



ENGLISH KARATE BOARD MEETING
FOREST GATE POLICE STATION
Forest Gate, London E7 8BS
SUNDAY 17 January @ 11.30am

Minutes: 17 January 2010	
Present: President - Carl Lindley	
Members: Andrew Genery, John De Bono, John Moreton, Chris Thompson, Brian Noble	
Apologies: Mick Billman, Mike Dinsdale, Ticky Donovan (OBE), Willie Thomas	
Agenda	
1. Previous minutes – accuracy ACCEPTED	
2. Previous minutes – actions	
3. AGM – Preparation	
<ul style="list-style-type: none"> • Distribution Timetable • AGM/EGM – minutes; matters arising • Accounts/Audit 2008 • Accounts/Audit 2009 • Annual Report (President) • Elections 	
<p>AGM Postal/Electronic Ballots</p> <p>For the purposes of elections of Directors, postal/electronic ballot will be permitted. No proxy voting will be allowed.</p> <p>For any other agenda items, voting in person is required.</p> <p>Proposed by JM, seconded by CT, passed unanimously.</p>	
<p>EGM Postal Ballots</p> <p>Given the nature of the EGM to debate & adopt the revised M&A, it is essential that members appear in person. It is therefore not possible to</p>	



<p>have postal ballot.</p> <p>Proposed by JM, seconded by AG, passed unanimously.</p> <p>Holiday Inn - arrangements</p> <p>Room hire is £300 and unlimited tea/coffee at £6.00 per head. Numbers to be restricted to 2 per Association.</p> <p>Proposed by JDB, seconded by CT, passed.</p>	
<p>Distribution Timetable</p> <ul style="list-style-type: none"> • Notice AGM – 42 days (14 Feb) 29 Jan • Notice EGM – 28 days (28 Feb) 29 Jan • Nominations for Directors – 30 days (26 Feb) • Agenda – 28 days (28 Feb) • Distribution – 7 days (21 March) 14 March • AGM/EGM – 28 March 	
<p>AGM/EGM – minutes; matters arising</p>	
<p>Accounts/Audit 2008</p> <ul style="list-style-type: none"> • Report reviewed. • Final accounts (2008) to be prepared by accountant JM • Accounts (2008) to be submitted to Companies House by 7/2/10 BN 	<p>JM</p> <p>BN</p>
<p>Accounts/Audit 2009</p> <p>Final accounts(2009) to be prepared by accountant JM</p>	
<p>Annual Report (President)</p> <p>To be compiled. To include submissions from National Coach and Chief Referee</p>	<p>CL, WO, DG 28/2 – in progress</p>



<p>Elections</p> <p>All nominations to be received by Company Secretary by 26 Feb.</p>	
<p>Financial Position – 17/1 outlined by JM</p> <ul style="list-style-type: none"> • Balance 11 December – Board informed • Current – Board informed • Income: Cheques in process – 5,000 • Expenditure: cheques to be issued – 688.83 <p>Squad Trips to European/WKF etc, all monies must be paid 7 days post selection to EKF. This will enable EKF to make payments on their behalf for flights and hotels. Proposed by AG, seconded by CT, passed unanimously.</p> <p>Vote of thanks was extended to JM for work on accounts.</p>	
<p>4. EGM – preparation</p> <ul style="list-style-type: none"> • Mem & Arts – review • Discussion/Review of M&A by Board – BN to circulate revised version to all members for discussion. All comments to be received by 24 Jan. Further revision to be applied and then sent out to Associations as version for review at EGM. • EGM – M&A will then be reviewed at EGM. Any issues will be discussed, amended and voted on throughout EGM to gain consensus. <p>Vote of thanks was extended to BN for review of M&A.</p>	<p>Review M&A – provide feedback by 24/1/10 – ALL 28/2 – under review.</p>
<p>5. British Team to Montenegro – financial subsidy (MB) – see attached email.</p> <p>Request for £120 per person subsidy for 4 athletes. Discussed by Board and it was decided that no subsidy could be afforded.</p>	
<p>AOB:</p>	
<p>A1. European Juniors – Float</p>	



<p>Float of £500 was requested by JDB as HOD. Proposed by AG, seconded by CT, passed unanimously.</p>	
<p>A2. European Juniors - Flags</p> <p>Two flags to be purchased for championships at approx. £25 each. All reasonable efforts to be made to retain them. Proposed by AG, seconded by CT, passed unanimously.</p>	
<p>A3. Licence chits</p> <p>Quotations have been received by Registrations Officer.</p> <ul style="list-style-type: none"> • Single copy to be used – total cost of £600 plus VAT . • This provides 15,000 copies • Licence format to be revised by JM. (Grade to be deleted, replaced with EKF Insurance – tick box). 	<p>JM</p>
<p>A4. EKF Regional Championships (Dudley)</p> <p>BN and Dale Gamble to liaise with Tournament Organiser to ensure compliance with WKF categories and feasibility of championships.</p>	<p>BN/DG 28/2 – in progress</p>
<p>A5. VAT Exemption</p> <p>No further action</p>	
<p>A6. Malta Championship</p> <p>Notice to be placed on EKF website providing advice – has non-WKF members. Therefore it is not possible for EKF members to attend.</p>	<p>DS</p>
<p>A7. Referees</p> <p>Budget has been requested – under review. Income required from courses.</p> <p>CRB – to be provided free of charge for officials, potential HOD, Board members, International Coaches.</p>	<p>JM</p>
<p>A8. Statement by WO on website</p> <p>To be revised and published.</p>	
<p>Date of next meeting: tba</p> <p>Meeting closed: 17.22</p>	



**ENGLISH KARATE BOARD MEETING
FOREST GATE POLICE STATION
Forest Gate, London E7 8BS
SUNDAY 28 February @ 11.30am**

Minutes: 28 February 2010	
Meeting opened 12.05	
Present: President - Carl Lindley	
Members: Andrew Genery, John De Bono, John Moreton, Brian Noble , Mick Billman (left at 15.42), Mike Dinsdale, Ticky Donovan (OBE),	
Apologies: Chris Thompson, Willie Thomas	
Agenda	
1. Previous minutes – accuracy. Accepted	
2. Previous minutes – actions.	
3. AGM – Final Preparation	
<ul style="list-style-type: none"> • Distribution Timetable • AGM/EGM – minutes; matters arising • Accounts/Audit 2008 • Accounts/Audit 2009 • Annual Report (President), Chief Referee Report, National Coach Report <p>Report in progress – to be supplied by CL.</p> <p>Separate reports to be supplied by National Coach and Chief Referee. To be issued prior to AGM. BN to request. Request for attendance to be sent by BN</p> <ul style="list-style-type: none"> • Agenda Items • Elections <ul style="list-style-type: none"> Candidates – eligibility criteria in question; to be investigated. President – adoption of new M&A (4 years), potential impact on tenureship Attendance at EGM/AGM – by licence chits only. 	<p>CL</p> <p>BN</p> <p>28/2 – BN to follow up.</p>



<p>4. EGM – preparation</p> <ul style="list-style-type: none"> • Mem & Arts – the proposed M&A were reviewed and adjustments made. To be issued by BN to DS for onwards distribution to HOA 28/2. 	<p>BN/DS</p>
<p>5. AGM/EGM – recording/transcription</p> <p>ACE PA Hire contacted to provide services.</p>	
<p>6. Equality Policy – Liz Legg</p> <p>LL joined meeting 13.15. She was welcomed by all.</p> <ul style="list-style-type: none"> • EKF Policies’ - ownership to be established. Person to be identified to take on overall role. To be reviewed. <ul style="list-style-type: none"> ○ Sport England – have asked questions about policies, which are being addressed by LL. ○ Whistle blowers Policy – needs to be sent out to Associations ○ Association Heads have been contacted – follow up in progress. ○ Require a Health & Safety executive ○ Anti-Doping – training gap. <ul style="list-style-type: none"> ○ WADA standards to be implemented. ○ No alcohol 24 hours prior to event. ○ Accountable to UK anti-doping; accountable to WADA ○ Need to identify person who can undertake role ○ Health & Safety ○ Lot of procedures already in position – KARATESITE (LL) ○ Policies to be defined and implemented – list to be produced by LL; action LL • CPO for EKF <ul style="list-style-type: none"> ○ CPO role being under taken by LL. 	<p>ALL</p> <p>LL/DS</p> <p>ALL</p> <p>LL</p>



<ul style="list-style-type: none"> ○ set of standards overseen by DCMS. Child Protection standards, must be in place in order to satisfy funding by SE. Need to govern associations and ensure adherence to standards. ○ CP – is not fully rolled out. Training sessions to be conducted/scheduled. Will require a CPO for each association (or can refer to LL). Ideally not the HOA. ○ Statement of support required from EKF Board in all CPO matters – action CL ○ LL is facing obstruction in progressing a case; CL to send letter – action CL <p>Vote of thanks extended to LL by all Board members for all her hard work & effort.</p>	<p>CL</p> <p>CL</p>
<p>7. Contractors – Roles & Responsibilities</p> <p>All contractors to have Line Manager.</p> <p>Proposed that BN to be Tournament Liaison Officer for National Competition. To be implemented for Nationals and afterwards. Proposed by JM, seconded by MB. Carried.</p>	
<p>8. EKA</p> <p>Need to continue the good work of the EKF and maximise publicity. Do not give any credence to EKA.</p> <p>Continue on-going investigation – ask pertinent questions. To be sent out by EKF Administration. Action – DS.</p>	<p>DS</p>
<p>9. Association Registration Policy</p> <p>Registrations policy of association to be followed up. Action – JM/AG</p>	<p>JM, AG</p>
<p>10. KE British International – attendance by EKF athletes & officials</p> <p>Athletes have now left EKF – no further action.</p> <p>Officials – Disciplinary processes to be followed. Legal representative to be contacted to review case – action MD.</p> <p>Photograph to be removed from BKF website – action DS</p>	<p>MD</p> <p>DS</p>
<p>11. Referee Registration Procedures – European & World</p>	



<p>New procedures now in place. Dual Registration required – one with Javier Escalante (MD), second to EKF (WKF) accreditation – action DS.</p>	<p>MD/DS</p>
<p>12. Implementation of the V2 policy (parents to travel separately and stay at different hotels)</p> <p>Policy to be reviewed, SE version to be compared against - LL. V2 policy to be removed from website. Action LL.</p>	<p>LL</p>
<p>13. Lost passport – payment</p> <p>Monies were incurred due to loss of passport. £360 in total incurred – taxi, flight, etc.</p> <p>Agreed by board to reimburse in full by Treasurer.</p> <p>Proposed that in future for all international events, HOD should retain passports. Photocopies to be retained by individuals for additional ID purposes.</p> <p>Proposed by TD, seconded JDB. Passed.</p>	
<p>14. Incurring unnecessary late payments penalties from the WKF/EKF</p> <p>Late payment of 180 CHF for late entry application to WKF Juniors in Morocco.</p>	
<p>15. Registrations Officer</p> <p>Matter to be deferred until after AGM.</p>	
<p>16. Sponsorship – links on EKF Website (WT)</p> <p>Matter discussed, but rejected.</p>	
<p>17. KPIs (AG)</p> <p>KPIs to be set for employees. Draft has been sent out by AG. To be implemented by AG</p>	<p>AG.</p>
<p>AOB</p>	
<p>A1. MD has tendered his resignation as Vice-President of EKF.</p> <p>Accepted by Board members. Vote of thanks extended by all to MD for his work as Vice President.</p> <p>Note that MD still retains position on Board as appointed WKF representative.</p> <p>Proposal – Mick Billman to assume role of Vice President. Seconded by JDB.</p>	



Motion passed.	
<p>A2. Registrations</p> <p>On joining the EKF, the Association need to register all the members and buy the full quota of licences at that point. This is to gain provisional membership. Full membership will only be granted when they satisfy all EKF criteria.</p> <p>Proposed by TD, seconded by AG. Passed.</p>	
<p>A3. WAKO Application</p> <p>Membership to be clarified. Have received application pack and joining fee has been lodged. Letter to be sent to HOA to ask for full licensing of all members as part of application. Action – Mark Sell</p>	MS
<p>A4. Closed Squad sessions</p> <p>Policy to be revisited – action TD/LL</p>	TD, LL
<p>A5. Chief Referee Expenses</p> <p>Expenses have been sent in by Chief Referee for future events. To be reimbursed by Treasurer. Action - JM</p>	JM
<p>A6. Treasurer – Company Status</p> <p>Cleared balance – board informed. Paid – WKF, EKF, BKF fees</p>	
<p>Meeting closed:17.45 Date of next meeting: 27 March 2010 Holiday Inn, Coventry (tbc)</p>	