

National Committee (NC) meeting

Date: Sunday, 25 April 2010
Time: 2.00 - 6.00pm
Venue: Arts & Leisure Centre, Stevenage
Lytton Way, Stevenage, Herts SG1 1LZ

Present

Errol Blake (NC Chair), Hilary Hadley (NC Vice Chair), Debbie Bevan (NC Secretary), Jock Hopson (Director International Affairs), Malcolm Smalley (Membership Secretary), Lesley Drewe (Jodo DRC), Gary O'Donnell (Kendo DRC)

Others in Attendance

Chris Buxton (representing Vic Cook, Iaido Bucho), Andy Watson (Jodo Bucho)

Minutes

The minutes of the 31 January 2010 NC meeting were unanimously approved.

SUMMARY OF DECISIONS AND ACTIONS

Decision: Jodo and Iai DRC Chairs to develop a policy for the administration of the 'Ishido Jodo Development Fund' and 'Ishido Iaido Development Fund'.

Action: Lesley Drewe (LG) and Chris Mansfield (CM)

Decision: Paul Gray (PG) to give IT-related passwords to NC Chair

Action: Errol Blake (EB) to remind PG

Decision: Negotiate with Royal Mail re ending contract for delivering pre-paid envelopes addressed to the previous Treasurer.

Action: Patrick Brehenny (PB)

Decision: Kendo grading application form to be revised to remove DUCO contact details.

Action: Malcolm Smalley (MS)

Decision: Business controls to be discussed.

Action: PB and EB

Decision: Clarify insurance cover for dojo events.

Action: PB to speak to insurers

Decision: Clarify T&S policy application for BKA events and private dojo events

Action: EB to produce a discussion paper re T&S, insurance, use of BKA website for advertising etc.

Decision: Clarify policy for acceptance of new clubs for BKA registration.

Action: MS

Decision: In light of current BKA membership of ~ 1,600 the BKA should seek a reduction of the EKF renewal fee which is based on a membership of 2,500.

Action: PB.

Decision: To see if the central services fee could be reduced slightly in light of lower insurance costs for 2010.

Action: PB

Decision: That assistance should be provided to Treasurer in producing annual accounts

Action: EB to discuss with PB

Decision: That there was concern that the Kendo Bu had not provided an AGM agenda, a budget or officers' reports - the Kendo Bu's attention should be drawn to this matter.

Action: EB to write to the Kendo BuEC

Decision: Clarification required as to who bears the costs of complaint handling

Action: NC discussion

Decision: A committee to be set up to establish the BKA's criteria for shogo and the application process.

Action: Jock Hopson (JH)

Decision: That the BKA's concerns regarding the EKF's suggestion that an Iai and Jodo refereeing seminar could be attached to an existing seminar/championship should be put to the EKF.

Action: JH to write to the EKF.

Decision: A BKA member failed to follow 'grading abroad' procedures. It should be drawn to the member's attention the inconvenience caused to the BKA in resolving the consequent matters of protocol.

Action: EB to write to the member

Action: MS to put a note on the BKA website reminding members of the correct procedure to follow for grading abroad.

Decision: That following the use of unacceptable language between a member and officer in email exchanges the officer should be informed that this was unacceptable and to use the complaints procedure if necessary to resolve disputes.

Action: EB to write to the officer concerned.

Decision: That volunteers for the PRO post should be sought.

Action: DB to arrange for a notice to be put on the BKA website.

Decision: Insurance FAQ to be finalised.

Action: NC and Bucho to read FAQ. EB to then put them to the insurers.

Decision: Clarification required of the term used in the insurance cover 'Under the auspices of the BKA'.

Action: EB to produce a discussion paper.

Action: EB to ask insurers if we are covered for the use of swords in kendo kata.

Full Minutes

Errol Blake (EB) opened the meeting, with a quorum of 7 NC members present.

Agenda item 1

Apologies for absence

Received from Patrick Brehenny (Treasurer), Chris Mansfield (Iaido DRC), Vic Cook (Iaido Bucho), Derek Jones (Kendo Events Officer) Donald Gordon (H&S) and Paul Gray (PRO).

Agenda item 2

Minutes of the previous NC meeting (31 January 2010)

Unanimously approved.

Agenda item 3

Update on action points from NC meeting on 31 January 2010:

(a) Ishido sensei fund

The Jodo DRC Chair and Iaido DRC Chair to develop a policy for the administration of the 'Ishido Jodo Development Fund' and 'Ishido Iaido Development Fund', the two Bu are sharing £10,000 of designated funding.

Status: To be done.

Action: Lesley Drewe (LG) and Chris Mansfield (CM)

(b) IT- related passwords

PG to give passwords to NC Chair.

Status: To be done (Action: EB to remind PG).

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

Status: Deferred.

(d) EKF website

PG to be invited to be the delegated person (and password holder) who can arrange for BKA info to be put on the EKF website.

Status: Done.

(e) 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.

Status: Message put on website. PB to negotiate with Royal Mail. It was also noted that the kendo grading application form needs to have DUCO's contact details removed.

Action: - MS to revise the form.

(f) Treasurer's power to defer and refer expense claims

Status: Noted that the Treasurer can refer any claim to the NC Chair/NC.

Action: Business controls being discussed by NC Chair and Treasurer, ensuring Bu autonomy maintained.

(g) Events Budget Preparation form

It was discussed that these should be disclosable documents.

Status: PB has produced a draft template, in amendment stage.

(g) Insurance cover for dojo events.

Status: PB to speak to insurers.

Action: PB to speak to insurers.

(h) BKA events and private dojo events - clarification of T&S policy applying.

Status: Entirely private dojo event - BKA T&S policy is not obligatory. Further discussion required of other scenarios for events. It was noted that BKA members' insurance is not affected if they attend an event where non-BKA members are also attending.

Action: EB to produce a discussion paper re T&S, insurance, use of BKA website for advertising etc.

(i) Complaints Officer - Jo Hirst to be asked to take on the role.

Status: Jo Hirst has agreed to be the co-opted Complaints Officer.

(j) New copy of EKF Green (membership) book required.

Status: Electronic version (UK listing) acquired by MS.

(k) Clarification of policy for acceptance of new clubs for BKA registration.

Status: In progress (Malcolm Smalley).

Agenda item 4

Reduction of NC quorum from 8 to 7

It was noted that this had been agreed unanimously by on-line voting by the NC.

Agenda item 5

Membership Update

MS presented a summary.

Membership status as at 23/04/2010

	Total	Kendo	Iaido	Jodo
Full	1028	612	497	218
Student	224	174	53	23
Concessionary	33	16	20	9
Junior	101	84	15	7
Totals	1386	945	637	288
Temporary	148	72	12	4
Associate	11			
New	56			
Dojo	105	59	52	31
Coaches	273			

MS noted that membership was levelling out - about 1500 members in total, approximately 100 less than 2009. EB noted that our EKF renewal fee is based on 2,500 members. PB will be pursuing getting a reduction of our EKF fee (based on approximate number of 1600 members over the year).

MS noted a higher number than usual of dojo not renewing their membership this year.

The on-line booking system for events is working well and about 60% of members also renewed on-line. MS added that overseas non-BKA members would soon be able to book on-line as well - payment would be in sterling.

Agenda item 6

Proposal: A change to Byelaw 5.

Byelaw 5 (Dojo Membership) states that: 'The Association *'recommends'* (replace with *'requires'*) that member dojo adopt the following....'

In order to qualify for membership a dojo must submit the dojo application form, which details:

- Dojo name
- Discipline(s) practised
- Details of the dojo leader(s) name/grade/insurance cover (if any)
- The official leader [and all representatives] of the dojo must be members of the Association.
- Day(s), times and venue of practise
- Nature of practise e.g. adults only, juniors
- Adoption of Health and Safety "requirements"
- Adoption of Child and vulnerable person protection "requirements"
- A commitment to adhere to the requirements of the law.
- Explicit acceptance of the Association risk management policy.
- Explicit waiver of Association liability if Association requirements and guidelines are not adopted.
- Pay the dojo membership fee (published on the Association website and available by post to dojo representatives)
- The requirements of UK law relating to leaders/teachers of sports activities.
- Instructors' professional indemnity insurance.
- One Association-approved coach.

The Association **recommends** that member dojo adopt the following:

- Adoption of guideline/recommendations on Health and Safety.
- Adoption of guidelines/recommendations on Child and vulnerable person protection.
- A minimum of two Association approved coaches.

Vote: 7 for, none against. Carried unanimously.

Agenda item 7

Treasurer's report

Item deferred in the Treasurer's absence. EB noted that the Treasurer had said that our insurance costs for 2010 were about £1000 less than for 2009.

Action: PB to see if the central services fee could be reduced slightly in light of this. It was decided that it would not be wise to reduce the budget for legal services.

Agenda item 8

Bu budgets 2010 (Bu to update NC regarding current status of 2010 budgeting) and 2011, fee setting for 2011

Andy Watson (AW) noted that without a Treasurer's report, which he did not have yet, he could not provide a detailed and accurate budget for 2011 for the Jodo Bu. It was noted that the Treasurer was very busy. It was discussed what assistance could be provided to the Treasurer, perhaps an assistant could be co-opted, or professional external help could be paid for.

Action: EB to talk to PB to see what assistance would be helpful. AW said that he envisaged the Jodo Bu fee for 2011 would be £10.

Proposal: That the NC authorise expenditure (up to £3,000 from contingency fund) on professional assistance to assist the Treasurer to produce the annual accounts.

Vote: 7 for, none against. Carried unanimously.

Chris Buxton (CB) on behalf of the lai Bucho said that the lai Bu expected to levy a fee of £10 for 2011.

It was suggested that provisional budgets be presented at the Bu AGM, with more detailed budgets being presented in October for the DRC to vote on. Gary O'Donnell was concerned about the responsiveness of Bu to DRC input.

Concern was expressed that the Kendo Bu was not complying with the constitution - they have not set up a Complaints Committee, had not provided an agreed (by the BuEC) budget, proposed fee, or submitted an AGM agenda or officers' reports. There was a concern that they were not sustaining themselves as an operational Bu - this could possibly require NC intervention in the short term.

It was agreed that the Kendo Bu's attention should be drawn to this matter.

Action: The NC Chair would write to the Kendo BuEC giving them one week to provide the information. Failure to adhere to the deadline would result in the NC providing an AGM agenda, budget and proposed fee for discussion at the Kendo Bu AGM.

Agenda item 9

Bu reports/updates and other BU matters - liaison/setting up of Complaints Committees

EB thanked AW that the Jodo Bu Complaints Committee had dealt with so many complaints. AW said that they had not dealt with complaints as quickly as they liked as they were dealing with several complaints simultaneously and some witnesses had not responded to the Complaints Committee's enquiries in a prompt fashion.

It was noted that the Bu, from where the complaint was generated, should pay the costs. It was noted that DB and Jo Hirst were working on a complaints policy.

Decision: Clarification and identification of who should bear the costs of complaint handling.

Action: NC discussion.

It was noted that the Kendo Bu has not responded to requests to set up a Complaints Committee.

Agenda item 10

International Director report/update

The recent EKF AGM was discussed, which EB had attended in Jock Hopson's (JH's) absence.

EKF decision that member countries can award shogo (vote 13 to 8 for). It was suggested that the BKA set up a system for awarding shogo that mirrors the Japanese system. It was noted that we need a committee to establish the BKA's criteria for shogo and the application process (these would then need to be submitted to the EKF). It was agreed that Jock Hopson would set up the committee which would include a member from each of the three Bu and another non-UK adviser. EB would Chair.

The EKF AGM will not pay for Senior Counsellors to attend the championships. The EKF will pay for the dinner and attending the championships themselves. It is up to the senior counsellor's own country whether they wish to pay the senior counsellor's costs of attending the championships. It was noted that senior counsellors have an EKF-wide role, they do not promote their own country's interests.

EB noted that the BKA had to adopt the EKF anti-doping rules.

Iai and Jodo refereeing seminar - EKF agreed that there should be one but as iai and jodo were not yet sufficiently developed it should be attached to an existing seminar/championship. It was assumed that the refereeing seminar would be attached to the European Championships. There was concern that participants would attend a one-day referring course and then the next day have to implement their learning at a European Championship. This was not ideal.

Action: These concerns would be put to the EKF by JH.

There was discussion of a senior kendo BKA member taking a 7th dan grading in Europe without having followed the BKA's procedures for gradings abroad. The EKF were aware of the NC's concerns about this matter.

Action: EB to write to the member concerned expressing our regret that he failed to follow the correct BKA procedure and that this had resulted in some inconvenience to the BKA in resolving the consequent matters of protocol.

Action: MS to put a note to be put on the BKAS website reminding members of the correct procedure to follow for grading abroad.

Agenda item 11

Maintaining standards in communications (acceptable language etc)

There is clear evidence of repeated use of unacceptable language in emails between a Bu officer and a member. While it is unclear who initiated this language, it is not acceptable and below the standards expected of a BKA officer. The officer continued despite being informed by the Chair that this was unacceptable behaviour. The NC noted that officers should have the highest standards but members are not allowed to be abusive towards officers. There was discussion whether a code of conduct would be helpful (a Byelaw).

Action: EB to write to the officer concerned saying that this language was unacceptable and not to repeat this type of behaviour. If he received abusive communications from a member in future it is open to him to use the complaints procedure.

Agenda item 12 **Publicity & Promotion**

Matter deferred in the absence of the PRO. It was noted that Paul Gray would be stepping down at the AGM owing to work commitments. Expressions of interest in the PRO position would be requested via the BKA website.

Action: Debbie Bevan to arrange for a notice to be put on the BKA website.

Agenda item 13 **2010 BKA AGM**

DB said that the schedule of timings had been agreed.

It was agreed that officers should present a summary of their reports at the AGM. It was noted that no nominations had been received for the Kendo Grading officer or the Membership Secretary.

MS said the quora for the meetings were 64 (NC AGM), 43 (Kendo Bu AGM), 31 (Iai Bu AGM) and 14 (Jodo Bu AGM).

Agenda item 14 **Chairman's report**

It was noted that EKF menjo were very late in being sent out - this might cause problems with applying for gradings. EB said that there were apparently technical problems with the special printer used for the menjo. The EKF Vice President had agreed that for European gradings a letter signed by EB and JH would suffice instead of a copy of the menjo.

Agenda item 15 **Insurance review**

EB noted that there was confusion over what our insurance covers. EB had therefore carried out a review of our insurance cover.

There was discussion of how members could make a claim as there are no forms available. EB said that he would provide our insurance broker with a proposed claim form. It was decided that the Membership Secretary would be the point of contact for members who needed access to a claim form.

Summary of the review:

- Proposal 1: Change the persons named in the policy to current officers.
- Proposal 2: Devise an unofficial claim form for member use [in progress by EB]
- Proposal 3: Change the wording of part of the Insurance Requirements and Recommendations: remove wording " i.e. with sprung wooden floors."
- Proposal 4: Increase Professional Indemnity maximum.
- Proposal 5: Increase Professional Indemnity maximum per claim.
- Proposal 6: Develop a suitable definition of what is "Under the auspices of the BKA"
- Proposal 7: Consider a change to the wording of the policy to include "live blades" for kendo kata?

- Proposal 8: Publish the FAQs and answers given by the insurance agent/broker.

Action: NC and Bucho to read FAQ. EB to then put them to the insurers.

Action: EB to produce a discussion paper on what is included in 'under the auspices of the Association'.

Action: EB to ask insurers if we are covered for the use of swords in kendo kata.

Agenda item 16

AoB

None.

The meeting adjourned at 6.00pm

Minutes taken by Debbie Bevan