

BRITISH FENCING BOARD MEETING MINUTES

Last Updated: 20th September 2018

Date of Meeting	20.09.2018
Location	Eversheds
Present	Chair, PA, JC, TC, CH, CO, JT
Apologies	BS, GP, T C-J
In Attendance	JM, CEO, DM, SK (part), SD (part), R A-S, YH

1. INTRODUCTION

Chair welcomed everyone to the meeting.

Chair welcomed new appointed Board members, Reedah Al Saie and Yashmin Harun who were attending in an observer capacity.

Chair read out a letter from BS and noted that BS had a 100% attendance record up until this last meeting.

Chair passed on apologies from GP and noted her update regarding her work group.

The Board recorded a vote of thanks to both BS & GP.

The Board congratulated CO on her re-election and her recent appointment to the FIE Veterans Council.

The Chair welcomed Tom Wilson – audit partner at Haysmacintyre.

The Chair noted that we had two new elected Directors to be confirmed at the AGM.

Apologies were received from T C-J in his observer capacity as Youth Panel Chair.

New Declarations of Interest: As noted above, CO is now appointed to FIE Veterans Council.

Conflict of interest on Agenda items: none

Interim Decisions/Actions:

U23 Selection Policy approved

Appointment of Independent Directors and Panel members

Papers to note: GP update

Action List: See Agenda

New Risks: No new identified risks.

2. APPROVE PREVIOUS BOARD MINUTES

The Board approved the minutes of 27th June 2018.

(R A-S joined the meeting)

3. FINANCE PART 1

Update from Tom Wilson.

The intention is to sign a clear audit. Finance system change over caused no undue problems

No fundamental issues, minor points to note:

Point 1. Depreciated fixed assets showing at 0 value – recommended a review of those.

Point 2. Tax amounts look odd due to tax relief from charitable donations

Point 3. Amount outstanding to a supplier, no issues with payment

NatWest bank account that has not been closed, should try again to get that closed.

Property title deeds need to be updated. Change to tax charge is the only amendment to the original numbers - £16 different.

Section 4.

[REDACTED]

Advised an extra control over bank details change

[REDACTED]

[REDACTED]

[REDACTED]

Board approved the accounts

- a) Approve the Audited Accounts
- b) Approve the LOR
- c) Note the Audit Findings Report, and advise of any follow-up action
- d) Approve the Directors Report

ML signed the accounts on behalf of the Board and Tom Wilson signed the audit report.

4. SOCIAL MEDIA & BF CHARITY FUNDRAISING

Sophie DeVooght, the new Social Media Coordinator updated the Board on the latest Social Media activities, specifically in relation to the BF Charity Fundraising.

SD held a positive meeting with BF Charity on the Monday prior to the Board meeting.

In summary, the 2016 the Crowdfunding raised £18k, the recent one is sitting at £3k.

The lack of support was picked up in the media (BBC Sport when it sat at £170), additional attention meant that this has increased.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Decision: following a wide-ranging discussion, Board agreed that BF would not continue to proactively market a Crowdfunding campaign for Tokyo.

5. VOLUNTEER & EXEC STRUCTURE

The Coaching and Development Manager updated the Board on the progress with regards to creating a sustainable and integrated volunteer and executive structure to support the BF Fencer Pathway.

6. BREAK

7. OTHER ITEMS FOR NOTING AND APPROVAL

The Board noted the Election Results
The Board (re-) approved the Board Induction Pack
The Board noted the AGM Agenda and Papers
Board approved the membership fee increases

8. FINANCE - Q1 MANAGEMENT ACCOUNTS

DM briefed the Board on the Q1 management accounts.

[REDACTED]

Note the Events – we are going to do a deep dive on the Events, put in a worst case. Only area of uncertainty where numbers may change. C&J entries were down, but staggered pricing meant entry income remained on budget. Keen not to reverse the momentum achieved over the last couple of years.

In summary confident we are on track to make budget.

JT outlined the position of the Board to ensure that we don't make a loss or a profit. Reserve position felt to be adequate.

Ongoing challenge managing the expectations of the membership compared to the services that we can afford to deliver.

CH - Also there are a lot of people who fence that aren't members.

The Board approved the Q1 Accounts.

9. SELECTION STRUCTURES, RANKING AND POLICIES

GU - The World University Games Performance Criteria were published for consultation on 12/9/2018. No responses received. Criteria now needs to be approved by BUCS.

Olympic Games Selection Policy – Board pack version as updated after athlete feedback from consultation taken into account. Only outstanding change we propose would be to include independent BOA representative in Appeals Panel. This change will be incorporated once BOA provide feedback.

The Board approved the Senior Selection Policy 18/19

10. BOARD SUB-COMMITTEE ITEMS NOMCOM ITEMS

BF Honours – Board approved the additions to BF Honours list and new Directors award
Changes to the Nominations Form – Board approved the additions to the nominations forms
Anne Hanrahan – Approved proposal for the award, subject to approval from BF Honours
All appraisals have been completed.

11. BOARD WORK GROUP ITEMS

Events Advisory and Monitoring

Lead - Paul Abrahams

Looking at introducing increased control over travel costs, no incentive to do this early. Looking for

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ride sharing – (update to expense policy).

Action: CEO/FD/PA to meet to discuss plan to reduce costs.

Membership Benefits Communications

Lead – Gill Palmer

GP sent note to Board contained in pack. ML will take interim lead on this work.

(Engagement) Pathway Description

Lead – Caryl Oliver

A lot of the work in the past but now there is a lot of material on the website – to improve and enhance. Started process to improve website, need to document suggested improvements.

Action: CO, CH & JC to schedule a call to scope out the content for the new website.

Fundraising

Lead– Mark Lyttle

Outline terms - Identify various non-BF Charity fundraising campaigns.

Action: A CS - BF to sign up to Google

Working Group on IT/GDPR/Website

Lead: Anne-Catrin Sallaba (TBC)

Action: A C-S Outline terms TBC

Competition Format

Lead - Paul Abrahams and Caryl Oliver

No Update

Action: Exec report back on 'B' Nationals progress.

12. CEO INFORMATION ITEMS

CEO Information Items

- a) Q1 Balanced Scorecard – nothing exceptional to note, CEO available to answer questions offline
- b) UK Sport Consultation/BF Response – attention was drawn to the CEO Open Letter to the Community
- c) Summary of safeguarding, disputes, complaints – nothing exceptional to note, BF engaging with SE led project to access more support from Sport Resolution UK.
- d) GDPR review – no further action to report.
- e) Full Annual Report – delay in publication due to resource limitations

13. AOB

Chair covered off the Ombudsman response. No investigations were reported in the last 4 years with two approaches (2015 and 2017) that did not result in an investigation.

Board congratulated ML on winning his World Masters Sailing title.

Dates of next Meeting in the Board Pack.

Date of next meeting 21st November 2018