



BRITISH FENCING

Minutes of the Board meeting held at APCO, London, on Tuesday 2nd November 2010 at 18.00
 Approved by the Board on Saturday 11th December 2010

Present			
David King	Director and Chair		DK
Keith Smith	Director and President		KS
Andrew Brannon	Director and Treasurer		AB
Ismay Cowen	Director		IC
Murray Morrison	Director		MM
Libby Payne	Director		LP
David Sach	Director		DS
Mike Thornton	Director		MT
Penny Spink MBE	Director [by conference call]		PS
Jack Magill	Northern Ireland Representative		JM
Ray Stafford	England Representative [by conference call]		RS
Bob Turner	Wales Representative		BT

Also in attendance (non-voting)			
Piers Martin	Chief Executive (CEO)		PM
Ben Campion	National Development Manager (NDM) [part]		BC
Nosheen Khan	Accounts Manager [part]		NK
Dr. Clare Halsted	International Committee Chair (IntCom) [part]		CH

Apologies for absence			
Chris Hyde	Scotland Representative		CH
Alex O'Connell	Athletes Representative		AO
Graham Watts	Performance Director (PD)		GW

Ref	Minute	Action
80.	<u>General</u>	
80.1	DK welcomed everyone to APCO and noted the apologies for absence as recorded above.	
81.	<u>Declarations of interest</u>	
81.1	The following Declarations of Interest were raised and minuted:	
81.2	DS: Receives payment as a World Class Programme Coach.	
81.3	LP: The firm for which she works, Olswang LLP, has in the past undertaken pro bono legal work for BF. She is also an athlete.	
81.4	IC: Her husband is an England Fencing Director.	
82.	<u>Minutes of the 7th August 2010</u>	
82.1	The Board approved the minutes of the 07.08.2010.	
83.	<u>Matters arising from the minutes not on the Agenda</u>	
83.1	67.1: DK explained to the Board that he had written to GW who had replied comprehensively on this matter. This information had now been passed on to the parents concerned.	
83.2	67.2: DK updated the Board on the Audit Plan action relating to GW's contract and associated WC Contracts. He explained that due to GW's calendar being busy there had been a delay in meeting up. However UK Sport had requested an update on the Key Governance Indicators by the 15 th November 2010 and consequently DK would appeal for an extension.	DK
83.3	71.2: DK asked for an update on which Weapons were now presenting results and rankings	

	through the BF website. PM replied that he had requested this from all Weapons and that the IntCom was still working on fulfilling this Board request.	PM
83.4	72.1: IC requested that we set a deadline on appointing a new Welfare Officer. LP explained that she was waiting for information from IC on the JD and then they could meet up with PM to finalise.	IC, LP, PM
	<i>[At this point it was agreed to move correspondence to after the Quarterly Reports in order to ensure guests were able to leave the meeting on time]</i>	
84.	<u>Q210 (Quarter 2 2010/11) Financial Management Accounts</u>	
	<i>[NK entered the meeting for this Agenda item]</i>	
84.1	AB presented the P&L (Profit and Loss) account for Q210, explaining that this was the second time this format had been used but as he had not been present at the last Board meeting he wanted to ensure that the directors understood it. He went on to identify each of the columns showing budgets, actual spend and the variances between them.	
84.2	AB reported to the Board that he had received no questions on the report but asked the Board for any verbal comments.	
84.3	The following points were then raised (references relate to the Q210 line reference):	
84.4	I12: NK explained that this line identified income from Sports Aid. AB added that this money would wash through BF and would have no bearing on the P&L. PS agreed to discuss these with NK.	PS,NK
84.5	I7: NK explained that "Sponsorship" included £15k carried forward, specifically £10k towards the £19k total for the World Junior Championships, and £5k towards grants for the National Academy. DK raised that Lloyd and Partners (LPL) had requested that they consolidate all their payments into one payment this financial year. AB responded that this should not be a problem as long as it was allocated to a specific activity and NK agreed to inform LPL of this.	NK
84.6	I8: NK explained that this was income from UK Sport for Sheffield 2011 which was against expenditure for the Event Director. AB reported to the Board that following the problems with Belfast, he was much more confident with the organisational structure for Sheffield 2011 having met the Event Director, John Timms.	
84.7	I14: NK explained that membership was down but had seen a rise again as people got used to the online membership process.	
84.8	E2: NK informed the Board that this was for the Men's Foil Head Coach and Assistant Coach. The Board questioned the status of contracts with these coaches as part of the audit process and DK confirmed it was part of the discussions with GW. The Board requested a breakdown of this line for the next Board meeting.	NK
84.9	E3: NK explained to the Board that this was Cat Paterson, World Class Operations Manager. Concern was raised at the issue of VAT on this role and it was discussed that this was raised by the audit. LP agreed to pick this up further with AB.	LP
84.10	E23: The Board asked if this budget line was for James Williams as TASS Manager. NK informed the Board that he was under line E10: Sports Science and Sports Medicine and that his role was Sports Science and Sports Medicine Manager. The Board asked for clarification on this role.	NK
84.11	E33: NK explained that BC would update on the specific questions relating to the EDP.	
84.12	E62: NK waiting for final accounts on Senior Nationals as some winners had not collected their prize money. The Board requested that NK write to the winners and ask for them to claim by a deadline.	NK
84.13	E68: NK explained that this was Junior and Cadet Trips and accounted for late claims for Godollo which had occurred in the 09/10 season.	
	<i>[NK left the meeting]</i>	
85.	<u>Q2 Operational Report</u>	
85.1	PM updated the Board on the recruitment of the Independent Chair. The Board approved the panel of DK (Chair), LP, AB and Liz Nicholl and the process for interviewing and reporting back to the Board.	
85.2	The Board noted the resignation of Paul Greening as Sabre Committee Chair and unanimously approved Julian Rose (Sabre Committee Vice-Chair) as the new Chair.	
85.3	PM updated the Board on recent disciplinary cases and their outcome.	

	<i>[DS left the room]</i>	
85.4	The Board then discussed recent events regarding the suspension of DS.	
85.5	The Board noted their discontent at the fact that DS had breached his suspension.	
85.6	The Board unanimously agreed a motion of censure and asked DK to send a letter to DS on their behalf.	DK
	<i>[DS returned to the room]</i>	
85.7	DS was informed of the Board's decision and he apologised to the Board, stating that it was not his intention to cause any further problems.	
85.8	DK explained to the Board that he had met with PM and Peter Cadman (PC), Honorary Legal Adviser (HLA). Concerns around Board confidentiality were discussed and PC agreed to arrange from someone from Russell Cooke to attend a future Board meeting and brief the directors on their responsibilities. It was agreed to separate the role of HLA from the Disciplinary process to allow the HLA to advise on cases. The Board asked PM to approach Teddy Bourne (TB) and ask him to take on the role of Disciplinary Officer. The Board asked PM to liaise with PC and TB and ask them to propose any necessary amendments to the Disciplinary Code.	
85.9	PM informed the Board that he was in discussions with a potential Tier 1 sponsor and he would update the Board when he had more information.	
85.10	DK explained to the Board that he had met with the Lansdowne Club to formalise a support agreement to ensure that their partnership aligned with BF's Sponsorship Tiers.	
85.11	PM expanded on proposals to establish a "Fencing Foundation" as a route to channel grants to fencers. He explained that it would create clarity and fairness within the grants process and allow us to attract more financial assistance. The Board agreed the idea in principle and asked PM to work with DK to produce a formal plan for future Board approval.	
85.12	The Board approved the International Relations Committee (IRC) proposal to support the Gateshead Open.	
85.13	The Board acknowledged the minutes of the IRC with specific reference to the Chair position. In accordance with its agreement that directors should not sit on committees, the Board agreed that KS should step down from this committee and that Peter Jacobs (PJ) be asked to stand as Chair. It was raised that this would mean an individual was Chair of two Committees (the other being Rules Committee). The Board discussed this and agreed that whilst they had no specific policy on this, they maintained it was poor governance practice. The Board consequently asked PM to liaise with PJ, discuss the two positions and report back for approval at the next Board meeting.	
85.14	It was highlighted that the IRC was intended to include all those holding an international Federation (FIE or EFC) position and the Board asked PM to liaise with the IRC to ensure that those people were appropriately engaged.	PM
	<i>[It was agreed at this point to ask BC to report at the end of the meeting to allow time for discussion on GB Youth Trips]</i>	
86.	<u>Q2 International and World Class Programme Report</u>	
86.1	GW had sent apologies for this meeting as the GB Team had already travelled to Paris for the World Championships. PM read a brief report from GW which included information on preparation for the World Championships, the injury to Richard Kruse and a programme review which would follow the Worlds.	
87.	<u>GB Youth Trips – Centralised Logistics</u>	
87.1	<i>[CH entered the room]</i>	
87.2	CH explained to the Board the background behind issues which were occurring with the centralised process for organising GB Youth Trips.	
87.3	The following key points were raised and discussed: <ul style="list-style-type: none"> ▪ The Online Payment system was working well. Although some tweaks needed, these were user and not system related. ▪ Issues with cash flow were preventing payments being made and thus causing costs to rise and resentment towards Heather Hyman (Logistics Manager). ▪ The lack of clear communication and widespread misunderstanding of roles and responsibilities. 	

	<ul style="list-style-type: none"> ▪ The challenges of change management. 	
87.4	It was noted that a parents meeting planned for the 21 st November and the Board asked CH to report back with proposals for the remainder of the season.	
87.5	DK explained that in the meantime he had agreed to meet with AB, PM and NK to work out the financial situation of the trips. He urged all those involved to work together to ensure the process worked.	
87.6	The issues related to the management of the GB team for the European Junior Championships in Lobonya were raised. The Board asked the IC to undertake a formal review and to report back to the Board once completed.	
88.	<u>GB Junior and Cadet Selection Schemes and Appeals Process</u>	
88.1	The Board discussed the Junior and Cadet Selection Schemes and appeals process.	
88.2	It was noted that until the role of Disciplinary Officer was finalised within the Disciplinary Rules Teddy Bourne would be involved within the appeals process.	
88.3	The Board approved the Junior and Cadet Selection Schemes and appeals process.	
89.	<u>Correspondence</u>	
89.1	The Board discussed correspondence from the British Olympic Association (BOA) in relation to the National Olympic Committee (NOC) representative. The Board agreed that the CEO would represent the sport at the NOC.	
89.2	KS had requested information on SABMiller withdrawing as a BF partner on the FTSE-100 programme with the BOA. It was explained that SABMiller were unhappy at the way that they had worked with a group of BF directors on governance and this work had been voted against by them at the Board. It was noted that these recommendations were aligned with those made in the UK Sport and Sport England Audit and BF had in fact eventually progressed with them. DK and PM indicated to the Board that they were still in contact with SABMiller and hoped to engage them again once the independent chair was in post.	
89.3	KS had requested information on Lord Drayson in relation to the Board Chair position. DK read to the Board an e-mail explaining his position; that he would not be applying with the status quo as it was, following discussions with UK Sport	
90.	<u>Any Other Relevant Business</u>	
90.1	PM updated the Board on ticketing for London 2012. He explained that further to the information already circulated, he would be e-mailing a ticketing policy for comment from the Board and would make a ticketing request based on this policy.	PM
90.2	The issue of changing nationality in the build up to the Olympic Games was raised. The Board agreed that BF was likely to receive increased interest of this nature and consequently agreed that the Board should approve all such approaches. The Board requested that PM liaise with GW, update the Board on any such approaches which may have been made this Olympic cycle and also make the Board aware of any future approaches. It was agreed that MT and LP would review these.	PM
90.3	MM requested that, in line with the BF Equality Policy, the rules be amended to include "he or she" rather than simply "he". The Board requested that PM liaise with the Rules Committee on this.	PM
90.4	LP informed the Board that she had still not received an adequate response from the HLA concerning a complaint she had made. She made the Board aware that the original complaint was made almost a year ago and was of significant importance to the governance of the organisation. The Board asked LP to request a response again and to update the Board at the next meeting.	LP
91.	<u>Q2 Development Report</u>	
91.1	<i>[BC then entered the room]</i>	
91.2	DK apologised to BC for the delay and invited him to make a presentation to the Board. <i>[a copy of this presentation is made available on the BF website]</i>	
91.3	BC highlighted the following key points: <ul style="list-style-type: none"> ▪ There had been an increase in membership following a dip during the changeover to online 	

	<p>membership</p> <ul style="list-style-type: none"> ▪ The SwordMark pilot was near completion ▪ There had been an increase in the number of qualifications. ▪ There had been an increase in development funding ▪ The launch of the National Academy had been extremely successful ▪ The online payment system had taken over £60k of successful transactions. 	
91.4	The Board questioned why so much money was being taken by the online payment system for trips and yet cash flow was still an issue. It was explained that money was coming in but not early enough to allow bookings to be made cheaply.	
91.5	It was proposed that the Board agree to provide a buffer to allow trips to be booked early to keep costs down.	
91.6	The Board agreed with the concept of providing a buffer. However DK reminded the Board that he was due to meet with AB, PM and NK and suggested it was appropriate to wait until that meeting as such a decision required the input of the treasurer.	
92.	<u>Date of the next meeting</u>	
92.1	The date of the next Board meeting will be the 12 th December.	
93.	<u>Close</u>	
93.1	With no further Board business, the meeting closed at 21.38.	