liaise with insurers

## 7) Membership summary

MS summed up the present position of dojo renewing their registrations in November and individual members renewing in January. There was discussion as to whether individuals should be allowed to renew throughout the year rather than in January. The implications for the BKA budgeting strategy were discussed. It was noted that the BKA's annual budgets were set in October of the previous year.

Regarding individual membership - the membership secretary said the membership figure was down 6% this year, compared to 2008. At the end of 2008 membership stood at about 1680: typically, year-on-year we lose about 33% of the membership who do not renew. Of concern, temporary memberships were down 35% this year. It was considered that the current economic climate could be influencing these figures. It was also questioned whether dojo leaders were allowing people to practice without taking out temporary membership.

<u>2008 Figures</u>	2008	2009
Kendo 962	66%	65%
Iaido 631	43%	43%
Jodo 285	17%	19%

This shows that member losses were across the Bu, not attributable to any one Bu.

AW raised the issue of whether temporary membership should count towards members' grading clocks. PB proposed that temporary membership should count towards their grading clock - **unanimous** agreement by NC members that it should.

**Decision:** Temporary membership should count towards grading clocks with immediate effect (6 For, none against, none abstaining).

**Action:** DB to ensure all Bucho and grading officers aware of the change and to arrange for decision to be publicised on the BKA website.

It was also noted that junior membership was also down from 11.5% in 2008 to 8% in 2009. It was felt that this might be due to clubs no longer accepting junior members owing to having to have CRB checks as this required resources.

## 8) Update on e-membership work (Membership Secretary)

The membership secretary stated that the objectives were to achieve electronic payments, rationalisation of databases, multiple parallel access to data, improved service to members and cost and time effectiveness.

The membership secretary outlined the data that would be required/collected:

For members details we would not need to record occupation (as we do currently), possibly increased medical information, emergency contact and whether the member was also a dojo official. Regarding medical information required it was suggested that DG should liaise with MS.

**Action:** MS and DG to discuss what medical information was required/should be recorded.

Members would be able to view details on line regarding their registration, would be able to update their contact details, join/upgrade/renew membership, view grading results, coach status etc. Dojo officials would be able to view and manage their membership, manage dojo data, update public listings etc. BKA officers would be able to utilise the online facility for membership admin, dojo admin, mail shots, managing gradings, voting etc.

All new members would be registered so as to use the interface with the membership database. Existing members will be able to register and access the service using their individual insurance number. It will be possible for all members to access their own details online and to print a membership certificate.

MS described in detail 4 possible routes to becoming a temporary member of the BKA via the website:

Route 1 - temporary membership - had visited a dojo, wants to practice and needs to join the BKA. The student registers as a temporary member on the BKA website. This would generate an email notice to the designated dojo contact. This route would not require the dojo's prior agreement before the student signs up for temporary BKA membership but the dojo would have to notify its acceptance of the student before the application for membership is confirmed.

Route 2 - applicant joins the BKA as a temporary member and can then visit a number of dojo before deciding which one to join. However, within the 3 month temporary membership period, the student must become affiliated with a BKA-registered dojo.

Route 3 - Hardcopy membership form countersigned by dojo leader/secretary mailed to membership secretary.

Route 4 - Temporary memberships collated and sent to BKA by dojo officer.

There was some discussion about the electronic routes 1 and 2. PB pointed out that our insurance is valid for dojo members only. It was thought that most people would go via route 1 (rather than route 2) anyway and visit a dojo first.

MS raised other issues: The issue of 12 months membership starting from the renewal date in January or whether it could be from the joining date. However, if annual fees became due from the joining date this might affect budgeting - currently a large proportion of the membership fee would be collected at the beginning of the year. Allowing rolling renewals would spread the workload for the membership secretary and also remove confusion surrounding our current fee structure. The system would be able to generate individual renewal notices for members when their fee was due. It was also discussed

that members could renew for between 12 and 23 months - which would allow members to stagger their renewal dates.

It was put to the vote (NC members) - whether members should be allowed to join and renew throughout the calendar year. 4 For, 1 against, 1 abstention.

**Decision:** Members will be allowed to join throughout the calendar year.

**Action:** MS to facilitate

- There should be a facility for adding a Bu levy - NC vote - For (unanimous).
- Structure which allows base membership fees ... plus any Bu levy NC vote - For, unanimous.
- That the kendo levy should be removed - this was not voted on as the new constitution states that levies can only be applied with the consent of the membership and would need to be voted on each year.
- Allow members to renew for more than 12 months at a time - NC vote - For (unanimous).
- Late payment fee to become due after 30 days - NC vote - For (unanimous).
- It was suggested by JH that we could recommend to the AGM that the membership fee could be £40 if renewed on-line and £45 if a paper renewal. NC vote - informal unanimous agreement that it should be considered as a future option.
- If members have registered on-line they will be expected to continue with on-line transactions unless they inform the BKA otherwise. NC vote - For (unanimous).

Electronic payments were discussed, MS outlined 2 methods.

- The BKA could have an enabled (merchant) bank account.
- Pay a service provider for a certain number of transactions (membership renewals, gradings etc) every year. This would help cut down on our current admin costs.

Following a **unanimous vote** it was decided to choose the secure hosting option with the Treasurer having full access and retaining a manual refund facility - no online refunds.

The security/integrity of the online system was discussed. It was decided that backups of data would be kept offsite, away from the server. Quarterly copies would be sent to the Secretary for archiving.

**Decision:** Secure hosting option with the Treasurer having full access and retaining a manual refund facility - no online refunds.

**Action:** DJ to liaise with MS re security.

It was discussed that a questionnaire could be sent to members who did not renew their membership to try and capture any trends.

MS was given a vote of thanks by all at the meeting for his excellent work on the project.

## 9) International Director report/update

JH, International Director, reported on 2 issues:

### a) Grading

Sensei visiting from Japan to sit on grading panels in this country would require the prior permission of the ZNKR. However, this was not a requirement if they were part of an official delegation, such as at the Europeans.

It was discussed whether we also needed to ask the EKF for permission for their members to sit on grading panels.

**Action:** JH to clarify with the EKF

BKA members wishing to grade abroad - It was noted that BKA members intending to grade abroad had their details/eligibility checked by the BKA membership secretary. The membership secretary then contacts the relevant body and okays it. AW questioned whether those countries would be expecting a letter from the President rather than the Membership secretary. Eligibility certificates should be sent to the grading organisers with a copy sent to the BKA member.

b) Regarding applications for renshi - JH had contacted the Bucho to ask whether they thought that the BKA should have some kind of veto on applications. Iai and Jodo Bu said yes to a panel system to consider applications [and were willing to agree a compromise on panel composition]. Kendo Bu indicated that they intended to use a panel system. It was discussed whether the BKA should have an across the board system or individual to each Bu? It was explained that at present any applications for renshi have to come from the president who writes to Japan saying that this person would like to apply - they send back the forms. We do not have a president so JH suggested that we have a panel consisting of the Bucho, NC Chair, International Director and Bu Dojo Representative's Committee's Chair. The Kendo Bu wanted 3 shogo holders from the kendo bu to consider applications. The meeting felt that it would be best to have the same system operating across all 3 Bu. DJ explained that the kendo bu's thinking was that the people making the decision should at least hold renshi themselves. EB explained that it was felt that this was something that represents the BKA in a teaching capacity rather than a technical ability capacity. JH explained that for renshi applications we would need to look at the integrity of the applicant, character, teaching etc. Andy Watson (AW) suggested that a panel could consist of 2 NC members, Bucho, shogo holder or high(est) grade.

**Decision:** Defer decision on composition of panel to consider renshi applications

**Action:** JH to discuss the issue with the Kendo Bu

JH noted that renshi applications for November grading had to be in by 25 August 2009.

## 10) Bu reports/updates

### 11) Bucho liaison/co-ordination

It was agreed that the Bucho could often provide useful input by being invited to NC meetings. However, it was necessary to maintain some separation between the NC and Bucho. It was discussed whether Bucho should have voting rights at these meetings.

**Decision:** Defer decision until next NC meeting.

### 12) Bu Complaints committees - setting up

Discussion deferred to next NC meeting.

**13) Unfinished business pre 30 May 09 (e.g. legal matters) update**

It was noted that Paul Budden had asked the small claims court for a deferral of the hearing of his claim against the BKA. The BKA had asked for the original date of the hearing to stand as this matter had been ongoing for some considerable time.

The meeting gave a unanimous vote of thanks to Amanda Allen, a BKA member, who had been assisting in the matter.

**14) Review of H&S and Child & vulnerable persons policies**

It was noted that Health & Safety issues were separate from Child & Vulnerable Persons issues. It was noted that we have a H&S officer but not a child & vulnerable persons officer.

It was discussed whether a working group should be set up to look at legal compliance and also to create policy for the BKA. It was suggested that EB could temporarily chair the group. AW offered to email DB the names of possible candidates for the working group. DG suggested that he contact the previous Child Protection Officer to see if she would be willing to take part. It was noted that Ric Schofield had kindly agreed to continue (temporarily) carrying out the admin associated with CRB checks for BKA members. DG agreed to make his H&S expertise available to the working group.

**Decision:** Set up a Child & Vulnerable Person working group (to be called the compliance subcommittee).

**Action:** AW to send possible contact names to DB, DG to contact previous child protection officer.

Policy regarding members with medical issues and their safety was discussed - a specific case was discussed as to whether a BKA member with a specific medical issue could be allowed to practice - the dojo leader had referred it to the NC for a view. It was confirmed a member should declare a medical issue and that a dojo leader must be able to decide whether that member can practice in their dojo. The NC should not over rule a dojo leader in this matter; there should be no right of appeal. DG had devised a form that could be used for a clinician to make an informed decision as to whether the member would be ok to carry out the planned activity.

It was voted on whether to adopt this policy - For (unanimous).

**15) Venue/Date/Schedule for 2010 BKA AGM (to include scheduling of DRC AGMs; should kendo/iaido/jodo practices be included?)**

It was discussed whether a practice should be held first, considering the tight schedule with Dojo Representative Committee meeting also to be held prior to the AGM. It was felt that practice should be scheduled to encourage members to attend. It was suggested that the venue could alternate each year between north and south of the country. It was felt that this was not practical and that it would be best if the venue was towards the midlands, with good public transport links.

**Action:** DB to look at possible venues

**17) AoB**

AW felt that the Bucho financial reporting procedure should be looked at by the end of the year. PB could produce a pro forma for Bucho to fill in which would include full cost expenditure and returns.

**Action:** PB to produce a pro forma.

PB asked whether each Bu should be able to see the others Bu's periodic accounts as well as their own - the annual accounts are statutory and only give the 'headlines'. It was agreed that we should be open and that the Bu should see all the Bu's periodic accounts.

JH asked for a detailed policy for claiming expenses, at the moment a flat rate may be claimed, but not everyone spends the full amount. There should also be a time limit put on making expense claims.

**Action:** DB and EB to write a policy for discussion.

Regarding changing Byelaw 2.5 wording (about allocating residual funds)

**Action:** EB to email proposed wording change.

It was noted that the Kendo Bu currently did not have a grading officer.

EB sought the meeting's agreement to write to Mr Honda thanking him for donating a tax refund of £1350 to the association. **Unanimous agreement.**

**Action:** EB to write a letter of thanks to Mr Honda.

Risk assessment forms were discussed. AW had provided an excellent example for jodo. It was agreed that this could be used as a template to be sent to the laido and Kendo Bucho for them to provide relevant information

**Action:** EB to email K & I Bucho. AW agreed to email a copy of the jodo risk assessment for use as a template. On completion, these should be sent to DG.

It was noted that for this year renewal notices would be posted out to members - it was decided that it would include a notice that the default method of communication would be by email unless the BKA is informed otherwise. Congratulations were given to the website team.

#### **Date of next NC meeting**

It was agreed that the next NC meeting would be on Sunday 11 October and that the Bucho would be invited to attend.

**The meeting adjourned at 5.35pm**

**Minutes taken by Debbie Bevan**