

National Committee (NC) meeting

Date: Sunday, 31 January 2010
Time: 1.30 - 5.30pm
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), Lesley Drewe (Jodo DRC), Chris Mansfield (Iaido DRC)

Others in Attendance

Donald Gordon (H&S), Chris Buxton (representing Vic Cook, Iaido Bucho), Alastair Colebourn (representing Andy Watson, Jodo Bucho), Derek Jones (representing Mike Davis, Kendo Bucho)

Minutes

The minutes of the 11 October 2009 NC meeting were unanimously approved (using special powers of the NC, as the meeting was inquorate with 6 NC members present).

SUMMARY OF DECISIONS AND ACTIONS

- Decision:** Ishido sensei fund - policy for criteria for fund usage to be written
Action: Lesley Drewe and Chris Mansfield
- Decision:** Hard copy of all IT-related passwords to be given to NC Chair
Action: Paul Gray
- Decision:** Communications & marketing (written policy) to be an agenda item at April NC meeting.
Action: Debbie Bevan
- Decision:** Paul Gray would be invited to be the delegated person (and password holder) who can arrange for BKA info to be put on the EKF website
Action: Errol Blake
- Decision:** Royal Mail still charging for usage of pre-paid envelopes addressed to the previous Treasurer. Message to be put on BKA website asking members to destroy these old envelopes. PB to negotiate a one-off payment to end this contract with Royal Mail.
Action: Patrick Brehenny
- Decision:** Treasurer's power to defer and refer expense claims. Requirement for business controls. NC Chair and Treasurer to discuss.
Action: Errol Blake and Patrick Brehenny

- Decision:** Proposed Events Budget Preparation form - PB to finalise template.
Action: Patrick Brehenny.
- Decision:** PB to speak to insurers regarding insurance cover for dojo events.
Action: Patrick Brehenny
- Decision:** BKA events and private dojo events - clarification of T&S policy applying.
Action: Errol Blake, Hilary Hadley and Debbie Bevan
- Decision:** Jo Hirst to be asked to take on the role of Complaints Officer.
Action: Debbie Bevan
- Decision:** New copy of EKF Green (membership) book required.
Action: Malcolm Smalley
- Decision:** Clarification of policy for acceptance of new clubs for BKA registration.
Action: Malcolm Smalley

Full Minutes

EB opened the meeting. It was decided that we would deal with administration first as two members of the NC had been delayed - only 6 members of the NC were present (inquorate). The business of the meeting would commence when quorate.

Agenda item 1

Apologies for absence

Received from Gary O'Donnell (Kendo DRC), Vic Cook (Iaido Bucho), Andy Watson (Jodo Bucho) and Paul Gray (PRO).

Agenda item 2

Minutes of the previous NC meeting (11 October 2009)

Unanimously approved.

Agenda item 3

Update on action points from NC meeting on 11 October 2009:

(a) Insurance - our insurers would only cover members up to the age of 76 years.

Status: *Insurance cover extended for all members up to 80 years old, up to 82 years for coaches.*

(b) Secure hosting option for electronic payments

Status: *Confirmed electronic payments secure (unanimous vote of thanks to Malcolm Smalley for his hard work on this project)*

(c) Child & Vulnerable Person working group

Status: *The group still had not found someone to volunteer to Chair. Decision that, at the moment, we would use individual officers' skills as necessary. We already have a Child Protection policy and CRB checks in place. We would ask at the AGM for a volunteer for a Child & Vulnerable Persons Protection Officer.*

(d) Financial ring-fencing

That £10,000 of the profits from the 2009 Ishido sensei 30th anniversary summer school/taikai should be ring-fenced and used for the 'Ishido Sensei Development Fund'. The Jodo DRC Chair (with assistance from laido DRC Chair) to develop a policy for the administration of this fund.

Status: Jodo DRC Chair had asked Jodo Dojo Reps for suggestions on how the fund should be used - little response. Jodo DRC Chair had suggested using £600-£1000 for jodo beginner weekend seminars with the money going towards equipment and expenses for sensei attending. The Jodo Bucho was taking this forward. Jodo and laido DRC Chairs to write a policy for criteria for the use of the fund.

(e) IT responsibilities

Action: Errol Blake (EB) awaiting hard copy of all passwords from Paul Gray.

(f) Communications policy & website upgrade

Communications & marketing (written policy) to be an agenda item at April NC meeting.

(NB. At this stage the meeting became quorate, 8 NC members present)

(g) International matters

Re EKF - NC Chair will delegate his signature to 2 specific functional areas - Director of International Affairs and Membership Secretary (for eligibility to grade abroad matters).

Status: EKF has accepted this delegation (we have yet to hear from the AJKF).

Need to use the EKF website efficiently - advertising seminars etc.

Status: Paul Gray would be invited to be the delegated person (and password holder) who can arrange for BKA info to be put on the EKF website

(h) 2010 BKA AGM

Description of kenjutsu (pre-AGM practice offered by Jodo Bu) required for AGM pre-practice.

Status: Description of kenjutsu supplied by Chris Mansfield (CM) and Jock Hopson (JH).

AGM Venue - also look at venues in the midlands.

Status: AGM to be held in Northampton.

(i) Accepting new clubs for BKA registration

Status: NC Chair to put some recommendations together (for a system for approval) for next meeting.

(j) Admin costs

Malcolm Smalley (MS) explained that we did not have a contract in place with DUCO (admin), we paid for ad hoc usage. MS had requested that the BKA phone line (administered by DUCO) be closed as it was not being used. JH said that he had received 3 applications for grading abroad via John Howell from DUCO. MS explained that there was an old link on the website saying that these applications should be made via DUCO. It was also noted that on the kendo grading application form it stated that completed application forms should be sent to DUCO. It was agreed that these links would be updated. Patrick Brehenny (PB) noted that Royal Mail was also still charging for usage of pre-paid envelopes addressed to the previous Treasurer. The contract cannot be cancelled while members are still using these pre-paid envelopes. Suggested putting a message on

the website asking members to destroy these old envelopes. PB to negotiate a one-off payment to end this contract with Royal Mail.

Decision: Ask Paul Gray to put a notice on the website asking members not to use the previous Treasurer's address.

(k) Court case papers

The papers from the court case involving Paul Budden were given to Debbie Bevan for archiving.

Agenda item 4

Treasurer's report

At the moment we have a distinction between Bu and Bank signatories.

Bank signatories

PB explained that he was still awaiting the bank to action the mandate for new bank signatories. At the moment PB, John Howell and Geoff Salmon are the bank signatories.

Kendo Bu cashier as signatory

There was discussion of the Kendo Bucho, for practical reasons, wishing to delegate his authority to check and countersign expense claims to a member of the Bu who is not an elected officer (the Cashier). It was noted that, with regard to the Constitution, Byelaw 2.3 states that only a Bu signatory and the Treasurer can sign and countersign cheques and that expense claims require the Bucho's signature. It is unconstitutional to allow countersigning of expense claims to be done by anyone who is not an elected Bu Officer.

The role of Cashier, as stated in the Constitution, was discussed. The constitution states that their role is to assist the Bucho/Events Officer/Grading Officer in the collection and accounting of monies for Bu events, and to ratify the income and expenditure accounts of the Events/Grading Officer. The Cashier's specific function is to validate expense forms before they are signed and checked by the Bucho.

It was noted that Bucho can delegate to an **elected** officer (Events or Grading Officer) authorisation of expense claims.

The Kendo Bu has now appointed a Cashier, Jo Petrie, who will carry out the Cashier's functions.

Proposal: That the system for processing expense claims should be:

- a) Expenses checked by a Bu officer (elected or co-opted Cashier)
- b) Bucho authorises expense claim or delegates this function to an elected officer
- c) Expense claims sent to Treasurer who signs a cheque which is countersigned by another bank signatory

Vote: 8 for, none against. Carried unanimously.

Role of Treasurer

The role of the Treasurer and whether they should be able to refer/call into question some expenses in certain circumstances was discussed. PB explained that it would be helpful if

the Treasurer had input into Bu forward planning, rather than just becoming involved after expenses have been incurred. He felt that the membership expected the Treasurer to act as a financial watchdog for the association.

PB put forward 2 instances where Treasurer pre-input would have been helpful, subsidising senior members' attendance at international events (Iaido and Jodo) and the Kendo Bu EC agreeing to order 6 scoreboards from Mike Davis at a cost of £500. It was discussed that this was not in line with the Constitution which states that goods costing over £500 should be put out to tender. Derek Jones (DJ) explained that they had not been aware of this. However, the Kendo Bu had been billed for £1700 for 4 scoreboards. DJ added that the expenses form for the scoreboards had not been checked by the Cashier or signed yet.

It was felt that the Treasurer already had the power of veto by refusing to sign cheques and refer such matters to the NC. Chris Buxton (CB) was concerned that Bucho were already losing too much power. The meeting was mindful of the autonomy of the Bu and that the membership can give their views on expenditure via the DRC and the AGMs.

With regard to the Treasurer's power to defer and refer expense claims, this was left for subsequent discussion between the Treasurer and NC Chair.

Accounts update

PB stated that at November 2009 the BKA reserves stood at £60,395. By 31 December 2009 PB anticipated that we would probably have a small loss.

Insurance matters

For members in GB teams competing abroad, Squad managers should send specific names (in good time) to PB also the names of official referees going abroad (these names will be sent to the insurers). Insurance cover for 2010 will be £300 less than 2009.

Agenda item 5

Membership Update

MS presented a summary.

31/12/2009

	Total	Kendo	Iaido	Jodo
Full	1184	732	564	252
Student	-	-	-	-
Concessionary	255	186	77	37
Junior	147	122	26	12
Coaches	218			

31/01/2010

	Total	Kendo	Iaido	Jodo
Full	881	521	437	187
Student	164	127	39	16
Concessionary	29	14	18	9
Junior	80	67	11	5
Coaches	261			

MS explained that the total number of members was low at the moment; he was expecting some late renewals. Over 50% of renewals had been via the web, which meant less admin.

It also meant that for members registering online we have an accurate email address for them, which had been a problem in the past. It was noted that the number of coaches had risen from last year.

Agenda item 6

Accounts for credit card transactions and refund procedure

MS explained that only BKA members could use the on-line facility for booking and paying for BKA events. It was thought that it would be useful if people from abroad could also use this facility.

MS said that now we have the 2nd account for online purchases we can set up accounts on the RBS Worldpay system to enable us to be able to process credit card payments by phone and post. These can be restricted to allow pay in only and therefore they can be made relatively freely available to anyone who needs to take payments on behalf of the BKA.

Proposal: That such accounts (to take credit card transactions) can be set up for each of the Bu event officers and grading officers.

Vote: 8 for, none against. Carried unanimously.

MS explained that we needed a refund system which does not infringe our '2 signatory policy' and that refunds can be enabled or disabled on each account. When enabled the refund is limited to the transaction limit. When used, the account which authorised the refund is recorded.

Proposal: That only the account signatories should be enabled to action refunds on this system - PB, Errol Blake (EB) and MS. Application for a refund should be submitted to one of these. If approved the application is forwarded to one of the other signatories for their approval. The refund can then be actioned on the basis of 2 signatories approving it.

Vote: 8 for, none against. Carried unanimously.

Agenda item 7

Expenses and T&S Policies

Expenses policy applying to BKA events

Proposed Events Budget Preparation form

PB presented a template, based on pro forma used for the Bu's and NC's 2009 budgets.

A form pre event (proposed costs) and post event (actual costs) would be completed.

Proposal: To accept in principal the use of the budget pro forma for BKA events.

Vote: 8 for, none against. Carried unanimously.

Proposal: Events budget form to be published on the website after the event.

Vote: 6 for, 1 against, 1 abstention. Carried.

There was also discussion of encouraging dojo to host events +/- in conjunction with the BKA. There was some question of insurance cover for events hosted only by dojo (not a BKA event) - PB will enquire. It was noted that the BKA's T&S policy does not apply to

events which are purely private events. EB, Hilary Haley (HH) and Debbie Bevan (DB) to clarify further.

Travel and subsistence policy

Daily meal allowance (lunch) £8 and £4 if no receipt (8, unanimous).

Evening meal allowance £20 (6 for, 2 against).

Overnight accommodation (with receipt) £65 maximum - to include breakfast (8 unanimous).

NC members to finally agree policy by on-line voting, having checked tax liability for rate of reimbursement for mileage. Once agreed, the policy will be put on the BKA website.

Agenda item 8

International Director report/update

Jock Hopson (JH) noted that as an association we are rather lax in informing the EKF of upcoming BKA events/gradings for inclusion in the EKF calendar. Notification of every national examination has to be sent to the EKF at least 2 months in advance. Additionally, the composition of each grading panel, the time, place and level of grade achievable should be sent to the EKF Technical Director at the same time.

JH also noted that if any Japanese non-BKA members were to be included on grading panels the BKA must notify the AJKF and receive their agreement in advance of the grading being announced.

The EKF now accepts a Certificate of Eligibility from the BKA Membership Secretary and a covering letter from the Director of International Affairs. However, applications for dan examinations in Japan still appear to require the BKA Chair's signature.

It was noted that Greg Drewe (6th Dan laido, 5th Dan Jodo) was awarded Renshi by the AJKF in November 2009 for his contribution to laido and Jodo in the UK.

There was discussion of some EKF member countries moving towards awarding their own Kyoshi certificates. JH detailed the AJKF's requirements for Renshi, although it was noted that Kendo, laido and Jodo have different selection processes. There was discussion of there being an appeal system for applicants whose application to be put forward for Renshi had been declined and felt their application had been unfairly handled by the BKA. It was agreed that the BKA's Complaints process would be used in such cases.

JH clarified the EKF Rules for National and EKF Examination Juries and that grading applicants' qualifications should abide by Article 3 (1) of the FIK guidelines:

Dan	Shortest practice period	Minimum age
Shodan	3 months after the ikkyu exam	14
Nidan	1 year after the shodan exam	
Sandan	2 years after the nidan exam	
Yondan	3 years after the sandan exam	
Godan	4 years after the yondan exam	
Rokudan	5 years after the godan exam	
Nanadan	6 years after the rokudan exam	

JH asked that Bu items for the EKF AGM agenda should be sent to EB as he would be attending the general assembly in Hungary. JH suggested that we put forward that the EKF have a Jodo and Iaido refereeing seminar, as Kendo has. It was discussed that a senior Jodo/Iaido practitioner should act as observer on this occasion.

Proposal: That funding for EB and an observer to attend the EKF AGM should come from the NC budget.

Vote: 8 for, none against. Carried unanimously.

It was also agreed that Paul Gray would be asked to continue updating the EKF website with BKA events.

JH noted that the EKF green book (members) was out of date - needs updating. MS agreed to email Raf Bernaers (EKF Secretary General) to ask for a new copy of the Green book so that it could be checked. JH said that he had asked all 3 Bucho to provide an up to date EKF referee panellist list.

Agenda item 9

Bu budgets 2010 and 2011

It was noted that the Bu 2011 budgets would be required by the AGM in May, as the membership would need to vote on the annual subscription rate for 2011.

Regarding accounts, PB explained that the quarterly accounts were management accounts (detailed) while the annual accounts were statutory accounts (profit and loss). The statutory accounts would be available in May.

There was discussion of whether the AGMs should be moved to October to facilitate budgeting.

Proposal: Do we recommend to the NC AGM that subsequent AGMs should be moved to October.

Vote: 6 against, 2 abstentions. Not carried.

Agenda item 10

Bu reports/updates and other BU matters - liaison/setting up of Complaints Committees CB provided a report from the Iaido Bu (to be included with NC meeting minutes).

There was discussion of the need for a Complaints Officer to act as the first contact point for members wishing to make a complaint.

Proposal: That a Complaints Officer should be co-opted to the NC

Vote: 7 for, 1 abstention.

DB said that Jo Hirst had suitable experience and might be willing to take on the role. It was agreed that DB would ask Jo Hirst if she would take on the role of Complaints Officer.

There was discussion as to which budget the Complaints Committees' expenses should come from. Referred for further discussion.

The NC has a duty to monitor the Bu activities in relation to the provisions of the constitution. Part of this duty is to request/receive reports from the BuEC including budgets, meeting agenda & minutes etc.

The new structure has only been in place for about 4 months and the NC has necessarily focussed on getting NC business in a stable condition. However, it is time to begin the process of monitoring - in discussion with the BuEC.

Agenda item 11

DB presented the draft schedule for the pre-AGM practices, DRC meetings, BU AGMs and NC AGM.

	KENDO	IAIDO	JODO
Practice	10.00 - 12.45 kendo 10.00 - 12.45 kenjutsu		
DRC meeting	12.00 - 13.00	12.00 - 13.15	
Bu AGM	13.15 - 15.15	13.30 - 14.30	14.30 - 15.15
NC AGM	15.30 - 17.30		

The scheduling was agreed.

Agenda item 12

Compliance group and Review of H&S and Child & vulnerable persons policies
Will ask at the NC AGM for a volunteer to Chair the group.

Agenda item 13

Further NC meeting dates

It was agreed (unanimous) that the next NC meeting would be held in April 2010.

Agenda item 14

AOB

a) MS explained that the requirements for acceptance of new clubs for BKA registration were on the website. However, the policy was not very clear. MS to clarify policy requirements.

b) There was discussion of Kodokan's request for a closed grading at their seminar in August 2010. It was noted that this was unconstitutional. It would contravene Article 16.2 of the constitution:

'16.2 If a Bu-sponsored grading is attached to a seminar/event, then members shall not be compelled to attend the seminar/event in order to take the grading. Only the normal grading fees shall be applicable to such members.'

c) Changing of title of NC finance role from Treasurer to Book-keeper. PB and EB to discuss the requirement for business controls.

d) Discussion of the Cost Centre for DRC Chairs' expenses for attending BuEC meetings. It was noted that the DRC Chairs are carrying out a monitoring function.

Proposal: That the NC budget should be used to fund DRC Chairs' attendance at BuEC meetings.

Vote: 8 for, none against. Carried unanimously.

It was suggested that the constitution should be amended from:

'Appendix 3: Duties and responsibilities of Dojo Representatives

- *May attend meetings of the BuEC as an observer (with no eligibility for expenses, unless specifically invited by the Bucho).'*

to:

'Is entitled to attend meetings of the BuEC as an observer (with eligibility for expenses via the NC).'

The meeting adjourned at 5.40pm

Minutes taken by Debbie Bevan