

# Board of Trustees



Reg. Charity No. 1111776

## MINUTES (CONFIRMED)

Date of Meeting: 15 January 2011  
Time: 11:00 – 17:00pm  
Venue: Oxford Deaf Centre, St Ebbe, Oxford

UKDS11.01 **Attendance**

UKDS11.01.1 **Present**

Philip Gerrard (Chair)  
Steve Wherry (Trustee)  
Caroline Hurley (Trustee)  
Stuart Harrison (Trustee)  
Sharon Hirshman (Trustee)  
Kevin Whalley (Trustee)

UKDS11.01.2 **In attendance**

Gordon Hay (Volunteer) – Minutes taker  
Derek Simmons (Hon. President)

UKDS11.01.3 **Apologies**

Jonathan Reid (Trustee)  
Josef Baines (Trustee)

UKDS11.02 **Declaration of Trustees Interest**

UKDS11.02.1 There were no declaration of Trustees Interest for this meeting.

UKDS11.03 **Minutes**

**RECEIVED & NOTED** Unconfirmed minutes of meeting of 10 October 2010.

**APPROVED** The minutes were approved by the Board as an accurate record of the meeting.

UKDS11.04 **Chair's Update**

UKDS11.04.1 A special congratulation was mentioned for the Hon. President for his recent Unsung Hero award at DSPY2010.

UKDS11.04.2 Each Trustee would need to check their availability to attend Board Meetings dates agreed at the last Board Meeting.

UKDS11.05 **Annual Return 2009-2010 (Charity Commission)**

UKDS11.05.1 The Chair has submitted UK Deaf Sport's Annual Return 2009-2010 to the Charity Commission.

UKDS11.06 **Action Plan Log & Matters Arising**

**RECEIVED & NOTED** Action Plan Log document

UKDS11.06.1 The Board discussed minor issues and updated the Action Plan Log.

**ACTION** The Chair requests the Board to look at Action Plan Log every time Minutes of Board Meeting released in order to action on discussions agreed at the Board Meetings.

UKDS11.06.2 The Board discussed one issue – (UKDS09.11.3) EFDS representative sitting on the UK Deaf Sport Board Meeting. There was an understanding previously that a representative from EFDS will be welcomed to sit on UKDS' Board Meetings whilst we were funded by UK Sport / EFDS.

**ACTION** Stuart Harrison will contact National Disability Sport Organisations to seek how they update EFDS before making a decision whether we shall update EFDS or have a representative from EFDS to sit in UKDS' Board Meetings.

UKDS11.07 **AGM Review**

UKDS11.07.1 The Board of Trustees discussed their thoughts of the 8<sup>th</sup> Annual General Meeting. In general, it had been positive with workshops on Membership and UKDS' Restructure. There were room for improvement on venue and times which was duly noted.

UKDS11.07.2 Comments from members that the Annual Report 2009-2010 document made an excellent read.

UKDS11.07.3 The Board of Trustees recorded their thanks to Rosy Levy who kindly agreed to let UKDS to use the venue and provided refreshments for the 8<sup>th</sup> Annual General Meeting.

**ACTION** A letter of thanks needs to be sent to ~~Rosy Levy~~ <sup>Rosy Levens</sup> ~~Pa~~

UKDS11.08 **UKDS Secretary Post**

UKDS11.08.1 Vincent Dickson had offered to become Secretary at 8<sup>th</sup> Annual General Meeting.

**ACTION** The Chair will contact Vincent Dickson to offer the Secretary post subject to resolving the existing conflict of interests.

UKDS11.09 **UKDS Membership**

UKDS11.09.1 The Board had a lengthy discussion on the topic having taken into consideration the views of the members at the consultation session on 27/11/2010. The Board concluded on a new concept which is slightly different from 3 options that were presented to members during series of consultations.

UKDS11.09.2 The Individual and Supporters membership category to be scrapped.

UKDS11.09.3 The Board agreed on the cost for Membership as follows: -

Gold	£30
Silver	£25
Bronze	£15
Associate	£10

UKDS11.09.4 Individual, Supporters and Coaches will be paying the Associate rate.

UKDS11.09.05 After discussion, Stuart Harrison will contact companies to produce membership system including potential payment, as this topic is a huge task, therefore a system specifically designed for UKDS will be a great benefit in long term.

**ACTION** Stuart Harrison will investigate for quotes from companies.

**ACTION** UKDS will be in touch with members to update of progress as soon as possible.

UKDS11.10 **Sports & Operations Liaison Officers Structure**

UKDS11.10.1 There was a brief discussion on this topic and job descriptions need to be created as soon as possible to enable application process to happen soon.

**ACTION** Sharon Hirshman will make start on creating Job Description for each role and report back to the Chair.

UKDS11.11 **Dates of 2011/2012 Board Meetings**

UKDS11.11.1 The Board felt that they need to have additional Board Meeting to be able monitor the strategy plan progress during 2010-2011 financial year. Venues has been agreed as follows: - (The time of each meetings shall start at 10am and finish at 5pm on Saturdays)

- 2 April 2011 (Oxford)
- 7 & 8 May 2011 (Luton)
- 3 September 2011 (Leicester)
- 19 November 2011 (9<sup>th</sup> Annual General Meeting – London)
- 11 February 2012 (Oxford)

UKDS11.11.2 The Board felt that the Liaison Officers meetings may need to be separate from the Board Meeting dates above for this finance year.

**ACTION** The Chair will need to investigate and agree on the date for Liaison Officers meetings.

Signed as an accurate record of proceedings by Philip Gerrard, Chair.

Signed: P. P. Gerrard

Date: 16-4-2011