



BRITISH FENCING

Minutes of the Board meeting held at APCO, London, on Saturday 24th April 2010 at 11.00am
Approved by the Board on Saturday 26th June 2010

Present			
	Keith Smith	Director, President and Chair (part)	KS
	David King	Director and Chair (part)	DK
	Tom Cadman	Director	TC
	Ismay Cowen	Director	IC
	David Sach	Director	DS
	Mike Thornton	Director	MT

Also in attendance (non-voting)			
	Jon Milner	Technical Director	JM
	Chris Hyde	Scotland Representative	CH
	Allan Banks (for Bob Turner)	Wales Representative	ABa
	Ray Stafford	England Representative	RS
	Catherine Nicoll	Executive Director	CN
	Jack Magill	Northern Ireland Representative	JMa
	Piers Martin	Chief Executive (CEO)	PM
	Graham Watts OBE	Performance Director (PD)	GW
	Ben Campion	National Development (NDM) [<i>items 27-30 only</i>]	BC

Apologies for absence			
	Penny Spink MBE	Director	PS
	Murray Morrison	Director	MM
	Andrew Brannon	Treasurer	AB
	Bob Turner	Wales Representative	BT
	Ahmed Rosowsky	Athletes Representative	AR

Ref	Minute	Action
27.	<u>General</u>	
27.1	KS welcomed everyone to the British Fencing Board (the <i>Board</i>) meeting and thanked DK and APCO for the use of their offices.	
27.2	KS thanked staff and volunteers for their hard work since the last Board meeting, specifically the plans for the new National Academy and the Lloyd and Partners sponsorship which had helped send the GB team to the Junior and Cadet World Championships in Azerbaijan.	
27.3	KS congratulated Amy Radford on her nomination for the British Team at the Youth Olympic Games (YOG).	
27.4	KS reported to the Board that at the Congress in Baku, the calendar had been changed and the Eden Cup/Leon Paul would be held on the 4 th and 5 th December 2010 and the Womens' Sabre on the 25 th – 27 th February 2011.	
27.5	KS informed the Board that he felt it important that British Fencing think about the period post 2012 as UK Sport funding would not exist.	
27.6	Following the Board's decision on the 20 th February 2010 to undertake action to appoint an independent chairman for the Board, KS stated he was unwilling to chair the Board in accordance with Article 61.	
27.7	The Board unanimously agreed for DK to Chair the meeting.	
28.	<u>Apologies for Absence</u>	
28.1	Apologies were received from AB; PS; MM; BT; AR.	

29.	<u>Declarations of Interest</u>	
29.1	<ul style="list-style-type: none"> ▪ DS declared an interest on WC matters. ▪ IC declared that her husband was on the board of England Fencing 	
30.	<u>England Development Programme (EDP) Presentation</u>	
30.1	BC presented to the Board on the EDP and updated on its progress. He made the following key points: <i>[A copy of this presentation is attached to these minutes]</i>	
30.2	<p>The objectives of the EDP are:</p> <ol style="list-style-type: none"> 1. More people fencing 2. More members 3. An effective development network 4. Quality clubs 5. An effective education system 6. A quality and active workforce 7. High quality events 8. An effective talent system <p>These objectives would help us reach the Sport England outcomes of <i>Grow, Sustain and Excel</i> for which we are funded.</p>	
30.3	BC also updated the Board on the Satisfaction Survey results and explained the importance of these results to the EDP and Sport England funding.	
30.4	The Board thanked BC for his presentation.	
31.	<u>Minutes of the Board Meeting on the 20.02.2010</u>	
31.1	The minutes were approved subject to minor spelling corrections.	
31.2	PM explained that he had been approached with a request for the Board to approve minutes by e-mail within 14 days to allow the membership to more accurately view the discussions and decisions of the Board. It was agreed that the Board were content with the existing process and that discussion was sometimes required at a meeting.	PM
32.	<u>Actions and Matters Arising from the Minutes of the Meeting 20.02.2010</u>	
32.1	5.4: KS informed the Board that he had received formal advice from the Honorary Legal Adviser (HLA) on Rodney Francis' letter to the Board, that there was no legal concern for the Board and CEO.	
32.2	13.2: KS reported back to the Board that he had spoken to AB regarding attendance at the Board.	
32.3	14.1: PM reported to the Board that after a hiatus in the work of the Membership Working Group due to the Audit outcome, the group was due to meet on the 18 th May.	
32.4	17.1: TC reported to the Board that the Group which had been formed (Peter Cadman, Teddy Bourne and TC) to establish the Grievance process wished to make amendments to both the Grievance rules and the Disciplinary rules, in order to align them with each other. This would be presented at the next Board meeting. TC confirmed that until the Board had agreed these changes, the existing rules were the correct version.	TC
33.	<u>Correspondence</u>	
33.1	Correspondence was received from Maggie Maynard regarding a complaint of alcohol being drunk by staff on trips. The Board noted that HLA had turned down her complaint as staff had not signed a code of conduct.	
33.2	The Board requested that Peter Cadman detail what activities needed to be signed for, to prevent this happening again. The Board asked PM to respond to Maggie Maynard on their behalf explaining that the matter was noted and that PM would be working with the International Committee to ensure that all those within the designated trip party had signed a code of conduct.	PM
33.3	Correspondence was received by Sian Radford appealing against the BF coach nomination for the YOG. The Board agreed to discuss this separately after the Board meeting had concluded.	

34.	<u>Management Audit Update</u>	
34.1	DK updated the Board on a meeting that he and PM had attended with UK Sport and Sport England. He reported that, following the second audit, both organisations were pleased with the “substantial” progress the Board had made. He also informed the Board that the independent chair would need to be in position by September 2010 to enable payment that month.	
34.2	The Board formally agreed that no Board director could hold a position on any British Fencing Committee, but could attend and take part in that committee’s business (without vote) in their role representing the Board.	
35.	<u>Amendment Articles</u>	
35.1	TC presented a paper to the Board explaining the amendments to the articles required by the audit from UK Sport and Sport England. The Board discussed these proposals and made the following decisions:	
35.2	<ul style="list-style-type: none"> ▪ The Board agreed unanimously that the independent chair would have the casting vote 	
35.3	<ul style="list-style-type: none"> ▪ The Board agreed that the President would continue to chair any General Meeting. 	
35.4	<ul style="list-style-type: none"> ▪ The Board agreed unanimously to the dissolution of the Executive Group with immediate effect and remove any reference to them in the articles. 	
35.5	<ul style="list-style-type: none"> ▪ The Board agreed unanimously to remove the term “Administrative Directors” from the articles. 	
35.6	TC agreed to make these amendments and would liaise with PM to ensure that the proposed changes were approved by UK Sport and Sport England. The Board agreed to approve these amendments by e-mail, within 5 days of being sent. The final proposals to amend the articles would then be presented to the membership at a General Meeting.	TC, PM
35.7	The Board also discussed the attendance of the Home Country (HC) representatives at the Board and agreed that not all Board meetings were relevant for them to attend. It was agreed to continue invite the HC representatives, leaving the decision to attend to them.	HC reps
35.8	It was also noted that the Athletes Commission had not been represented at a Board meeting for some time. The Board wished to make it clear that the Athletes Commission were welcome to attend Board meetings, but were aware of training and competition requirements which may make it difficult.	PM
36.	<u>Board Elections 2010</u>	
36.1	The Board formally appointed Teddy Bourne (TB) as the Honorary Electoral Officer for 2010.	
36.2	The Board delegated authority to TB and PM to set the 2010 electoral timeline and agreed to approve this by e-mail, within 5 days of being sent.	PM
36.3	The Board agreed to move the General Meeting to July, if electoral timescales permitted, to enable audit requirements to be met.	
37.	<u>CEO Report</u>	
37.1	The Board unanimously approved the report of the CEO and thanked him for his work.	
37.2	IC agreed to liaise with TC to create a flow chart and timeline for complaints.	IC,TC
38.	<u>Committee Review</u>	
38.1	The Board agreed to establish the following Committees: <ul style="list-style-type: none"> ▪ Competitions & Calendar Committee; ▪ Audit and Governance Committee; ▪ Remuneration Committee 	
38.2	PM updated the Board on the open recruitment of existing positions, informing the Board that the role descriptions for the International Committee Chair, Weapons Chairs, Weapons Captains and the Referees Chair were on the website. He added that he intended to include Board members in interview panels as required.	
38.3	PM agreed to update the Board at the next meeting on timescales for the establishment of new committees, restructure of existing committees and open recruitment of positions.	PM

39.	<u>Communications</u>	
39.1	DK reported to the Board that media attention was building rapidly in the approach to London 2012 and that many media protagonists were taking active interest in what the sport was doing.	
39.2	DK informed the Board that he was working with the CEO on producing a Communications Plan which he would forward to the Board for comment before the next Board meeting.	DK, PM
39.3	DK requested that PM be made the initial contact for all media channels in order to maintain a strategic approach. The Board approved this request.	DK, PM
40.	<u>Recommendations from the Grievance Panel</u>	
40.1	The Board received recommendations from TB, Chair of the Grievance Panel, following a number of complaints which had gone through the new process.	
40.2	The Board accepted the recommendations in principle and asked PM to see how these recommendations could be implemented.	
40.3	The Board also agreed that those who were a possible candidate for any selection process (e.g. referee or coach appointments) should not be involved in the process.	
41.	<u>UK Borders Agency (UKBA) Update</u>	
41.1	PM reported to the Board that the UKBA endorsement documents had been approved by the Home Countries and sent to UKBA. PM thanked the HC representatives for the speed with which they responded.	
42.	<u>Referees Expenses Consultation</u>	
42.1	MT explained to the Board that he had been asked to present a paper to them for discussion.	
42.2	The Board agreed for MT to lead a consultation and to present a paper to the Board at the next meeting.	MT
43.	<u>World Class Performance Programme (WCPP) Update</u>	
43.1	GW updated the Board on the WCPP.	
43.2	The Board raised questions on those athletes who were funded, yet who had lower rankings than non-funded athletes. GW agreed to discuss individual funding with Board members for their approval.	GW
44.	<u>Dates of Next Board Meeting</u>	
44.1	Dates of the next board meetings: <ul style="list-style-type: none"> ▪ June 26th (End of Year) ▪ August 7th (Q1) ▪ October 30th (Q2) ▪ December 4th 2010 	
44.2	With no further Board business, the meeting closed at 3.25.	