



DECISION AND ACTION LOG

West of England Billiards & Snooker Foundation Annual Meeting

Date: June 2008

Held at: Mutley Cons, Plymouth

Objective of Meeting: Review previous Season & Plan for the future

Attendance: Roger Cole, Deborah Branton, Wayne Branton, Steve Brookshaw, Steve Canniford, Rob Vanstone, Sue Vanstone, Darren Hall

Steve Canniford opened and chaired the meeting at the request of WEBSF Champion, Roger Cole.

#	Action / Message / Decision	Who?	BY When?
1.	Apologies: Derek Brooks, Geoff Setter, Brian Ayres, Neil Chiswell, Peter Bradbeer, David Grigg, Jeff Vincent, John Corry, Grant Cole	INFO	
2.	Review of previous minutes: Minutes agreed as a true and accurate record. One item of note from the minutes that was not covered by the current agenda:- Produce Bronze Waistcoat Information Pack – Completed	INFO INFO	
3.	Review the previous year's activities: Roger Cole gave thanks for the hard work everyone had put into the WEBSF over the past year. He reported the following achievements:- A full complement of tournaments despite 'competing' with national tournament date changes etc. A further increase in WEBSF membership	INFO	
4. a	Vision & outline the plan for the next year: Roger Cole outlined the following:- To focus on obtaining funding through donations & sponsorship for players and the foundation. To expand the Bronze Waistcoat to more towns in the region. Recruit more Coaches and Helpers. Continue with the development of the Coaching Scheme seeking integration with Schools and Colleges. Remain in contact with the EASB on this front without compromising the WEBSF's good work & principles. Promote Snooker & Billiards via the promotion of top events in the region.	All	2008/9
4. b	Review and adopt the Statement of Accounts:	INFO	

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	<p>Bryan Ayes was given a vote of thanks for preparing and auditing the accounts to date.</p> <p>A request to ensure all purchases are accompanied with a dated and clearly marked receipt and that all check stubs are also fully completed.</p> <p>Need to review existing bank account type to enable cash exchanges.</p>	<p>All</p> <p>Roger</p>	<p>ASAP</p> <p>ASAP</p>
5.	<p>Review of WEBSF Officers: Keith Millard has stepped down due to other commitments.</p> <p>New recruits:- Darren Hall - Tournament Director & Coaching Assistant, Sue Vanstone - Marketing, Public Relations & Media Officer, Neil Chiswell – Coaching Assistant.</p> <p>All other Management Team Members to remain in post.</p>	<p>INFO</p>	
6.	<p>Review of Membership Subscription: All agreed to remain as is.</p>	<p>INFO</p>	
7.	<p>Any Other Business:</p>		
	<p>Review amendments and proposed changes to WEBSF documents: Policy & Structure Document - Agreed Coaching Document – Agreed Tournament Structure Documents - Agreed Child Protection Policy Document - Agreed</p>	<p>INFO</p>	
	<p>Tournament Calendar: Outline for 2008/9 – 5 Silver and 5 Gold tournaments, the rest to be reviewed nearer the season start.</p>	<p>Roger/Wayne/Steve B</p>	<p>ASAP</p>
	<p>Development of Bronze, Silver & Gold Tournaments: Need to focus on and expand Bronze. Investigate an additional Silver tour.</p>	<p>Roger/Wayne/Steve B</p>	<p>1/9/2008</p>
	<p>Tournaments: Fees to remain the same Run Silver on similar basis to Bronze (County level?) Make tournament photos available from www</p>	<p>INFO</p> <p>INFO</p> <p>Wayne & Deborah</p>	<p>ASAP</p>

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	Coaching: Recruit, train and assess new coaches. Work in partnership with the EASB on a national Coaching Scheme	All	2008/9
	Referees: Referees Web Page being updated Contact Plymouth Referees Association – run short awareness courses during coaching schools and promote new referees.	INFO Wayne/Steve B	ASAP
	Funding Initiatives & Company Sponsorship: Continue to pursue potential sponsors. Investigate WEBSF badged clothing, available from website Send WEBSF logos and promotional details to Sue	All Sue Steve	2008/9 ASAP
	Links to Schools & Colleges: Continue to investigate potential links	All	Ongoing
	Letters of Thanks: GW RSA, Rileys, Victoria SC, Mutley Cons, Redruth RBL, Clinton SC, Illogan Institute, Bells Court SC, PDBSL etc.	Steve C	ASAP
	Children's Workshop Courses: Ensure refresher courses attended	All	ASAP
	Membership of other Bodies: Agreed to continue with membership of PCP & PSF	Steve C	ASAP
	Trophies: Purchase new trophies for main prizes (Gold, Silver & Bronze). Replace Gold Waistcoat Trophy Produce WEBSF Vouchers as prizes	Wayne Roger/Wayne Steve C	1/9/2008 1/9/2008 ASAP