



BRITISH FENCING BOARD

Minutes of the meeting held at APCO, London on Saturday 5TH December 2009 at 11.00am
 Approved by the Board on Saturday 20th February 2010

Present			
	Keith Smith	President and Chair	KS
	Andrew Brannon	Treasurer	AB
	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
	Bob Turner	Wales Representative	BT
	Roy Clarke	Scotland Representative	RC
	Piers Martin	Chief Executive	PM
	Graham Watts OBE	Performance Director	GW
	Catherine Nicoll	Executive Director	CN
	Hazel Herbert	Minutes Secretary	HH

Apologies for absence			
	David Sach	Director	DS
	Jack Magill	Northern Ireland Representative	JMa
	Ray Stafford	England Representative	RS

Ref	Minute	Action
104.	<u>General</u>	
104.1	KS welcomed everyone to the British Fencing Board (the <i>Board</i>) meeting and thanked DK and APCO for the use of their offices. He also welcomed HH who had volunteered to take the minutes.	
105.	<u>Apologies for Absence</u>	
105.1	Apologies were received from DS, RS and JMa.	
106.	<u>Declarations of Interest</u>	
106.1	No specific conflicts of interest were noted.	
107.	<u>To Approve the Minutes of the Meeting 24.10.2009</u>	
107.1	The minutes were approved subject to the following amendments: 84.1: delete 'also' in penultimate sentence 90.10: The Board approved the Strategic Delivery Plan in principle but expressed some reservations about the timescale. 100.3: replace 'as an athlete' with 'as a Board Member' and add 'Future appointments should be notified to the board'.	
108.	<u>Actions and Matters Arising from the Minutes not Covered by the Agenda</u>	
108.1	84.1: Directors and employees had been asked to sign the confidentiality agreement	

	<p>88.4: Duncan Rowlands was thanked for his work on the Winton cup and offered support.</p> <p>89.6: The organisation of the BYC was in hand. Piers is managing the BYC 2010.</p> <p>91.11: Paperwork for the tender would be made available on the web site before Christmas.</p> <p>92.1: The International Committee was progressing well. There had been 3 applications for Parents Representative and these would be reviewed on 6th December. MT volunteered to audit the paperwork for foreign trips but it was agreed that PM should do this.</p> <p>94.4: Membership Working Group report – IC will report later on the agenda.</p> <p>97.6: CN offered help with media training.</p> <p>100: The Board offered congratulations to, Jamie Fitzgerald for his 8th place, Women’s Epee Team for 4th place and Men’s Foil Team for 5th place in the Junior European Championship</p>	PM
109.	<u>Correspondence Received</u>	
109.1	A letter of complaint had been received from Nick Chapman. The International Committee was looking into the issues he raised and were meeting on 6 th December to discuss it. They were asked to report back at the next Board meeting.	PM
110.	<u>Any Other Relevant Business not covered by the Agenda</u>	
110.1	<p>Proposal from Safety Committee on the use of Transparent Masks</p> <p>The Safety Committee proposed the temporary suspension of the use of transparent masks with only one safety layer in domestic foil and epee competitions following a recent accident. The FIE have issued guidance for International competitions and French, German and Italian governing bodies had all banned such masks in their domestic competitions. The proposal was agreed with the addition of wording emphasising that safety of equipment is the responsibility of the fencer. The recommendation will be posted on the web site and distributed to other interested parties as soon as possible.</p>	PM
110.2	<p>Congratulations</p> <p>To James Davis who has received a £30,000 bursary from Middlesex University</p> <p>To Truro Fencing Club for their award for Club of the Year from BBC South West</p> <p>To Jamie Fitzgerald for his win at Aix</p> <p>To PM and DK for obtaining £100,000 sponsorship (£25k per year) from Lloyds & Partners</p> <p>Thanks to the Lansdowne Club for hosting the GB vs. Russia match</p>	
110.3	<p>Protocol change</p> <p>It was agreed that the agenda would be circulated 18 days prior to the Board Meeting and papers for discussion circulated 15 days before. Items of clarification or minor matters would be dealt with before the meeting leaving only major items for discussion or decision to be dealt with at the Board Meeting. Document and version control would be adopted to ensure everyone was considering the most up to date version of the documents. It was confirmed that the Strategic Delivery Plan (SDP) replaced the CEO report. There would be an Executive Summary of the SDP as well as the full detailed plan for each Board meeting so as to monitor progress, identify problems etc.</p>	
111.	<u>To approve the Strategic Delivery Plan (SDP)</u>	
111.1	The Board approved the SDP. It was agreed that a brief executive summary based on key activities was required for the Board Meeting. The full SDP would be distributed with the papers prior to the meeting and any matters of detail would be covered with PM before the meeting. The SDP will be version controlled.	
111.2	<p>Operations</p> <ul style="list-style-type: none"> ▪ Governance audit was due to report week beginning 6th December. ▪ Equality documents had been submitted on schedule. PM thanked the Board for their understanding in getting the documentation in with such a tight turn around. ▪ It was agreed that external Welfare assistance would require a budget – PM to deal with AB ▪ Charlie Miller has been recruited as National Development Administrator working with 	AB/PM

	<p>Ben Champion.</p> <ul style="list-style-type: none"> TC volunteered to work with PM on ensuring legal matters were covered properly. 	TC/PM
111.3	<p>Sustainability</p> <ul style="list-style-type: none"> The budget was the main concern. The intention was to break even across all competitions and programmes. Several sponsorship opportunities were being worked on which would be detailed later on the agenda. 	
111.4	<p>Communications</p> <ul style="list-style-type: none"> A contract has now been signed with Excalibur for the provision of digital systems and communication. A trial database was being populated and an e-mail list should be ready mid January. A new test web site should be ready to show the Board at the next meeting and should be live by end March. A Newsletter will be distributed before Christmas. Messages need to be coherent. DK volunteered to review 	DK
111.5	<p>Access</p> <ul style="list-style-type: none"> The priority was to retain existing members, and to understand why people are leaving. The Membership Working Group had had an initial very positive meeting. Following meeting with our insurers, cover has been extended for non members from 6 to 10 taster sessions. 	
111.6	<p>Community</p> <ul style="list-style-type: none"> PM repeated his offer to work with the Home Countries and hopefully to help them benefit from the work on England Development. 	
111.7	<p>People</p> <ul style="list-style-type: none"> Norman Randall has been retained as a consultant to British Fencing on coaching development. British Fencing has the overall responsibility for strategic development in line with the UK Coaching Framework, and the other Home Countries would benefit from the work carried out on behalf of England Fencing. The Coaching system is being brought under control. The current ad hoc system of qualification is being formalised and courses for Young Officials launched. 	
111.8	<p>Events</p> <ul style="list-style-type: none"> The priority is to concentrate resources on flagship events, to ensure they are well run and break even. A review will be needed to ensure we focus on flagship events. The Board discussed many ideas on a British Championship event in December including sponsorship and cash prizes but the priority this year is the National Senior Championships in July. John Timms, Montgomery Leisure Services has been appointed as Event Director for the European Championships in Sheffield 2011. The tender for a supplier had been postponed. 	
111.9	<p>Talent</p> <ul style="list-style-type: none"> An audit of the University Network had been undertaken and will help with Academy. The National Academy will run as a week long camp in August 2010, with two days prior to this in February and March. This would be followed by Academies in regions and Home Countries throughout the four year period. 	
111.10	The Board approved the progress made and acknowledged that the plan would be subject to frequent detailed change as development plans moved ahead.	
112.	<u>To ratify the submission for the Equality Standard for Sport</u>	
112.1	PM reported that the Equality submission was sent to Roger Clifton on time and he thanked the Board for their assistance on meeting timescales. The Board ratified the submission and approved the HR policies which had been produced for this, recognising that and would be updated as and when required. The Board also thanked Libby Payne for her work on the Equality submission.	
113.	<u>To approve and amendment to the disciplinary rules</u>	
113.1	The Board agreed the amendments and TC agreed to forward the updated New document	TC

	to be circulated for Board information.	
114.	<u>To approve the British Fencing Long Term Athlete Development Framework (LTAD)</u>	
114.1	The Board approved the framework in principle. The International Committee will be considering the impact on the sport and the way forward. The Board asked PM to present on LTAD at the next meeting.	PM
115.	<u>Marketing and Communications</u>	
115.1	DK gave a presentation which he and PM had presented to GE. It was essential to involve the whole fencing community. Thought needs to go into how sponsorship is used to support 'next level down'- those with latent potential but not yet on development pathway.	
115.2	He reported that Lloyds wished to know how their sponsorship will be spent but had no wish to place restrictions on it. Proposals to them had outlined supporting athlete ambassadors to provide link back into Lloyds and also to support the National Academy. Our sponsors will need to be looked after, possibly at a VIP area at the National Championships. The Lansdowne Club event was recognised as useful for sponsors but highlighted the need for similar events at larger and less exclusive venues. DK will present a paper to the board on how the sponsorship will be spent.	DK
116.	<u>To discuss the recommendations of the Governance Working Group</u>	
116.1	After much discussion the recommendations of the Governance Working Group were rejected as a total package but there was much that would/could be enacted. The Board felt that some of the proposed changes were not appropriate until after 2012. It was agreed however that Finance and Marketing were key functions and require specific skills. In future these will need to be appointed if the skill sets are not on the Board. Other board posts need to be aligned with operational areas. This could be done with existing Board structure.	
116.2	KS agreed to produce a proposal to allocate 'portfolio' areas to existing Board Directors and outline arrangements for appointing finance and marketing directors post 2012. Board members were asked to give comments and proposals to KS for inclusion in paper to be submitted to next Board Meeting.	KS
117.	Team make-up for the National Team Championship 2010	
117.1	The Board agreed to follow the format used in previous years.	
118.	<u>To discuss the manner in which the Equality Standard submission was managed in order to improve the Board's ability to carry out its responsibilities properly</u>	
118.1	Concern was expressed that the Board had very little time to discuss the proposals because of the short deadline for the submission. However warning had been given that the timescale would be short and it was inevitable that some members would not have an opportunity to comment. In fact no comments had been received and the Board felt that in the circumstances, the submission was dealt with as well as possible.	
119.	Briefing of the UKSG Coordinator and Project Officer	
119.1	The Board felt that a summary of the LTAD document would have been useful. It was noted that Sports Aid only related to England and other Home Countries would need to pick up on the issues for their own fencers.	RS/RC/BT /JMa
120.	Briefing on FIE and CEE matters	
120.1	The Board noted the briefing. It was also noted that the team events excluded from the 2012 Olympics had been decided by the FIE Executive Committee following a previously agreed rotation and there was no opportunity to change.	
121.	Briefing on the European Cadet and Junior Championship	
121.1	The Board noted the briefing.	
122.	Dates of Next Board Meeting	

122.1	The following dates were agreed for 2010: <ul style="list-style-type: none"> ▪ February 20th ▪ April 24th ▪ June 26th ▪ August 7th ▪ AGM 11th September ▪ October 30th ▪ December 4th 	
122.2	The possibility of holding Board Meetings mid week or on Sunday was rejected because of travelling difficulties.	
122.3	The meeting closed at 3.30	

Signed:

Date:

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