



WELSH CLAY TARGET SHOOTING ASSOCIATION LTD CYMDEITHAS SAETHU TARGEDAU CLAI CYMRU CYF

WCTSA BOARD of MANAGEMENT MINUTES

Date: Wednesday 16th June 2021
Venue: Video / Telephone Conference @ 7:00pm

PRESENT

<i>President:</i>	<i>Vacant</i>	<i>DTL:</i>	<i>Will Palmer</i>
<i>Chairman:</i>	<i>Robert Harrison</i>	<i>DTL:</i>	<i>Elis Jones</i>
<i>Stats Officer:</i>	<i>Rebecca Adlam</i>	<i>Olympic Trap:</i>	
<i>Secretary:</i>	<i>Nicola Walker</i>	<i>Olympic Trap:</i>	
<i>Treasurer:</i>	<i>Jackie Spencer</i>	<i>Olympic Skeet:</i>	<i>Alf Weston</i>
<i>Membership Secretary:</i>	<i>Allan Jones</i>	<i>Olympic Skeet:</i>	
<i>Sporting:</i>	<i>Richard Hughes</i>	<i>National Skeet:</i>	<i>Lloyd Morris</i>
<i>Sporting:</i>	<i>Janine White</i>	<i>National Skeet:</i>	
<i>ABT:</i>	<i>John Hewlett</i>	<i>Website Manager:</i>	<i>Clive Bowen</i>
<i>ABT:</i>			

1. Chairman's address & welcome

- The Chairman welcomed everyone to the meeting and advised we will get straight on to the matters in hand, as there was quite a lot of business to get through.

2. Apologies for absence

- Georgina Roberts, Rob Ace, Jonathan Davis & Emyr Davies

3. Declarations of conflict of interest

The Chairman asked for any conflict of interest to be declared & reminded everyone that should any arise at a later point in the meeting they were to be declared.

4. Minutes of the last meeting held on 5th May 2021

- Minutes of the last meeting were read & signed as a true record.
Proposed by AJW / Seconded by LM / Vote - All in favour

5. Matters arising from the minutes

- **3973** - AJW advised he is happy to stand the costs of the trophy and does not wish to be reimbursed. RJH extended thanks to AJW on behalf of the Board and noted it was very generous of him.
- **3986** - JS confirmed the County badges from K.T. Classics have been paid for and we can expect delivery within the next week or so.
- **3991** - RJH has emailed Iain Parker @ CPSA to ask the question and will advise RH & JW of the response in due course.
- **15b.** - AJ advised he has not received membership fees from Dovey Valley S.G. RH said he will be up there on Friday and will chase it up. AJ suggested payment should be made when grounds return their completed membership forms, but it was noted they will not know how

much they owe until the selection events are awarded. Going forward, RJH advised all membership fees should be paid by the 31st January or events may be awarded elsewhere.

RH to action.

- **3995** - NW advised GR is on the case and she has been communicating with Maxine Smiles. As GR was unable to attend the meeting, RJH proposed the update be moved to the next agenda.
- **3996** - RJH advised GR will be sending out a SWOT analysis to Board members shortly to gauge what everyone thinks should be incorporated into the marketing strategy. Feedback will be given at the next meeting.
- **3997** - RJH thanked all those who attended the first meeting held last week. Good progress was made with some sections no longer applicable being deleted and the re-writing of some dated sections. The Board are happy for the sub-committee to make the necessary changes and then present a final draft for ratification.

On-going.

6. Correspondence

- a. Email from Diane Condie WW2845 re: MQS for Ladies DTL Team
WP & EJ advised they are happy with the current DTL MQS's and feel they are fair for International team selection purposes. It was also noted these cannot be changed at present as the selection process for this year has already begun. WP advised he has already had a conversation with Diane and explained the reasons behind the MQS, which he felt she accepted. RJH suggested a formal response from the Board should still be sent.

NW to action.

7. Business matters

- a. **3990 - Safeguarding / Child Protection Officer vacancy & policies** - JW advised she has been in contact with Mike Gross @ WTSF to ask his thoughts on the required safeguarding qualification. He advised they are currently in the process of appointing an officer but felt the online courses should be sufficient. It was also noted, County Co-ordinators should be DBS checked and the WTSF will fund the cost of carrying out the checks. RJH advised the Sport80 software has functionality which will record who is DBS checked and send reminders when they need to be renewed.
- b. **3996 - PR & Marketing Manager role** - already covered earlier in the meeting.
- c. **3995 - Promoting ladies shooting sub-committee update** - already covered earlier in the meeting.
- d. **3997 - General rules review sub-committee update** - already covered earlier in the meeting.
- e. **3999 - I.T. sub-committee update** - RJH advised CB has been co-opted onto the sub-committee and Sport Wales have advised they are unable to offer email hosting to other Associations as they are restricted to WTSF emails only.
 - CB advised he has spoken to Gloversure about having extra email addresses for Discipline Reps. He suggested they are kept generic and limited to one per discipline which can be accessed by both Representatives (e.g. dtlrep@wctsa.co.uk). This was proposed by RJH, seconded by RH, with all in favour. RJH also mentioned he sometimes has issues accessing the chairman email address on his iPhone & NW commented she still only has access to the secretary email on her mobile, which could be an issue should something happen to the phone.

CB to action.

- A demonstration of the Sport80 software was held recently and RJH advised it is an excellent system with multi-tiered functionality, whereby clubs could use it to schedule & take entries for their own events. GR advised she is familiar with the software as British Shooting use it. RJH noted the WCTSA would probably only use around 30% of the functionality, but this would be a massive improvement on what the Association currently has. It will auto-generate renewal notices and reminders, generate reports and allow live membership checks to be carried out at any time. Members could also be sent exit questionnaires should they not renew their membership. It is a Cloud hosted system and the WTSF will assist with the data transfer. RJH stressed this does not mean the WTSF will have access to the data. The licence fee would be paid by the WTSF for all 5 Associations and the cost to us would only be 80p per membership processed via the system. Payments would be handled by a company called Stripe. JS advised we are currently paying PayPal £2.04 to handle each payment. Before any final decision is made, RJH advised they are due to have a demonstration of another system called 'Go Membership' fairly soon so a fair comparison can be made.
- f. **4000 - Branded pop-up presentation wall** - NW advised she has received a quote for £960.12 from the Hampshire Flag company for a 6m wall which includes 2 different designs, one on each side. CB offered to get an alternative quote from a company he has used previously, just to see if the quote is competitive. The Board agreed they are happy for this to be progressed in the hope it will be available for the first of the HCIT's in August.
CB & NW to action.
- g. **4001 - Branded merchandise** - NW advised both LM & GR have recently asked about the availability of any WCTSA branded merchandise. LM commented we never have anything to give to the other nations at HCIT's, especially to the Captains, whereas the other Associations do. GR also suggested it would be good to have some freebies to hand out at promotional events such as the 'Have a Go' days. CB offered to obtain some prices of various items such as badges, pens, stress balls etc. for further discussion at the next meeting.
CB to action.
- h. **3959 - Skeet HCIT 2021 update** - NW reported the Crowne Plaza Hotel have been in contact and advised they cannot host the banquet. All conference / function rooms have been commandeered for a Government initiative with immediate effect until April 2022. LM commented this wasn't necessarily a bad thing as there is some uncertainty about how many teams will be attending, He also advised the room prices at the Crowne Plaza have gone sky high, so other nations do not wish to stay there and are booking elsewhere. LM said he will speak to the Welsh Skeet shooters to see if they still wish to stay there and let NW know. NW asked LM to let her know as soon as possible as the hotel want us to sign a new contract just for the rooms. She will hold off on signing it for as long as possible. LM also suggested the banquet be replaced with the same arrangements being made for the DTL HCIT.
- i. **3994 - OT HCIT 2021 update** - NW advised arrangements are in hand. The banquet has been confirmed at the Burton Hotel, Kington and a deposit paid. 8 rooms have also been reserved for the Friday & Saturday nights at the hotel and a further 9 rooms reserved at the Radnorshire Arms Hotel, Presteigne. NW asked if the Board would be happy if she approached Imprint in Newtown to do the programmes for all 3 HCIT's. She advised she used them for the Sporting HCIT in 2018 and, if they still have the template on file, we won't have to pay any design costs. Everyone agreed this was a sensible proposal.
NW to action.
- j. **3998 - DTL HCIT 2021 update** - RJH advised the ICTSC have been informed there will possibly be

no banquet and alternative arrangements will be announced shortly. It was agreed, given current circumstances, a buffet for approximately 200 at the ground would be the easiest and most sensible option. A hog roast was suggested and WP advised Mike Faux often has one at some of his bigger events, so he may have a contact. CB also advised he may be able to obtain some quotes. The trophy presentation could be held immediately after and it was also suggested to reduce the number of trophies presented. Each nation could be asked to present their own individual Country trophies in their own time. EJ suggested the possibility of getting a marquee so people have somewhere to sit for the food and presentation. The Board felt this would only serve to increase the price of the tickets as the cost would have to be covered. It was proposed a site meeting should be held with Mike Faux as soon as possible to discuss and finalise the plans. WP advised he will contact Mike to arrange a date.

WP & CB to action.

- k. **3961 - COVID-19 update** - Nothing to report at present.

8. Treasurer's Report - See Appendix

- JS ran through the account balances and the major movements since the last meeting and asked if there were any questions.
- JS confirmed she has received some ground memberships and Hart Events has paid £155 but she cannot work out what this is actually for. RH advised he will speak to Nigel Hart and ask the question.

RH to action.

- NW asked if the levies received from grounds are actually checked. JS advised she has no way of actually checking what is owed as she doesn't have copies of the scores. On the subject of scores, RLA advised she is having some issues obtaining scores from some grounds in a timely manner or even a tidy format. Some have been sent to her as photographs of crumpled print outs. RJH proposed a letter be sent to grounds to clarify what is expected of them with regards to submitting the scores from selection events. They should also be reminded that all scores are to be submitted, including any for members from other Associations. The scores can then be forwarded to JS so she can invoice the grounds for the correct levies. RJH suggested this needs to be added to the rules under the section of what is expected from grounds / clubs. NW also advised RLA any non Shoot08 scores need to be submitted to the CPSA. NW will send a list of the grounds concerned. RJH advised the new CPSA scoring system is currently being rolled out and will hopefully be made available for all to use.

NW to action.

- RJH asked JS to set up cost centres for each of the HCIT's.

9. Executive Decisions

- RJH advised he instructed NW to increase the HCIT entry fees to match what was charged by the last host nations.

10. WTFSF report

- AJW advised there has not been a meeting since the last Board meeting.
- RJH advised the WTFSF plan to hold more meetings between the 5 Associations. The purpose of which is to share good practice not discuss WTFSF business.

11. BICTSF report

- Nothing to report. Next meeting is scheduled for 21st July.

12. ICTSC report

- Nothing to report & no news on the FITASC HCIT venue from the SCTA as yet.

13. ICTSF report

- RJH advised there have been no tenders for the 2022 World Sporting Championship so it may not go ahead.
- Robert Nugent, ICTSF Chairman, will be arranging a Zoom meeting for all nations to attend sometime in August.

14. Rules update needed as a result of items passed at this meeting

- None - review currently ongoing with the rules sub-committee.

15. Any other business

- AJW suggested it is good practice wherever possible to remind members to ensure they have paid up memberships before competing at selection events.
- RH asked congratulations be noted to Jonathan Kendall for his recent success at the BICTSF FITASC UK Championship at Jet Hall, Doncaster.
- EJ also wished to note congratulations to the following DTL shooters who had success at the DTL English Open at Bywell S.G. - Phil Morgan, Robert Clarke, Iwan Mills & Gareth Lloyd.
- RJH suggested condolence cards should be sent to the family of members who pass.
- JS advised the website calendar needs to be updated to include the OT HCIT.

16. Date & venue of next meeting

- 21st July 2021 - Video / Telephone Conference @ 7:00pm

With no further business the chairman declared the meeting closed at 9.12pm.

Minutes agreed and signed by:-

Signed:-



R.J. Harrison
WCTSA Chairman

Date:- 21/07/2021

APENDICES TO THE MINUTES

8. Treasurer's Report

WCTSA Ltd as of 16th June 2021

Bank Accounts:-

<u>Account Name</u>	<u>Account No.</u>	<u>As at 16/06/2021</u>	<u>As at 05/05/2021</u>
❖ Current Account	30924024	44,176	43,559
❖ Base Rate Reward	53163849	18,159	55,559
❖ Saver	33558894	80	80
❖ Paypal	N/A	226	47
❖ Close Brothers Savings		62,412	25,012
Total		£125,053	£124,257

Net Difference £

Major movements since last meeting (PAID)

	£
❖ Wages/PAYE 1 month	708
❖ Quickbooks paid via Barclaycard	18
❖ K.T. Classics - County Badges	1,616
❖ Gloversure	51
❖ Burton Hotel – Deposit for OT banquet	100
❖ Stationary	191
❖ Barclaycard Annual Fee	32

Major movements since last meeting (RECEIVED)

	£
❖ Allan's bankings re: members	530
❖ Paypal Transfers	2,300
❖ Standing Orders	120
❖ Clubs / Grounds Membership Fees	190
❖ Hart Events	155
❖ Levies: Fauxdegla S.G.	866

Due to pay:-

	£
❖ A. Weston - Dragon Trophy	201
❖ Radnorshire Arms Hotel - 9 rooms	1,440