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

WCTSA BOARD of MANAGEMENT MINUTES

Date: Wednesday 1st April 2020
Venue: Video / Telephone Conference @ 7:00pm

PRESENT

President:		*ABT:*	
Chairman:	*Robert Harrison*	*DTL:*	*Dai Ricketts*
Stats Officer:	*Gavin Harvey*	*DTL:*	
Secretary:	*Nicola Walker*	*Olympic Trap:*	*Georgina Roberts*
Treasurer:	*Jackie Spencer*	*Olympic Trap:*	
Membership Secretary:	*Allan Jones*	*Olympic Skeet:*	*Alf Weston*
Sporting:	*Janine White*	*Olympic Skeet:*	
Sporting:	*Richard Hughes*	*National Skeet:*	
ABT:		*National Skeet:*	*Gareth Irving*

1. Chairman's address & welcome

- The Chairman welcomed everyone to the first ever WCTSA Board meeting held via video / telephone conference. Due to the current lockdown, this was the only way the meeting could still take place. If this method is successful, then the Chairman suggested this may be the way forward for the Association as it will certainly cut down on travelling time and expense for Board members. He also thanked GH for arranging the hosting of the meeting through his work but suggested the WCTSA may need to consider purchasing its own hosting licence if this is to be a regular occurrence.

2. Apologies for absence

- Emyr Davies & Gareth Wrentmore

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 15th January 2020

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

5. Matters arising from the minutes

- **3921** - JS confirmed both of the new Directors have now completed their registration forms.
- **3931** - NW confirmed she has sent a thank you email to Mike Amodeo for hosting the 'Have a go' event back in December. Mike had responded and advised he was more than happy to assist again in the future and he is pleased to see the Association trying to encourage new shooters into the sport.

- **3933** - NW advised she has been in contact with the CPSA to ask if they have a process for recognition of the perfect score. They advised they offer shooters the chance to purchase a cloth badge or a metal pin badge with '100' on it once their score has been ratified. The CPSA agreed they would sell some of the metal pin badges to us for the same price they offer them to their shooters which is £3.50 each. After discussion, it was agreed to purchase 10 for now. An order has been placed and delivery is expected very soon. It was agreed these are only to be awarded for the perfect score which is 100 ex 100 in all disciplines except DTL, which will be 100 ex 300. It is the responsibility of the shooter to contact the Board and inform them of their achievement. Once the score has been confirmed, a badge will then be awarded. It was agreed these will be awarded from now on and not retrospectively and the shooters will not be charged for them. Gary Davies (Sporting) will be contacted once the badges have arrived to recognise his achievement which was brought to the Board's attention in January. All recipients will also have their achievement posted on the website with a photograph of them receiving their badge.
  NW to action once the badges are received.
- **3934** - NW confirmed she has purchased & installed the Microsoft 365 software on the WCTSA laptop.
- **3935** - Following the last Board meeting, a Castellani vest order has been placed and the delivery is due fairly soon. Unfortunately, once the order had been placed, Castellani advised the prices previously given were not including embroidery costs so the previously agreed sale prices no longer covered the costs. RJH suggested they needed to be increased to £125 for Ladies & £135 for Men's. All were in favour.
  NW advised she had arranged to meet with Clive Bowen at Mid Wales S.C. to photograph some of the old merchandise so it could be advertised for sale on the website. Unfortunately, due to the recent lockdown, this has had to be postponed.
- **3940** - JS confirmed the new insurance documents have been uploaded onto the website.
- **3941** - GR confirmed all OT shooters have now received their new membership cards.

6. Correspondence

- Letter received from Stuart Hart re: Sporting / FITASC selection shoot targets
  After lengthy discussion, it was agreed that some of the targets at both the first Sporting & FITASC selection shoots were unfortunately made more difficult due to the high winds. The Board recognised the suggestion of a target vetting sub-committee was potentially a good idea and appreciated the fact Stuart had put forward a possible solution to the issue, but majority thought this may offend ground owners who have taken the time and effort to set the shoots. With grounds in Wales getting less, it was felt this would be viewed as a negative step forward and possibly discourage grounds from wanting to host selection shoots in the future. It was noted very few grounds actually adhere to the rules of target setting and therefore vetting targets according to the rules at every selection shoot would be difficult to implement. With new grounds starting to come forward it was agreed the approach should be to encourage not criticise. All discipline reps agreed their primary remit with regards to targets is that they are safe and any major issues should be raised on the day and directed to the appointed jury. RJH suggested it would probably be beneficial if both RH & JW speak to Stuart personally about his concerns and proposal in due course.
  RH & JW to action.

7. Business matters

a. **3942 - Membership expiry dates / issues -** AJ informed the Board he has received an email from the CPSA which indicates they allocate membership expiry dates as the end date of the relevant month. For example, a membership expiry date on our system of 12th March would have an expiry date of the 31st March on the CPSA system. AJ asked if he should do the same and align our expiry dates with the CPSA. RH commented that the CPSA have actually been implementing this process for a number of years so it isn't anything new. It allows members a bridging period should they be a bit late in renewing their membership. The Board agreed the WCTSA membership should continue as usual and issue expiry dates 12 months to the actual renewal date.

b. **3943 - Member WW2797 -** RJH informed the Board it has been brought to his attention that the granting of a membership to the above member was done so in contradiction to the ICTSC Amity Agreement which the WCTSA signed on 01/01/2016. The breach of the Agreement has been raised following a recent similar issue whereby another individual has joined the ICTSA after refusal of membership renewal to the CPSA. RJH advised this will be discussed in the forthcoming ICTSC meeting and it would be better if the Board has an agreed response prepared. In order to rectify the situation and after seeking legal advice, RJH proposed that the Board should send member WW2797 a letter advising him his membership is to be terminated with immediate effect as it was given in error and his membership fee will be refunded. This was seconded by GH and all were in favour. RJH confirmed he would post the letter immediately by recorded delivery.
GR asked if the ICTSC keeps a list of banned/refused memberships as this would help prevent future issues. RJH agreed to raise this query with the ICTSC at the meeting. In order to prevent similar problems for the WCTSA, RJH proposed that any membership applications received from individuals who live outside of Wales should be brought to the Board for approval first. This was seconded by AJW with all in favour.
RJH to action.

c. **3944 - Email from Mike Faux @ Fauxdegla S.G. re: Ground membership fees -** RJH advised he has been in contact with Mike Faux regarding his email. After their conversation, Mike agreed he had misunderstood the ground fees structure and appreciated he was actually paying less now than he did a few years ago. RJH has agreed to meet with him later in the year to discuss further a suggestion he made regarding increasing the levy to reduce ground membership fees. RH suggested maybe a review of the fees per discipline would be better. He suggested the grounds hosting the bigger/better attended disciplines should pay more than those who host the smaller disciplines. He also suggested grounds hosting a HCIT event should also make a bigger contribution to the WCTSA. GH also proposed a review of grounds holding "dual events" on the same days as selection shoots should be looked into as well. This is currently being used as a way of avoiding paying levies for CPSA members. It was agreed the fees should be discussed in further detail and should be added to the agenda for the September meeting before the ground membership renewal forms go out.
NW to action - September.

d. **3945 - Future 'Have a go' event dates -** Due to the current lockdown situation, it was agreed this should be put on hold until things begin to return to normal.

e. **3946 - Skeet HCIT 2020 update -** This would need to be reviewed after the ICTSC meeting scheduled on Friday (03/04/20) where the 2020 HCIT's are on the agenda for discussion.

f. **3947 - I.T. sub-committee -** RJH informed the Board he would like to move forward with the setting up of an I.T. sub-committee. He explained the remit of the committee will be to review and upgrade the current membership database. The first task will be to investigate what sort of membership software is available and which will suit our needs best. He also suggested the committee could look into obtaining the necessary software license for future meeting to be held via video / telephone conference as this may be the way forward. AJW, GH & GR all volunteered to be part of the committee along with RJH.
RJH to action.

g. **3948 - ABT Team Manager -** NW advised there has been 1 application for the position so far. However, with all shoots currently postponed due to the COVID-19 outbreak, this was put on hold until further notice. NW to inform the applicant of the situation.
NW to action.

h. **3949 - 'Go Cardless' for membership subscriptions -** JS advised she has recently had to change the accounting software from Sage to Quickbooks due to a problem with the Cloud and part of the new software includes functionality to take membership subscriptions. However, in light of the new I.T. sub-committee remit she suggested this may not be necessary as the new membership software will probably also incorporate something very similar.

i. **3950 - WTSF support grant -** JS confirmed the £2000 WTSF grant has been received and the required questionnaire completed and submitted.

j. **3951 - Castellani vest prices -** Already covered under agenda item 3935.

8. Treasurer's Report – See Appendix 1

- JS confirmed the outstanding levies for 2019 from Hart Events & Griffin Lloyd have been paid.
- JS confirmed Brian Davies has been refunded his membership fees for the last 2 years following him being granted a Life Membership.
- Due to the current lockdown and postponement of all shoots, JS asked the Board should the Secretary be put on furlough and the WCTSA claim for the 80% grant available from the Government. RJH said he felt this wasn't necessary at present as there is still plenty to do and to maybe review the situation at the next meeting.

9. Executive Decisions

a. **3952 - Engraving of Sports Personality awards -** Following some confusion, RJH confirmed the WCTSA should cover the costs of engraving both the Sports Personality of the Year trophies. In future, this shouldn't be an issue as they will be engraved before being presented at the AGM. Any previous winners who wished to claim back their engraving costs can do so if they wish.

b. **3953 - Badges for shooting 100 targets -** As covered under agenda item 3933, approval to purchase 10 badges from the CPSA had been granted.

c. **3954 - Purchase of more stamps before price increase -** Approval had been granted to go ahead with the purchase of more stamps for the Association but JS advised she hadn't proceeded with this in the current circumstances.

d. **3955 - Cancellation of all WCTSA shoots due to COVID-19 outbreak -** Following the outbreak of COVID-19, the decision was taken to cancel all WCTSA selection shoots as of 18/03/2020. This early decision had proven to be the right one given the total lockdown issued by the Government less than a week later.

10. WTSF report

- AJW confirmed India has been given permission to host both the shooting & archery competitions for the Commonwealth Games 2022. They may be held around January time and the medals awarded will be included in the overall Commonwealth Games medals table. He also advised shooting may not be considered a core sport at future Games.

11. BICTSF report

- RH reported the last meeting was held on 07/03/20 along with the AGM but unfortunately neither he nor GH were able to attend as this was the same day as the first FITASC selection shoot. Since then the BICTSF had postponed all its events for 6 weeks following the lockdown and had decided to review the situation again at the May meeting.

12. ICTSC report

- RJH advised there is a meeting taking place on Friday (03/04/20) which he will be attending. On the agenda is the 2020 HCIT's and he asked for the Board's views on what they think should be decided. GI commented he feels a number of shooters won't want to go now as there may still be some uncertainty around the COVID-19 situation. RH said the events maybe poorly attended which is a shame when so much work and preparation goes into hosting the HCIT's plus there may not even be enough time left in the year to hold enough selection shoots for the team selection process to be carried out fairly. Even if the events are moved to later in the year, there won't be enough dates available to fit everything in and some oversees events have already be rescheduled on HCIT weekends. RJH advised he will propose, on behalf of the WCTSA, that all HCIT events be postponed until 2021.

13. ICTSF report

- RJH reported the ICTSF have recently appointed Robert Nugent from Australia as the new President and they have already postponed the 14th ICTSF World DTL Championship due to be held at Bywell S.G until 2021.

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

- Membership applications received from individuals who reside outside of Wales must be passed by the Board before membership is issued.

15. Any other business

- **3956 -** AJ asked should the WCTSA consider refunding membership fees given the current circumstances. It was agreed it was too early in the lockdown to make any kind of decision of this nature and it should be added to the next meeting agenda for discussion.
- **3957 -** NW informed the committee that a lot of old paper based Board meeting minutes are currently filed away in folders but are gradually getting tatty and faded over time. She asked if the Board would be happy for her to scan the old minutes so that an electronic copy can be filed instead. This would make it easier to locate a specific set of minutes and save a lot of storage space. It'll also make them accessible to others and easier to pass on to future secretaries. All were in favour.

16. Date & venue of next meetings

- 13th May 2020 - Video / Telephone Conference @ 7:00pm

With no further business the chairman declared the meeting closed at 9.05pm.

Minutes agreed and signed by:-

Signed:-  Date:- 13/5/2020

R. J. Harrison
WCTSA Chairman

APENDICES TO THE MINUTES

8. Treasurer's Report

WCTSA Ltd as of 1st April 2020

Bank Accounts:-

Account Name	Account No.	As at 31/03/2020	As at 18/02/2020
❖ Current Account	30924024	23,077	24,915
❖ Base Rate Reward	53163849	18,135	18,131
❖ Saver	33558894	80	80
❖ Paypal	N/A	163	317
❖ Secure Trust	47643	61,540	61,540
Total		**£102,995**	**£104,983**

Net Difference **- £1,988**

Major movements since last meeting (PAID)

	£
❖ Endsleigh Insurance	2,337
❖ Wages/PAYE 2 months	1,533
❖ A. Jones Membership Sec.	250
❖ G. Harvey Stats.	1,250
❖ Sional Badges	336
❖ Gloversure	341
❖ Mid Wales Vests	3,842
❖ L Pitt - engraving	20

Major movements since last meeting (RECEIVED)

	£
❖ Allan's bankings re: members	1,447
❖ Paypal transfers	3,050
❖ WTSF Grant	2,000