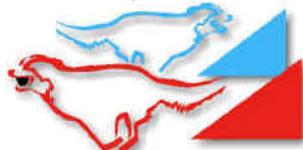


The British Flyball Association



Minutes Committee Meeting No 1 (2003/2004)

held on
Sunday 27th April 2003

at the
Ansty Arms, Coventry at 10.00 am

Present: Peter Roberts, David Long, Penny Charlton, Doreen Smith, Betty Potts, Alison Booth.

Apologies: Diane Halstead.

1.0 Minutes of last Meeting (No 2002/03-3)

Betty proposed and Dave seconded that the minutes of the previous meeting be accepted as a true record of the proceedings.

2.0 Committee & Officers

It was agreed that all officers should raise a 'brief description' of the job they perform and circulate it to the committee.

2.1 Chairman – Peter Roberts

2.2 Secretary – Penny Charlton

2.3 Betty Potts - Treasurer – transfer of account to Selby is in hand. No report as paperwork is to be picked up by Doreen at Brentwood and passed on to Betty.

2.4 Area Rep Coordinator – Alison Booth. Alison agreed to take on this role following Vanessa's resignation. Regional Reps should be linked to a team. It is essential that training days are advertised. Alison to look into the possibility of asking Reg Reps to nominate/hold training days.

2.5 Training Officer – Peter Roberts agreed to continue in this role.

2.6 Disciplinary Committee – Betty Potts, Dave Long, Alison Booth

2.7 Publicity Officer – temporarily under the wing of Area Rep Coordinator but everyone to think about who could be asked to undertake this important task.

2.8 Safety Sub-Committee – to be appointed according to need on an ad hoc basis.

2.9 Awards Secretary – to remain with Sam Bawden, Penny to write about the quality of awards, quality of engraving, consistency of information (number of points), breed to be stated, not stuck on logo, redone if mistake and not altered, would like to know cost of frames if bought in bulk if bought for silver and above. Ask Sam to supply a list of members who have received blue awards and above.

2.10 Stats Officer/Show Secretary to remain with Doreen for the time being. This is working well with the assistance of the Robin and Joanne Wilson of the Northern Bytes who are also contributing their free time for this important task. Doreen to change training days from 2002 to 2003 on the net.



3.0 Matters arising

- 3.1 Norton Antivirus and Firewall now on Penny's and Doreen's computers – BFA to pay. Remaining committee members to obtain asap.
- 3.2 Up-date on procurement of two more sets of Hoops and 19" (to measure 14") Hoops missing from existing sets. (Peter Roberts) – not required at this time. Also no more sets required at this point in time. These should be ordered on an ad hoc basis in future. Sets of hoops will in future be made available to BFA member at a nominal cost from Peter Roberts or Betty Potts. Regional Rep Coordinator to make regional reps aware of location of hoops.
- 3.3 Up-date on issue of completed BFA Banners. Issued and in use.
- 3.4 Flags and poles – Peter to ask Lisa (Butchers marketing company) whether she can aid in this investigation.
- 3.5 Progress on Markfield Seminars proposed for October 2003. (Peter Roberts/David Long). – 25th/26th October – two separate days Judges Seminar with Captains/Trainers on the next day. David to confirm venue.
- 3.6 Up-date on 'Lights' situation and possible purchase from Watch-Dog Flyball USA – Peter Roberts to talk to Roy about guarantees for repairs/maintenance are spares available, 12v/240?, fault lights, delivery dates, assembly, etc. with a view to ordering a set for the BFA to trial. Peter's budget set at £2000 maximum.
- 3.7 Review of Annual Awards - Firm up on action placed on the Awards Secretary – see above.
- 3.8 Review necessity to issue a complete re-print of the BFA Rules & Policies document rather than just those pages that have changed since June 2002 – authorisation given for complete reprint to all team captains, head judges and regional reps.
- 3.9 Progress on Committee members purchase (if necessary) of Norton Firewall & Anti Virus Software.

4.0 Show Secretary/Statistics Co-ordinator (Doreen Smith)

- 4.1 Report on position re retrospective issue of Flyball Certificates for all levels at and above 'Ice Blue Moon'- 20,000 points – get Nigel to order Silver and above. Certificates to be produced by Stats Officer direct. Also to produce getting started certificate and leaflet. Penny to discuss with Graham who will issue rule books.
- 4.2 Progress on purchase by BFA of own Software to run Stats – Betty to investigate purchasing BFA copy of Microsoft Office.
- 4.3 Transfer to Doreen and retention of historical Tournament Time Sheets – hopefully to be handed Brentwood.
- 4.4 Progress report on production of 'Guide to Tournament Organisers' – virtually ready for issue. Doreen to issue to first time tournament organisers – Show Secretary to issue copy to any future new organisers
- 4.5 Up-date on loading Diary dates and Schedules on the Website. Ongoing – new show list issued with promise to forward by email on regular basis.
- 4.6 Hand-over of security CD copy of BFA Database from Doreen to Penny – to be forwarded to Penny by post.



5.0 Secretary's Correspondence

Letter to Escargoes Team re possible change of Regional Representative in the West Country in response to an e-mail to Roy Hiscock – sent by Graham 08/04/2003.

6.0 Finances - Reports on current status and end-of year position ready for the AGM. (Betty Potts)

Although the previous Treasurer had forwarded the cheque book and paying book little could be done until the main paperwork was handed over to Betty, probably at Eggborough.

7.0 AGM 2003 Minutes - Any comments on draft Minutes, soon to be posted to the Website.

The committee agreed that the minutes appeared correct and approval was given for Penny to arrange for them to be published on the Web.

8.0 Summer Championship 2003 –

- 8.1 Allocate responsibility for collating Results ready for presentations at the last Round at Windsor – Penny to write to Roy and Graham to official request their help with the collation of results, etc.
- 8.2 Ensure arrangements in place for early return of Divisional Trophies for engraving with last year's winners prior to issue at Windsor – to be included in letter to Sam Bawden. These should be presented at the last show but collected again by the Award Sec for engraving and re-handing out to the teams.

9.0 Insurance - Any progress by David Bowles in finding a suitable Policy/Policies and quotes

Penny to thank David for his enquiries and help in this matter. It was noted that all show organisers must carry insurance with the certificate being displayed at the tournament.

10.0 Butcher's Sponsorship - Allocate responsibility for negotiations with Lisa Ridgway of Vital to replace Roy Hiscock and Graham Nye.

Peter Roberts and David Long to take over negotiations. Sponsorship for Summer Championship, flags, etc.

11.0 Matters arising since the last Meeting –

- 11.1 E-mail from Allen Symonds re possible review of Flyball Points – this has been discussed before and the committee felt it would not be possible to change the current system.
- 11.2 Circulation of copy historical correspondence concerning ownership of the BFA Logo – it was noted that the BFA does own the copyright for the logo following distribution of the signed copy of the hand over letter from Rob Burns on 9th March 1995.
- 11.3 The Bobby Award – Peter to speak the Award Secretary – ok in principle but must carry words 'Jack Russell of the Year Award'.

12.0 Any other Business

- 12.1 It was noted that members of the committee must take care not speak 'on behalf of' the committee' – members can only react to matters agreed on by the committee.
- 12.2 Amend Renewal form to say only if something changed.



- 12.3 Stats Officer to let other committee members have a list of members but bearing in mind the Data protection Act this must only be used for committee members. In addition a separate list showing just name dog, number of dog, breed, owners name, team name (in owner surname alphabetical).
- 12.4 Email discussions to be replied to within 7 days – if no reply received beyond that, provided a quorum has been received, agreement will be assumed.
- 12.5 Consideration to be given to break out times in those circumstances where most of the teams in the division have declared times.

13.0 Date of Next Meeting – Sunday 21st September 2003 (with proviso that an extra meeting can be held at Anglesey if required). Venue to be arranged

The meeting ended at 5.00pm