



BRITISH FENCING

Minutes of the Board meeting held at APCO, London, on Saturday 26th June 2010 at 11.00am
Approved by the Board on Saturday 7th August 2010

Present			
	Keith Smith	Director, President and Chair (part)	KS
	David King	Director and Chair (part)	DK
	Andrew Brannon	Director and Treasurer	AB
	Tom Cadman	Director	TC
	Ismay Cowen	Director	IC
	Murray Morrison	Director	MM
	Penny Spink MBE	Director	PS
	Mike Thornton	Director	MT

Also in attendance (non-voting)			
	Piers Martin	Chief Executive (CEO)	PM

Apologies for absence			
	Chris Hyde	Scotland Representative	CH
	Jack Magill	Northern Ireland Representative	JM
	David Sach	Director	
	Ray Stafford	England Representative	RS
	Bob Turner	Wales Representative	BT
	Alex O'Connell	Athletes Representative	AO

Ref	Minute	Action
45.	<u>General</u>	
45.1	KS welcomed everyone to the British Fencing Board (the <i>Board</i>) meeting and thanked DK and APCO for the use of their offices.	
45.2	The Board noted that the period since the last Board meeting had been successful in terms of international medals.	
45.3	The Board thanked UK Sport, Sport England and other funding providers who despite government budget cuts had maintained funding.	
45.4	The Board specifically thanked UK Sport for International Relations funding of £23k for the coming financial year.	
45.5	Following the Board's decision on the 20 th February 2010 to undertake action to appoint an independent chairman, KS stated he was unwilling to chair the Board in accordance with Article 61.	
45.6	The Board unanimously agreed for DK to Chair the meeting.	
46.	<u>Apologies for Absence</u>	
46.1	Apologies were received from DS; CH; JM; RS; BT; AO.	
47.	<u>Declarations of Interest</u>	
47.1	TC declared an interest on World Class Programme matters and as a selector for the Junior European Championship Team.	
47.2	IC declared that her husband was on the board of England Fencing and he was a selector for the Junior European Championship Team.	
47.3	MM declared an interest on selection for the Senior Europeans team. However, MM explained to the Board that he was no longer making himself available for selection at international level	

	and hoped that this would enable him to take a more active role in the discussions.	
48.	<u>International Relations Presentation from UK Sport</u>	
48.1	Ben Calveley and Andrew Baptie from UK Sport (UKS) gave a presentation on International Relations (IR). The presentation provided information on	
48.2	<ul style="list-style-type: none"> ▪ Background to the IR team at UKS ▪ UKS IR Strategy ▪ Support available from UKS: <ul style="list-style-type: none"> - Strategy Development - Financial Support (Funding for NGBs for IR Strategies) - Technical Support - System Development ▪ Advice and guidance to NGBs, but also a sharing of best practice ▪ Succession planning for international positions ▪ Support for election campaigns for international positions ▪ The International Leadership (ILP) Programme 	
48.3	The Board thanked Ben Calveley and Andrew Baptie for their presentation.	
49.	<u>British Fencing International Relations Committee and Strategy</u>	
49.1	This agenda item was brought forward to enable the Board to discuss it following information from UKS.	
49.2	The Board discussed a proposal to appoint the following IR Committee:	
49.3	<ul style="list-style-type: none"> ▪ Chair: Keith Smith ▪ Voting members: Clare Halsted; Steve Higginson; Peter Jacobs 	
49.4	The Board agreed the need for the committee to engage with all of those people with international federation roles to ensure effective delivery of the IR strategy and assist with succession planning.	
49.5	The Board unanimously approved the appointment of the committee and asked KS to ensure the engagement of the wider group.	KS
49.6	The Board discussed the IR Strategy. Support for Camden and Bolton Internationals was highlighted within the Strategy and it was explained that this would not be a cash grant but would be assistance in line with strategic objectives.	
49.7	It was further discussed that if British Fencing were to provide assistance to the two events, the Board wished to view accounts to ensure that finances were appropriately apportioned.	
49.8	The Board asked PM to communicate both these points to the two events.	PM
49.10	The Board agreed that outside of the IR Strategy there was no additional funding for the events, as agreed within the budget at the last meeting.	
49.11	The Board unanimously approved the IR Strategy.	
50.	<u>Minutes of the Board Meeting on the 20.02.2010</u>	
50.1	27.5: insert the word funding to read: "UK Sport <i>funding</i> would not exist"	
50.2	The minutes were approved as a true and accurate record.	
51.	<u>Actions and Matters Arising from the Minutes of the Meeting 20.02.2010</u>	
51.1	32.4: IC asked TC for an update on the updates to the disciplinary and grievance rules, specifically to the flow chart and timeline for complaints under these procedures. TC replied that he would update when this had been done.	TC
51.2	34.1: KS asked the Board to consider the appointment process for the new independent chair. The Board agreed they had already approved a job description for this position, charged PM with the administrative process for recruitment and asked him to liaise with UKS for their input. A panel of Board directors would be established to interview potential candidates.	PM
51.3	35.8: PM reported that he had written to the Athletes' Commission and Alex O'Connell would attend the Board meetings as their representative in the future.	
52.	<u>Correspondence</u>	

52.1	KS spoke to an e-mail received from Peter Cadman on the contract between Graham Watts (Performance Director). PM was asked to leave the room at this point.	
52.2	<i>[PM returned to the room]</i>	
52.3	It was agreed that DK and KS would lead on the UKS/Sport England Audit actions relating to Graham Watts' contract, the World Class Programme and World Class Programme staff.	DK
53.4	The Board received correspondence from Duncan Rowlands proposing amendments to the Volunteer Expense Policy. The Board discussed the proposal and raised concerns about the accuracy of information. This was then delegated to PM to confirm and implement if required.	PM
52.4	The Board received correspondence from Mark Hamilton regarding the service he had received from Allstar following the FIE policy on masks. The Board agreed that they could not give legal advice on a dispute between a fencer and a manufacturer. DK agreed to respond to Mr. Hamilton.	DK
52.5	The Board received correspondence from John Haynes in relation to his appointment as Weapon Committee Chair for Epee. The Board agreed that Mr. Haynes had agreed to the requirements of the Board before accepting his appointment and that no further action would be taken. DK agreed to respond to Mr. Haynes.	DK
52.6	DK informed the Board that he had been approached with a complaint by four parents who were not content to complain formally for fear of reprisal. The Board asked DK to investigate this matter and report back.	DK
52.7	IC requested that the British Fencing Whistleblowing Policy be given more prominence on the website and to inform people that this was a confidential process. PM asked her to liaise with Head Office.	IC
53.	<u>Ratification of Agreements Made by E-mail</u>	
53.1	The Board ratified the following agreements made by e-mail since the last meeting:	
53.2	<u>Elections</u> The Board agreed the electoral process and dates: <ul style="list-style-type: none"> ▪ Closing date for voting is July 19. ▪ Last date for dispatch of ballot papers is June 28. ▪ Qualifying date for voting is June 21. 	
53.3	<u>Copperdale (T/A British Fencing Events)</u> The Board approved the following: <ul style="list-style-type: none"> ▪ British Fencing will be a Corporate Director of Copperdale ▪ British Fencing support Copperdale financially ▪ The Board delegates to Copperdale the responsibility for running the Championships 	
53.4	<u>International Committee:</u> The Board approved the appointment of the following: <ul style="list-style-type: none"> ▪ Chair: Clare Halsted ▪ Vice-Chair: Graham Paul 	
53.5	<u>Epee Committee:</u> The Board approved the appointment of the following: <ul style="list-style-type: none"> ▪ Chair: John Haynes ▪ Vice-Chair: Neale Thomas <p>These appointments were made with the caveat that at some point within the next year, the positions would change over to assist with succession planning.</p>	
53.6	<u>Sabre Committee:</u> The Board approved the appointment of the following: <ul style="list-style-type: none"> ▪ Chair: Paul Greening ▪ Vice-Chair: Julian Rose <p>These appointments were made with the caveat that at some point within the next year, the positions would change over to assist with succession planning.</p>	

53.7	Referees Committee: The Board approved the appointment of the following: <ul style="list-style-type: none"> ▪ Chair: Ian Hunter ▪ Vice-Chair: Suse Wesley 	
54.	<u>Accounts</u>	
54.1	AB spoke to his report on the draft end of year accounts created by Spofforths.	
54.2	Subject to spelling errors, the Board unanimously agreed the draft accounts for Copperdale Ltd. (trading as British Fencing Events). It was agreed that the deficit on Belfast would be met by BFA Ltd and reflected in those accounts.	
54.3	Subject to spelling errors, the Board unanimously agreed the draft accounts for the British Fencing Association Ltd.	
55.	<u>CEO Report</u>	
55.1	PM informed the Board that he had nothing further to add to his report and had not received any questions in advance of the meeting.	
55.2	3.1: DK asked if feedback sent through the website was being responded to. PM agreed to look in to it. <i>[since the meeting, it has been reported that feedback will be responded to by Head Office]</i>	
55.3	The Board thanked PM specifically for his work on the website and database.	
55.4	PS informed the Board that the Winton fund had been used to fund athletes to go to the Academy.	
55.5	The Board unanimously approved the report of the CEO and thanked him for his work.	
56.	<u>Board Elections 2010</u>	
56.1	PM reported that he had received two nominations which had been checked and approved by Teddy Bourne (Honorary Electoral Officer). As there were only two positions available, there was no need for an election and the two names could be presented to the membership for approval at the next General Meeting.	
56.2	The two candidates were: <ul style="list-style-type: none"> ▪ Mr. Mike Thornton ▪ Miss. Libby Payne 	
56.3	PM reported that he had written to the candidates.	
56.4	The Board thanked Teddy Bourne for all his work.	
57.	<u>Board Portfolios</u>	
57.1	The Board discussed Board portfolios for the nine strategic areas and agreed the following: <ul style="list-style-type: none"> ▪ NGB and Operations – Tom Cadman ▪ Sustainability and Finance – Andrew Brannon (treasurer) ▪ Marketing and Communications – David King ▪ Growing the sport – Ismay Cowen ▪ Community and Club Network – Penny Spink ▪ Workforce and Skills – Murray Morrison ▪ Events and Calendar – David Sach ▪ LTAD and Talent Development – Keith Smith ▪ Winning and International – Mike Thornton 	
58.	<u>Amendments to the Articles and Bye Laws</u>	
58.1	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 approved these proposals and TC agreed to produce a final document for the AGM.	
58.2	The Board thanked TC for his work on the Articles and Bye Laws.	
59.	<u>Selection for the Senior European Championships</u>	
59.1	<i>[TC was not involved in this agenda item]</i>	

59.2	The Board approved the selection.	
60.	<u>Selection for the Junior European Championships</u>	
60.1	[TC and IC were not involved in this agenda item]	
60.2	The Board approved the selection.	
60.3	The Board minuted their thanks to Lloyd and Partners for their continued support.	
61.	<u>Committee Review</u>	
61.1	PM updated the Board on the continuing committee review and recruitment process.	
61.2	The Board approved updated Terms of Reference for the International Committee (IC) and the Weapon Committees. They noted that the IC was discussing a new selection process which included a central panel of selectors. The Board agreed to approve this selection process by e-mail.	
61.3	The Board approved the following committee positions in addition to those previously agreed:	
61.4	<u>International Committee:</u> Peter Jacobs (International Relations representative) Graham Watts (World Class Programme representative)	
61.5	<u>Epee Committee:</u> Senior Mens Captain – Matthew Haynes Senior Womens Captain – Bernadette Toth Junior Mens Captain – Kate Smith Junior Womens Captain – Sue Benney Cadet Mens Captain – Maggie Maynard Cadet Womens Captain – Maggie Maynard	
61.6	<u>Foil Committee:</u> Senior Mens Captain – Ziemek Wojciechowski Senior Womens Captain – Linda Strachan Junior Mens Captain – Maciej Wojtkowiak Junior Womens Captain - TBC Cadet Mens Captain – Baldip Sahota Cadet Womens Captain – Linda Strachan	
61.7	<u>Sabre Committee:</u> Senior Mens Captain – James Williams Senior Womens Captain – Beth Davidson Junior Mens Captain – James Williams Junior Womens Captain – Beth Davidson Cadet Mens Captain – Daniel Redshaw Cadet Womens Captain – Daniel Redshaw	
61.8	PM reported that he had gone back out to advert for the Foil Committee Chair as he had received no applicants. He informed the Board that he would again take advice from a panel and make a recommendation to the Board in due course.	PM
61.9	The Board approved the revised Terms or Reference for the Referees Committee, subject to ratification on the following: <ul style="list-style-type: none"> ▪ How the Home Countries will be involved in the committee as only one liaison is listed. ▪ How the recruitment for positions will occur. 	PM
61.10	The Board approved the revised Considerations subject to an amendment on absence.	
62.	<u>Any Other Relevant Business</u>	
62.1	PS reported to the Board that Sports Aid grants totalled £37,600 this year.	
63.	<u>Dates of Next Board Meeting</u>	
63.1	The Board discussed a proposal to alternate the Board meetings between mid-week and weekend to allow attendance by all. Meetings held during the week would focus on strategy and financial planning and meetings on the weekend on wider issues. At all meetings the facility to conference call would be provided to allow those travelling long distances to be involved.	
63.2	The Board unanimously agreed this proposal and asked PM to forward a new schedule for all	

	meetings after the 7 th August 2010.	PM
63.3	Next Board meeting to be held on the 7 th August 2010. Venue to be confirmed.	PM
63.4	With no further Board business, the meeting closed at 3.25.	