

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
HELD ON THURSDAY 29 SEPTEMBER 2016 AT 10.00 AM
CENTRE OF EXCELLENCE
WALSALL

PRESENT: Ronnie Saez, Chair and Chair, JudoScotland
Malgorzata Grzyb
Alan Rickard
Andrew Haffner
Loretta Cusack
Eddie Awford, Chair, England Area Commission
Fred Prosser, Chair, Welsh Judo Association

IN ATTENDANCE: Andrew Scoular, Chief Executive
Sharon Hellend (Taking Minutes)

APOLOGIES: Bill Taggart, Chair, Northern Ireland Judo Federation
Ryan Wilkinson
Sara Hayes
Peter Blewett

23/0 WELCOME

The Chair welcomed and thanked everyone for attending this meeting.

23/1 APOLOGIES

Apologies were received from Bill Taggart, Sara Hayes, Peter Blewett and Ryan Wilkinson, due to other commitments.

23/2 DECLARATION OF INTEREST

There were no Declarations of Interest.

23/3 MINUTES OF THE MEETING HELD ON 6 SEPTEMBER 2016

The Minutes from the meeting held on 6 September 2016 were briefly discussed but it was felt that due to the fact that today's meeting was not a full Board meeting, the Minutes should be reviewed at the Board meeting scheduled to take place on 25 October 2016.

LC requested that future minutes should be circulated to all Board members within 7 days of a Board meeting taking place as agreed at a previous meeting. Members also requested that in order to comply with the association's policy of being transparent and open that the website be updated with all sets of approved Minutes. AS to ensure that all approved Minutes be published on the association's website.

Action : AS

Members briefly discussed the situation with regard to Ieva Zulyte's decision to leave the organisation and AS informed the members that despite the organisation trying to persuade her to stay in post, she had decided to accept a role within the university which she felt offered her better career progression.

AS introduced Sharon Hellend as his temporary cover as Executive Assistant and the Board members welcomed her to the meeting and the organisation.

ACTIONS ARISING FROM PREVIOUS MEETINGS (NOT INCLUDED ON THE AGENDA)

AS drew members' attention to the outstanding action list which had been circulated prior to the meeting advising members that this list had now been updated to only show items which were still to be dealt with/actioned. He also advised the Board that a list of 'completed' tasks was also held on the organisations system should any member wish to refer to them at a later date.

AS updated the Board in respect of the Board actions drawing members' attention to the following items:

17/128 – European Championship Review – Feedback with regard to comments from UK Sport are still awaited.

19/8.4 – Training – The proposed training in respect of Data Protection has been held over until after the AGM

19/13.1 – Relationship between the BJA and BJJ – AS advised that this item is still ongoing as a meeting is yet to be confirmed and the Board will be advised accordingly.

Action PB/C Mcl

22/8.1 – Promotions Commission – Discussion took place with regard to this and the Board members were in agreement that Sally Conway should be promoted. Members felt that an ideal venue for this to happen would be at the Awards Evening. AS to check attendance list to confirm if Sally Conway is able to attend.

Action : AS

The Board members held a brief discussion as to whether Sally's coach should also be recognised stating that 'behind every good sports person lies a dedicated and hardworking coach'. The Board unanimously agreed that this should be looked into further.

22/8.1 – Intellectual Property Rights – AS advised the Board that he is still working on this item which is proving a very complicated process and had been covered in his CEO report which had been circulated prior to the meeting.

22/8.1 – Resolutions at an AGM – AS advised that this was a subject for discussion later on in the meeting.

21/11.1 – Membership Numbers – Board members confirmed receipt of the presentation of the survey.

CHAIRMAN'S UPDATE

RS gave the meeting an update advising the members that following the meeting on Saturday 24 September all issues regarding the 12 resolutions had now reached a satisfactory conclusion on all but resolution 12, which would be addressed later in the meeting.

RS advised that it had become evident following the meeting on Saturday 24 September that communication had been a very big issue and going forward needs to be more transparent and open. All members present were in agreement with this.

RS advised that a meeting was planned with UK Sport on Tuesday 4 October 2016 to talk about the conclusion of the Hamblins Report and the issues over the breaches of confidentiality and trust, from the Boards perspective. However, we must try and move forward and develop stronger and more positive relationships.

RS gave a summary of the issues and how he would address these with UKS.

FP raised concern with regard to funding and was concerned that if it is in the constitution we should not be dictated too. We should say that this is our organisation with some 30,000 members who should be able to say who they want to be chairman. No change to the constitution

EA enquired as to how far away we are from appointing a chair. The meeting was advised that AS will discuss the timelines and will bring any information regarding this to the October 2016 Board meeting. The meeting was informed that the Steering Group are due to meet on Monday 3rd October and will finalise a report which will be presented to the Board on 25 October by which time the Governance Code should be launched at the end of October.

The meeting was informed that the current document is some 70 pages long with 30+ recommendations which are easily acceptable and includes details of how these can be implemented. It is proposed that the introduction of these be staggered over a period of time. The meeting was advised that it is hoped that this can be discussed in more detail at the October 2016 Board meeting as it is imperative that the timing is right.

Members present acknowledged the fact that any amendments would have to go through Council, most of which are area chairs who would need to be briefed and given an opportunity to comment, which is all part of the consultation. The Board also acknowledged that those that were not area chairs would also need to be included in any briefing. This would be held in the morning of the AGM as part of the Council Meeting

RS was in agreement with this. AS to make the necessary arrangements and advise members concerned accordingly.

Action: AS

23/6 CHIEF EXECUTIVE'S UPDATE

The report provided by AS prior to today's meeting was noted with specific mention being made by AS to members of the following:

Staffing – AS again confirmed that temporary PA cover is being carried out by Sharon Hellend.

He also advised that Charlie Miller, Communications Officer, has also decided to leave his role as Marketing Executive which means that there will only be one member of staff covering the communications side of the business.

The meeting was also advised that Sandip Tailor who works in the IT Department at Loughborough has also decided to leave the organisation after accepting a job more local to his home which will result in the IT department being 2 people short. AS advised that previous efforts to recruit in these areas had proven difficult.

AS informed the Board that due to the uncertainties that staff are facing at both Loughborough and Walsall at this time, he has commissioned an external anonymous staff survey. AS advised the Board that once feedback had been evaluated, this would be presented to the Board. A brief discussion ensued and it was felt by members that this kind of survey should be conducted at regular intervals in order to monitor staff morale.

Assurance Audit – AS drew members' attention to the Terms of Reference document that had been circulated prior to today's Board meeting.

RS advised that various questions had been raised by the Auditor/assessor with regard to this document, all of which had been quite specific but RS confirmed that he had been able to provide adequate information which had been accepted.

Trademarks – AS advised the Board that he had been liaising with Charlie Miller on this topic. AS informed the meeting that Fencing have done trademarking and it is anticipated that British Judo will follow their example.

MG raised a query with regard to the relevance of some of the classifications and following a brief discussion, the members felt that it would be beneficial to involve an IP expert. The Board requested that AS look into this again with a view to reducing some of the classifications. RS suggested that Murgitroyd, who operate all over Europe, would be a good organisation to approach in the first instance. AS also confirmed that it is both text and graphical that we were looking to protect.

Action : AS

WADA – (World Anti-Doping Agency) – AS drew members' attention to the high profile data breach of some athletes. He advised that as yet this had not affected anyone within the Judo Association. However, AS informed the members that he is currently trying to obtain a copy of the letter that has been sent to the athletes regarding this data breach. However, first indications appear to be that it is in respect to the use of inhalers and other medically prescribed drugs.

Olympic Medal Insurance : AS drew members attention to his report regarding this item and reminded the members present of the insurance policy which had been taken out prior to the Rio 2016 Olympic and Paralympic Games to support our athletes with financial bonuses should they be awarded any medals. AS advised the meeting that due to the fact that only one bronze medal had been won at the Games, this had resulted in there being a loss to the business with regards to the amount of money that had been paid to cover this eventuality.

However, as Sally Conway was the only person in Judo to win a Bronze medal he was seeking permission to pay her an award. A short discussion took place regarding this with all Board members present agreeing to this proposal. AS to make arrangements to pay this award.

Action : AS

Proposed Awards: Following on from the above, the Members present felt that a Coaching/Training Award would also be appropriate.

Discussion also took place with regards to a suggestion that Josie Horton be awarded the Roy Inman Memorial Award. The members present felt that Josie, who was a semi-finalist at the 1992 Olympic Games, was a true inspiration to the sport after having lost a leg and still returned to the sport as a coach.

It was agreed that these two proposed awards would be the topic of discussion after this meeting.

NGB Investment – AS circulated an e-mail which he had received on 28 September 2016 from Phil Smith of Sport England regarding an update from the sector, the contents of which were noted by the members. AS advised that Sport England appear to be accepting the talent side of things but do appear to be challenging our 'back room costs'.

Concern was raised amongst the members as to why Sport England would be questioning the 'back room costs' and asked if any advice had been provided or suggested on how we can do this. AS advised that no such information had been provided other than notification that measures need to be taken to ensure that streamlining takes place.

A brief discussion took place regarding this with members suggesting that we consider approaching the likes of other contact sports, such as wrestling and karate to share in our facilities. The Board felt that this would benefit our bid for any funding and would support our bid in the 3 areas, namely:

- Talent
- Intervention participation
- Core funding – activities of the back office staff

AS advised the Board that this would be monitored and it was hoped that this could be reported on further at the October 2016 Board meeting.

Action: AS

23/7 AGM RESOLUTIONS AND PAPERS

Resolutions:

RS advised the meeting that there were two factors for consideration in this section:

1. Andrew Scoular's position as Chief Executive Officer
2. Structure of the Annual General Meeting

The meeting was informed that two other resolutions had been submitted for consideration as follows :

- Exmouth Vikings Judo Club propose:
That £1 be added to the member's licence fee from the 1 January 2017 and that these proceeds go to help support the work of the British Judo Trust. This would replace the current voluntary contribution made as part of the online membership which is now proving over complicated for members to contribute.
- Craven Judo Academy propose:
That the English Area Representative on the BJA Board of Directors be appointed by and at a meeting of the English Area Commission

Discussion took place with regard to both of these resolutions with the Board agreeing that these are decisions which need to be made by the Members.

12.30 p.m - AS & SJH left the room to allow discussion to take place reference the resolution concerning the non-confidence in the CEO.

1.50 p.m – AS & SJH re-enter the room

23/8 ANY OTHER BUSINESS

Request from European Judo Union

RS informed the meeting that he had received an e-mail from Moscow on 21 September 2016 regarding Jane Bridge-Charlot's nomination for Vice President of the European Judo Federation. RS confirmed that he had already spoken to Sergey about this prior to receipt of the e-mail and they had both agreed that the person in this role should be connected to British Judo.

Discussion amongst the Board members took place and they were all in agreement that Jane Bridge-Charlot would be a perfect candidate for this role. RS confirmed that he would send the approval letter to Sergey.

LC suggested that Jane Bridge-Charlot be invited to join the Board meetings once a year to give an update on the Association. All Board members were in agreement with this. AS to invite Jane Bridge-Charlot to the Board meeting once a year.

Action : AS

Annual General Meeting : Saturday 5 November 2016

Discussion took place regarding a proposed structure and agenda for the day and the following programme was agreed:

12.00 a.m Arrival and registration

2.00 p;m AGM commences with the agenda as follows :

- Welcome address from Dr George Kerr
- Apologies
- Respect from friends and colleagues – Board members to advise AS of any names to be included on this listing
- Presidents Address
- Minutes of the previous meeting held on 7 November 2015
- Chairman's Report
- Chief Executive Officer's report
- Resolutions including the £1 increase on English licence fees – AS to liaise with Brian Davies to give a background if this goes ahead
- Consolidated Accounts
- Re-appointment of Auditors
- Plenary session whereby Jonathan Hall will deliver a governance review
- Open Question session
- Meeting closes

Discussion followed and RS suggested that time needs to be given for discussion to take place with regard to the European championships. The members felt that this item could be included in the plenary session.

RS also asked that adequate time be given to a discussion about the rules and engagement. As the Board felt that this would be a very complex discussion, it was suggested that clubs be invited to submit their questions prior to the meeting so that full consideration can be given to any points which are raised. 90 minutes should be allowed for this item.

With all of the above in mind, members felt that the AGM should last for around 2.5- 3 hours, finishing no later than 5.30p.m to allow all persons present to prepare for the Evening Awards ceremony

The Board hoped that every member of the steering group would be present at the AGM which, in turn, would generate a lot of interaction especially towards the presentation from Jonathan and the presentation regarding the rules of engagement.

Discussion followed reference the introduction of all Board members at the AGM so that members were aware of their presence. It was also suggested that Board members be seated on the front row. All Board members were in agreement with this. AS to ensure that all Board members are seated together.

Action : AS

AH enquired as to how we ensure that members only cast one vote, either it be a postal vote or a vote on the day. AS advised that a register would be drawn up and used on the day detailing any members who had chosen to use the postal vote system which would then warrant them exempt from casting a paper vote on the day of the AGM.

Proposed Press Statement

Discussion took place with regard to the draft press release prepared by One Hundred and 10% regarding the 12 resolutions put forward by the 4 clubs. AR felt that objections could be raised if the last item is dropped. RS suggested that we advise that this is the type of statement that we wanted to put out and in order to move forward, the subject of the resolution had to be covered. RS confirmed that the press release would be circulated to the Board members by Monday 3 October 2016.

Action : RS

23/9 DATE OF NEXT MEETING

Date: Tuesday 25 October 2016
Time: 10.00 a.m
Venue: British Judo Centre of Excellence, Walsall

23/10 Dates of Meetings: 2016

- Tuesday, 6 December 2016

There being no further business, the meeting was closed at 2.35 pm