

**CONFIRMED**

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

**HELD ON TUESDAY, 6 DECEMBER 2016**

**AT 9.15 AM**

**RAMADA PARK HALL WOLVERHAMPTON**

**PARK DRIVE, GOLDTHORN PARK, WOLVERHAMPTON, WV4 5AJ**

**PRESENT:** Ronnie Saez, Chair and Chair, JudoScotland  
Sara Hayes  
Alan Rickard  
Andrew Haffner  
Loretta Cusack-Doyle  
Bill Taggart, Chair Northern Ireland Judo Federation  
Malgorzata Grzyb  
Ryan Wilkinson  
Fred Prosser, Chair, Welsh Judo Association

**IN ATTENDANCE:** Andrew Scoular, Chief Executive  
Gary Henderson (part-time)  
Maria Turnbull-Kemp, Finance and Operations Director  
Nigel Donohue, Performance Director (Performance Update) (part time)  
John Eady (part-time)  
Sharon Hellend (Taking Minutes)

**APOLOGIES:** Eddie Awford, Chair, England Area Commission  
Peter Blewett  
Colin McIver, Sport Director

**Note :** *Due to commitments and time restraints of some of the Board Members, the meeting did not strictly follow the order of the agenda that was circulated prior to the meeting.*

**25/0 WELCOME**

The Chair welcomed and thanked everyone for attending the meeting. The Chair also welcomed John Eady who was attending in order to make a presentation to the Board regarding the Independent Performance Review that had recently been undertaken.

**25.1 APOLOGIES**

Apologies received from:

- Eddie Awford
- Peter Blewett
- Colin McIver
- Chris Coleman

**25.2 DECLARATIONS OF INTEREST**

The following declarations of interest were declared:

Item 9.2 Andrew Haffner

Item 13 Bill Taggart

## 25.3 MINUTES FROM PREVIOUS MEETINGS

### 25.3.1 MINUTES OF THE MEETING HELD ON 25 OCTOBER 2016

The Minutes of the meeting held on 25 October 2016 were accepted as a true and accurate record of the meeting. - PROPOSED by Bill Taggart and SECONDED by Loretta Cussack-Doyle

### 25.3.2 MINUTES OF THE MEETING HELD ON 5 NOVEMBER 2016

The Minutes of the meeting held on 5 November 2016 were accepted as a true and accurate record of the meeting. - PROPOSED by Malgorzata Grzyb and SECONDED by Alan Rickard

AS thanked the Board for their input in respect of the BOA Chair Position. the two nominations were Hugh Robertson and Richard Leman and although the majority of the BJA Board had chosen Richard Leman, the new Chair of the BOA effective from 1 January 2017 will be Hugh Robertson. (post note correction - Hugh Robertson has taken over as BOA Chair with immediate effect).

## 25/4 ACTIONS ARISING FROM PREVIOUS MEETINGS (NOT INCLUDED ON THE AGENDA)

AS updated the Board in respect of the Board actions:

**19/8.4 – Training** – AS informed the meeting that training is currently being looked into for all Directors and as soon as a date has been determined, the Board will be advised accordingly.

**19/13.1 – Relationship between the BJA and BJJ** – This is still ongoing and AS is awaiting information from CMcl as to who the lead person is on this.

**22/8.1 – Intellectual Property Rights** – AS informed the meeting that following a discussion with MG, Forresters had now been tasked with the filing of our trademark.

**23/5 – Communications Strategy** – AS informed the meeting that details of this has been covered under the Governance Section of the CEO report for today's meeting and as detailed, and will be subject to tender.

**SE Investment Submission** – AS circulated to the Board a letter which he had received from Sport England on Sunday 4 December 2016, the details of which were noted by the meeting.

**24/8 – Governance Training** – AS advised the meeting that this was covered in his CEO report.

**24/8 – Conduct and Complaints** – AS informed the Board that as requested at the October 2016 Board meeting, he has spoken to Peter Holme reference the concerns that the Board had with regard to the handling of members who were found to be in possession of fraudulent certificates. He advised that this again is covered in his CEO report.

**24/10.2 – Referee's Working Group Report** – AS advised the meeting that this will be covered under agenda item 12 of today's meeting.

**24/12 – Governance Review** – AS informed the meeting that a time line had now been drawn up and will be discussed further under item 8.1 of today's agenda.

**24/13 – Sara Hayes Standing Down as a Board Member** – AS informed the meeting that the paperwork is now in place for recruitment of a replacement for SH and this will be discussed in item 8.3 of today's agenda.

**17/128 – European Championship Review** – AS advised the meeting that as this item had now been dealt with, it had now been moved to the 'Completed Action' list. The Board were in agreement with this.

There were no concerns raised regarding the action list.

**25/5 RISK REGISTER**

The risk register as circulated prior to the meeting was noted and it was suggested that in future this register be presented to the meeting in an A3 format.

**Action: AS**

*Approx 10.00 a.m - AH arrived at the meeting*

**25/6 PERFORMANCE REVIEW**

John Eady (JE) from Knight, Kavanagh & Page made a presentation to the Board Members detailing the first raw draft results of the review that he had recently undertaken for the BJA

A brief discussion took place following the presentation and the Board were keen to support the development of the coaches to give them the skills that are required. The Board recognised that some items of concern highlighted in the report had already been acknowledged within the Tokyo strategy and are being acted upon.

The Board enquired as to how Judo compares to other combat sports. JE advised that judo is a tough sport and whilst he considered it not to be ethical to make comparisons, he was of the belief that judo does have the same issues as other combat sports

Overall, the Board felt that the review had been a worthwhile exercise.

RS thanked JE for his attendance and time and JE left the meeting.

**25/11 PERFORMANCE UPDATE – PRESENTATION**

ND, Performance Director, updated the Board via a presentation that is attached to the Minutes covering what plans are in place for 2017 and advising the meeting that positive results have been obtained over the last couple of months, although a couple of players have suffered injuries.

ND advised the meeting that he does have major concerns about the resignation and subsequent replacement of the physiotherapist role. It is hoped that Simon Edwards who has a wealth of experience after being associated with Rugby Union and Taekwondo will be able to fill this position.

RS asked that on behalf of the Board, thanks be given to James Thomas and Jason Laird for all their time, hard work and dedication that they have given to the BJA over the last few years as they have played an invaluable role.

**Action: ND/AS**

ND informed the meeting that we would be continuing with the successful Japan Futures Programme which is for 10-11 cadets over a 10-day period and costs in the region of £22,000.

ND also informed the meeting that athletes are putting together presentations as part of their 6 monthly reviews. AH asked if anyone has done any work with the athletes on how to present. The meeting was advised that a lot of help has been given in this area and it was suggested that the Board may wish to sit in on the athletes reviews so that they can see the level of detail that they produce.

The World Class Programme was discussed and ND gave a detailed overview of this highlighting the athletes that will be involved and those that will not due to them not demonstrating adequate commitment, or have not been considered due to various other issues e.g. age profile for Tokyo, retirements etc.

The Board were reminded again that the outcome of UK Sport funding will be known at 11.30 a.m on Friday 9 December 2016. However, the BJA will make whatever funding is granted work for the association.

Following our poor medal result in the Paralympics in Rio, RS asked ND if any questions had been asked by UK Sport regarding this. ND advised that a difficult discussion had been had with them whereby both performance and overall budget had been questioned and at that time it did feel like a negative meeting but it is hoped that this will not impact on the level of funding that is eventually granted.

AH stated that he would like to see more encouragement for players to become referees. ND, together with the Board were in full agreement with this as it was felt that any referee training would enhance GB judo and in turn, the coaches could inform the athletes exactly what a referee looks out for in competition events.

The Board questioned the process for recruitment with ND advising that where possible employees will be matched and where there is no match a full HR process will be undertaken where the role(s) are advertised. AS stated that we are a compassionate employer and have a legal obligation to match wherever possible. The Board all agreed that the BJA have a duty to the athletes to ensure that they have the best coaching and expertise available to them.

The meeting was informed that the BJA coaches are monitored through appraisals whereby targets are set and performance reviews are also held. ND suggested that the Board may wish to come into the Centre of Excellence at Walsall to see what the coaches do and ND asked that any Board Member wishing to do this should contact him.

*11.05 a.m Ryan Wilkinson arrived at the meeting*

The Board were concerned regarding how we are dealing with looking for talent within the visually impaired sector for the next 8 years. ND informed the meeting that there are currently a couple of youngsters who come under this category and the meeting was informed that the BJA work very closely with EIS on this. The Board suggested that blind schools be approached to try to promote players for this category.

*11.15 a.m Nigel Donohue left the meeting*

**25/7**

## **CHAIRMAN'S UPDATE**

RS informed the meeting that in future it is hoped that a written report can be provided from him. However, in some instances, both his and the CEO's report cover the same items so they will work on finding a way so that the reports are not duplicated. RS updated the meeting on the following:

**Governance** – the meeting was informed that extensive consultation with the clubs will take place in January and February 2017. The meeting recognised that as many clubs as possible need to be encouraged to engage with the process, so that we can get the 70% approval for the changes that need to be made. RS also stressed that failure to meet the new code would result in action being taken against the BJA by UK Sport and Sport England. Although, it is considered that these two organisations are very impressed at the speed at which the BJA has carried out the review. RS drew the Board's attention to the proposed consultation dates that had been circulated by AS prior to today's meeting and advised that he would be attending as many dates as was possible.

RS stated that he is keen to give as much opportunity for clubs to engage with the Board as possible. AS stated that unfortunately owing to other commitments, Jonathan Hall, was not able to now make 2/3 of the suggested dates.

**EGM** –RS stated that it had originally been agreed with Nick Fletcher that this would take place in February but because of competitions it will now take place in March 2017. A brief discussion ensued with the Board feeling that March would also be problematic due to the amount of events that are taking place at that time. As it was deemed that the date should not go into April, it was decided that 18<sup>th</sup> March would be the most preferable date.

**68<sup>th</sup> EJU Ordinary Congress 2016** – RS informed the meeting that he, together with George Kerr and Andrew Scoular, would be attending this event which is taking place this Friday 9<sup>th</sup> and Saturday 10<sup>th</sup> December.

**Awards Ceremony** – RS congratulated the team on a well-run event and although most feedback had been positive, there had been some concern amongst members regarding the selection process for awards.

A brief discussion followed and it was agreed that a more objective criteria should be drawn up for each award. It was also suggested that awards be considered for community clubs to ensure that the full judo sector is being looked into and is not just for clubs who take part in competitions. The Board also felt that any nominations for awards should be referred back to the respective clubs to ensure that they are in agreement with the recipient of any award.

The meeting agreed that a procedure be drawn up by the Nominations Group detailing how awards will be considered in the future.

**Action: Rewards and Recognition Group**

**Recognition Certificate** - FP asked if the Board were in agreement for him to send a certificate in recognition of service to British Judo. Although the Board were happy with this, it was agreed that FP and RS would discuss this as a separate matter to finalise the wording.

**Action: RS/FP**

**Performance** – RS informed the meeting that 2 players, Nathon Burns and Megan Fletcher, who currently represent GB, have asked to be released from the British programme and transfer to the Irish Programme. He informed the meeting that both players had recognised that if they wanted to reach the World Championships it will not be possible for them to go through the British system. The Board were in agreement with this and RS confirmed that he will write to the IJF and IJA giving authorisation for this to happen.

**Action: AS/ND**

**World Class Performance Programme (WCPP)** – RS informed the meeting that Sally Conway has been offered a place on the WCPP and there has been some discussion as to what the commitment to training will be. RS stated that steps are in place to look at how Sally can commit to the WCPP.

## 25/8.6 BUSINESS PLAN DRAFT – PRESENTATION

GH presented the draft business plan to the meeting, a copy of which is included with this document. GH advised the meeting that although there are several pages to the Business Plan, the Board would receive page 1 in future – Strategy Overview which gave the organisational overview for discussion together with the individual department details which would be for information.

GH informed the meeting that information from this document would be translated into Appraisal documents for the various staff ensuring that any concerns/issues are identified and dealt with promptly.

The meeting was informed that it was intended that this document be presented to the Council on a quarterly basis. Each quarter it would be reviewed and rated thus enabling the Board to raise any concerns or ask questions.

GH gave a full explanation of how the information within the other documents fed into the Strategy Overview and the Board agreed that the level of detail contained on the summary page (Strategy Overview) would be sufficient for their needs.

*12.30 p.m The Meeting broke for 30 minutes for lunch*

RS welcomed everyone back to the meeting and gave thanks to LC reference initiative she had recently shown. LC explained to the meeting that a few weeks ago whilst searching the internet, she had come across a car registration plate – J70 UDO. She immediately put out a plea on Facebook and email requesting donations towards the £600 fee for the number plate which she had suggested could be given as a gift to Sally Conway for her success at the Rio Olympic games. LC advised the meeting that within a very short time the money was raised and the number plate has now been purchased. It will be presented to Sally Conway on Sunday 11 December 2016.

## 25/8 CHIEF EXECUTIVE'S UPDATE

The report provided prior to the meeting was noted with specific mention being made of the following:

The following personnel have **JOINED** the organisation:

- Ben Pollard replaces Charlie Miller
- Sharon Hellend replaces Ieva Zulyte.
- Nikesh Vaghela has re-joined the organisation as Head of IT and Digital Service.

The following personnel have **resigned** from the organisation:

- James Sills, our Events Manager, is moving to the Events organisation within Parkinsons UK. A recruitment exercise is currently underway to fill this vacancy.

The Board also noted that the following team members have also **resigned**:

- James Thomas, Elite Pathways Manager
- Jason Laird, Lead Physio (EIS employee)
- Stafford Murray (EIS employee)

**UK Sport** – The Board noted that the decision regarding funding for the World Class Funding is expected on the morning of 9 December 2016. AS would update the Board as and when the information has been received.

**Action : AS**

**Communications and Marketing** – AS advised the meeting that following recent discussions with MG, it had been decided that as this needs to be high level. The BJA will put out the services to tender.

**Action: AS**

**Events** – AS drew the Board’s attention to the content of his report and in particular, the email that had been received from Michal Vachun reference the structure of the European Judo Open (EJO) in 2017-2020.

AS informed the meeting that in 2015 an agreement had been reached with Portugal to join both males and females for the 2016-17 period. AS would like to seek authority to see if we can negotiate the change of the European Open dates in order to have a better time for the ranking event in the Tokyo Cycle. The meeting confirmed that they were happy for RS/AS to progress this.

**Action: RS/AS**

AS drew the Board’s attention to the Powerpoint presentation that had been attached to his report prior to today’s meeting and stated that at a meeting with the UK Sport’s events team, it has been suggested that the BJA should host:

- European Judo Championships 2023
- Grand Slam 2024
- World Judo Championships 2027

However, as the Grand Slam would likely to be after the Tokyo qualification period, AS felt that it would be more appropriate to flip the European Judo Championships and Grand Slam around. The Board were in agreement with this suggestion.

**Action: AS**

AS advised that he felt it would be beneficial to form a small group who would look at the next 8-10 years and draw up a major events strategy and look into the financial implications of any such events. The Board were also advised that some funding may be available for these events via the Major Events team at UKS

The Board agreed for AS to liaise with RS to form a Major Events Working Group.

**Action: AS/RS**

A brief discussion took place amongst the Board regarding events and they acknowledged that the confidence that UK Sport is currently showing in the BJA is very heartening. It was also suggested that the CEO investigates the possibility of hosting the World Masters Championships which, if it took place, would offer great publicity benefit to the association. This was unanimously agreed.

**Action: AS**

**BJA Facility at Walsall** – AS updated the Board regarding this item on his report. He informed the meeting that on Friday 2 December 2016, both he and GH had met with 'Green Shoots' a Business Funding programme and they have now requested that the BJA to forward a submission for grant aid. AS informed the meeting that we may be able to get up to £150,000 towards a temporary facility and a decision regarding this is expected on 15 December 2016 and the Board would be advised accordingly.

AS added that talks are continuing with the Vice Chancellor of the University and any funding given can also be applied for next year. This is also being included on the business plan.

**Action: AS**

**Child Protection & Conduct and Complaints** – AS drew the Board's attention to the information contained in his report and in particular, the information that he has received from Peter Holme reference actions taken against members with fraudulent documents.

Discussion took place regarding this and although the Board noted the information provided by Peter Holme, they were still uncomfortable that more drastic action had not been taken against the perpetrators.

The Board felt that as the allegations were against coaches, who are representatives of the Association and in a position of trust, then more firmer action is required for this kind of dishonesty. Following discussion the Board were in agreement that sanction guidance is required so that any future occurrences can be dealt with in an appropriate manner.

The Board requested that AS write to Peter Holme advising him of the Board's feelings with regard to this matter and a one-page document should be drawn up detailing the sanctions.

**Action: AS/PH**

**Trademarks** – The details regarding this was noted by the Board.

**Life Membership** – AS circulated a paper regarding the application of life membership for two individuals, both of which have approval form the eastern area, namely:

- Stewart Collings
- Ros Edwards

AS explained to the meeting that the original applications for these were submitted back in August 2016 but due to staff absence, the applications had been delayed. AS advised the meeting that memberships for both have now been checked as far back as possible and have been reaffirmed by both AH and EW as these are currently the only two people on the Rewards and Recognition panel.

The Board were in full agreement that these life memberships should be granted with immediate effect. AS to write to the individuals confirming this.

**Action: AS**

AS drew the Board's attention to the fact that there are currently only two people who make decisions regarding honorary memberships. A brief discussion took place and AR agreed to be involved in the decision making process for any future applications.

LC also expressed an interest in being involved in the Rewards and Recognition panel.



**25/8.1 GOVERNANCE CHANGES INCLUDING EGM**

The Board noted the proposed dates for the Membership Engagement Process leading up to the EGM in 2017 which had been circulated prior to today's meeting. A brief discussion took place and due to other commitments, it was suggested that the dates be slightly amended and meetings to take place on:

Monday 16 January 2017	Midlands (Walsall Campus)
Tuesday 17 January 2017	Northwest (Manchester)
Wednesday 25 January 2017	York & Humberside (Hull)
Wednesday 1 February 2017	Southern
Thursday 2 February 2017	London
Tuesday 7 February 2017	Cardiff
Wednesday 8 February 2017	Western
Monday 13 February 2017	Eastern
Tuesday 14 February 2017	N Home Counties
Wednesday 22 February 2017	Northern
Thursday 23 February 2017	Scotland
Monday 27 February 2017	Northern Ireland
Saturday 18 March 2017	EGM

**Propose**

**Post note : the 7 February date has been changed due to another commitment by the Chair. It is now hoped that the meeting can take place on Thursday 9 February 2017.**

**Memorandum & Articles** - AS advised the meeting that the proposed Memorandum & Articles document has been sent to Brabners for their review and their comments are awaited.

**UK Sports Assessment of BJA**– AS drew the Board's attention to the A3 document which detailed all the Governance Code mandatory requirements and where the BJA have met or not met these requirements, together with an assessment and action column. AS informed the meeting that he would now continue to update this document and would keep Board Members updated, however, if the Governance Review Recommendations were to pass and be implemented we would be in a very strong position to fulfil the Governance requirements.

**Action: AS**

**Summary of Proposed Amendments to BJA Memorandum & Articles** – AS explained to the meeting that this document detailed a summary of the proposed recommendations from the Governance Review and where they effected the M&As which could also be used for voting purposes for the EGM in March.

**Resolutions Voting Form** – The Board noted this document but it was felt that for voting purposes, the ‘summary of proposed amendments to BJA Memorandum & Articles’ document as detailed above be used. With this in mind, AS would arrange for the document to be printed professionally and circulated to the membership.

**Action: AS**

**EGM** – It was felt that the Chair of the EGM would be fundamental in this Governance process, discussion took place with regard to who should chair this meeting and it was suggested that Brian Davies JP be approached. It was agreed, therefore, that RS and AS should speak to George Kerr at the weekend on this subject.

**Action : RS/AS**

A brief discussion took place with regard to the date for the EGM and it was agreed that in order to allow ample time for Members to ‘have their say’, the EGM should take place on **Saturday 18 March 2016** at the Walsall Campus.

**Communications Programme** – AS circulated a document entitled ‘Governance Project – Membership Comms Plan’ which had been prepared by 100 and 10% and the Board noted the details.

**Director Elections/Appointments** – AS circulated 2 documents regarding this, the details of which were noted. AS informed the meeting that for continuity, the timings should be staggered and a Nominations Panel needs to be in place to make decisions on this. AS also advised the meeting that Emma Farlow of UK Sport is very interested to know how we appoint new independent Directors. The Board requested that AS draw up a listing of post-successors.

**Action: AS**

## 25/8.2 BOARD TRAINING

AS informed the meeting that Board skill questionnaires would be being sent out to all Board Members after this meeting and asked that they be returned by the end of the year. He also explained that these will be followed up by a 1-hour telephone conversation with the training provider who will make a report which will be submitted to the Board for review at the January 2017 meeting.

**Role of Director Training Dates** – AS thanked everyone for their responses to the proposed training dates and although there was no full consensus on a date, the date with the most availability was chosen as 7 February 2017. Training will take place at the Walsall Campus. LC advised the meeting that it may now be possible for her to attend on some of the dates. She would check on this and advise AS accordingly.

**Action: LC**

## 25/8.3 INDEPENDENT DIRECTOR APPOINTMENT PROCESS

AS drew the Board’s attention to the paper circulated prior to the meeting regarding the Independent Non-Executive Director post and advised the Board that it was hoped that interviews for this role could be carried out in February 2017 with an appointment being made in March 2017. A brief discussion took place regarding the term of appointment and AS advised that if the Governance Recommendations are accepted, then it would be for 2 x 4-year terms. He also advised the meeting that due to the Governance recommendations we could be in the position to appoint an additional Independent Director to take the Board to the identified 4 Independent Non-Executive Directors.

Further discussion took place and although SH would be stepping down at this meeting, she expressed her concern at some of the items that the new person is being asked to sign up to and made mention of:

**Statutory Duties** – to ensure that the obligations and responsibilities of British Judo, as determined by its Articles of Association and Annual General Meeting, are fully, promptly and properly performed.

**Strategic Leadership** – Advocate British Judo’s strategic aims, ensuring that the necessary human and financial resources are in place to successfully deliver.

SH felt that both of the above are not the responsibility of a non-executive Director but more the responsibility of an Executive Director and suggested that the responsibilities section of the role be more explicit. AS to look into this further.

**Action : AS**

#### **25/8.4 ANNUAL AGENDA ITEMS**

The contents of the paper circulated prior to the meeting were noted and agreed. AS requested Board Members to notify him of any other items which they wished to be included on future agendas.

**Action : ALL**

#### **25/8.5 SPORT ENGLAND FUNDING SUBMISSION**

AS gave a brief overview of the submission areas within the SE Funding Bid

AS had a discussion with Chris Coleman from Sport England on Monday 5 December who advised that it is likely that if we produce a very good bid document, then we will be in a position to receive the top end which would be circa £5.1-5.2 million. AS advised that there is a lot of financial documentation to be produced which he and MTK would be working on. Once this has been done, AS would circulate to the Board Members via e-mail. Although there is work to be done, AS expected that we can do this within the timescales as we had already done a significant amount of work on this submission already.

AS informed the meeting that he would be meeting with CMCl later this week to discuss this in more detail and to ensure that we submit the right submission.

RS asked if we could apply for other areas such as yellow belt challenge. AS stated that we had been informed that projects like those can be applied for separately

AS to try and circulate the documentation before Christmas and advise Board Members of any actions so that it can be signed off.

**Action AS**

#### **25/9 STRATEGIC PANEL : DELIVERY AND TECHNICAL**

##### **25/9.1 MEMBERSHIP INFORMATION FROM COLIN MCIVER**

The contents of the report submitted prior to the meeting were noted and AS drew the Board’s attention to the reduction in both membership and grades. The meeting was informed that this will continue to be monitored and the Board will be updated at future Board meetings.

With no real explanation as to the drop in membership numbers and grades, the Board were very concerned. A brief discussion took place and it was suggested that focus groups be set up within clubs to look at the membership issues. This was thought to be a good idea.

**Action: AS/CMi**

**25/9.2 HIGH GRADES FOR INFORMATION FROM COLIN MCIVER**

Having declared an interest in this item, AH left the room to allow discussion to take place.

Discussion took place and the Board were in full agreement that the following persons should be promoted from 5<sup>th</sup> to 6<sup>th</sup> Dan :

- Andrew Malcolm
- Andrew Haffner
- Kerry Tansey
- Richard Briggs

*AH returned to the meeting*

**25/12 REFEREES WORKING GROUP/NRC**

BT gave the meeting a brief overview of the process that had been undertaken with regard to making selections for the National Refereeing Commission.

Discussion took place with regard to the recommendations. However, FP expressed his disappointment that no-one from the Wales area had been selected despite the fact that an application had been submitted from Neil Lawcock, W.J.A. rep. FP stated that he was really disappointed that Neil had not been selected as he felt that he is one of the most experienced referees.

BT explained to the meeting that a criteria was set up which all applicants needed to meet and decisions were made based on that criteria not based on geographical location. BT advised that they were trying to get the best group possible.

RW raised the issue of the detailed budget of £58,600 that had been attached to the paper and whether this had been included in the BJA budget. It was confirmed that this is not currently in the budget but will be included in the business plan which will be presented at the January 2017 Board meeting.

The Board were keen to encourage clubs to put more into training especially referees.

Further discussion took place amongst the Board and they were in agreement with BT's recommendation that the following should be appointed onto the National Refereeing Commission:

- Keith Merrick – Technical Lead
- Carol Leverton – Secretary
- James McBeath
- Archi Scrimpton
- Dave Stanley

3.00 p.m - As SH was stepping down as Board Member at today's meeting and had to leave the meeting due to other commitments, RS made a presentation of a cut glass bowl and flowers. On behalf of the Board, RS thanked SH for all her dedication and hard work over the years for the BJA, for which they will be eternally grateful.

Due to other commitments, the following Board Members left at 3.05 p.m:

- Bill Taggart
- Ryan Wilkinson
- Loretta Cusack-Doyle

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## 25/10 STRATEGIC PANEL FRG

### 25/10.1 FINANCIAL FORECAST TO YEAR END

MTK gave a presentation to the remaining Board Members regarding the outline financial forecast to year end. A copy of the presentation is attached to this document.

She explained that the Executive had taken steps to ensure that the association was able to make a small surplus at the end of the year as we had some significantly higher than expected costs especially in the areas of legal and governance together with less than expected income from membership and gradings. The Executive would continue to monitor the situation and keep the Board updated.

### 25/10.2 FINANCE, RISK & GOVERNANCE

The content of the report was noted by the Board. MTK informed the meeting that Destination Judo will come in at around £55,000 which is on track. The meeting was advised that Destination Judo are given the first few months of membership free and there is now a need to change the process with adding the membership to the monthly fee.

MTK informed the meeting that a meeting is planned to implement the changes early in the New Year.

### 25/10.3 EVENTS

**Replacement for James Sills** - MTK informed the meeting that with James Sills' decision to leave the organisation, a recruitment drive is now in place to replace him. It is hoped that his replacement will concentrate more on a local level and changing the way that we do things especially in competitions. We also want to work more closely with Scotland, Wales and Ireland.

AH requested that he also be involved in the recruitment process for this position. MTK advised that she is more than happy for him to be involved and invited him to attend the planned interviews which are due to take place at Loughborough on Tuesday 13 December.

**Awards Dinner** – MTK advised the meeting that following the Awards Dinner, questionnaires had been sent out to attendees asking for feedback. She reported that to date, over 50 responses have been received all giving excellent or good feedback.

The Board were also advised that work is currently underway to find a venue for the 2017 AGM and Awards Dinner and, although the East Midlands Conference Centre has been approached to host the event again, other venues are being approached to ensure that we are getting value for money. However, MTK informed the meeting that the only dates that East Midlands Conference Centre can accommodate our 2017 AGM/Awards Dinner is 24/25<sup>th</sup> November 2017.

A brief discussion took place regarding the date of the event and it was felt that although there were events scheduled to take place on weekends prior to the 24<sup>th</sup>/25<sup>th</sup> November, it was considered to be the best available time. MTK confirmed that currently the East Midlands Conference Centre are holding these provisional dates for us. If not, then MTK would look for other suitable venues. The Board will be updated accordingly.

**Action: MTK**

MTK stated that the Board may be aware of an issue regarding medals at the British Pre Cadet and Cadets Competition and confirmed that this is being dealt with.

**Action: MTK**

#### 25/10.4 OPERATIONS

MTK informed the meeting that following requests from members requesting access to Sales Force, she has sent an e-mail around advising that this was already available to Members. MTK also advised the meeting that Nikesh, Head of IT and Digital Services is currently working on an IT Strategy.

The issue regarding the user friendliness of the BJA website was raised and it was requested that any issues regarding this be e-mailed to MTK and she would take any issues up with the relevant people. AH suggested that a domain map be created for the website. It was also suggested that a 'survey monkey' poll be done to get feedback on how members view the BJA website. It was suggested that clubs also be involved in what they want to see on the website. MTK to action.

**Action: MTK**

AS informed the meeting that an 'intranet' system is also being looked at which will be available to the clubs, thus eliminating some of these navigation issues.

MTK also stated that the use of one generic e-mail was causing problems in as much as e-mails are not being directed immediately to who they are intended for. This too is being looked into.

**Action: MTK**

#### 25/13 HONORARY REFEREE AWARDS

Having declared an interest in this item, BT had already left the meeting so did not take part in any discussions.

After consideration of the two applications for the Honorary Referee Awards, the Board were happy to recommend that Bill Taggart be recognised for his many years of active service in refereeing and/or related duties at national level.

However, they were not in agreement with the nomination of Carol Leverton due to the fact that they felt that she is not good under pressure and does not take well to being challenged. The Board felt that her application be postponed for 12/18 months to see if there is any improvement.

RS suggested that as some Board Members had now had to leave the meeting, and that there was some confusion over whether the nominees could continue to referee locally that this item be deferred until the January 2017 meeting. This was agreed by all present.

**Action: AS**

#### 25/14 ANY OTHER BUSINESS

**Finance, Risk & Governance:** To ensure that as many Board Members as possible are kept fully up-to-date with the issue of Finance, Risk & Governance, MTK requested that this item be considered for discussion earlier at future meetings.

**Badges :** AS informed the meeting that at the Council meeting held on 5 November 2016, a request had been made from Alan Stanbra that when anyone is awarded an award, that they also receive a badge that can be worn to events etc. AS advised the meeting that this had been looked into and asked for the Board's approval to go ahead with this suggestion of purchasing gold, silver and bronze badges which would be issued at the same time as awards.

The Board were in full agreement of this suggestion and MTK suggested that SJH work with Rob Hartley (RH) at Loughborough with the ordering of these.

**Action: SJH/RH**

**25/15 DATES OF NEXT MEETING**

Date: Tuesday, 17 January 2016  
Time: 10.00  
Venue: British Judo Centre of Excellence, Walsall

**Future Meetings:**

Tuesday 14 February 2017	Tuesday 13 June 2017
Saturday 18 March 2017 (EGM)	Tuesday 29 August 2017
Tuesday 4 April 2017	Tuesday 17 October 2017
Tuesday 9 May 2017	Tuesday 12 December 2016

RS thanked everyone for their time at today's meeting and there being no further business, the meeting closed at 3.45 pm