



MINUTES
of the BVF Committee Meeting,
SUNDAY 16TH JANUARY 2011
John Mason's, 18 Sandringham Road, Trowbridge BA14 0JU

Meeting opened at 10.59

Members present:

Gillian Aghajan, Peter Baron, Linda Lawes, John Mason, Frank Mills, Jonathon Stanbury,
 David Sweeney

- 1) **Apologies for absence**
 Lawrence Burr, Malcolm Fare

- 2) **Minutes of the last meeting, 21st November 2010**
 Pre-approved by email

3 Action Items

ACTION	BY
<u>1) Action Items prior to the November meeting</u>	
193 [Re membership drive based on Leon Paul vouchers] Dave will circulate a proposal for progressing this. <i>ONGOING</i>	Action
	DS
210 John has made the tick-boxes on the Age Groups entry form a mandatory field for online entry. Hilary will make an announcement to this effect in the December newsletter. <i>DONE</i>	
225b Peter will look into resuming friendly matches with universities once term starts. <i>ONGOING</i>	Action
	PB
228 [Re Europeans] Frank proposed that he should undertake a feasibility study for hosting the 2013 event. This was seconded by Dave and passed unanimously. <i>ONGOING</i>	Action
	FM/DS
233 A number of comments were made on the draft business plan produced by Frank and David, and an updated document will be produced and circulated to committee. <i>ONGOING</i>	Action
	FM
234 John and Peter will cooperate in progressing a London based veterans event, starting by expressing to Paul Abrahams that we are interested in knowing more about his proposal. <i>ONGOING</i>	Action
	JM, PB
235a John had run a postcode analysis of the Unisex Foil & Sabre event and determined that most were local to the venue or within the 2 hour travel boundary identified in the previous survey Peter asked John to do a postcode comparison of event entrants for the West Midlands Open. PB to supply list of entrants to JM <i>ONGOING</i>	Action
	JM, PB
235b John and Dee will finalise consistent use of the logo across the various media, and John will circulate the committee for approval. Gillian, as editor, will be involved with the newsletter design. Logo, newsletter design, etc. sorted John still to produce templates for compliments slips, letterheads etc. for committee use <i>DONE</i>	
236 Dave will progress the production of medals for the BVC and Age Groups. It was agreed that a larger size should be used for the weapon medallists at the BVC, and a smaller size for the Age Category winners at the BVC and the medallists at the Age Groups. Dave will also investigate costs of an enamelled version for the BVC winners. Dave will supply to John the diameter and engraveable areas of the two medal sizes and John will supply high resolution artwork of the new logo to him. Dave has asked for a quotation. Dave to firm up the quotation for all medals for all events throughout the year and report back.	DONE

<p>237 Tracksuits: BF has yet to finalise its new design. It has offered current GB T/S at a discount price. Dave to contact BF to ascertain status of development of new generic tracksuit then report back. Then a decision will be made how to proceed. ONGOING</p>	
<p style="text-align: right;">Action [247]</p> <p>Gillian will investigate production of car stickers & novelty items, e.g. key rings bearing logo. GA has contacted a potential supplier who has not responded. Other suppliers suggested by committee members to be investigated. ONGOING</p>	<p style="text-align: right;">DS</p>
<p style="text-align: right;">Action [248]</p>	<p style="text-align: right;">GA</p>
<p>230 David and Linda, as members of the sub-group tasked to examine Selection procedures, had circulated an interim report to committee prior to the meeting. A questionnaire had been sent to the majority of fencers who had declined their selection for the European and World Championships in attempting to obtain an overall view of reasons. Over 50% had replied and the remainder were being followed up.</p> <p>The interim report contained a proposed ranking system to make it easier for a fencer to achieve selectability and easier for the Selectors to select. A more comprehensive report will be produced and circulated to committee for discussion at the next meeting. See Agenda Item 6</p>	
<p>Re Winton (238-242): JM proposed that online entry be set up so that organisers can view the entry, team captains can view their own team entry and that all others will be unable to see any entries Seconded by DS Passed Unan.</p> <p style="text-align: right;">ONGOING</p>	<p style="text-align: right;">JM</p>
<p>243 Hilary will circulate the committee with possible dates for a committee meeting in February 2011. It was agreed that Peter email Frank and ask him to set up a meeting in January</p> <p style="text-align: right;">DONE</p>	
<p>246 The proposed dates for the traditional match against Germany have been given as 14th/15th May 2011 and discussions and a meeting have been held with local members in Durham and with the Town Hall officials. A budget for the event will be produced for review and approval once quotes for the social programme and other costs have been received. Some progress made.</p>	<p style="text-align: right;">LL</p>
<p>LL proposed that DS hand off the Germany match to FM seconded: JM Passed Unan. ONGOING <i>(See AOB below)</i></p>	
<p style="text-align: right;">Action</p> <p>2) <u>Action Items from the November meeting</u></p>	<p style="text-align: right;">FM, DS</p>
<p>250 Action minutes as agreed by the committee be posted on the web site for the membership, starting with the August 2010 meeting. Other documents would be archived for committee access. November meeting minutes posted but not August. JM uncertain whether the committee had finally agreed a set of minutes. It was agreed that the version produced by FM had been approved and JM will upload those.</p> <p style="text-align: right;">ONGOING</p> <p style="text-align: right;">Action</p>	<p style="text-align: right;">JM</p>
<p>251 Online archive: JM to proceed along the lines of his simulation shown to the committee. Almost done, some still to be uploaded.</p> <p style="text-align: right;">ONGOING</p> <p style="text-align: right;">Action</p>	<p style="text-align: right;">JM</p>
<p>252</p> <ol style="list-style-type: none"> 1) JM should revise the expenses guidelines and then they would be reviewed by the committee 2) Ian Hunter (Ref's Committee Chairman) should be involved in the process after the committee has deliberated. 3) Guidelines and expenses claim forms to be published on the web site 4) Officials be asked to submit expense claims for re-imburement to establish better control over what is paid out <p>Car travel expenses to be increased to 25p. per mile Proposed JM seconded PB Carried Unan. JM to publicise forms etc. as above.</p> <p style="text-align: right;">ONGOING</p> <p style="text-align: right;">Action</p>	<p style="text-align: right;">JM</p>
<p>253 DS to work with FM to write a letter to Piers Martin to express disappointment at the lack of supports for referees in 2010 and to ask for guidance as to when and how to submit a request for 2011. DS has contacted BF and he and Franck will try to arrange a meeting with Piers/Ben Champion</p> <p style="text-align: right;">ONGOING</p> <p style="text-align: right;">Action</p>	<p style="text-align: right;">JM</p>
<p>254 DS tasked with the job of determining the requirements for the European Championships with</p>	<p style="text-align: right;">FM, DS DS</p>

regard to documentation & Eligibility, prior to next meeting and as soon as possible.	DONE	-
255 JM to order membership cards .	DONE	-
256		
1) JM to carry on sending out information about European competitions		
2) JM to carry on publishing the calendar	ONGOING Action	JM
257 LL to book Radley for Oxford Unisex and Lilleshall for the Winton Oxford: found that date clashes with 6 nations teams event. FM to look at new date and organise. Proposed JM seconded PB carried Unan	Action	
258 GA to review the contact page on the newsletter	DONE	-
259		
1) That JM review the contact page on the website	DONE	
2) That JM review files held on the server and remove those containing personal information.		
3) JM to address question of additional web security including asking BF for advice.	ONGOING Action	JM
260 Committee to request that the selectors change the rules on selection to exclude selectors from benefitting from discretionary places.	DONE	-
261 PB to write to LB & JS on behalf of FM welcoming them to the committee. .	DONE	-
262 DS to send them copies of the documents regarding selection asap. . .	DONE	-
263 GA to contact the Wheelchair Fencing Association to arrange a match. GA has done so and arranged for a few fencers to attend Stoke Mandeville on Friday prior to AGQ competition. Will look to arrange other events.	ONGOING Action	GA
264 BVC team manager to investigate the inclusion of wheelchair fencers in the event. Wheelchair fencers have own event that weekend so unavailable. . .	DONE	-
265 A generic risk assessment to be produced to cover all BVF events.	ONGOING Action	LL

4) **Other matters arising, if not on the agenda**
Matters arising from the November meeting
NONE

5) **AGM and Constitution**

Proposed changes discussed.

It was proposed that the committee propose an amendment to the constitution at the AGM increasing the number of additional elected committee members to “up to 3”.

FM to draft the wording of the motion for the AGM.

Proposed FM seconded JM. Carried Unan.

Action [266] FM

Notice of AGM to be published by 11th February 2011.

Action [267] PB

Newsletter including Notices to be published by 3rd February 2011.

Action [268] GA

A vote of thanks to LB for his review of the constitution was proposed by FM and seconded by JM Carried Unan.

**Election of Officers/committee:
LL is standing down.**

The following proposals for posts were recorded.

Post	Name	Proposed	Seconded
Chair	FM	JS	GA
Secretary		-	-
Treasurer	JM	DS	GA
International Officer	DS	JS	GA
Domestic Officer			
Committee member	JS	FM	LL
Committee member	LB	FM	LL
Committee member	GA	LL	DS

Annual Accounts. JM presented the un-audited accounts for info. Excess of income over expenditure had risen from last year to approx. £3,400 .

A vote of thanks to Sonya Mason for her work on the accounts was proposed by LL and seconded by FM Carried Unan.

6) Selection issues

After a full discussion of the issues involved, it was agreed that

1. a) JS to write up his proposed "VIF" ranking system in collaboration with DS in a form to be publicised to the membership and that it be published.
b) JS to work out and bring back to committee for discussion a ranking based on current results according to the system and publish.

Action [269] JS, DS

2. Selectors report reviewed. FM to write to selectors for clarification on certain points raised, and will include the "VIF" scheme details when received from JS/DS

Action [270] FM

3. The selectors' suggestion that teams of 4 be selected in future instead of 3 + reserve was accepted. No other changes to the selection system to be made in the short term.

4. It was agreed to re-appoint the current selectors.

Action [271] FM/PB

7) BVF Event Calendar 2011

Dealt with under Action Items

8) Forthcoming Events, including

a) Age Group Qualifiers

Arrangements mostly in place. Committee asked to think of possible further referees and pass contact details to FM.

Action [272] All

Names of entrants reinstated on web site after complaints. It was suggested that surnames only could be posted in case of privacy requests.

b) European Championships

JS to write a draft proposal for a new EVC teams system inc. possibility of a 190 age limit.

Action [273] JS

DS reported that details for European Individual Champs in Henin-Beaumont were now published. Dual online national and individual entry system could cause problems. (Introduced because FFE not willing to handle French Vets entry fees.) DS will publish details at AGQ, including possible travel/accommodation arrangements/costs.

Action [274] DS

It was proposed that the Levy be set at £30 and that we should reduce the possibility of a hit by selling the event and using as far as possible part time referees.
Proposed JM seconded PB Carried Unan.

Event manager. FM was proposed by LL and seconded by DS Carried Unan.

Event manager for the Worlds; DS was proposed by LL and seconded by PB Carried Unan.

c) Appointment of selectors/ managers

Dealt with under Selection issues

9) Winton Cup date/venue

Lilleshall not available on the dates required. Date to be retained. New venue to be sought Cosford to be investigated along with other venues such as David Lloyd Centre in Dudley (already partially investigated by PB) It was noted that if Cosford was available, then the Park Inn at Telford could be used again. If not, then FM to determine whether there is another of the same hotel group near David Lloyd centre.

Action[275]FM (PB)

11) Dates of next meetings

It was agreed the new committee should arrange a meeting after being appointed at the AGM

12) AOB

a) German match

Venue booked , arrangements for special beers to be brewed been made, social arrangements still being investigated. Date, venue and details as known to be published for members' interest.

Action[276]FM/JM/GA/DS

b) Dummy fencer at BVC

FM proposed that the use of the dummy fencer be discontinued., seconded PB Carried with 1 vote against..

c) Vote of thanks to Sonya Mason for lunch and hospitality for the meeting.

Proposed FM seconded GA Carried Unan.

MEETING CLOSED AT 16.30.
