



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

WCTSA BOARD of MANAGEMENT MINUTES

Date: Wednesday 21st July 2021
Venue: Video / Telephone Conference @ 7:00pm

PRESENT

President:	Vacant	DTL:	Will Palmer
Chairman:	Robert Harrison	DTL:	
Stats Officer:		Olympic Trap:	Jonathan Davis
Secretary:	Nicola Walker	Olympic Trap:	Georgina Roberts
Treasurer:	Jackie Spencer	Olympic Skeet:	Alf Weston
Membership Secretary:		Olympic Skeet:	
Sporting:	Richard Hughes	National Skeet:	Lloyd Morris
Sporting:		National Skeet:	
ABT:	John Hewlett	Website Manager:	Clive Bowen
ABT:			

1. Chairman's address & welcome

- The Chairman welcomed everyone to the meeting and advised, with restrictions being eased all the time, we may be able to finally hold a face to face meeting in the not too distant future.

2. Apologies for absence

- Rob Ace, Allan Jones, Janine White, Elis Jones, Gareth Wrentmore & 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 16th June 2021

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

5. Matters arising from the minutes

- 15b.** - RH confirmed Dovey Valley S.G. have now paid their membership fees.
- 6a.** - NW confirmed she sent a reply to Diane Condie and has since spoken to her, as she has now obtained the MQS and been selected for the DTL Ladies team.
- 3995** - GR advised she has spoken to Maxine Smiles but Maxine has been busy recently with events. She is however very keen to meet with the sub-committee to discuss plans in more detail.
- 3996** - GR advised she didn't receive any completed SWOT analysis forms from the Board but she will continue to work on the marketing/PR strategy and circulate it to the Board later this week. RJH suggested the remuneration for this new role be discussed at the next meeting.

GR to action.

- **4000** - NW advised CB was unable to better the quote received from the Hampshire Flag Company, so the order has been confirmed, paid and delivery of the wall is expected by the end of the week.
- **3994** - NW advised she has contacted Imprint in Newtown who have confirmed they still have the programme template on file from 2018, and we can re-use the design for the 3 HCIT's this year. NW will send Imprint the relevant information for each event and then forward the team details nearer the time.
NW to action.
- **8b.** - NW confirmed she has sent a list to RLA of which grounds do not use the Shoot08 scoring system and RLA has sent the scores from those particular grounds into the CPSA for registering.
- **12.** - RJH advised the FITASC HCIT venue has now been confirmed by the SCTA and the details forwarded to the Discipline Reps.

6. Correspondence

- a. Email from Phil Morgan WW376 re: Board attendance at last team selection events

After lengthy discussion, it was agreed the Statistics Officer is not expected to attend the last selection event for each discipline to finalise the team points. This has never been the case. It was however noted that Brian Davies, a previous Stats Officer, did used to attend the DTL final selection event but this was either because he was already attending as a competitor or because the event was held at Mid Wales S.C., which isn't far from his home. It was also noted, attendance at the last selection events wouldn't be possible if more than one discipline is being held on the same weekend. This was the case recently as DTL & OT were on the same day. RJH commented the collating of team points should be made easier going forward, as the new membership software will be live, up to date data which will allow memberships to be checked at any time. RJH advised he will send a suitable response to Mr Morgan's email.

This discussion then lead to RH suggesting maybe it is worth looking at the CPSA system, whereby shooters have to submit their scores to the Association for them to be considered for the team. This would eliminate the need to ring around asking shooters if they want to go to the HCIT's. The biggest concern is our selection procedures tend to finish later than the CPSA, which might be a lot of work to coordinate in a short space of time if teams are to be finalised in a timely manner. JD proposed a rule be introduced whereby all shooters who intend to shoot the HCIT's should inform their Discipline Reps prior to the last shoot, with the caveat that there could be exceptions to the rule depending on individual circumstances. This was seconded by RH, with all in favour.

Ties for team places was also discussed as this had arisen recently. Organising a suitable time & place had proven to be problematic as those concerned couldn't agree. GR suggested any required shoot offs should be carried out as and when the relevant Discipline Reps decide and it is up to those individuals concerned to turn up if they wish. RH seconded this proposal, with all in favour.

RJH to action.

- b. Email from Lee & Tom Betts re: re: release from Welsh team

All agreed to grant them their release from Welsh team duties and to thank them for their previous years of commitment to the team.

NW to action.

- c. Email from Angie Oliver re: Team Manager responsibilities

NW advised she received an email from Ms Oliver about the booking of rooms for the Welsh

team at the ABT Home International. NW had sent a reply which explained other Team Managers make the reservation and secure the booking using the WCTSA credit card. This however was met with some resistance and she challenged the fact this is not stated in the rules as part of the Team Manager's responsibilities. She had also followed this up with a series of other questions about the home international invite letters and the publishing of teams on social media and the website. RJH informed the Board he had also already sent an initial response to Ms Oliver but he will send a further one to address her additional concerns. He will clarify that a number of changes to the rules have been sanctioned by the Board over time but may not necessarily have been updated accordingly, which is why the rules are currently undergoing a thorough review.

RJH to action.

7. Business matters

- a. **4002 - Letters / certificates for Home International team members** - NW advised she doesn't currently have electronic copies of the invite letters or certificates that have been sent out previously. She has however obtained a paper copy which she will type up. She asked if the letter requires any updating before it is sent out. RH commented they have previously agreed the section regarding the uniform should be taken out and put in a separate document. The letter should also sound more congratulatory. NW advised she will make some amendments and circulate to the Board for approval before sending them out.
NW to action.
- b. **4003 - CPSA/NSCA World Sporting Championship** - RJH informed the Board the Welsh team had recently competed at the event at E.J. Churchill and had done extremely well. Collecting medals in all team categories and even gave England a close run in 2 categories. He also noted the generous sponsorship received from Dovey Valley S.G. in covering the team entry fees and providing each member with a polo-shirt and cap. RJH advised he felt somewhat uncomfortable with the event being totally unfunded by the WCTSA, especially as the team is representing the Association. All the other competing nations are fully funded by their Associations and numerous sponsors. It is also unfair not to allow any new caps to have the official team uniform. RJH proposed the WCTSA should at least cover the team entry fee, which this year was £180, and new caps should be allowed to have the necessary team kit. This was seconded by AJW, with all in favour. RH asked it be noted he abstained from the vote as he has a conflict of interest.
- c. **4004 - Welsh selection events outside Wales** - WP asked the matter be revisited as he would like to look at placing DTL selection shoots outside of Wales due to a lack of availability at grounds in Wales. At present, there is only SW2000 and Fauxdegla S.G. willing to hold DTL selection events and this is proving to be detrimental to the discipline as South shooters aren't travelling to the North and vice versa. It was agreed, if grounds in England are willing to join the WCTSA and pay the necessary levies, then they can be awarded selection events if no other Welsh grounds are forthcoming. WP proposed the motion, seconded by RH with all in favour.
- d. **3996 - PR & Marketing Manager role update** - already covered earlier in the meeting.
- e. **3995 - Promoting ladies shooting sub-committee update** - already covered earlier in the meeting.
- f. **3997 - General rules review sub-committee update** - RJH advised there hasn't been another review meeting since the last Board meeting and suggested this be dropped off the agenda until required.
- g. **3999 - I.T. sub-committee update** -

- CB confirmed the new discipline representative email addresses have been set up and tested by Gloversure. They are ready to be rolled out to each rep, so CB asked they contact him so he can set the email up for them.
 - RJH advised a demonstration of the Go Membership software was held last week but felt it missed the point of what we are looking for in a system. The demonstrator was more interested in promoting the functionality for clubs to organise their own events and pushing the reward scheme aspect of the software. It was generally agreed the Sport80 software is much better suited to our needs and will cost less per member. RJH proposed we look to move forward with the Sport80 software. This was seconded by AJW, with all in favour. RJH to continue to liaise with the WTSF.
- RJH to action.**
- h. 4001 - Branded merchandise update** - Examples of merchandise were circulated prior to the meeting and CB asked if the Board thinks we should move forward and get something ordered. It was agreed to get pens and pin badges to begin with a request for some branded mugs. CB advised he will get some prices for mugs and circulate the design proofs. It was also noted some of the International clothing with Sional is no longer available and some items are possibly not the best quality. It was agreed to review the clothing on offer over the winter months, after this year's home internationals have been held. CB advised he may have some clothing contacts worth approaching.
- CB to action.**
- i. 3959 - Skeet HCIT 2021 update** - NW advised the £500 from the Crowne Plaza hotel for the cancelled banquet deposit should be received this week. LM advised he has arranged alternative accommodation for the Welsh team near Wrexham. The hog roast has been agreed with Mike Faux at £8 per head with visiting nations being charged £12. RJH confirmed he has informed the ICTSC of the new arrangements. LM asked what the format for the shoot is. NW advised the invite letter stated 100 targets on Friday & 50 targets on Saturday.
- j. 3994 - OT HCIT 2021 update** - NW asked if the rooms at the Radnorshire Arms hotel have been booked by Welsh team members. JD advised all the team are sorted for the event but no one is staying at the Radnorshire Arms. NW asked if she should cancel the booking if they are not required. JD advised he will double check with the Team Manager first, just to make sure, and get back to NW before she goes ahead and cancels them.
- JD & NW to action.**
- k. 3998 - DTL HCIT 2021 update** - RJH confirmed the same arrangements have been made as the Skeet event with a hog roast being provided at the ground. He also advised EJ had sent an email asking the Board to reconsider the idea of having a marquee at the events, so shooters have somewhere to sit throughout the day. After discussion, it was felt there isn't necessarily enough room at the ground to erect a marquee and Mike Faux has previously said he wasn't keen on the idea. It was also agreed the event will potentially make a loss due to no banquet, so the cost of a marquee would just serve to increase the loss. All agreed not to go ahead with having a marquee.
- l. 3961 - COVID-19 update** - Currently no restrictions in place for outdoor events and further restrictions are due to be lifted for indoors next month.

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.

- A question was raised whether or not we still need the Freepost address as it doesn't appear to be being used. RJH suggested we need to continue to have it as it is on the current membership forms. Perhaps it can be cancelled at the next renewal when there may be less forms still in circulation.

9. Executive Decisions

- None.

10. WTSF report

- AJW advised there hasn't been another meeting since the last Board meeting. Next meeting is due to be early September.

11. BICTSF report

- RJH advised the meeting scheduled to take place today was cancelled as there was no business to discuss. It has been rescheduled for 24th August.

12. ICTSC report

- RJH advised there hasn't been a meeting held recently despite a request made to the Chairman. There is however usually a Council meeting held at the DTL Home International and RJH is currently liaising with the other nations to establish who is likely to be attending and who isn't as the meeting may need to be held remotely.

13. ICTSF report

- RJH advised the ICTSF AGM is scheduled for the 11th August @ 10 am and RH has offered to attend with RJH as the second WCTSA delegate.

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

- The following was noted to be added to the rules by the review sub-committee:-
 - Team Manager responsibilities
 - Intention to shoot home internationals is confirmed to Discipline Reps by the last selection event
 - Shoot offs for team places to be carried out as and when deemed by the Discipline Reps

15. Any other business

- LM asked if NW has a list of the Skeet County trophy winners. NW advised she does not but CB offered to assist to find out. NW advised AJ has probably got the list.
- RH asked congratulations be noted to the World Sporting Team. Every team picked up a medal and the Veteran team of Nigel Hart, Philip Patch & Philip Davies topped the podium. He also wished it be documented that the team were extremely grateful to Dovey Valley S.G. for the polo-shirts and caps. Going forward, RH advised red polo-shirts will be purchased from Sional and any sponsors for the World team will have their name/business embroidered onto them.
- NW advised she has received a quote to repair the County Sporting team trophy. To re-attach the handle and re-plate the trophy will cost £175 but a replacement cup on to the current base will only cost a further £10 (£185). As the WCTSA agreed to stand the cost of the repairs in the 14th October 2020 Board meeting, NW asked which option was preferred. It was agreed to proceed with replacing the cup.

NW to action.

- NW asked if she could go ahead and purchase some stationery as she has depleted her supplies. All agreed this was fine and JS advised the WCTSA have an account with Staples.
- RJH advised as AJ has asked to step down as National Coordinator, we need to advertise the position so a replacement can be found. He reminded Discipline Reps that, as per an email circulated to the Board, they need to oversee the finals this year until a replacement is found for next year. RJH to send NW a job description so the post can be advertised.
RJH & NW to action.
- LM advised he has no idea which Counties will be attending the Skeet County final this year. RJH advised AJ should still have all the information as he has agreed to continue to manage the paperwork side for this year.

16. Date & venue of next meeting

- 18th August 2021 - Video / Telephone Conference @ 7:00pm

With no further business the chairman declared the meeting closed at 9.37pm.

Minutes agreed and signed by:-

Signed:-



R.J. Harrison
WCTSA Chairman

Date:- 18/08/2021

APENDICES TO THE MINUTES

8. Treasurer's Report

WCTSA Ltd as of 21st July 2021

Bank Accounts:-

<u>Account Name</u>	<u>Account No.</u>	<u>As at 19/07/2021</u>	<u>As at 16/06/2021</u>
❖ Current Account	30924024	47,243	44,176
❖ Base Rate Reward	53163849	18,159	18,159
❖ Saver	33558894	80	80
❖ Paypal	N/A	36	226
❖ Close Brothers Savings		62,412	62,412
Total		£127,930	£125,053

Major movements since last meeting (PAID)

	£
❖ Wages/PAYE 1 month	708
❖ Quickbooks paid via Barclaycard	18
❖ Membership Secretary - A. Jones	250
❖ Hampshire Flag Company	960

Major movements since last meeting (RECEIVED)

	£
❖ Allan's bankings re: members	330
❖ Paypal Transfers	1,850
❖ Standing Orders	0
❖ Clothing	1,185
❖ Levies	831

Due to pay:-

	£
❖ Royal Mail - Freepost	288
❖ Sional - Embroidered patches x 395	349
❖ ICTSC fee 2021	700

7h. Branded merchandise update

WCTSA logo pin badges-250 for £140 + vat

WCTSA logo caps-250 for £812.50-£3.25 each + vat (nice quality ones)

WCTSA logo stress balls 6cm-250 for £240.40 +vat

WCTSA logo teddy bear keyrings-250 for £962.50-£3.85 each +vat

