

Board of Trustees



Reg. Charity No. 1111776

MINUTES (CONFIRMED)

Date of Meeting: 11 February 2012
Time: 11:00 to 17:00
Venue: Oxford Deaf & Hard of Hearing Centre, Oxford

UKDS11.55 **Attendance**

UKDS11.55.1 **Present**
Stuart Harrison - SHa (Vice-Chair)
Vincent Dickson – VD (Secretary)
Caroline Hurley – CH (Trustee)
Sharon Hirshman - SHi(Trustee)
Kevin Whalley – KW (Trustee)
Gordon Hay – GH (Volunteer)
Jemima Buoy – JBu (Volunteer)
Lee Dolby – LD (UKDS Sports Advisor)
Bryan Whalley – BW (co-opt Trustee?)

UKDS11.55.2 **Apologies**
Philip Gerrard - PG (Chair)
Derek Simmons - DAS (Hon. President)
Jonathan Reid- JR (Trustee)
Tom Smith – TS (Trustee)
Josef Baines - JBa (Trustee)

UKDS11.56 **Declaration of Trustees Interest**

UKDS11.56.1 None – everyone present confirmed there is no conflict of interest.

UKDS11.57 **Minutes & Action Plan Log**

RECEIVED & NOTED Unconfirmed minutes of meeting of 3rd September 2011.

APPROVED The minutes were approved by the Board as an accurate record of the meeting and signed by SHa. No amendments were needed.

UKDS 11.57.1 JBu announced that the coloured sheets of the Action Plan Log & Visiting Events will from now on be on the table to be checked by the Board at lunchtime with any comments noted. This will save time going through details during the meeting.

UKDS11.58 **Strategic Plan Update (Board)**

RECEIVED & NOTED Sports Science Committee (SSC) – JBa submitted a written report in his absence. Copies circulated to everyone. No outstanding actions. JBa to continue developing SSC business plans, budgets and policies and will continue to report at next Board meeting.

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Signed: *P.P. Carr*

- RECEIVED & NOTED** Fundraising - SHa reported that Sport England funding for Inclusive project was secured in October 2011. Lee Dolby was appointed and started work on 9th January. No further activity as all focus has been on Sport England application.
- UKDS11.58.1 Charity Conversion – no update
- UKDS11.58.2 Membership – JBu and GH to meet with LD after today’s meeting to discuss way forward. One plan is to do a soft launch in April followed by a further launch during the Olympics.
- ACTION** **LD, JBu & GH to meet later today to plan way forward to create a policy to meet end of March’s deadline with a membership package.**
- UKDS11.58.3 GBDOC – Deaflympics – ICSD to reach a decision at the end of May 2012 concerning host country – currently Hungary.
- UKDS11.58.4 Communications – No report has been received from JR. We require a website action plan and LD needs a credit card for this.
- ACTIONS**
- SHa to contact JR for update.
 - LD to chase credit card query and a website action plan
- UKDS11.58.5 DSPY – Discussion about DSPY request to use UKDS logo and general support from UKDS for the event. Those present were unable to come to a decision how to support DSPY as there was not enough detail regarding preservation of UKDS reputation. Unanimous agreement that UKDS needed to be seen publicly supporting the event but further meeting with DSPY needed.
- Lifetime Award names contribution – we are to help them with this.
- ACTION** **SHa, SHi and LD to meet with DSPY and report back at next Board meeting.**
- UKDS11.58.6 Restructure of UKDS – no update
- UKDS11.58.7 Board expansion – no update
- UKDS11.59 **Action Plan Log & Matters Arising**
- RECEIVED & NOTED** Action Plan Log document laid out on table for Board members to read during breaks.
- UKDS11.59.1 The Board updated the Action Plan Log individually
- UKDS11.60 **Complaints Procedure Policy**
- UKDS11.60.1 No report received.
- Minutes of Meeting 11 February 2012

SHa and GH to deal with in tray complaints. VD offered to assist.

ACTION **SHa & GH to deal with current complaints currently pending. VD to assist.**

UKDS11.61 **Finance Update**

RECEIVED & NOTED **Report circulated by KW on recent expenditure and income**

UKDS11.61.1 Discussion on few points of KW's report and concerns were raised on the use of spreadsheets.

ACTION **KW to meet M. Hill (accountant) to discuss spreadsheet.**

UKDS11.62 **Inclusive Sport Update**

RECEIVED & NOTED **LD gave highlighted version of written report submitted for the meeting.**

UKDS11.62.1 Service level Agreement with Deaf Direct allows UKDS to appoint Lee Dolby. DD takes HR responsibility and liability. Trustees wished to thank Deaf Direct for their support in the process of recruitment and SLA management of the project staff.

Lee thanked Deaf Direct for their support.

UKDS11.63 **Ratification of Policies**

UKDS11.63.1 One response from SSC to any changes made. LD felt that to issue 35 policies all at once had lead to poor response from the Board of Trustees. Suggest issuing 5 or 6 policies at a time.

UKDS11.64 **Doncaster College**

RECEIVED & NOTED **MOU Doncaster College**

UKDS11.64.1 Doncaster College wishes to be known as a "centre of excellence" and would like UKDS to endorse its services and help to promote their work potentially in exchange for hosting a UKDS office on site and possible further work with UKDS performance projects.

LD suggested that the "College of Excellence" concept be considered as an income generation opportunity for UKDS to have UKDS branding associated will all higher and further education establishments.

ACTIONS **• LD to meet with Disability Officer of Colleges and University sports and place item on agenda amongst other things.**

- SHi to set up next meeting with Doncaster to introduce LD and take everything to the next stage.
- SHa, SHi and LD to draft a plan of action for the CO Excellence concept.

UKDS11.65 **Working Party with BSC**

UKDS11.65.1 SHi stated meeting was cancelled and produced a brief report. The issue of complaint was discussed.

ACTION LD to sort out this complaint. SHi to keep trying to set up a meeting.

UKDS11.66 **School/Youth Sport**

UKDS11.66.1 Terms of Reference for a School/Youth Sport committee handed out for people to comment.

ACTION SHa and BW to promote opportunities for people to join committee soon.

UKDS11.67 **AOB**

UKDS11.67.1 VD queried role for UKDS in house audiologist

ACTION CH to raise this with SSC

UKDS11.67.2 BW queried 2012 Olympics – what we are doing about this?

ACTION Put on next agenda, plus SHa to email all to start this.

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

Signed: P.P. Gerrard

Date: 19-5-2012