

MINUTES OF THE MEETING OF COUNCIL

HELD ON SATURDAY, 5 NOVEMBER 2016

AT 10.00 A.M

GALLERY 2, EAST MIDLANDS CONFERENCE CENTRE

University of Nottingham, University Park, Beeston Lane, Nottingham, NG7 2RJ

Present :	Dr Colin Draycott, Senior Vice President (Chair)	(CD)
	Mick Leigh, Vice President	(ML)
	Richard Barraclough, Vice President	(RB)
	Brian Davis, JP, Vice President	(BD)
	Tony Sweeney, Vice President and Universities Judo	(TS)
	Eddie Awford, English Areas Representative	(EA)
	David Allen, Western Area	(DA)
	Peter Blewett, London Area Representative	(PB)
	Nick Fletcher, Northern Home Counties	(NF)
	Harry Holt, North West Area	(HH)
	Denise Oates, Eastern Area	(DO)
	Ronnie Scott, Northern Area	(RS)
	Alan Stanbra, Yorkshire/Humberside Area	(AS)
	Jim Mackenzie, Army Judo	(JM)
	Ronnie Saez, Chair and Chair, Judo Scotland	(RS)
	Barry James, Southern Area	(BJ)
Apologies:	Dr George Kerr, CBE, 10 th Dan, President, Chair	(GK)
	Matt Clempner, Police Sport UK	(MC)
	Darren Dean, Welsh Judo Association	(DD)
In Attendance:	Andrew Scoular Chief Executive	(AS)
	Jonathan Hall	(JH)
	Sharon Hellend (Taking Minutes)	

I. Welcome & Apologies

CD welcomed and thanked everyone for attending today's meeting. The meeting was informed that apologies had been received from:

- Dr George Kerr
- Matt Clempner
- Darren Dean

CD introduced Jonathan Hall from Jonathan Hall Associates advising Council Members that Jonathan had conducted a review of the BJA's Governance and would be making a presentation later in the meeting to explain this in more detail.

In order that Council Members knew who everyone was at today's meeting, CD asked that everyone introduce themselves individually.

2. **Respects for Friends and Colleagues who have Passed Away**

The meeting was advised that the following persons have passed away during the last 12 months and a one minutes' silence was held for them:

Mike Broadshore	Jenny Hussey
Keith Brown	John Keith
Sandie Brown	John Kreckeler – Tokui Judo Club, Guernsey
John Butler	Reg Lomax
Hugh Clark	Hugh MacKennie
Owen Clark	John Reynold

3. **Minutes of the Council Meeting held on 7 November 2015**

The Minutes from the meeting held on 7 November 2015 were approved subject to the following amendments being made:

- Page 5 – Item 8.3 – The Late Roy Inman – Members advised that Roy Inman is an OBE and not an MBE as stated in the Minutes

AS apologised for the error and advised that the Minutes would be amended accordingly.

Action : AS

4. **Chief Executive's Update**

AS gave a presentation covering the following items:

- 4.1 **General Operations Area :** The meeting was informed that the BJA are currently in their 3rd year of the quadrennial cycle which is proving to be a very testing time with bids being submitted to both UK Sport and Sport England.

AS informed the Council Members that Sport England will be reducing their funding by £100 million over the next quadrennial which will result in a significant impact, not only to the BJA, but to all governing bodies.

As a result of the cuts, BJA have had to make some tough decisions about the organisation considering very carefully its budget and strategy for the coming years. Changes in initiatives and strategies have resulted in the bid to Sport England being submitted later than expected but permission has been granted for this.

The meeting was also informed that there is a similar situation with funding from UK Sport who are consistently putting pressure on governing bodies to beat their medal targets.

AS informed the Council Members that a Governance Code and Charter had been released earlier in the week which would mean that the BJA, along with other sporting organisations, would have some conditional challenges ahead.

- 4.2 **General – Walsall Development** – AS informed the meeting that the plan by the University to redevelop the entire site has been put on hold as it has now been decided to amend the original master plan with some buildings now, one of which is used to house some BJA employees, is going to be demolished and a new building is going to be built.

Until such a time that the new office accommodation is built, the University have offered us a plot on the site on which to put portakabin accommodation. AS also informed the meeting that he has met with the Enterprise Partnership to discuss our requirements in more detail and further information with regard to what options are available is awaited.

4.3 **Commercial Sponsors** : AS informed the Council Members that sponsorship for 2017 is continuing with our current supporters, namely:

- **CIMAC**
- **Pharmaneutricals** – who provide natural supplements
- **'A' Plan**- the meeting was informed that anyone making an enquiry with this organisation and who makes reference to British Judo will result in the BJA Trust receiving £5.00. AS urged the Council Members to advertise this to anyone associated with their club.
- **Nissan** – this organisation is continuing to offer a deal with leasing of their vans and also offers benefits to employees of the organisation on car deals.

Work continues on trying to find additional sponsors but AS advised the members that due to the very difficult climate that currently exists, this is proving very difficult.

4.4 **Media** – AS informed the meeting that our website has been moved to allow access via tablets and mobile devices. Although this is a positive move, there are still some teething issues which continue to be monitored and dealt with.

AS also advised the Council Members that more video content is being used on the website which is proving extremely popular.

Commission Review – The Council Members were informed that although a review had started, it had subsequently been put on hold pending the outcome of the Governance review which will be presented later in this meeting. Now that the Governance Review has been done, it is planned that the Commission Review will now be integrated.

Restructure – AS advised the meeting that as a result of the changes and restructure carried out last year, this has meant that the BJA are now in a good position to deal with any SE reductions.

On Line Courses – The meeting was informed that these have now been increased to 4 including First Aid and Child Protection. AS went on to state that the addition of these online courses have made a significant impact on the organisation with regard to reducing costs and efforts are underway to try to get more online courses for the coaches.

Technical and Delivery Side – We have increased our clubs but it is still quite flat standing at 23 club memberships. AS informed the meeting that he is liaising with Colin McIver to look into this further in an effort to increase this number. The Council Members were advised that although this is on the low side, we have met our target which has put us in a very strong position when making bids to Sport England and UK Sport.

Gradings – the Council Members were informed that Dan gradings are currently down and Colin McIver is looking into this. The meeting was also informed that levels 1-4 have been re-endorsed by both Sport England and UK Sport without any questions having been asked. Colin McIver and Joyce Heron are continuing to work on this.

Referees and Volunteers – AS informed the meeting that a working group has been set up to work on this and has been doing so for the last 12 months. The meeting was also informed that a representative from the Group gave an overview of the work that has been undertaken to Board Members at their October 2016 meeting and this was well received with the Board requesting additional information on this so that the refereeing programme can be progressed further.

Destination Judo – AS informed the Council Members that there are currently 1,500 members including the recent addition of the Northeast and a new one in Sheffield which has 2 sites with approximately 20 members currently.

AS advised the meeting that Sport England are encouraging all governing bodies to become self-sufficient and get more involved. This is an attempt by them to reduce their costs and stated that clubs should continue to try to generate new membership.

Performance – The Council Members were informed that this is developing all the time and as a result we are learning from it. AS advised that an independent review is being carried out looking at all aspects including the quadrennial cycle, athletes, coaches etc. This is being done to try to get an understanding of how the pathway works and AS advised that some interesting information has resulted from this review.

For example, the Home Countries pathway is working together and we have a pathway of talent that fits into the centre. AS also informed the Council meeting that the University is very supportive of the BJA and is keen to help them in any way possible.

Medal successes have also been looked at for the periods Beijing to London and London to Rio and currently we are targeted to get 4 times the medals that we were targeted at in the last cycle compared to previous periods.

AS informed the meeting that previously the medal target stood at 0-1 medals but UK Sport are anticipating that for Tokyo we will get 1-2 medals. The Council Members were advised that BJA have worked hard at their relationship with UK Sport and as a result, they now have some confidence in us.

However, AS went on to explain that the visually impaired programme is not so good with the target for Rio having been set at 2-4 medals for our visually impaired players but in actual fact no medals were won. As a result of this, representatives from the BJA attended a meeting with UK Sport on Wednesday 3 November and were given a difficult time over the medal successes and were asked to account for the poor results.

One of the Council Members asked how a club can become self-supporting when membership numbers are declining. AS advised that efforts are being made to help clubs wherever possible to reduce their administration burden and that recently the introduction of direct debits had been made allowing members to pay their memberships by direct debit rather than handing cash over to their respective clubs.

AS also informed the members that the BJA Head Office have now set up a process whereby members are advised in advance either by telephone or by letter of their membership expiry dates. This has resulted in membership fees being paid promptly and, in some instances, earlier than required. Also, marketing schemes are constantly being looked at to explore ways of how new members can be attracted to the sport with one idea being 'bring along a friend'.

BD advised that the lack of members is a national problem with youngsters preferring to use their mobile phones rather than taking up a sport. CD stated that he felt a major factor in dwindling membership numbers is due to the sport of judo having no 'superstars' that players can aspire to. The Council Members were in agreement with this and all felt that efforts should continue to try to come up with a way to publicise the sport and encourage new members to join.

Medals – AS drew members' attention to the one bronze medal that had been won at the Rio Olympic Games by Sally Conway. However, in order to keep on track for medal wins, it was acknowledged by the Council Members that BJA should become more involved in the Masters. However, they did acknowledge that this is a difficult area to get into.

A brief discussion ensued and RSc queried the Visually Impaired paralympics and why is it restricted to visually impaired and not other disabilities. AS advised that this is because we enter as visually impaired and from a Paralympic point of view it is their focus. However, the Council Members were all in agreement that other disabilities are recognised in the sport and agreed that Judo needs to be pushed.

Operations - AS advised the Council Meeting that there has been an increase of 9% participation in events. The meeting was also informed that a good level of support is given by Head Office and this needs to continue to make sure that we have the right branding.

Developments to the CRM have been made to make it a more automated system and efforts are being made within the Membership Team to encourage current members to renew their memberships.

Assurance Audit – AS informed the meeting that Moore Stevens had recently conducted their annual audit of the association. The meeting was advised that RS has met with representatives from Moore Stevens and initial discussions have been very positive.

Funding Bid – AS advised the Council Members that a very difficult funding bid has been made to Sport England for funding for Tokyo. It is expected that the outcome of this will be advised to us on 9 December 2016 and a business plan will be made up taking any bid funding into account.

Governance Review – AS advised the meeting that any amendments to the proposed Governance Review document would be considered for approval at an EGM scheduled to take place on 25 February 2017.

Budget – AS advised the members that because of Brexit, this should add 20% to any future travel and accommodation costs because of the value of the Pound against the Euro and asked that consideration be given to this when deciding to take people abroad. AS advised the meeting that UK Sport are also aware of our situation regarding this increase.

Membership Engagement Strategy – AS advised that a new Marketing and Commercial Strategy is being worked on with regard to how information is communicated to the different clubs.

Events – AS informed the Council Members that Robert Hartley and James Sills who are both based at the Loughborough office are working hard to be more proactive and raise the profile of events.

WCPP – AS advised the meeting that all athletes will be based at the Centre of Excellence in Walsall. However, he stressed that there are big financial challenges ahead but with the steps that have been put into place over the last year, it was his belief that we are now in a very strong position.

RSc advised the meeting that he felt that the CRM system is not being maximised enough to help clubs as not all information is accessible to them.

A discussion ensued with all members feeling that this should be looked at in more detail. AS invited RSc to the BJA offices to help the association understand what information clubs are needing to access. AS to liaise with RSc to determine a convenient date.

Action : AS

5 Annual General Meeting 2016

5.1 Agenda

Members noted the Agenda for the AGM that had been circulated prior to the Council meeting.

5.1 Minutes of the AGM 2015

Members notified the meeting that there were 2 errors on the minutes from the 2015 meeting, namely:

- (1) The Melbourn club had been omitted from the attendees listing
- (2) There was a spelling error at the bottom of page 1 of 7 – Bishop Stopford. This should have read Bishop Stortford.

AS apologised to the Council Members for the omission and error and would ensure that they both be corrected.

6. Update on the resolutions for the AGM 2016

AS advised that voting would take place at the Annual General Meeting taking place at 2.00 p.m with regard to the resolutions but advised members that the results of the postal votes for the 4 resolutions were as follows :

6.1 *That the English representative on the BJA Board of Directors be appointed by and at a meeting of their English area commission*

Agree	Disagree	Abstain
25	1	1

6.2 *That £1 be added to the Members Licence fee from 01.01.17 and that proceeds go to help support the work of British Judo Trust*

Agree	Disagree	Abstain	Declined to Vote
10	16	0	1

6.3 **Approval of Accounts**

<i>Agree</i>	<i>Disagree</i>	<i>Abstain</i>
21	0	6

6.4 **Re-appointment of Auditors**

<i>Agree</i>	<i>Disagree</i>	<i>Abstain</i>
24	0	3

7 **Ratification of BJA Consolidated Annual Accounts for the year ended 31.03.16**

All Council Members confirmed sight of these.

8 **Ratification of BJA Annual Report 2015/16**

AS drew Council Members attention to the amendment on pages 62 and 63 which had been circulated at today's meeting. He explained to them that there had been an error on the original pages due to the printers having used last year's layout as opposed to the new layout which had been provided to them this year and had resulted in the figures being transposed incorrectly. AS advised that a letter of apology had been received from the printers giving assurances that this error would not occur again.

Discussion surrounding the Annual Report took place amongst the members and the following concerns were highlighted:

Page 10 – Membership Section

5th paragraph - Wording currently reads "At 31 March 2017", this should have read "31 March 2016".

2nd table - England figures

Annual report currently states

England	27,980
Affiliates	4,290
which totals	32,270

However on page 69, the membership is quoted as being 32,833 and therefore there is a difference of 563. NK was concerned the figures given on page 69 had been prepared by the Auditors and asked AS which figure is the correct one.

AS to look into this and advise Members accordingly.

Action : AS

Page 61 – Re KYU Grades 6th – 1st Statistics Report – overall total reads 22,075. However, NF was concerned that this was inaccurate information by over 18,000. AS advised that as this information had been received from Colin McIver, AS would need to look into this and advise the members accordingly.

Action : AS

A brief discussion ensued with members being concerned at the level at which the Annual Report is checked off before going to print. NF raised concerns with regard to the Audited figures as if these were incorrect, then this is a serious matter.

RS advised the Council Members that the figures that have been audited should be taken as read as there are systems in place to ensure that no mistakes are made with regard to the figures which have been audited.

AS advised that he would look into these concerns as a matter of some urgency and would advise the Members accordingly.

During the discussion regarding the proof reading, RSc suggested that a focus group be set up in order to go through the Annual Report prior to it being printed thus minimising the number of errors. The Council Members felt that going forward this would be a good idea.

AS to look into this and in future circulate the Annual Report around Council Members before going to final print.

Action : AS

9 Governance Review Changes

Jonathan Hall gave the Council Members a presentation with regard to the proposed Governance Review changes and the following questions/comments were made.

Commission panels and advisory commission – Members asked what the purpose of these would be. JH advised that commissions are needed to be set up to help the Board.

Membership – Concern was raised over membership and how the BJA could ensure that they retain their members – JH advised that this will be an ongoing challenge and needs to be looked at but in his opinion is not to be treated as a priority. He was of the belief that Directors need to try and get an engagement with its members.

Council Members are also members of the areas. JH advised that it may be better to set up Youth groups rather than sorting at Head Office. JH advised that as the association already has a Youth Group then, it is his belief, that we should continue with this. JH is also of the opinion that the association should adopt something at the area level too.

Council members were unsure how the new Governance would cascade down to the areas and if, in February the Articles and Constitution are changed, how will this impact on the areas? JH advised that he was not sure that it would. JH may suggest that the main focus be on the BJA initially rather than making big changes across the association.

Commissions – the minutes are not shared. We are not aware of what is going on. JH advised that the organisation needs to look at how data is shared.

Appointment of the Chair – concern was raised over the separating the election from the membership. Discussion took place and it was agreed that unless a chair is in place then the association would not get funding. Also, if we wanted to include our players in international events, then the association would need a competent Board and certain standards would need to be met. All were in agreement that the Board would need to understand their liabilities and responsibilities. The meeting was also informed that if a competent Chair was not in place, UK Sport/Sport England will impose a Chair upon us and that BJA representatives need to be skilled sufficiently to ensure that are the most confident persons and the Council need to tell the Board if there are any problems with communication.

10 **Any Other Business**

BD advised the meeting that he had spoken to the English Area with regards to nominating and appointing a new Vice President and Rowena Birch had been suggested for this role.

The Council Members were all in favour of this nomination and appointment. Nick Fletcher and Tony Sweeney seconded the proposal.

Thanks were given to CD for Chairing the Council Meeting at such short notice and with there being no further business, the meeting closed at approximately 12.15 p.m