



BRITISH FENCING

Minutes – MARCH Board 2016 (Directors only meeting)

Date of Meeting	15/03/2016
Location	Schroders
Present	Chair, P Abrahams, J Campbell, C Halsted, C Oliver, B Speight, J Troiano, P Wedge
In attendance	CEO

1. Introductions, Apologies, Declarations of Interest

There were apologies from G Palmer and T Cadman - Directors.
CO declared an Interest - her partner's merchandise business.

2. Urgent catch up items/Actions from last meeting (non exec)/Interim Decisions approved/New Risk Management Items

No catch up items.

Update on actions from last meeting reported – all actions remain open

- DT (with CEO) will meet Jon Goodbody (Times) for BF story. **Action: Chair / CEO**

There were no Interim Decisions and one new Risk Management items, discussed at AGRC to note in relevant Agenda item.

3. 8 Year Plan

JT explained to the Board that this was an unfulfilled governance task; a financial plan representing our goals. It reflected key assumptions, eg funding maintained (save sponsor income), retention of current resources, etc. Our goal was to run a sustainable business, based on breaking even, and meeting our goals.

In response to PW questions, GU confirmed that the cost savings were not included, except for her own change to a four-day week. In a brief discussion, **Directors noted** that GU wished to move to a 4-day week for lifestyle reasons.

Board approved the 8-year financial plan.



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4. Board Governance Improvements

Chair apologised that this item was not ready for discussion; he, JT and TC had to meet to prepare proposals re Board structure for Directors to consider.

This item deferred to the next Board meeting.

5. Risk Log

CEO advised that a new Risk should be added, the potential loss of Exec staff due to pressures of work. After brief discussion *the Board noted this addition to the Risk Log - the Risk Log was approved.*

CEO explained current issues with Guernsey, for the Board's information.

The Board requested that future changes to the Risk Log be identified easily – eg through colour-coding – to allow for efficient review.

Action: CEO

6. Governance - Financial and Reserves Policies

The CEO took Directors through the documents circulated, explaining that these covered important policies requiring Board review and approval at least annually.

The Board approved the documents.

Further to such approval, some basic editing would be undertaken, on provision of such edits from Board Directors.

Action: Directors

CO suggested, *and the Board agreed*, that the Credit Cards policies should be enhanced by including further clarification that such cards could only be used for business purposes.

Action: GU

7. Insurance

No paper was presented due to late arrival of incomplete data from incumbent broker. CEO explained that the SE/UKS Governance expectation is that the Board review the insurance policies in place. BF insurance is due for renewal on 1st April. Recognising that the choice of broker was an operational matter, CEO explained to the Board why she felt it appropriate to change our broker for the members' liability and PA insurance, with extended benefits.

CH and PW agreed to help by reading through the revised policies.

Action: CH/PW

The Board noted her report and plans with approval.

8. WCP/UKS Submission

The Board noted this document, which did not require approval, and asked for Directors' thanks to be passed on to AN and her team.

Action: CEO



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9. HPNGB Output

CEO explained that the D Sales slides were the output from the Board's Awayday and also covered BF's part in the SE HPNGB project. *Chair asked Directors to let him have any comments in writing within seven days.*

Action: All

The Board requested that the actions from the Away Day to be added to the Board Action Log so that they can be tracked and managed.

Action: CEO

10. CEO Information Items

Patron's Lunch

CEO explained that the offer had now gone to all members, she would report on the outcome.

Action: CEO

Branding update

CEO took Directors through the presentation by consultants with new logo options. After discussion, she noted the Board's advice to consider checking proposals with a "team" of mixed views and background, and return with a recommendation.

Action: CEO

Club & Member Merchandising

After a brief discussion on potential conflicts of interest, CO left the meeting for this item.

CEO reminded the Board about the agreed need to develop a new commercial strategy. To this end, she has consulted with various merchandise providers and wished to get together a new BF offer to members. She agreed to follow Directors' advice and speedily put the BF needs out to tender.

Action: CEO

11. Next Board Meetings Agenda

Chair said this would be done in writing as the meeting was over time.

Action: Chair

12. AOB

JC requested that her action to review and approve the HR policies was noted in the Action list

Action: CEO

No further items because of time.

The meeting closed at 4:05.