

ENGLISH KARATE FEDERATION BOARD MEETING

Venue: Theobalds Park

**Address: Lieutenant Ellis Way, Cheshunt,
Hertfordshire EN7 5HW**

Saturday 16th February 2013 @ 13.00 – 5.00

Minutes

Present	Carl Lindley, Mike Dinsdale, Ticky Donovan, Steve Coupland, Mark Symonds
Absent/ Apologies	Chris Thompson, Andy Genery, John DeBono

	Meeting commenced 13.30	Actions
	Minutes from the meeting that took place on 28 Oct 2012, were deferred as it appears that the incorrect version was presented for approval	Deferred
	Actions from meeting 28 Oct 2012.	
1	TD proposed that all monies to be paid to EKF treasurer and not bank transfer etc proposed TD, second SC, All agreed	Deferred
2	Unaudited accounts prepared by Cooper-Paul accountants included unclear entries due to information supplied by previous treasurer, CL to write to JM and ask if he can assist with information provided. £86k in the EKF account at present	CL to write to JM
3	Chelsea Sykes hospital treatment payment request	CL to request invoice detailing costs
4	TD asked if Davin Pack invoice for hotel/travel/squad session should be paid	CL to write to AG for detailed breakdown
5	TD asked if G.Frances invoice for drinks should be paid	CL to write to GF for detailed breakdown

6	Payments to national coach and assistant coaches in question, hire of venues at excessive costs	CL to write to WT and AG to clarify situation and to ask who authorises venue costs
7	Sub contract roles due for renewal - MS identified that the sub contract service agreement presented some months ago was still not being used	MS to request quotes for solicitor to look at current terms and proposed agreements
8	SC proposed that EKF squad to regional championships should be seniors only, second MD, all agreed	
9	Squad events abroad – SC proposed all selections min 10 weeks before event, deposit of £300 received from athletes min of 8 weeks before event and all outstanding monies to be paid before the trip - all agreed	SC to write to AG, WT, JM to instruct
10	SC proposed 1 initial cpsu course at a charge of £25 per member, second MS all agreed	SC to arrange course
11	S&RA good governance application, agreed by board	MS to send form to CL, CL to complete and forward to S&RA
12	MD requested progress on KE website claims of GB for all karate	CL to write to John Bell & copy in the whole board
13	SC enquired on progress with Sport England – nothing happening at present. Whole sport plan to be formulated	MS to formulate wsp
14	SC proposed no cash payments to be taken at any event cheque payments only - all agreed	CL to write to all departments

15	MS stand in as company secretary until AGM – no admin duties. CL thanked MS	
16	CL to write to MoB regarding membership returns breakdowns	CL
17	Members' website claims and notifications do not correspond with actual registration numbers. Letter to be written to all concerned, proposed TD, second MS, all agreed	CL to write to Toyakwai, Paul Cambell, JKA to clarify returns
18	CL to confirm date/venue for AGM. All agreed proxy voting as per Mem/Arts – possible date May	CL to confirm date and inform members
AOB		
1	TD enquired why MB had not been invited to this meeting as was agreed at last meeting. CL mistake, TD proposed that MB be formally co-opted to EKF board, second MS all agreed	CL to write to MB to inform of co-option
2	TD informed all of BKF featured on the BBC4 programme	
3	MS enquired re progress on English International, date /venue etc. SC suggested Crystal Palace	CL to write to PC and DG regarding venue sourcing for event
4	CL suggested DG be asked to count numbers at squad sessions	CL to contact DG
Date of next meeting: TBA. Meeting finished at 17.40		