



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**

Thursday 18 April 2013 @ 11.00 am

Present: President - Vacant, Vice President – Vacant, Company Secretary - John De Bono, Treasurer – Ticky Donovan OBE , Directors -, Steve Coupland, Mark Symonds (via telephone link), Chris Thompson, Michael Billman WKF Rep - Michael Dinsdale;		
Meeting Chaired by WKF representative - Michael Dinsdale;		
Apologies sent:		
Minutes taken by John De Bono		
	<p>Meeting started at 11.25</p> <p>Minutes were read and agreed by the Board from the meeting that took place on Saturday 06 April 2013, signed off by the Chair Person.</p> <p><u><i>Actions from meeting 06.04.2013</i></u></p>	
2	<p><u>Outstanding Actions from meeting 16 Feb 2013.</u></p> <p>CL to gain clarification on Chelsea Sykes claim. CL stated that he had written but no response</p> <p>Payments to NC and Assistants, hire of venues. CL stated that he had written to AG and WT but had no response</p> <p>SRA good governance application – CL stated that registered office was now the accountants office so the form can be completed and submitted</p> <p>Strategic plan - currently in progress, MS to complete and circulate to the board by next meeting</p>	<p>DS to write to Chelsea ASAP, asking for invoice. TD then to pay.</p> <p>SC has now written to WT.</p> <p>MB to ask Tim Lamb for an application form tomorrow.</p> <p>The Sports Plan almost completed by MS. Circulate next meeting.</p>

	<p><u>Outstanding Actions from meeting 17.03.2013.</u></p> <p>AG be removed as line manager to coaching department</p> <p>List of monies outstanding from Paris presented Karim has not responded to any emails requesting payment</p> <p>TD to pay Paris medalists, presentation cheques to be sourced from Barclays Bank</p> <p>CL stated that the EKF registered office was now at Cooper Paul accountants. MS asked why the company return was still showing as overdue on the CH website. CL stated that the accountants told him that it had been filed</p> <p>The S&RA good governance form can now be submitted</p> <p>MS stated that the notification for AGM was not compliant with the M&A. CL stated that he had not informed all members but had put it on website. Agreed to seek advice from solicitors</p> <p>A letter from Debbie Sell from was letter read out. All agreed that DS be invited to return as sub contract admin until AGM</p> <p><u>Meeting 18.04.2013</u></p> <p>3. MD to write to AG informing him that he is no longer a Board Member.</p> <p>4. Dates agreed for the next AGM, Sunday 7 July 2013, venue Holiday Inn, Hinckley Road, Walsgrave, Coventry. SC booked venue while at meeting cost £300. Notices (42 days 27 May and 28 days 7 June).</p>	<p>Letter not sent, DS to include in letter to AG.</p> <p>JDB to check emails - Karim paid 18.11.12</p> <p>To pay squad monies at the Nationals</p> <p>Completed by Cooper Paul</p> <p>MS to email Kate Lawrenson for application form, for full membership to S&RA</p> <p>Amended by Chair</p> <p>MD to write to AG.</p> <p>DS to send notification out to all HoAs.</p>
--	--	---

	<p>5. JDB to send nomination letter and details to DS to send out to all HoAs. Once approved by MD.</p> <p>6. Willie’s proposal deferred till next coach in place, as this is up for tender, after next elections.</p> <p> 6.1 Regional assistant coaches to receive £25.</p> <p> 6.2 Steve to step down as DG line manager, to be replaced by MD. DG referee’s proposal deferred; payments to stay the same as last year.</p> <p>7. DS to email all coaches; expiry dates for their coaching certs.</p> <p>8. Japanese Festival at the Brighton Conference Centre to be 14-15 September 2013. Six tatami areas. Spectator fees to go to the local authority. Entrance fees to EKF. Any sponsorship 75% EKF & 25 % organiser. This is to be a Regional event.</p> <p>9. EKF to send to BKF President a letter of apology for the cancelled EKF International Open. MD to write and forward to JDB to email TC.</p> <p>10. MS to take over coaching department, MS to get new certificates ASAP.</p> <p>11. TD to post MS £500 float for Hungary.</p> <p>12. MB to liaise with IS to get link from Companies House for M&A template. MB to circulate to all Board Members before next meeting.</p>	<p>JDB to email DS.</p> <p>DS to email all coaches.</p> <p>MD to draft letter to TC.</p> <p>MB to send out M&A template.</p>
--	---	--

Date of next meeting:

Saturday 4 May 2013 @11.00 – 15.00

Theobalds Park

Meeting finished at 15.15