

MINUTES (CONFIRMED)

Date of Meeting: 18 November 2009  
Time: 1:15 – 5:30pm  
Venue: Redgrave Room, UK Sport, 40 Bernard Street, London

UKDS09.11 **Attendance**

UKDS09.11.1 **Present**

Craig Crowley (Chair)  
Philip Gerrard (Joint Vice-Chair)  
Josef Baines (Secretary)

UKDS09.11.2 **In attendance**

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

UKDS09.11.3 **Apologies**

Steve Wherry (Joint Vice Chair & Trustee)  
David Blackburn (Trustee)

**ACTION** It has been noted that Mahesh Patel (Co-opted Member) has not been invited. The Secretary will invite Mahesh in future Board Meetings.

UKDS09.12 **Welcome & Board Update**

UKDS09.12.1 The Chair expressed thanks to the Board for their support since he was appointed. The Chair successfully got elected as President of the ICSD, and is unable to continue as UK Deaf Sport Chair.

**APPROVED** The Board of Trustees accept the outgoing Chair's request and voted Philip Gerrard (Joint Vice-Chair) as the Acting Chair until the Annual General Meeting. The outgoing Chair also requested the Acting Chair to consider standing for the Chair role at the Annual General Meeting. On behalf of the Board and Members, the President thanked the Outgoing Chair and wished him well in his new ICSD role.

**ACTION** A Statement on the outgoing Chair and the election of the Acting Chair will be released by the Secretary. (JB)

UKDS09.12.2 It has been noted that David Blackburn (Trustee) is not re-standing in the next Annual General Meeting.

**ACTION** A letter of thanks will be sent by the Secretary. (JB)

UKDS09.12.3 It has been noted that Lynn Parker (Trustee) is not to be re-nominated in the next Annual General Meeting due to personal commitments.

**ACTION** A letter of thanks will be sent by the Secretary. (JB)

UKDS09.12.4 Derek Simmons was asked on a temporary measure to become a Trustee of UKDS.

**APPROVED** This was approved by the Board of Trustees.

UKDS09.13 **Staff Update**

UKDS09.13.1 The Coordinator has clearly been doing more than 2 days a week on the UK Deaf Sport / GBDOC in the past few months to meet the needs of the workload on Deaflympics. The staff will reduce the working hours to 1 day a week until the end of March 2010 to balance the Service Level Agreement arrangement between UK Deaf Sport & Deaf Direct.

**ACTION** The Coordinator will put Out of Office reply in the e-mail system and deliver updated SLA statistics on Enquiries for the next Board Meeting.

UKDS09.14 **Minutes**

**RECEIVED & NOTED** Introduction to Minutes Structure

**RECEIVED & NOTED** Unconfirmed minutes of the meeting of 16 July 2009.

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

UKDS09.15 **Approval of Annual Account 2008 / 2009**

**RECEIVED** Account 2008 / 2009.xls

UKDS09.15.1 Treasurer summarised the 2008/9 yearly account's new format with coloured areas to identify the differences. The £5000 float from UK Deaf Sport to GBDOC is to be returned to UK Deaf Sport. The £30,000 emergency fund for Deaflympics was not used.

**ACTION** Treasurer to investigate the £5000 float to see whether it is included in the Account or in the previous year's account.

**ACTION** Annual Report needs to be produced, CAC will make start on this with assistance from PG.

UKDS09.15.2 Financial Report – April 2009 to September 2009 has not been done. One of the reasons is that UK Deaf Sport is using a new Accounting system and Deaflympics' account has not been completed. The Deaflympics's account will be independently examined to verify its accuracy.

**ACTION** Treasurer to submit Financial Report April 2009 to September 2009 in the next Board Meeting.

UKDS09.16 GBDOC Report / Financial Update

**RECEIVED & NOTED** GBDOC Report

UKDS09.16.1 As mentioned in the Financial Report April 2009 to September 2009, the account is not ready; however, the Treasurer remains confident that the account is in order and will be broken even. It has been noted that GBDOC may have to pay an additional £8,000 to Yaskin Sports Limited. The Treasurer is arranging a meeting with them to discuss kit order for Deaflympics. The GBDOC accounts will be subject to an independent examiner to verify the accounts.

**ACTION** Treasurer to arrange a meeting with Yaskin Sports Limited.

UKDS09.16.2 Overall the Chair of GBDOC regarded Deaflympics in Taipei a great success considering the resources we have. A total of 10 medals were brought back. Everyone involved in GBDOC learnt a lot and already have several plans in place for A2013 (22<sup>nd</sup> Summer Deaflympics in Athens, Greece).

UKDS09.17 Football Framework Update

**RECEIVED & NOTED** Football Framework Meeting 21/11/2009 Letter & Proposals

UKDS09.17.1 The Coordinator explains the plans for the forthcoming meeting with a view to start the ball rolling on the establishment of UKDFF and Proposal examples for parties involved.

**APPROVAL** The Board of Trustees approves the contents of the Proposals being submitted to all parties.

**ACTION** The Coordinator will report back the outcomes in the next Board Meeting.

UKDS09.18 ICSD / EDSO Technical Directors / Officer Review

UKDS09.18.1 CAC declared a conflict of Interest therefore will take no part of this specific agenda item. CAC left the meeting.

UKDS09.18.2 The Board of Trustees discussed three appointed Technical Directors / Officer (Martin Bogard for ICSD Badminton, Christof Niklaus for ICSD Football and Andrew Scolding for EDSO Football).

**AGREED** One Director & an Officer will continue and one Director to be de-nominated.

**ACTION** The Secretary to send a letter to each Directors / Officer with copies to Sport Directors of ICSD and EDSO.

UKDS09.18.3 CAC was requested to return to the room to continue for the remainder of the meeting.

- UKDS09.19      **Use of External Meeting Notes Template**
- UKDS09.19.1      The Acting Chair explained the use of External Meeting Notes and it is vital for every Board of Trustees and staff to note all meetings for each other to view to improve internal communications.
- ACTION**      The Coordinator to change the heading of the External Meeting Notes Template and distribute to the Board of Trustees.
- UKDS09.19.2      The most recent meeting was with the British Olympic Association with CAC representing ICSD and UKDS. CAC noted that it was a very positive meeting with the BOA, International Paralympic Committee and British Paralympic Association. Interesting information came out from that room is that BPA did not communicate with UK Deaf Sport because UK Sport has told them not to. A Memorandum of Understanding will be developed by the BOA and UKDS. The document should be available by the end of December.
- APPROVED**      The Acting Chair is pleased to hear the progress and recommended CAC to continue to be the contact person for UK Sport, BOA, BPA, IPC, EFDS so on and report back to the Board.
- ACTION**      CAC will convert his verbal report into the new External Meeting Notes and distribute to the Board of Trustees.
- ACTION**      CAC will remind the BOA on the status of the Memorandum of Understanding by the end of the December.
- UKDS09.20      **Winter Deaflympics Application – GB Curling**
- RECEIVED & NOTED**      Series of documents
- UKDS09.20.1      The Board of Trustees received an application from ICSD for the Winter Deaflympics in High Tatras, Slovakia, with the deadline on 15<sup>th</sup> January 2009.
- UKDS09.20.2      The Board of Trustees were concerned about how the GB Deaf Curling team ran, with involvement from the British Deaf Sports, otherwise known as British Deaf Sports Council.
- ACTION**      The Coordinator will contact Mike Webster, GB Deaf Curling and BDSC contact person, and explain that UKDS will not sanction GB Curling to attend the next Winter Deaflympics without constitutional structure and the BDSC to be discontinued by UK Deaf Sport's deadline.
- UKDS09.21      **London Organising Committee of the Olympic and Paralympic Games's (LOCOG) Deaf Community Outreach Team (DCOT)**
- UKDS 09.21.1      JB explained his new role for LOCOG as Community Coordinator. He may let the Board of Trustees and relevant sporting bodies know if there are any key issues pertaining to deaf sport being brought up in future LOCOG meetings.

- UKDS09.21.2      The main objective of LOCOG DCOT is to ensure deaf people are involved in the London 2012 Olympics.
- UKDS09.22      **Deaf Sports Award Proposal**
- RECEIVED & NOTED      A PowerPoint Proposal.
- UKDS 09.22.1      A proposal has been presented to have the first "Sports Personality Awards" for Deaf athletes in all recognised sports in the UK in November 2010.
- APPROVED      The Board of Trustees supported the proposal.
- ACTION      The Coordinator to discuss the Proposal further with Richard Weinbaum.
- ACTION      A Term of Reference will be produced for Richard Weinbaum and his team to become a sub-committee of UK Deaf Sport. The Acting Chair will overlook this development.
- UKDS09.23      **Open Discussion**
- RECEIVED & NOTED      Series of documents
- UKDS 09.23.1      Company Limited by Guarantee and not having a Share Capital –the Board of Trustees has identified some areas that require changing due to a new template (which came into force a month before this Board Meeting), which brings together both the Memorandum and Articles of Association and the current Constitution into one document.
- ACTION      The Secretary will take the template into consideration and finalise the document by the next Board Meeting.
- UKDS09.23.2      Membership structure & re-structure of UKDS – draft ideas and format has been presented, and the Board of Trustees discussed briefly on how to communicate with the public about the restructuring and membership structure.
- AGREED & ACTION      The Board of Trustees has identified 5 potential Trustees and invited them to the Strategy Meeting to discuss in depth about the restructure before having a consultation workshop at the Annual General Meeting.
- UKDS09.23.3      City Hall Reception for GB Athletes (T2009) – The Secretary presented an Event plan and it will take place on the evening of Friday 22<sup>nd</sup> January 2009, a day before the Annual General Meeting.
- APPROVED & ACTION      The Board of Trustees approved the reception event to go ahead and the funding to be used from the Deaflympics account. The potential loss incurred will be covered by the UKDS.
- UKDS09.23.4      Hearing Times – There is not enough time to discuss this matter.

**ACTION** Defer the topic to the next Board Meeting.

UKDS09.24 **Anti-Doping Programme**

UKDS 09.24.1 There is not enough time to discuss this matter.

**ACTION** Defer the topic to the next Board Meeting.

UKDS09.25 **UKDS 7<sup>th</sup> Annual General Meeting Preparations**

UKDS 09.25.1 The Secretary confirms that a venue has been booked and will communicate with the Board of Trustees of updates via e-mail.

UKDS09.26 **Matters Arising from the Minutes**

UKDS 09.26.1 Nothing to report.

UKDS09.27 **A.O.B.**

UKDS 09.27.1 The Acting Chair would like to have the "Declaration of Interest" in future Agendas between "Welcome & Apologises" and "Unconfirmed Minutes of Meeting".

**ACTION** The Secretary to add "Declaration of Interest" in future Agendas.

UKDS09.10 **Date of the next Strategy Meeting**

UKDS09.10.1 The next Board meeting will take place at Oxford Deaf Centre, Oxford, for 10:30am – 12:15pm on Sunday 10<sup>th</sup> January 2010.

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

Signed: P. P. Gerrard

Date: 10/01/2010