



## ENGLISH KARATE FEDERATION BOARD MEETING

Venue: Diamond Dojo

Address: 223 Gloucester Crescent, Wigston, Leicester, LE18 4YH

Date & Time: 25<sup>th</sup> June 11:20am – 2:35pm (**Lunch 12:50-1pm**)

Present:	Directors Attending: M Billman (President) M Dinsdale (WKF Representative) C Thompson (Director) P Simmons (Director) E Whitaker (Director) T Utting (Director), M O'Brien (Treasurer)	
Apologies:	P Consterdine (Vice President) B Seabright (Director) B Brennan (Director) A Kirby (Director)	
Chair	M Billman (President)	
Minutes taken by	Tony Utting (Compliance Officer)	
Agenda items		Actions (Action plan ref)
1. Minutes of last meeting	MB asked if everybody had read the previous minutes. It was agreed that they had.	
2. Accuracy	No issues	
3. Matters arising	No issues	
4. Adoption of minutes	Proposed by MB & seconded by CT	<i>Minutes were adopted</i>
5. Articles of Association	MB explained the Articles of Association were being revised to comply with Companies House regulations.	<i>Finished draft to be circulated by MB once completed</i>

<p>6. Centre of Excellence proposal (MB)</p>	<p>MB suggested that instead of just adopting the Leicester Arena as a sole C of E, it might be beneficial to adopt the whole city of Leicester as the C o E. This is something County Councils do which brings benefits to all member groups, for example, discounted venues, discounted hotels, volunteer group accessibility, and in some cases discounted restaurants.</p> <p>Some members felt more information was needed and it was not something that was essential to decide upon today.</p> <p>A debate continued reference the blueprint for the national coaching structure which had been agreed in principle at the January meeting.</p> <p>MB commented UK Sport &amp; BOA recommend C of E as Best Practice.</p> <p>The description of 'Performance Director; as a title was felt to be inappropriate to include a board member as this was usually a paid position &amp; therefore should go out to tender. This was not intended to reflect on personal capabilities but a reference to UK Sport requirements. Other descriptions for the role were suggested, such as Performance Advisor and Performance Consultant.</p> <p>Several views were aired reference the communication of the concept and it was eventually agreed to defer this decision until all board members were briefed further on the principles and where this fits into the current strategy.</p>	<p><i>Further information to be provided to all members with suggested pros &amp; cons being put together by Billy Brennan based on his-local authority experience.</i></p>
<p>7. Presentation by Raj Bhardwaj (RB) (12:30-12:50pm)</p>	<p>RB presented the concept of the Diamond Dojo and volunteer network to assist with tournaments and events, especially in the Leicester area. This also includes an access to work with RB on development of the EKF database by membership software.</p>	<p><i>No commitments offered by EKF at this time but one to consider as and when required</i></p>
<p>8. Treasurers report (Dropbox) (MO'B)</p>	<p>Report produced in summary by MO'B and a detailed breakdown available for all to view in Dropbox, A regional summary was produced from the Treasurers daybook and showed positive progress in itemising origins of finance.</p>	<p><i>No issues</i></p>
<p>9. Chief Referees Report (MB)</p>	<p>A comprehensive report produced by Dale Gamble and was read out by MB and copied to all. This was positive and includes several references to qualifications attained and costs attributed to maintaining the same.</p> <p>It was also noted during follow up discussions that events on the EKF website should be screened by EKF Admin before being committed to the website as some events may be inappropriately using logos to promote clubs. e.g. The use of Olympic 5 rings.</p> <p>A debate ensued covering the legitimacy of the Olympic rings and other</p>	<p><i>TU to follow up with DS</i></p>

	logos, particularly referencing a club in Norwich which had been contacted by Debbie Sell.	
10. National Kumite Coaches report (PS)	Verbal update by PS covering success of regional set up to date. Numbers of attendance was very high considering previous years performance demonstrating that athletes were satisfied with the service delivered and coaches were providing value for money. On the negative side, some athletes were not following guidance offered and some coaches were constantly being chased for reports documenting the outcome of sessions. This led to injuries being missed during selection processes and athlete going out of a tournament during the early rounds to due to a pre-existing injury not covered in a report.	<i>PS to chase reports and advise on future development of coaches going forward</i>
11. National Kata Coaches report	Report covers the fact that more kata coaches are needed to balance up responsibilities and enhance the kata groups work. Aimee Sell had decided that she would step down from coaching the youth squad so as to concentrate on competing more and it was suggested that Chris Karwacinski be appointed to assist her with the Juniors and to work alongside James Scanlon with the Youth squad.	<i>Proposed by MB, seconded by CT. EW/CT/TU/MB for. MD Abstained. PS Against. Agreed by majority</i>
12. Kata Proposal (MB)	<p>MB discussed a proposal put forward by the Senior Kata coach. PS questioned why this had not gone from the coach to PS, to PC, to MB and then to the board?</p> <p>MB stated the coach had discussed it with him directly and MB did not feel it needed to go this route in the interests of putting the concept to the board at this meeting. PS stated he would have preferred to have known prior to the meeting via the usual communication between coaches. MB accepted the views of PS.</p> <p>MB summarised that the concept was to reduce the number of kata sessions from 12 to 6 by combining juniors with seniors in the same venue. This would provide motivation for juniors and reduction in hall costs. This would also provide savings on coach's costs.</p>	<i>Proposed by MB, seconded by CT. EW/CT/TU/MB for. MD Abstained. PS Against. Agreed by majority</i>
13. Medical report	Not received by all	<i>Medical report to be re-circulated</i>
14. Technical reports / Certificates (CT)	CT explained there was a good turnover of certificates but some people do	<i>CT to propose some dates</i>

	<p>not know the rules and what is entailed. CT had even received enquiries asking him to approve persons grading others up to certain levels. CT recommends more courses are arranged by EKF to cover coaching awards etc.</p>	
15. Sponsorship updates (EW)	<p>EW states she had been in discussion with the big 6 banks and common questions related to the size of membership e.g. how big is the database? Are we supported by UK Sport? Do we follow the UK Sport performance model? EW confirms these were obstacles difficult to overcome but she was confident further work could be done to progress</p>	<i>To Be Completed</i>
16. Registration/Compliance/Applications	<p>Registrations were continuing to be labour intensive and no solution had been agreed with Sport80 due to financial questions arising from the phased process. The process continues and further work is required to find a more viable solution without incurring excessive financial commitment.</p> <p>No major compliance issues to be raised at the meeting and only minor infringements of social media, which continues to be topical.</p> <p>9 applications processed since the last meeting with 500+ members stated on application forms submitted.</p>	<i>TU to audit those clubs and associations who have not submitted returns for more than 3-4 months consecutively</i>
17. Athletes Liaison	<p>Kate Karwacinski had previously been appointed as Athletes' Liaison by the EKF, and had now been asked to do the same for the BKF.</p>	<i>It was agreed that this would be the way forward. At this moment in time it is only to fill the position required by UK Sport Kate's position to be overseen by EW</i>
18. AGM date /Minimum numbers & A of A	<p>To be agreed and circulated to the board when confirmed.</p>	
19. AOB: Blitz & TKF	<p>Discussion followed confirming Blitz sponsorship would be expiring in December 2017 and this contract should be used to compare further offers of sponsorship in the future.</p> <p>A further discussion was held reference the TKF using the Olympic rings against WKF advice.</p>	<p><i>EW to follow up</i></p> <p><i>TU to communicate letter to TKF asking them to refrain from their use.</i></p>

20. Date of next meeting	TBC	
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