



KARATE 2020
CANDIDATE SPORT

Supports
the Karate bid

ENGLISH KARATE FEDERATION BOARD MEETING

Venue: Theobalds Park Hotel

**Address: Lieutenant Ellis Way Cheshunt
Herts EN7 5HW**

SUNDAY 5 August 2012 @ 11.00 am

Present: President - Carl Lindley , Company Secretary - John De Bono, Treasurer – (vacant) , Directors - Ticky Donovan OBE, Steve Coupland, Chris Thompson, Mark Symonds, WKF Rep - Michael Dinsdale;		(SC arrived 11.50)
Apologies sent: Vice President - Andrew Genery, Registrar Kevin Barrett		
Minutes taken by John De Bono		<i>Actions</i>
3	<p>Meeting started at 11.05</p> <p>Minutes were read and agreed by the Board from the meeting that took place on Sunday 01 July 2012, signed off by the President.</p> <p><i>Actions from meeting 01.07.12</i></p> <p>CL to send out the new EKF structure and organisation chart which he has put together; discuss areas and who will manage what areas.</p> <p>TD to take over Sponsorship from JDB. MS to tweak Risk Assessment for home and abroad before the next meeting, these need to be kept for seven years minimum with areas identified of risk (low, med, high). MS expressed that all coaches need to know how to complete Risk Assessment forms. CL to send current one to MS.</p>	<p>Differed to next meeting.</p> <p>CL to send current RA to MS.</p>
4	<p><u>WT contract:</u></p> <p>EKF to advertise on 1 March 2013 all the positions; NC Kumite, NC Kata; Chief Referee and Tournament Organiser closing date 31.03.13. Interviews by mid-May and new staff in place by 01.07.13 to be advertised by Company Secretary. Agreed by the Board.</p>	
5	<p><u>Monies outstanding from athletes:</u></p> <p>Athletes to be contacted.</p>	CL to email NW.

<p>6 <u>Admin job description:</u> CL to speak to JM to get the bank statements sent to AG & CT.</p> <p>7 <u>Associations licence returns:</u> CL to liaise with KB, regarding Associations on returns.</p> <p>8 <u>Finance Committee:</u> JM & KB do no longer want to be on the Finance Committee CL; to ask committee to put together a plan to submit for the next meeting.</p> <p>9 <u>AOB:</u></p> <p style="padding-left: 40px;">1. <u>Regional Competition:</u> SC fed back with a possible date of December and venue to be confirmed possibly Midlands.</p> <p style="padding-left: 40px;">3. <u>Sport England:</u> CL does not have a copy of the Sports Plan, MD to ask DS.</p> <p style="padding-left: 40px;">5. <u>Future Competitions for 2013:</u> The Board discussed the competitions for 2013.</p>	<p>CL to speak to JM.</p> <p>CL to liaise with KB on sending letters out.</p> <p>SC to get quotes.</p>
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New agenda items 05.08.2012

MS-SC: CRB, Treasurer, Registrations, Athlete support programme:

- TD: CEO position.

TD put a proposal that there is one person to oversee a number of roles. This is to include squads, registrations, booking in at sessions, Risk Assessments and banking.

Chase Associations for licence returns.

Working with Jel making sure dates do not clash.

CRB's.

Manage the telephone.

Associations and clubs wishing to join.

Sending out EKF licence slips.

WKF & EKF International competition registrations.

4

MS: Payments breakdowns:

CL went through the accounting spread sheet with reference numbers CL, explained a few queries. Reference number to change when new treasurer takes over. He will invite Chris Downs to attend the next meeting to see if he will take over the role of Treasurer. CL has started to breakdown expenditure claims. MS asked about BKF and the Chief Referees break down.

5

JDB: Audited Accounts:

CL to speak to JM on the accounting period and submitting the audited accounts to Companies House.

CL to speak to JM.

6 **MS: Disability event Paris:**

MS explained that he has been helping the two athletes prepare for Paris, both have EKF licences. MS explained that they will be travelling to Paris with their carers. Asked also if they can have squad uniforms, this was agreed.

7 **MS: Tickets Paris:**

CL to confirm with the French President that we have 20 tickets per day for five days and the cost. To be offered to those competing on set days for one family member, the rest to be offered to EKF members.

8 **TD: Jonathan Mottram contract:**

It was agreed to offer Jonathan Mottram the Kata coach position. It was proposed by TD and seconded by JDB.

9 **MD: On-going 21.9 violations**

CL to liaise with MD to contact dissent groups to cc Board into letters. CL to write to WKF with update of what are the EKF doing about these groups who breach 21.9.

10 **MD: Outstanding monies from NKC (squad session 24.6.12):**

All coaches to submit an invoice to the EKF and paid by cheque.

CL to speak to AG.

11 **SC: Insurance:**

Board discussed the EKF insurance. TL Risk are dealing with the Director's Liability. Travel insurance needs renewing 14.04.2013. Sportpack needs renewing this is the Member to Member and PI insurance for instructors. SC put forward a proposal, Board declined the proposal.

12 **JDB: Finance Committee update:**

Deferred to next meeting.

13 **TD: CEO:**

Discussed as item 3.

14 **TD: Katie Hurry:**

KH to have a MRI scan.

15 **AOB:**

1. AG to update Gi competition as it is still on February.
2. CL to speak to LL re; taking over registrations.
3. SC to revisit the Mem/Arts re; Directors not being paid, also disciplinary procedure.

SC to revisit
Mem-Arts

4. Athlete Support Programme; proposed that WKF athletes who win will Gold at World Championships, to collect £1000; Silver £500; Bronze £250 and £500 if Bronze medallist is beaten by the winner. Also to get their next trip paid for if they medal as individuals. For teams Gold £200 pp; Silver £100pp; Bronze £50 pp. Proposed by TD seconded by CT. SC to draft for Board approval support programme for the web, also to JDB to send to all HoAs. SC proposed for squad to get their Euro Star tickets paid for, Monday to Monday, seconded by JDB. SC to buy 30 tickets.
5. Staff and chaperones for Junior-Cadets in Turkey. Staff need to be confirmed for Paris asap. Also to start planning for Turkey.
6. EKF logo. EKF logo not to be used for Association competitions. EKF to have their own template for competitions and not to be used by Associations, as this can mislead competitors.

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Date of next meeting:

TBC (possibly London on 2 or 23 September; CL to confirm)

Meeting finished at 16.00