



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

WCTSA BOARD of MANAGEMENT MINUTES

Date: Wednesday 5th May 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>Georgina Roberts</i>
<i>Secretary:</i>	<i>Nicola Walker</i>	<i>Olympic Trap:</i>	<i>Jonathan Davis</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 the new Down the Line discipline representative, Elis Jones, to his first Board meeting and wished him all the best in the role. He also welcomed Clive Bowen as the website manager to the meeting. Clive will be attending to hear first-hand what is happening in the Association so he can keep the website up to date. His attendance will be as a non-voting representative.

2. Apologies for absence

- Rob Ace, 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 31st March 2021

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

5. Matters arising from the minutes

- **3973** - JS advised she will arrange for AJW to be reimbursed for the trophy.
- **AOB 6.** - NW advised JH had confirmed the WCTSA contact details in the PULL Magazine have now been updated.
- **3986** - NW advised she has contacted K.T. Classics about the Ynys Mon county badge and they have confirmed they already have the design on file. NW has checked it is correct with AJ and placed an order for 20 of each county, except for South Glamorgan, as agreed at the last meeting. JS is in the process of arranging payment.

JS to action.

- **12** - JD confirmed the OT selection event which was clashing with BICTSF OT UK Championship has now been moved from Fauxdegla S.G. to Griffin Lloyd S.G. instead.
 - **6a.** - RJH advised he has spoken to both Mike Faux & Mike Amodeo multiple times about the awarding of the OT HCIT and both appear to have accepted his explanation.
 - **6c.** - NW advised she has held off on replying to Jasper Fellows @ Sporting Gun Magazine until after this meeting as the Board is due to discuss the possibility of creating a PR & Marketing Manager role. If approved, this person would be the best contact for any press releases, news reports etc. The question was raised as to how many people actually still read the magazines as the majority of shooting news can now be read online.
 - **3988** - RJH confirmed he informed EJ of his appointment, which is apparent by his presence in the meeting.
 - **3989** - JS confirmed both RH & WP have been registered as Directors with Companies House.
 - **3990** - A progress update is already on the agenda.
 - **3991** - RJH advised he hasn't yet spoken to Iain Parker at the CPSA but he will get back to RH & JW as soon as he has done so.
- RJH to action.**
- **3992** - AJ confirmed the dates and venues have all been set and advertised on the website. A question was raised by a County Co-ordinator whether or not scores from last year's qualifiers could be used. The Board felt Counties should where possible look to arrange qualifiers for this year to give any new members the opportunity to partake in the County Finals. However, if circumstances do not permit this, then consideration may be given to those Counties unable to hold any qualifiers.
 - **8.** - NW confirmed she has completed a stock take and provided the figures to JS for the end of year accounts.
 - **10.** - AJW advised he has made enquiries about hosting our own email. Absolutely PC Ltd is a company based in Bristol who have quoted £5 a month per email address if we have charity status or it is £10 a month for a commercial business package. The packages can be bespoke to our needs and include Cloud services, cyber security and daily support is available although this comes at an additional cost. CB advised he may be able to get some alternative quotes for comparison by the next meeting. RJH commented we need to look at hosting the emails ourselves so we can all have the same style of email addresses.
- CB to action.**
- **15b.** - AJ advised majority have paid but he will check and chase those who have not yet paid. RJH commented all grounds must pay before qualifiers commence in future.
- AJ to action.**
- **15c.** - RJH advised he has received some further information on the lead ban situation today. A number of organisations are currently disputing the data being used as the lead deposit estimation is significantly higher than what the cartridge manufacturers are actually producing.
 - **15d.** - JS confirmed the new insurance policy documents have been placed on the website and the membership age categories amended accordingly.
 - **15e.** - NW advised she has been in contact with the Hampshire Flag Company and has requested another quote for the pop-up wall.

- **15f.** - RJH confirmed he has spoken to CB, who was more than happy to attend the meetings to keep up-to-date with Board business so the website can be kept up to date accordingly.

6. Correspondence

- a. Texts from Phil Morgan WW376 re: membership refund

AJ informed the Board he has since had a message from Mr Morgan stating he wishes to retract his text messages. It was agreed however that this behaviour towards any Board official from any member will not be tolerated and a letter should be sent to Mr Morgan about his future conduct. The letter should also include a reminder that no membership refunds will be issued due to COVID-19 circumstances. AJ also informed the Board he has received a number of unpleasant phone calls from other members about their membership. RJH asked he report these individuals to the Board in future so they can be dealt with appropriately

NW to action.

- b. Email from Dave Jones WW2245 re: county finals venues

RJH suggested a letter of response be sent pointing out the Association also has a responsibility to support all grounds and this includes the sharing out of WCTSA events as fairly as possible. It was also noted there was no agreement at the County Co-ordinators meeting in December to allocate all the Sporting finals to Dovey Valley S.G. As a rule, dates and venues are usually discussed and proposed at the County Co-ordinators meeting but given the circumstances at the time and the fact there was no indication as to when shooting would resume, plans were rightly put on hold. The decisions were then made in consultation with the relevant discipline representatives.

NW to action.

- c. Email from Ian Palmer WW2396 re: release from Welsh team

All agreed to grant Mr Palmer his release from Welsh team duties and to thank him for his many years of commitment to the team.

7. Business matters

- a. **3990 - Safeguarding / Child Protection Officer vacancy & policies** - JW advised she has reviewed the policies and noted all grounds, clubs and counties should have a designated Child Protection Officer. Our responsibility as an Association is to inform & advise but not to enforce. The designated officer should also have an up to date DBS check. This is only really applicable to the WCTSA when travelling away with teams, and a child protection panel should be set up to deal with any incidents. This needs to be kept separate from the Board. JW advised there is currently no stipulation as to the level of qualification required by the Safeguarding Officer but it may be worth contacting the WTSF to see what their view is. RJH thanked JW for her time in looking into this and proposed she be elected at the WCTSA Safeguarding / Child Protection Officer. This was seconded by GR and all were in favour.
- b. **3995 - Promoting ladies shooting sub-committee** - NW advised she has emailed Maxine Smiles to inform her the Board would welcome some collaborative working to promote ladies shooting, and Maxine has subsequently accepted the offer to be part of the sub-committee. GR advised she is keen to be involved and RJH proposed she chair the sub-committee. Seconded by JW with all in favour. GR to see if she can recruit some other willing volunteers and to report back at the next meeting.
GR to action.
- c. **3996 - PR & Marketing Manager role** - It was unanimously agreed the PR & marketing side of the Association needs to be improved and appear more professional. RJH noted we need to

catch up with other Associations and have a presence on other social media platforms such as Instagram, Whats App etc. RJH proposed the role should be paid an honorarium like the Statistics Officer role, as it will require a level of commitment. Regular posting of news stories, information and signposting of the website would be some key elements of the role. CB advised some grounds are currently paying anywhere between £400 - £1,900 per month for an external company to do all their PR & marketing work. As CB & GR both have experience in this area, RJH suggested they put together a proposal for the role for further discussion at the next meeting, with a view to possibly trialling the position for 12 months.

CB & GR to action.

- d. **3997 - General rules review sub-committee** - RJH advised the WCTSA General Rules are very much in need of a review and proposed a sub-committee be set up to conduct the review. He suggested it maybe beneficial to have one representative from each discipline attend to ensure the rules are all encompassing. The following all volunteered to be included: AJW, JW, JD, RH, EJ, JH, & LM volunteered RA. RJH advised he will arrange a meeting soon.

RJH to action.

- e. **3998 - DTL HCIT & British Open 2021** - RJH advised the ICTSA have now confirmed they will be unable to host both the DTL & FITASC HCIT's in 2021 due to circumstances surrounding COVID-19. Following email correspondence between the nations, the CPSA have advised they are unable to take on the hosting of another HCIT this year, so it was left to either us or the SCTA to take on these events. After further correspondence, the SCTA advised they wouldn't have a suitable venue to take on the DTL HCIT but could host the FITASC instead. Since then, the decision has been made to award the hosting of the DTL HCIT to Fauxdegla S.G. as it is the only venue in Wales with enough layouts. This also includes the hosting of the British Open. WP advised he has spoken to Mike Faux who is happy to hold the event but Mike has already been in contact with the CPSA about them organising the British Open and doing the squadding for the HCIT. RJH asked WP to remind Mike the organisation of the HCIT is our responsibility not the CPSA and any arrangements should be sanctioned by the Board first. He is however, welcome to ask the CPSA to assist him with the organising of the British Open. It was agreed that at this short notice, finding a banquet venue big enough to accommodate the event will be nigh on impossible. It was therefore suggested maybe a buffet at the ground might be more suitable given that social distancing measures could still be in place. WP advised he will liaise with Mike about some possible options as he regularly provides buffets for shooters at some of his other championship events. WP also commented that the British Open entries available to non-team members will be restricted to a maximum of 40 due the number of layouts available. This may lead to some criticism from those who are unable to book a space. RJH advised it is unfortunate but it cannot be helped given the circumstances and the CPSA will ensure the spaces are allocated on a first come first served basis.

WP to action.

- f. **3994 - OT HCIT 2021 update** - NW advised she has drafted the official invite letter and circulated it to JD & GR for approval. JD confirmed the team managers meeting will be held the day before and practice will be available at the ground prior to the event. He also suggested Griffin Lloyd S.G. will probably hold an open competition on the Sunday, but wasn't sure of the details. NW also advised she has spoken to the Burton Hotel, Kington who have pencilled us in for the 21st Aug. They unfortunately do not have enough rooms to accommodate the whole team, so NW will look around for a second hotel.

NW to action.

- g. **3959 - Skeet HCIT 2021 update** - NW advised she will check all is still ok with the Crowne Plaza hotel as she hasn't heard from them since before Christmas.
NW to action.
- h. **3961 - COVID-19 update** - RJH advised the next Welsh Government update is due on the 17th May, but is unlikely to affect shooting.

8. Treasurer's Report - See Appendix

- JS advised she has now had written confirmation from Close Brothers about the new account and will move more money over from the Base Account.
- JS will also be arranging payment to K.T. Classics for the County badges order.
- JS ran through the account balances and the major movements since the last meeting and asked if there were any questions.

9. Executive Decisions

- None

10. WTSF report

- AJW advised the WTSF have updated some of their rules. Grandparents' rights is now an acceptable criteria for individuals to represent Wales and grandparents can also grant permission for juniors to participate in events.
- AJW advised our ample reserves unfortunately prevent us from obtaining any grants.
- It was noted equality, inclusion & diversity are very much high on the WTSF agenda as discrimination can lead to major fines if proven.
- RJH advised he has had a meeting with Alan Greene about wanting to improve our I.T. infrastructure. A suggestion has been made that it may be possible to piggyback off the Sport Wales CRM system, via the WTSF, if it is suitable. RJH advised they are having a demo of the system (Sport80) next Tuesday @ 3pm and suggested AJW & GR also attend as they were part of the original I.T. sub-committee.

11. BICTSF report

- None - next meeting is scheduled for 2nd June.

12. ICTSC report

- None

13. ICTSF report

- None

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

- None

15. Any other business

- RH asked it be noted the 1st Sporting selection shoot held last weekend at Quattro Lodge S.G. was excellent and the team did a great job running their first Welsh selection event.
- RH advised he has noticed on social media that a number of FITASC shooters have been having coaching at Hart Events this week, which is in the run up to a selection event due to be held there at the weekend. RH reminded the Board there is a rule in place regarding this and asked for the Board's permission to pull the shoot from the selection process if targets are not

changed and certain individuals gain an unfair advantage. All were in agreement.

- RLA asked if she could have access to the WCTSA Facebook page so she can post the team scores as soon as she has updated them. WP advised he is able to grant the access.
WP to action.
- RJH advised he has decided to hold back on the levy increase for Welsh selection shoots this year. It seems unfair given grounds have been closed for lengthy periods of time and there are now no trips to Ireland for HCIT's this year. He proposed they be increased for 2022 and grounds can be informed of this increase when their membership renewal letters go out at the end of the year. All were in favour of this proposal.

16. Date & venue of next meeting

- 16th June 2021 - Video / Telephone Conference @ 7:00pm

With no further business the chairman declared the meeting closed at 9.22pm.

Minutes agreed and signed by:-

Signed:-



Date:- 16/06/2021

R.J. Harrison
WCTSA Chairman

APENDICES TO THE MINUTES

8. Treasurer's Report

WCTSA Ltd as of 5th May 2021

Bank Accounts:-

<u>Account Name</u>	<u>Account No.</u>	<u>As at 05/05/2021</u>	<u>As at 31/03/2021</u>
❖ Current Account	30924024	43,559	40,189
❖ Base Rate Reward	53163849	55,559	55,558
❖ Saver	33558894	80	80
❖ Paypal	N/A	47	83
❖ Close Brothers Savings		25,012	25,012
Total		£124,257	£120,922

Net Difference £

Major movements since last meeting (PAID)

	£
❖ Wages/PAYE 1 month	708
❖ Quickbooks paid via Barclaycard	18
❖ ICO re: Data Protection	35

Major movements since last meeting (RECEIVED)

	£
❖ Allan's bankings re: members	510
❖ Paypal Transfers	2,450
❖ Standing Orders	540
❖ Clothing	135
❖ Clubs	150
❖ Levies: Fauxdegla S.G.	383

Due to pay:-

❖ K.T. Classics – 160 County Badges	1,600
❖ Gloversure	33

7c. PR and Marketing Manager

The role

- Growing media profile by sourcing relevant and engaging stories
- Lead, develop and manage the marketing and communications strategy
- Overseeing production and distribution of high quality press releases and bylined articles
- Co-ordinate outreach across all stakeholders
- Respond to media queries in a timely and professional manner, acting as a spokesperson for the organisation and providing expert advice to colleagues in relation to this area
- Establish relationships with stakeholders, ranging from other organisations to members
- Develop and deliver the PR and media strategy
- Introduce the use of analytics to track success of deliverables and outreach
- Help grow the organisations level of influence by building trust and engagement across all platforms
- Establish the vision, mission and values of the WCTSA throughout outreach and numerous social media platforms
- Liaise with directors and board members to plan future growth of the organisation
- Establish a communications strategy and brand guidelines, to maintain 'tone of voice' and 'visual identity' is consistent across the organisation and associated platforms
- Seek out opportunities to promote the WCTSA and events, maintaining focus on recruiting new members
- Create a consistent flow of proactive and reactive news pieces to ensure WCTSA is seen to be a modern and up-to-date organisation