



**The British Flyball Association**

**Notes of Committee Meeting No 2**  
**at the Cross Roads Hotel, Weedon, Nr Daventry**  
**on Saturday 27 March 1999**  
**at 10.00am**

**Present:**

Andy Bawden, Chris Fulford, Robert Henshall, Roy Hiscock, Fiona Middleton\*, Betty Owen, Peter Roberts, Doreen Smith, Tim Toller

\*Indicates Part Time Attendance

**Apologies:**

Fiona Middleton explained she had rescheduled her own important personal commitments but would have to leave the meeting at 1.30pm at the latest.

Prior to the commencement of the meeting it was agreed that the current Acting Secretary (Doreen Smith) would also act as Meeting Secretary.

**1. MINUTES**

The Acting Secretary handed out copies of the minutes of the last meeting which everyone agreed were a true record of the proceedings

It was agreed that it was important to ensure that minutes of any meeting were circulated as fast as possible but that such minutes should be simple notes of matters discussed and agreements reached. It should not be necessary to report discussions in full, simply the decisions reached and actions to be taken. It was also agreed that the minutes should indicate by what majority a motion was passed, i.e. unanimously, number for/against, abstentions, etc.

**2. ELECTION OF OFFICERS**

**2.1. Chairman – Roy Hiscock**

Proposed by Peter Roberts, Seconded by Fiona Middleton. (Unanimous)

Tim Toller agreed to act as Vice Chairman should the need arise. (Unanimous)

**2.2. Secretary – Doreen Smith**

Proposed by Chris Fulford, Seconded by Andy Bawden (Unanimous)

Fiona Middleton agreed to act as Deputy Secretary should be need arise. (Unanimous)

**2.3. Treasurer – Robert Henshall**

Proposed by Tim Toller, Seconded by Andy Bawden (Unanimous)



### 3. DOCUMENTATION FROM PREVIOUS COMMITTEE

The previous secretary had kindly left the BFA paperwork at the Saab Centre and this was formally passed over to the new Secretary who agreed to check the contents for any matters which needed attention.

### 4. ALLOCATION OF COMMITTEE DUTIES

#### 4.1. Show Secretary – Chris Fulford

Proposed by Doreen Smith, Seconded by Tim Toller (Unanimous)

To help spread the workload it was agreed that this position would be split off from the Club Secretary's work. The Show Secretary agreed to consider raising a new form for completion by Show Organiser. This form would highlight such specific points as: whether other events would be held at the same at the same venue, whether the organiser held adequate insurance cover, etc.

(Unanimous)

It was also agreed that the possibility of raising a specimen schedule for the guidance of show organisers should be considered. This would not preclude show organisers from designing their own schedules, but simply show what, as a minimum, should be shown on their schedule.

(Unanimous)

#### 4.2. Area Representative Coordinator/Training Coordinator – Peter Roberts

Proposed by Chris Fulford, Seconded by Tim Toller (Unanimous)

It was agreed that the above two positions went virtually 'hand-in-hand' and for the time being could be held by the same Committee Member. (Unanimous)

#### 4.3. Press and Publicity – Kevin McNicholas and Anton Witwer

(NB Committee Liaison Officers – Betty Owen and Peter Roberts respectively)

It was agreed that this position did not need to be held by a Committee Member (although a Liaison Officer was required).

The Committee noted that the above members were happy to continue in their joint role as Press and Publicity Officers for the BFA. The Committee passed a Vote of Confidence in their ability to promote the BFA and Flyball in general. It was agreed that the BFA as a whole owed Kevin and Anton a Vote of Thanks for their unstinting efforts to publicise our sport. (Unanimous)

#### 4.4. Stats/Webmaster – Nigel Bouckley

(Unanimous)

(NB Committee Liaison Officer – Roy Hiscock)

It was agreed that this position did not need to be held by a Committee Member (although a Liaison Officer was required). However it would be helpful if a report could be submitted to the Liaison Officer prior to Committee Meetings and Nigel could then be invited to attend (as a non-voting member) any portion of a Committee Meeting which would require input from his specialist area. This would save wasted time/effort from a member who was already committing substantial personal time to the BFA. (Unanimous)

It was agreed that the Committee owed Nigel a Vote of Thanks for offering to continue with this task. There could be no doubt that his work so far had resulted in the BFA's Webb page being the envy of the Flyball World. His handling of the stats (an onerous task) was also commended. The Committee therefore agreed that he should be asked to continue as Stats/Webmaster with the Chairman acting as Liaison Officer.

Since the database which Nigel has worked so hard to produce is now an integral part of the running/fabric of the BFA some concern was expressed that it is essential that adequate backup is provided. The Chairman agreed to liaise with Nigel to ensure that a procedure is agreed for regular off-site backup of the systems. Nigel has spent a great deal of his own personal time



developing these systems and it is only fair that the Committee do its utmost to ensure that his effort is protected. (Unanimous)

- 4.5. Membership Secretary/Keeper of BFA PO Box – Carol Plumbley (Unanimous)  
(NB Committee Liaison Officer – Chris Fulford)

It was agreed that this position did not need to be held by a Committee Member (although a Liaison Officer was required). However it would be helpful if a report could be submitted to the Liaison Officer prior to Committee Meetings and Carol could then be invited to attend (as a non-voting member) any portion of a Committee Meeting which would require input from her specialist area. This would save wasted time/effort from a member who was already committing substantial personal time to the BFA. (Unanimous)

Again a Vote of Thanks was undoubtedly owed to Carol for her efficient running of this very important part of the BFA's systems. The Committee gratefully accepted her offer to continue with this work. Carol has proved to be a very useful point of contact/reference for the BFA's members and was undoubtedly an asset. (Unanimous)

It was agreed that Carol Plumbley should be allowed to enter the membership information directly to the database, as soon as she has access to a suitable computer. Some concern was expressed regarding the possibility of the database becoming corrupted but the Committee was assured that steps would be taken to ensure this did not happen. Data would probably be entered via an 'input sheet' to enable a check to be made before 'the button was pressed' and the data entered onto the database. The Chairman agreed to liaise with Nigel to agree how this could be done. (Unanimous)

- 4.6. Awards Secretary – Non-Committee Position

It was agreed that organising the issue and retrieval of trophies should constitute a separate job. Peter Roberts agreed to ask Debbie Bouckley whether she would be prepared to take on this task.

(Unanimous)

## 5. FUTURE MEETINGS

- 5.1. The minimum requirement for Committee Meetings is four per year. However in view of the amount of work that the Committee has to undertake it was agreed that, as far as was possible, for the time being it would be advisable to try and arrange these on a much more frequent basis, i.e. one per month.
- 5.2. It was agreed that the next meeting should be held at Knebworth Show, i.e. 12.30pm on Saturday 1<sup>st</sup> May. Chris Fulford agreed to check if there would be a 'spare' marquee or whether the Committee would have to find alternative accommodation for the meeting. (Unanimous)

The only Committee Member who was uncertain whether she could attend was Fiona Middleton who agreed to attend on the Saturday if at all possible.

It was agreed that although it was preferable to hold meetings with a full complement of committee members, this would not always be possible given the inevitably high level of personal/team commitments. Naturally no Committee meeting would be held unless all members had been given adequate notice of the date and venue. It was also noted that a 'Quorum' could only exist if a meeting had been properly called with all Members of the Committee being given adequate notice.

(Unanimous)

## 6. PUBLICATIONS

Following considerable discussion it was agreed that:

- a. Wherever possible publications should be handed out at Shows. A log showing who had received these should be kept to ensure that if members were not present at a Show, their copies should then be posted. It was hoped that this would considerably cut down on the cost of postage, one of the BFA's major expenditures.



- b. Minutes of Committee Meetings are available to members on receipt by the Secretary of a stamped address envelope. However to engender a feeling of 'openness' in future for the Members' benefit wherever possible a copy of the minutes should be posted at the next available Show. A copy of Committee Meeting minutes will be issued to Regional Representatives, either at the next available Show, or by post if necessary.
- c. The Treasurer agreed to check on the cost of insuring our publications against litigation, etc.
- d. Any future publications will be issued to Committee Members for comment/possible amendment. However, if no reply is received within seven days of such issue the authorised editor of the publication will assume that no amendments are necessary and publish at once. (NB: this is not an 'editing' exercise – simply a safeguard for our editors.)

- 6.1. Flyball Record Editor – Stef Banyard (Unanimous)  
(NB Committee Liaison Officer – Doreen Smith)

It was noted that Stef had worked hard with the FR and was learning Editorial skills fast. At her current rate of progress the BFA would soon have a magazine which would fulfil all the criteria required of it, i.e. be an attractive, well presented but interesting publication which truly reflects the views of the BFA's members.

The FR should be issued quarterly and there is an urgent need to ensure that the deadlines are met. Stef had advised that the next issue was virtually complete and it was agreed that she should be contacted to see if she needed any help/assistance to publish ready for hand out to the members at Knebworth Show (2<sup>nd</sup>/3<sup>rd</sup> May). Whilst this was setting a very tight deadline it was felt that was necessary given the very strong feelings expressed by the membership at the AGM.

(Unanimous)

- 6.2. Newsletter – Editor Roy Hiscock

It was agreed that this could provide a useful means of keeping the members advised of important issues and as such should be continued.

(Unanimous)

## **7. SPEAKING/WRITING 'ON BEHALF OF THE BFA'**

It was agreed that all Committee Members should be aware of the pitfalls of the above. Apart from the usual general issues which arise from time to time associated with the running of any 'Club/Association' any matters which require a reply from the BFA should be put before a properly convened meeting of the BFA Committee.

(Unanimous)

## **8. MATTERS ARISING FROM THE AGM**

- 8.1. Minutes – the Secretary agreed to contact the AGM Minute Taker to check when the Committee could hope to receive the Minutes.
- 8.2. Treasurer's Report – the following was agreed (Unanimous)
  - a. The Accounts should be audited by two independent people, preferably before the AGM.
  - b. Steps should be taken to ensure that items allocated to 'Sundries' were kept to an absolute minimum. It was naturally important for all Members to be able to see clearly what had happened to the BFA's funds.

- 8.3. Increase in Revenue

Whilst it was recognised that the BFA needs to increase its revenue this matter was held in abeyance pending a further Committee Meeting. It was felt that the Committee's first duty would be to see if there was any way of reducing costs before we consider ways of raising extra revenue.

(8 for 1 against)

- 8.4. Amendments to BFA Rules

As will be seen from Appendix A the Committee made a good start on this task. It was acknowledged that this was an important issue which needed to be given considerable priority.



However it is essential that due consideration is given to all the Rules before the Committee calls an EGM to gain the Memberships confirmation, or otherwise, of the proposed amendments. (NB Appendix A is simply the start of what will hopefully form an amendment schedule for discussion at the EGM. Not all amendments suggested in the Agenda for the AGM have yet been added.)

#### 8.5. Safety Issues

Following considerable discussion it was agreed that the best way forward was for a subcommittee of head judges be formed to consider all safety issues. Betty Owen agreed to organise this Sub-Committee and report its findings back to the Committee for their consideration.

(Unanimous)

#### 8.6. Dog Measuring

Following considerable discussion Peter Roberts and Chris Fulford agreed to form a separate sub-committee to look into the various suggestions for a more standardised/efficient means of dog measuring and the possibilities of dogs which have been measured at the same height a given number of times being registered for life as being that height. This sub-committee report would its findings to the Committee for further consideration.

(Unanimous)

#### 8.7. Remaining Outstanding Issues

These were not discussed due to the lack of time and the need for reference to the AGM minutes.

### 9. DEALING WITH MEMBER'S QUERIES/REQUESTS

There was no time to discuss this question and it was therefore put back to be considered at the next meeting.

### 10. ANY OTHER BUSINESS

10.1. The Secretary agreed to check in the files (or if necessary liaise with the former Secretary) for outstanding correspondence on points allocation for discussion at the next meeting

#### 10.2. Summer Championship

It was recognised that an urgent decision is needed on how this year's summer championship would be run. However the Committee did not have time to consider this point at this meeting and it was therefore deferred. So far two suggestions have been made, and these would be considered at the next meeting.

There being no time left for any other business the meeting closed at 4.00pm.

### 11. DATE OF NEXT MEETING

Saturday 12.30pm on 1<sup>st</sup> May 1999 at Knebworth Show.

Minutes of Meeting raised by Doreen Smith on Monday 29 March 1999