



AoBBA

the association of
brass band adjudicators

Minutes of:

Executive Committee Meeting – 5th June 2025 – via zoom – 5.30pm

1. Opening of the meeting - MH as Vice-Chair. BB Joined later when circumstances allowed, but was travelling. MH continued to Chair the meeting.
2. Apologies of absence: none received. Everyone was present, some joining later due to work commitments.
3. Declaration of conflict of interest - MH – none stated.
4. Reports
 - 4.1– Chair
 - 4.2 - Secretary
 - 4.3 - Treasurer
 - 4.4 - Development Programme Leader
 - 4.5 - PRO

All were accepted with thanks. MH updated the DPL report to the effect that [REDACTED] had now completed [REDACTED] assignments and was recommended for full membership. This was agreed. A suggestion was made that a holding email with a projected timeline for completion was sent by CB when press releases were submitted to him, which was agreed. CB in turn asked NG to encourage the membership to submit news articles. NG will do this. SB offered help in managing social media accepted, which was gratefully received though at this point, no further action is needed. DA thanked all involved in handling the recent enquires [REDACTED]

Action Points

A – NG to write to [REDACTED] regarding full membership, in the usual way.

B – CB to reply to press release requests (eg Adjudicator Training Day etc) with a holding email with projected completion date.

C – NG to write to the membership asking for more news articles.

5. Minutes of the previous meeting of Feb 2025 and matters arising – MH

The minutes were accepted as a true reflection of the meeting. Other matters arising were addressed elsewhere in the agenda.

6. AGM 2026 - MH

CK informed the Exec that the budget allowed for another afternoon of test piece analysis on the same basis as 2025, considering the success of the event. A brief discussion was held regarding venue and [REDACTED]. Part of the CPD of the morning will be updating the membership on [REDACTED]. There will be further CPD reminders on [REDACTED] and [REDACTED]. The membership will be asked for their views on headline speakers as part of the Summer CPD (see point 7). AGM 2026 will be on the agenda again at the next meeting.

Action Points

A – MH to book the same venue, band, catering and IT equipment as last year.

7. Summer CPD and tracking of membership attendance – NG

A discussion surrounding members who were in danger of missing the fourth CPD opportunity and therefore being asked about their update to relevant CPD to continue membership was held. It was agreed that NG will write to each individually as per the document presented. The date and timing of the event was agreed. MH will produce a QR code/Survey Monkey to ensure maximum engagement at the summer CPD. NG will write some questions for this, e.g., headline speakers for the AGM.

It was agreed that the second half of the session (after GW) will be in the form of breakout rooms and will ask each group to consider best practise for writing summative paragraphs and what makes a good written adjudication.

Action Points

A – NG to write to individuals who have not attended CPD in the past, as discussed.

B – NG to formulate questions to be asked to the membership at the event and send to MH.

C – MH to produce QR code/Survey Monkey for the event, when questions have been received.

D – NG to organise [REDACTED]
[REDACTED]

8. Kapitol/ AoBBA Update – NG

Discussion was held [REDACTED]. The idea of [REDACTED]. The request for a policy regarding safeguarding within a closed adjudication situation was discussed.

Action Points

A – BB to [REDACTED] at the next AoBBA/Kapitol meeting.

B – NG to draft a policy for safeguarding in relation to closed adjudication for discussion at the next Exec mtg.

9. Three Year Strategy Plan – BB

Discussion was held based on the document previously circulated. MH suggested that whilst each point was relevant, some re-ordering within the 3 yr plan could be made. It became quickly obvious that this was a very large piece of work and would require several working parties to take responsibility for each topic. AD, HDT, SB, CK and MH volunteered for this. It was also acknowledged that the Exec already currently undertake many of the topics listed.

Action Points

A – MH to re-order the Action Plan, in liaison with BB.

B – MH to form the first working party.

C – BB will present the work so far carried out, and future plans, to the membership at the AGM 2026.

10. Experience plan for applying members – MH

MH spoke about the desire for widening transparency and the need for clear guidelines to all parties regarding experience days, development programme application and full membership. It was agreed that the current potential pathways were the correct way to try to engage more applications though some update to the flowchart as per the website is required.

Action Points

A – MH to write a succinct document that outlines to adjudicators, contest organisers and participants the idea for Experience Days, details responsibilities and clarifies Experience Days are not directly part of the Development Programme.

B – MH to give further updates to the membership on the above at the AGM.

C – NG to update the application forms and flow charts on the website with current information.

11. No applications had been received.

12. No correspondence further to previous discussion had been received.

13. The date of the next meeting will be:

Tuesday 16th September 2025 via zoom at 5.30pm

14. AOB discussion was relevant to previous agenda items and has been minuted accordingly.

15. MH closed the meeting at 18:26pm.