



BRITISH FENCING BOARD

Minutes of the meeting held at APCO, London on Saturday 24th October 2009 at 11.00am
 Approved by the Board on Saturday 5th December 2009

Present			
	Keith Smith	President and Chair	KS
	Tom Cadman	Director	TC
	Ismay Cowen	Director	IC
	Penny Spink MBE	Director	PS
	Rodney Francis	Director	RF
	Mike Thornton	Director	MT
	David King	Director	DK
	Murray Morrison	Director	MM

Also in attendance (non-voting)			
	Jon Milner	Technical Director	JM
	Ray Stafford	England Representative	RS
	Bob Turner	Wales Representative	BT
	Chris Hyde	Scotland Representative	CH
	Piers Martin	Chief Executive	PM
	Graham Watts OBE	Performance Director	GW
	Ben Campion (part)	National Development Manager	BC
	Suse Wesley (part)	Strategy and Governance Working Groups	SW

Apologies for absence			
	Andrew Brannon	Treasurer	AB
	David Sach	Director	DS
	Catherine Nicoll	Executive Director	CN
	Jack Magill	Northern Ireland Representative	JMa
	Ahmed Rosowsky	Athlete Representative	AR

Ref	Minute	Action
81.	<u>General</u>	
81.1	KS welcomed everyone to the British Fencing Board (the <i>Board</i>) meeting and thanked DK and APCO for the use of their offices.	
81.2	KS introduced DK and MM as newly elected Board Directors and RS (England Representative) and CH (Scotland Representative).	
82.	<u>Conflict of Interest</u>	
82.1	No specific conflicts of interest were noted.	
83.	<u>Apologies for Absence</u>	
83.1	Apologies were received from AB, DS, CN, AR, JMa.	
84.	<u>Board Confidentiality and Collective Responsibility</u>	
84.1	KS reminded the Board of the obligation for the Board to act as a collective and to maintain confidentiality. He emphasised that whilst some directors may not agree with a decision, they had a responsibility and a duty to act as one and that they had signed a letter to this effect. PM agreed to send to new directors to sign.	PM
85.	<u>England Development Project Update</u>	

85.1	BC then gave a presentation on the England Development Project (EDP) which is attached to these minutes.	
85.2	<i>BC then left the meeting.</i>	
86.	<u>Minutes of 28th August 2009</u>	
86.1	The minutes were approved as a true and accurate record.	
86.2	Under this agenda item, it was reported to the Board that the name of an individual had been noted in the approved minutes of the 1 st August inappropriately. The Board agreed to amend these minutes retrospectively and replace the name with “an individual”.	
87.	<u>Matters Arising and Actions Outstanding from the Minutes</u>	
87.1	72.1: RF asked what the rules would be for team competitions at the 2010 British Championships. KS responded that this was the responsibility of the CEO and not a matter for the Board.	
87.2	74.6: GW explained to the board that Cat Paterson was seconded from CIC but is full time.	
87.3	78.2: PS informed the Board that over £1k had been raised so far for the Winton Fund. The Board noted their thanks to all who had contributed.	
88.	<u>Correspondence</u>	
88.1	KS informed the Board that correspondence had been received from Clare Halsted and Steph Young which would be dealt with under International Volunteer Expense Policy.	
88.2	KS informed the Board that correspondence had been received from Duncan Rowlands regarding the Winton Cup.	
88.3	The Board agreed that whilst they would like to support the event financially, the budget could not support events outside the core British Fencing calendar at the present time. It was agreed that support from England and the other Home Countries was welcome and would be appropriate. It was agreed that the sub-committee was no longer needed as it would be re-established to work with the Home Countries and Combined Services on this competition.	
88.4	The Board minuted their thanks to Duncan Rowlands for his efforts in organising the competition and offered support where possible.	PM
89.	<u>Any Other Relevant Business</u>	
89.1	KS reported to the Board the following:	
89.2	Thanks to Penny Spink for her work in setting up the Winton Fund.	
89.3	Congratulations to Rochelle Dazeley who had been given a Torch Trophy award.	
89.4	Congratulations to Caitlin Chang who had received a grant through Sports Aid.	
89.5	The <i>Official Sports London</i> grants set up by PM and Neil Brown were now being widely accessed by our referees.	
89.6	Mavis Thornton had stepped down from her position of organiser of the British Youth Championships. KS asked PM to take over the organisation of the event.	PM
90.	<u>Strategic Delivery Plan</u>	
90.1	PM then presented the Strategic Delivery Plan to the Board.	
90.2	PM explained that it was the culmination of the work of the Strategy Group which had been appointed through an open process in December 2008 and presented the following seminal points:	
90.3	The vision of the organisation: <i>We are a World Leading Fencing Family.</i>	
90.4	The mission of the organisation: <i>Fencing:2020, to build a strong, satisfied and successful sport.</i>	
90.5	To deliver this mission, 4 Strategic Thrusts had been identified which were business critical to the organisation: <ul style="list-style-type: none"> ▪ <i>To create a world leading organisation</i> ▪ <i>To develop world leading communications</i> ▪ <i>To establish a world leading development pathway</i> 	

	<ul style="list-style-type: none"> ▪ <i>To deliver world leading international results</i> 	
90.6	<p>To achieve strategic objectives, 9 functional executives had been identified. These would be developed over the next few years and would be lead by professional staff, volunteers, committees or sub-contracted companies (dependent on finances).</p> <ul style="list-style-type: none"> ▪ <i>Operations</i> ▪ <i>Commercial</i> ▪ <i>Marketing & communications</i> ▪ <i>Access to the sport</i> ▪ <i>Fencing community</i> ▪ <i>People</i> ▪ <i>Events</i> ▪ <i>Talent development</i> ▪ <i>International</i> 	
90.7	The performance or these functional areas against objectives would be monitored through the Strategic Delivery Plan which would be presented to the Board by the CEO and would replace the CEO report.	
90.8	PM asked that “Board Champions” be established with a portfolio for each area to create board focus and representation.	
90.9	KS explained that as CEO, PM would now be responsible for the delivery of the Strategy on behalf of the Board.	
90.10	The Board approved the Strategic Delivery Plan in principle but expressed some reservations about the timescale.	
91.	<u>Official Supplier Tender</u>	
91.	RF and TC spoke to a paper which set out the outcomes of the Official Supplier Working Group, highlighting the following points:	
91.2	It was obvious that given the build up to 2012, companies would want access to our performance athletes and there was a contractual obligation for these athletes to provide time for British Fencing.	
91.3	The Board asked what form the tender document would take. The group explained that a list of essential and desirable requirements had been drafted, along with British Fencing’s offer, which it would expect companies to respond to in an individual way.	
91.4	The group made clear that decisions would need to be based on value, not just cost and recommendations would be made to the Board for final decision.	
91.5	The group assured the Board that the contract would be watertight so to prevent existing problems arising again.	
91.6	GW informed the Board that he had been involved in negotiation with Leon Paul over official supplier but had stopped because of the proposed tender process.	
91.7	GW explained to the Board that the World Class Programme (WCP) spent over £30k on equipping athletes.	
91.8	It was pointed out that it was down to the specifics of any contract and in other sports athletes could use their own technical equipment, which was sometimes unbranded.	
91.9	It was agreed that Cat Paterson (World Class Operations Manager) would advise the group to ensure any agreement included the needs of the WCP and WCP athletes.	
91.10	PM highlighted that whilst this was a specific process for British Fencing, he asked the Home Country representatives to contact the group if they wished to be involved.	
91.11	The Board agreed the tender process.	
92.	<u>International Volunteer Expense Policy</u>	
92.1	KS requested that, given the correspondence which had been received, the International Committee present a formal proposal to the Board on the 5 th December.	
92.2	KS explained that PM was working with Clare Halsted on behalf of International Committee to finalise all the <i>SwordMark</i> documentation for trips.	
92.3	MT highlighted the fact that detailed trip paperwork existed, had been agreed by the Board and should be followed by the Weapons Committees. The Board agreed this should be the case.	
92.4	PM added that he was also working with Clare Halsted on the role of “Parent Champion”, to lead a “Performance Parents” consultation and education group which would be responsible for drawing up a Parents’ Charter.	

93.	<u>To approve the CEO Report</u>	
93.1	The board approved the report from the CEO, noting the following points raised:	
93.2	O1: PM was asked what the "Self Assurance Process" was. He responded that it was an automated governance checklist which had been signed off by him as the Accountable Officer and counter signed by AB as treasurer.	
94.	<u>Management Accounts</u>	
94.1	KS informed the Board that as AB was not in attendance, that all finance questions should be sent to him directly.	
94.2	KS spoke to a report on Belfast and drew specific attention to the fact that the overspend was not as great as had been anticipated due to a significant rebate in VAT.	
94.3	The Board noted their thanks to Nosheen Khan (BF Accounts Manager) for her work with consultants Hayes Macintyre on this issue.	
94.4	KS reported to the Board that the Membership Working Group would be looking at the possibility of increased income from membership fees.	
94.5	The Board unanimously approved the Management Accounts.	
95.	<u>Disciplinary Rules</u>	
95.1	TC presented the Disciplinary rules on behalf of the Working Group and explained to the Board that some minor additions had been made.	
95.2	It was raised that the 20 day limit was inappropriate for welfare issues.	
95.3	TC responded that this situation was covered within the welfare rules.	
95.4	The Board approved the Disciplinary Rules and formally delegated power to the Working Group to finalise them and circulate to the Board.	
96.	<u>Equality</u>	
96.1	TC presented a paper on behalf of Libby Payne on the Equality Standard.	
96.2	The paper explained that there were a number of documents which were required and that subject to Board approval she would work on these documents with PM and if these documents needed to be submitted prior to the next Board she would circulate by e-mail. The Board approved this.	
96.3	The paper raised the fact that the Board still required an "Equality Champion". The Board asked Murray Morrison to take on this role.	
97.	<u>Communications</u>	
97.1	DK then presented a précis of existing communications, highlighting to the Board the following key issues:	
97.2	A communications policy was urgently required so that all messages from British Fencing were uniform and accurate. DK agreed to work with Libby Payne to finalise her draft policy.	
97.3	There was a need to identify the difference between "official" messages on behalf of British Fencing and personal opinions, in particular the use of the Fencing Forum, Twitter and Face Book.	
97.4	Given the important period up to the 2012 Olympics it was important for the Board and especially the WC staff and athletes to become media savvy.	
97.5	KS explained that Laurence Halsted was interviewed by the BBC and had been unhappy that he had been asked irrelevant questions having just won a European medal.	
97.6	DK responded that it was positive that we were being asked for interviews and offered media training for the WC staff and athletes to manage this.	
97.7	DK also informed the Board that he, alongside the CEO, was working on a number of sponsorship opportunities, including a major multi-national.	
97.8	The Board thanked DK for his work in this area.	
98.	<u>British Fencing Awards Dinner</u>	
98.1	KS reported on the inaugural British Fencing Awards Dinner which had been a successful partnership with the National Veterans Association (NVA).	

98.2	The Board noted its thanks to PM, Libby Payne and the NVA for organising the dinner.	
98.3	KS proposed that the Awards Dinner continue, especially to commemorate the 110 year anniversary of the Association in 2012.	
99.	<u>Sports Aid</u>	
99.1	PS then gave a presentation on Sports Aid which is attached to these minutes.	
100.	<u>Items for Information Only</u>	
100.1	KS asked PM to liaise with International Committee over the dates for the British Championships for 2010/2011.	PM
100.2	KS informed the Board that Jon Willis had been elected to the FIE Athletes Commission. The Board congratulated Jon on his appointment.	
100.3	TC informed the Board that as a Board member he had not been aware of Jon Willis' appointment. It was agreed that future appointments should be notified to the board.	
100.4	It was agreed that the Board should be informed of all people proposed for international positions and should ratify them first.	
101.	<u>Dates of forthcoming meetings</u>	
101.1	5 th December 2009.	
101.2	<i>The non-elected directors then left the room and SW joined the meeting.</i>	
102.	<u>Governance</u>	
102.1	SW then presented the agreements of the Governance Working Group.	
102.3	The Board then discussed the presentation and agreed that the elected directors would firm up these agreements with the Working Group and present a final proposal to the Board on the 5 th December.	
103.	<u>Close</u>	
103.1	With no further business the meeting was declared closed by the chair at 15.00.	

Signed:

Date:

Keith Smith, President and Chair
Signed on behalf of the Board