



**KARATE 2020**  
CANDIDATE SPORT

Supports  
the Karate bid

**ENGLISH KARATE FEDERATION BOARD MEETING**

**Venue: FOREST GATE POLICE STATION**

**Address: 350-360 Romford Road, Forest Gate**

**London E7 8BS**

**SUNDAY 1 July 2012 @ 11.00 am**

<p><b>Present: President</b> - Carl Lindley, <b>Vice President</b> - Andrew Genery, <b>Company Secretary</b> - John De Bono, <b>Treasurer</b> – (vacant) , <b>Directors</b> - Ticky Donovan OBE, Steve Coupland, Chris Thompson, Mark Symonds, <b>WKF Rep</b> - Michael Dinsdale;</p>		(AG arrived 11.45)
<p><b>Apologies sent: Registrar</b> Kevin Barrett</p>		
<p>Minutes taken by John De Bono</p>		<i>Actions</i>
	<p>Minutes were read and agreed by the Board from the meeting that took place on Saturday 22 January 2012, signed off by the President.</p> <p><i>Actions from meeting 22.01.12.</i></p> <p>The risk assessments are not conducted to CL’s satisfaction at events, the template needs re-looking at, no other actions outstanding from the previous meeting.</p> <p>Meeting started at 11.15</p>	
3	<p><b><u>CL: Board jobs &amp; roles:</u></b></p> <p>Carl handed out a new EKF structure and organisation chart which he has put together; discussed areas and who will manage what areas. There were areas missing e.g. managing CRB’s, competitions, TD managing Kata; also JDB will not be looking after the sponsorship this year, this will need someone to take it over asap. CL asked for a Board member to put together a new sports plan and asked for any volunteers. As this is a draft discussion document area's of responsibilities need expanding on. CL to send these out.</p>	CL to send out job roles
4	<p><b><u>MD: WT contract:</u></b></p> <p>MD asked when WT’s contract was up; AG confirmed that it was 01 July 2012. AG explained that there had been issues with admin. AG to look at</p>	AG to amend JD and circulate to Board

wording for the pre train days to be expanded and spread out evenly. It was agreed to extend National Coach contract till next year and NC to do own admin. To be re advertised in March 2013 for the position of NC kumite. Proposed by TD, seconded by AG, 2 abstained.

5 **JDB: Monies outstanding from athletes:**

Raised the point that the Board are not aware what is outstanding from the squad from Azerbaijan and Tenerife. CL handed out a financial summary with bank statements. It appears that there is a two week gap in statements. TD asked for a breakdown of £1254.82 from CL. CL to compile a spread sheet with full breakdown. MD highlighted that when he does the WKF accounts for audit he has to document, name, reason and amount. CL to ask JM for a list of outstanding squad monies.

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CL to circulate payments with full break down asap.

6 **JDB: Admin job description:**

JDB to continue to act as admin officer for the time being. TD is still happy to manage the EKF telephone. JDB asked for TD to be given a top up float agreed at £30 for the telephone. KB has indicated that he wants to step down in a few months; JDB stated we need to start looking at who will take on this role and not be in the same predicament as the treasurer's role.

7 **TD: Associations licence returns:**

Discussed at great length regarding Associations who don't register members. CL to liaise with KB, regarding sending a warning letter to Associations on returns. If Association members don't send in returns in 6 months they will be suspended for three months. It will be reviewed in a further three months and students can't compete until Association conform.

CL to liaise with KB on Associations who don't send returns

8 **JM: Complaint from Azerbaijan:**

JM is happy with the outcome of his student. The Board discussed the athlete's suspension. CL feels that they were notified about suspension and that there is an email audit trail. CL feedback from his telephone conversation with athlete parent the night before. SC fed back from his conversation with the chaperones at the time of the incident.

9 **MD: Finance Committee:**

The five names that were elected last year were: John Morton (chair), Steve Coupland, Andy Genery, Ticky Donovan OBE and Keith Lebhain.

The Board discussed this in great depth, looking at block fees, membership fees etc. MD asked SC to email the committee and see if they still want to be part of this committee and have a meeting to put together a plan.

EKF need to show numbers registered, not just pay a block fee.

CL; to ask committee to put together a plan to submit for the next meeting.

10 **MD: Jonathan Mottram Kata Coach:**

Board discussed the fee that Jonathan Mottram has been receiving for running the kata courses and to re look at the amount he gets.

AG to look at contract and circulate to the Board.

11 **AOB:**

1. **SC: Regional Competition:**

Further to several Board members having a discussion with the regional coaches and being advised that the Regionals will not be going to Moscow this year. It was proposed to have an Inter - Regional Championships possibly mid-October. This is to be a round robin SC to look at venues (possibly Lincoln) and run the competition. Cost about a £1000 to run, and then sell tickets for entrance of a few pounds to offset costs.

Proposed by SC, seconded TD.

	<p>JDB mentioned that the Midlands and Southern have arranged Regionals, but no one knew any information regarding the Northern Regions and if they are holding any sessions.</p> <p><b>2. <u>MS: CRB:</u></b> CL received a message from CRB dated 26.06.12. Carl has sent them a letter to authorise Gail as our nominee for the EKF. CL has to email Gail to see where we are at the moment using Gail's home address as the CRB office.</p> <p><b>3. <u>MS: Sport England:</u></b> CL to speak to SE regarding the EKC and EKF. CL explained that we need to submit the Sport Plan by the end of the year for the 2013 funding period. Although it is no longer a funding period as we are not an Olympic sport. CL needs someone to rewrite and update the 2008-2009 plan. CL to email old Sports Plan to AG for him to look at.</p> <p><b>4. <u>MS: Update on UK Sport:</u></b> The complaint came from another karate body. At the moment it is ok to use the logo.</p> <p><b>5. <u>Future Competitions for 2013:</u></b> The Board discussed the competitions for 2013. It was agreed to hold the Kyu grade Championships at Ponds Forge on 20 January 2013. The National on 20-21 April 2013 either the Midlands or London and the EKF International Open in October. MS to source Midland venues and SC to source the London venues. To feed back within two weeks.</p> <p><b>6. <u>Mark Sell Complaint:</u></b> CL to reply to Mark Sell.</p>	<p>CL to chase CRB's</p> <p>CL to email old plan to AG</p> <p>MS &amp; SC to source venues and feedback within two weeks.</p> <p>CL to email M. Sell</p>
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12	<p><b>7. <u>SC: Treasurer's position:</u></b></p> <p>Has a possible candidate who is a policeman and working on the Olympics but can't start for three months. TD asked if we can advertise the position on the web. Is it a book keeper or a treasurer that we are looking for? CL to write advert for the web and circulate to the Board first.</p> <p><b>8. <u>Confidentiality:</u></b></p> <p>CL requested that the Board keep emails confidential and not circulate to others outside the Board.</p> <p><b>Date of next meeting:</b> TBA (possibly London in early August)</p> <p>Meeting finished at 14.40</p>	CL to write advert for the web
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