

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

**HELD ON TUESDAY, 14 FEBRUARY 2017**

**AT 10.00 AM**

**BOARD ROOM, BJA CENTRE OF EXCELLENCE**

**UNIVERSITY OF WOLVERHAMPTON, WALSALL CAMPUS, WOLVERHAMPTON, WS1 3BD**

<b>PRESENT:</b>	Ronnie Saez, Chair	(RS)
	Andrew Haffner	(AH)
	Loretta Cusack-Doyle	(LC)
	Eddie Awford,	(EA)
	Peter Blewett	(PB)
	Alan Rickard	(AR)
	Malgorzata Grzyb	(MG)
	<b>IN ATTENDANCE:</b> Andrew Scoular, Chief Executive	(AS)
	Gary Henderson	(GH)
	Maria Turnbull-Kemp, Finance and Operations Director	(MTK)
Colin McIver, Sport Director	(CMcl)	
Sharon Hellend (Taking Minutes)	(SJH)	
<b>APOLOGIES:</b>	Fred Prosser, Chair, Welsh Judo Association	(FP)
	Bill Taggart, Chair Northern Ireland Judo Federation	(BT)
	Ryan Wilkinson	(RW)

**27/1 WELCOME & APOLOGIES**

The Chair welcomed and thanked everyone for attending the meeting and advised that apologies had been received from:

- Fred Prosser
- Bill Taggart
- Ryan Wilkinson – RS advised the Board that comments for consideration had been sent in by e-mail from RW which would be dealt with under 'item 11 – Any Other Business'

**27.2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**27.3 MINUTES FROM PREVIOUS MEETINGS**

**27.3.1 MINUTES OF THE MEETING HELD ON 17 JANUARY 2017**

RS asked the meeting if there were any comments with regard to the accuracy and content of the Minutes from the meeting held on 17 January 2017. There were none and it was **PROPOSED** by MG and **SECONDED** by LC that these be accepted as a true and accurate record of the meeting.

**27/4 ACTIONS ARISING FROM PREVIOUS MEETINGS (NOT INCLUDED ON THE AGENDA)**

AS updated the Board in respect of the Board actions:

*19/13.1 – Relationship between the BJA and BJJ* – Although the Board were advised that this item is still ongoing and information was still awaited from Ed Simple, there were concerns about the length of time that this had been going on. AR informed the Board that only last week he had been advised by Ed Simple during a conversation that no information had been received from the BJA.

The Board acknowledged that they had agreed that the recognition agreement should be progressed if the BJA is to continue with its arrangement. However, the Board had concerns as to what the future of entering into such agreement would be for the BJA as there appeared, on the surface, to be no means of measuring the success of this. The Board were in full agreement that in essence the BJA would only gain approximately 400 members and felt that the BJA should not be used to develop the BJJ organisation.

AS confirmed that the BJJ are aware of what the reality is with regard to this agreement and although a joint relationship would result in the BJJ advancing nationally, there would be 2 revenue streams for both organisations, i.e Membership licences and consultancy work. However, the Board were very concerned that this item has been on the action list for some 3 Board Meetings with no real progress having been made.

AS advised the Board that this would be chased up again by him and CMcl to try to move this forward and would update the Board on the situation at their April 2017 meeting.

**Action: AS/CMcl**

**23/6 – SE Investment Submission** – The Board were informed that this item is now complete as information has been circulated and it is also covered in the CEO report to be covered under item 7.

**24/8 – Conduct & Complaints** – AS updated the Board with regard to Peter Holme who, after suffering from a mild stroke recently, will be taking a back seat for a time. AS asked if the Board had any objections to the role being covered in the interim by Keith Eldridge. A brief discussion took place and the Board were in full agreement that as Keith Eldridge had all the relevant experience, they had no objections to him taking over this role until Peter Holme is fit and well again.

**24/10.2 – Referees Working Group Report** – this has now been completed.

**25/7 – Rewards & Recognition Group** – this will be looked at more fully after the EGM on 18 March 2017. AH requested that due to other commitments, he would like to resign from this panel. It was agreed that this Group would be looked at and considered in greater detail at the April 2017 Board meeting.

**Action: AS**

**25/8 – Communications and Marketing** – AS informed the Board that now that the amount of funding is known, a tender will be drawn up and sent out for this.

**25/8 – BJA Facility at Walsall** – AS advised the Board that no further progress has been made on this item. All information has been submitted to Greenshoots and a decision is still awaited.

**25/8.1 – UK Sport/Sport England Annual Assurance Process** – The Board were informed that the requested information has all been forwarded but the outcome is still awaited. RS added that he had recently attended a meeting of NGB Chairs at which there had been great criticism throughout the sector at the way in which the audit process has been conducted and the length of time that it has taken.

**25/8.1 – Director Elections/Appointments** – AS advised the Board that this will be looked at more closely after the EGM on 18 March 2017. In the meantime, a list of post-successors has been drawn up and forwarded to Emma Farlow at UK Sport.

**25/9.1 – Membership Information** – CMcl informed the meeting that this is being looked at with a view to doing this in March 2017.

25/10.1 – **Operation – Website/Facebook** – A brief discussion took place regarding comments that have been made on Facebook with regard to the website. These have been noted and work is continuing to try to ensure that the website becomes more user friendly.

**IT and Events** – this is continually being worked on. MTK advised the Board that it is the preference of Rob Hartley (RH) (Events Manager) to have 1:1 conversations with both Board and Members with regard to ideas for events. The Board felt that a Focus group should be set up and RS advised MTK that he had some ideas as to who should be involved in that Focus Group. RS to email MTK with names so that they can be invited.

**Action: RS/MTK**

MG asked what the numbers were for the website traffic. AS advised that he would look into this and advise after the meeting.

**Action: AS**

MG suggested that sponsorship be looked at with UKS. Discussion ensued where the Board were advised that sponsorship was attempted a number of years ago and it was felt that the focus now needs to be on smaller NGB's. It was suggested that this topic be picked up at a later date.

**Action: AS**

26/7 – **Commonwealth Judo** – AS informed the Board that it has been agreed that Alan Rickard should be the England Representative.

26/8 – **Re-organisation Structure of BJA** – this is to be covered under item 7.3 of the agenda.

26/12 – **Rule Changes** - There was a discussion around the proposed changes to the contest rules. Feedback from the referees who had experienced the rules in action was that the changes were easy to assimilate and in general seemed to have a positive effect on the standard of the judo. No negative issues had been raised at the events where the new rules had been implemented.

26/13 **Senior Competition - Refereeing Standards** - There was a request from the National Referees Commission that they are allowed input into the selection of referees for National and Ranking Events; pointing to a recent competition where the standard of referees had been severely criticised. There was discussion around how this could be implemented, and it was agreed that the NRC put together a workable solution for discussion by the Board that takes into account the cost implications, the need to develop referees at all levels and meet the needs of the Area hosting the event.

**Action: BT (NRC)**

## 27/5 RISK REGISTER

As there had been no update to the Risk Register issued at the January 2017 meeting, a copy of this register was circulated for information only. A brief discussion took place regarding the IP trademark whereby the BJA are currently waiting on the outcome. This could take 6-8 weeks. However, it was agreed that MTK would look into this with a view to including it on to the risk register.

**Action: MTK**

## 27/6 CHAIRMAN'S UPDATE

The Board Members were given the following update by RS:

27/6.1 **Governance Review Meetings:** Meetings have so far taken place for Midlands/Northwest/York & Humberside/Southern/London/Western/Wales/Eastern. All meetings have been relatively well attended with an average of 15-18 attendees and the governance presentations that have been presented to the members by RS/AS and, on occasions Jonathan Hall, have all been well received with no real objections.

RS advised the Board that meetings are still to be held in the areas of Eastern/Northern Home Counties/ Northern/Scotland and Northern Ireland.

27/6.2 **Club Engagement** – a general discussion took place to ensure that the governance changes are proactively discussed at various events around the country e.g university clubs, Northwest Open etc.

**Action: ALL**

27/6.3 **75<sup>th</sup> Anniversary - Keidokwai Judo Club** – RS and AS attended their 75<sup>th</sup> Anniversary which he reported was a really good event. The Board were informed that Tony Mac was also in attendance.

27/6.4 **BJC** – The Board were informed that since the January Board meeting, RS and AS had met up with Bernard Richmond and Ian Bailey in an attempt to gain greater collaboration with BJC.

27/6.5 **Sport England Seminar – Safeguarding** – Following the recent issues within the sports world, RS reminded the Board that the BJA have a responsibility to every young member to promote the culture of safety and ensure that the appropriate safeguarding measures are in place and are enforced.

AS informed the Board that a letter has been written to the Minister of Sport to explain what procedures the BJA have in place and although we have reports, gaps have come to light in our procedures. With this in mind, AS suggested that the BJA perhaps give consideration to a 'kitemark' system whereby the BJA can work towards that 'kitemark' so that it clearly shows to the outside world that we have high level procedures in place.

27/6.6 **UK Sport** – An International Seminar was held with NGB's then have to be more proactive with National Federations. It is important that UKS provide advice and guidance on dealing with International Federation's without being penalised for raising governance issues.

**Action: AS/RS**

27/6.7 **NGB Chairs Meeting** – RS advised the Board that he had recently attended a meeting with NGB Chairs whereby the focus of that meeting was to establish compliance panels. RS was in no doubt that the governance plans throughout the sector are being thoroughly looked at and strategies will be drawn up for bridging any gaps and any other management and audit processes.

RS advised the Board that at that meeting, Rod Carr made it perfectly clear that if an organisation is not compliant then their funding would be at risk of withdrawal. RS informed the Board that it is his belief that organisations will be very closely monitored and if they do not comply then funding will be reduced or withdrawn. It is therefore, imperative that the BJA will need to ensure that they are doing everything possible to be remain compliant.

Rod Carr is retiring and as a parting comment he raised the potential funding risk in 2020. RS feels that the BJA needs to look at new funding sources which may result in the BJA having to match fund.

27/6.8 **Meeting with Bath University regarding Pathway Performance** - The Board were informed that a meeting had taken place with Juergen Klinger and Stephen Baddeley, Director of Sport to discuss the strategy. The outcome of the discussions resulted in the BJA acknowledging that they need to work more closely with him to ensure that the strategy becomes more workable.

27/6.9 RS gave thanks to the Board for their support over the last 12 months and hoped that the Governance processes would be accepted. He urged everyone to get out into the clubs and talk to the members to encourage them to accept the changes in the governance process.

## 27/7 CHIEF EXECUTIVE'S UPDATE

The details contained in the CEO report circulated prior to the meeting were noted and in addition, AS made mention of the following:

**GB Coach** – LC is going to be joining the interview panel. Discussion amongst the Board Members took place with regard to the candidates for this role with the Board having concerns about the calibre of the chosen candidates. AS advised that all three of the candidates met the criteria for the role and this is the reason for them having been shortlisted.

AS advised that if it turned out that none of the three candidates being interviewed were suitable, then BJA would go back out into the market to try to find someone that was suitable.

RS stated that he would like to see investment in the coaches and encourage cultural change. The Board were in agreement with this and they all felt that the BJA have a duty of care to ensure that our athletes are given the best chance possible of being the best.

**Board Training** – Eddie Awford confirmed that he is now able to attend training sessions on both Tuesday 21 March 2017 and Monday 8 May 2017.

## 27/7.1 GOVERNANCE CHANGES INCLUDING EGM RESOLUTIONS

AS presented the 'Summary of Proposed Amendments to BJA Memorandum and Articles Voting/Proxy Form' that was proposed to be sent out to:

- Club Contacts (Category A Voting Member Clubs)
- Area Chairs and Secretaries
- BJA Council
- Home Country Chief Executives

AS explained that this document would be sent out together with a 'Calling Notice' and a letter signed by RS on behalf of the Board supporting the recommendations.

The Board were reminded that the EGM to consider the Governance was due to be held on the morning of Saturday 18 March 2017 at the University of Wolverhampton – Walsall Campus. AS advised the Board that in order to be quorate, 27 club members would need to be in attendance at that EGM meeting and, although the attendees can be proxys, any postal votes would not be taken into account as part of the quorate number.

The Board enquired as to the timescale of implementing the new Governance. AS advised that the next step would be advertising for the Chairman's position whereby the Council would be required to nominate a 'Nominations Panel'. This panel would consist of 3 Council representatives and two Independent Directors one of whom would be the Senior Independent and chair the committee. AS anticipates that the process will take approximately 3-4 weeks taking the timeline up until after Easter, with interviews taking place early May 2017 and then an appointment would be made.

AS also advised the Board that LC's position on the Board expires in November 2017 so this will need to be looked at more closely in the very near future.

AS informed the Board that he is currently looking at the whole structure of the Board and how the new Governance will affect this. AS explained that initial indications show that although transitional arrangements are in place, there are a number of variations in the timings of different

Directors – i.e appointed, elected and Home Country Representatives. The organisation may need to look at 2, 3 and 4-year appointments in the first instance to ensure that we keep on track and everyone then could be on a 4-year term. AS will continue to work on this and will update the Board accordingly.

AS advised the Board that the Articles have also been looked over by Brabners who have made comments and AS and Jonathan Hall are discussing these comments over the coming weeks. The Articles will be finalised at the AGM in November 2017.

## **27/7.2 BUSINESS PLAN AND BUDGET**

GH presented the Business Plan to the Board Members advising them that following the December 2016 Board meeting, this had been produced with the information the Board had requested information on and detailing how each section is progressing. The Board were advised that the information is driven from the strategic document and will be fed back to the Council with reviews taking place on a quarterly basis.

GH also informed the Board that this document will, in turn, form departmental business plans and appraisals. The information will also be the basis of what the BJA get measured on and therefore a lot of the work with the Exec Staff features heavily.

The Board were advised that every member of the organisation has had an input into producing this document, and the aim being that each Department will regularly report back on their actions. Accountabilities will then be looked at and in turn, this will translate back into the annual plan.

The Board had no further questions and asked that future updates of the report be circulated in A3 hardcopy format for ease of reading.

RS congratulated the team on producing such a well written plan.

## **27/8 STRATEGIC PANEL FRG**

### **27/8.1 FINANCIAL FORECAST TO YEAR END**

MTK presented a financial presentation to the Board (a copy of which is attached to this document) and also covers item 8.2 of the agenda – *Finance, Risk and Governance*.

MTK advised the Board that at the end of the financial year, it is hoped that the organisation will have a surplus of £10,000 minimum. She went onto explain that it was originally thought that this would be in the region of £19,000 but due to the legal costs associated with the Governance Review this amount has reduced.

MTK requested that in order to get a final figure for the year end that all expense claims be submitted as soon as possible.

Action: All

*1.30 p.m Eddie Awford left the meeting*

MTK went on to explain to the Board that nominal codes need to be rewritten and total staff costs including those for coaches and the SLT need to be looked at very closely.

The Board were advised that in time the BJA will be able to apply for different grants from SE which will benefit the organisation.

Discussion also took place with regard to staff relocation costs and, although there were none to be considered at this time, there could potentially be some when the organisation moves its operations from Loughborough to Walsall later. MTK informed the Board that there were strong indications to suggest that current Loughborough personnel would not be relocating to the Walsall area. However, the relocation would result in savings being made on the rent. The Board were also informed that warehouse lease was due to finish in April 2017.

MTK asked for the Board's approval to implement the budget as written which also includes a 1% cost of living increase in the salaries. This was agreed and PB **PROPOSED** that the budget be accepted in principle. This was **SECONDED** by AH.

RS gave his thanks on behalf of the Board for a well presented budget.

## **27/8.2 FINANCE, RISK & GOVERNANCE**

Covered in item 27/8.1 above.

*Due to the confidential nature of this, staff members of the BJA left the meeting to allow discussion of this topic to take place.*

## **27/7.3 RE-ORGANISATION PRESENTATION**

The Board accepted the re-organisation proposals presented by CEO.

*BJA Staff Members rejoined the meeting*

## **27/9 STRATEGIC PANEL: DELIVERY AND TECHNICAL**

### **27/9.1 MEMBERSHIP INFORMATION FROM COLIN MCIVER**

The contents of the report submitted prior to the meeting were noted. CMcI drew the Board's attention to the latest membership figures which year to date were down by 1,500. He pointed out to the Board that this is a similar position to what it was in 2014-15. The reasons for the reduction are not known at this time.

#### **27/9.1A GRADINGS**

The report circulated prior to the meeting was noted and CMcI advised the Board that the method of collecting the grading information has been now been changed in order to get much more accurate information.

#### **27/9.2 RULE CHANGES**

CMcI informed the Board that having seen the rules in operation at the Paris tournament, he did not feel that it was as a big a problem as was first thought. A brief discussion followed and it was suggested that these be trialled at the Seniors competition in March.

Discussion followed and the Board felt that this should be looked into further with a view to fully briefing the referees to ensure that they are fully aware of what is happening.

**Action: BT**

**27/8.3 EVENTS**

MTK advised the meeting that contact had been made with Judo Scotland who have confirmed that their event does not clash with the BJA's AGM in November 2017.

MTK advised the Board that confirmation has now been received from officials of IBSA that they are happy for the event to be hosted at the Walsall Campus with the competitors and officials being more than happy to make use of the accommodation on site which will negate the need to fund hotel accommodation etc. Rob Hartley and MTK are working on finalising the costings for this event and the Board will be updated in due course.

The Board were in full agreement that this will be an excellent event to host and it should be well promoted.

**Action: MTKIRH**

**27/10 PERFORMANCE UPDATE**

There was no Performance Update given at this meeting.

**27/11 ANY OTHER BUSINESS**

- 27.11.1 Promotions Commission** – AH asked the Board to consider a system being put in place to acknowledge and recognise a person's outstanding commitment to the sport. He went on to explain that as some people do not always get the opportunity to do something at National level there is a case to look at special cases when someone is making a huge contribution to Judo and he suggested that consideration be given (in very exceptional circumstances only) to awarding a person with C+ or D+.

AH suggested that this would not be widely advertised and any awards would still need to come to the Board for ratification.

The Board were generally in favour of the proposal but more details were required. It was suggested that AH put together a proposal for discussion by the Board.

**Action: AH**

- 27.11.2 The comments submitted by e-mail by RW were discussed as follows:

**Triathlon appointed players to the Board** – Discussion took place with regard to this suggestion but due to the changes in the Governance, the Board felt that this was not the right time to be considering this. However, they did feel that this should be given further thought for the next cycle and with this in mind, it was agreed that this would be included on the 'Annual Agenda Items programme 2018-19.

**Action: AS**

**Artwork** - Discussion took place with regard to artwork that has been done by Neil Eckersley and it was suggested that his artwork be showcased at the Awards Dinner in November 2017. This was felt to be an excellent idea and would be looked into further.

**Action: MTKIRH**

- 27.11.3 **MTK Resignation** – as this was to be MTK's last Board meeting, RS, on behalf of the Board, thanked MTK for her dedication and hardwork over her last 4.5 years and presented her with a cut glass vase and flowers.

**27/12 DATE OF NEXT MEETING**

Date: Saturday 18 March 2017 (EGM)  
Time: 10.00 a.m for 10.30 a.m  
Venue: University of Wolverhampton – Walsall Campus – Lecture Theatre WA007

Date: Tuesday 4 April 2017  
Time: 10.00 a.m  
Venue: British Judo Centre of Excellence, Walsall – George Kerr Suite

**Future Meetings:**

Tuesday 9 May 2017  
Tuesday 13 June 2017  
Tuesday 29 August 2017  
Tuesday 17 October 2017  
Tuesday 12 December 2017

RS thanked everyone for their time at today's meeting and there being no further business, the meeting closed at 3.10 p.m

