

Board of Trustees

MINUTES (CONFIRMED)

Date of Meeting: 28 March 2010
Time: 10:30 – 17:00pm
Venue: Oxford Deaf and Hard of Hearing Centre, St. Ebbes, Oxford

UKDS10.14 Attendance

UKDS10.14.1 **Present**

Philip Gerrard (Chair)
Josef Baines (Secretary)
Jonathan Reid (Trustee)
Stuart Harrison (Trustee)
Sharon Hirshman (Trustee)

UKDS10.14.2 **In attendance**

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

UKDS10.14.3 **Apologies**

Steve Wherry (Trustee)
Caroline Hurley (Trustee)

UKDS10.15 Board Members Update

UKDS10.15.1 A new version of Confidentiality Forms has been distributed to Board Members to sign.

ACTION Trustees not in attendance and DSPY2010 Committee members will be notified of Confidentiality Forms to sign and return to the Office.

UKDS10.16 Declaration of Trustees Interest

UKDS10.16.1 Sharon Hirshman (Trustee) declared that her father is on the Committee of the DSPY2010. The Board of Trustees accepted her presence throughout the DSPY2010 discussion.

UKDS10.17 Minutes

UKDS10.17.1 The Board of Trustees would like to note that Minutes of 10/01/2010 had been approved electronically on 13/01/2010.

UKDS10.18 Financial Report – April 2009 to December 2009

RECEIVED & NOTED Previous documents circulated electronically

UKDS10.18.1 The Chair explained the current update of UK Deaf Sport's Finances. 2008/9

carried forward a surplus of 4k approx, 2009 / 10 is expected to see an increase of 30k approx rising from management charge of the GBDOD project and with a further 4k expected from English Federation of Disability Sport grant for the 4th quarter of 2009/2010. This brings a total reserve amount of 38k for UKDS Board consideration on expenditure during the course of the year.

UKDS10.19

Budget for 2010 / 2011

RECEIVED & NOTED

3 Budgets Options circulated

UKDS10.19.1

The Chair presented three scenarios,

1. Full-time post (Potential funding from the English Federation of Disability Sport's but nothing had been confirmed in writing.)
2. 2 days per week post (Remains the same in the previous financial year)
3. 1 day per week post (Reduce the cost, and increase the UK Deaf Sport's reserve)

APPROVED

The Board of Trustees, after in-depth discussion, agreed to continue with 2 days per week unless there are developments from the potential funding from the English Federation of Disability Sport.

UKDS10.20

English Federation of Disability Sport (EFDS) Update

UKDS10.20.1

The Honorary President had been in regularly communication with the English Federation of Disability Sport (EFDS).

UKDS10.20.2

The EFDS have invited UK Deaf Sport to submit application for funding. With help from the Office and some Trustees, UK Deaf Sport concluded that a full-time post is the minimal requirement to enable the organisation to function effectively.

UKDS10.20.3

The EFDS has identified UK Deaf Sport as one of three organisation "At Risk" and danger to closure.

UKDS10.20.4

The EFDS has verbally agreed to the UK Deaf Sport's bid, however nothing had been confirmed in writing.

UKDS10.21

Nomination of new Treasurer post

UKDS10.21.1

Discussion of the potential new Treasurer post. One candidate had expressed interest.

ACTION

The Chair will offer the candidate to become Interim Trustee as soon as possible.

UKDS10.22

Strategic Plan Update

RECEIVED & NOTED

Consultation (Membership & Strategic Aims) Notes circulated

UKDS10.22.1

The Board of Trustees were presented with Action Plan for each Strategic Aim for 2010-2013.

UKDS10.22.2

Nine Strategic Aims were listed and each was delegated to an individual to create Action Plan:

Governance

- 1) UK Deaf Sport to become company limited by guarantee & charity registered by the end of the 2010-2011 financial year (Josef Baines)
- 2) Restructure UK Deaf Sport and accountability (Philip Gerrard)
- 3) Expand the Board (Philip Gerrard)

Financial Growth

- 4) Make fundraising strategies for UK Deaf Sport (Stuart Harrison)

Membership

- 5) Restructure membership and consultation (UKDS Office)

Elite Sports

- 6) Develop a Sport Sciences Committee to provide specific resources for our Deaf athletes and coaches nationally (Josef Baines)
- 7) GBDOC for Athens 2013 (Philip Gerrard)

Public Awareness

- 8) Improved communication via Media and consultation periods (Jonathan Reid)

Celebrating success

- 9) Deliver Deaf Sport Personality of the Year Awards (Steve Wherry)

ACTION

Each delegated individual will submit the first draft of Action Plan of each Strategic Aim to the Honorary President by 19 April 2010.

UKDS10.22.3

Some member of Board of Trustees commented that the External Minutes of Meeting sheets shall have title on the Header to reduce the confusion of identifying which is which.

ACTION

The Office will ensure that future External Meetings will have a clear Title on the heading.

UKDS10.23 UKDS' Visiting Events List Update

RECEIVED & NOTED Updated UKDS' Visiting Events List

UKDS10.23.1 The Chair stated that as part of the communication improvement between UK Deaf Sport and National Deaf Sport Organisations (NDSO), that Trustees need to attend their annual events such as National competitions or/and Annual General Meetings.

UKDS10.23.2 The list will be e-mailed amongst the Board of Trustees from time to time to build up the presence of UK Deaf Sport's Officials in NDSO's events.

UKDS10.23.3 Travel Expenses will be covered, however the Board of Trustees will need to keep their eyes on the list and no more than 2 representatives can be in the same event.

UKDS10.24 DSPY2010 Update

RECEIVED & NOTED Monthly Report & Updated Budget

UKDS10.24.1 The Chair mentioned that he will sit down with DSPY2010 Committee members on 24 April 2010 after the football match between Great Britain and Israel to discuss some issues raised by the Board of Trustees.

ACTION The Chair to contact DSPY2010 Committee Members to confirm the meeting.

UKDS10.25 UKDS Membership Discussion

UKDS10.25.1 There is not enough time to discuss this matter.

ACTION Ideas to be included in the Action Plan for Membership' Strategic Aim.

UKDS10.26 Fundraising Discussion

UKDS10.26.1 There is not enough time to discuss this matter.

ACTION Ideas to be included in the Action Plan for Fundraising' Strategic Aim.

UKDS10.27 UKDS' Media & Website Workshop

UKDS10.27.1 The Board of Trustees had a discussion on this topic.

UKDS10.27.2 With regard Hearing Times Proposal which had been deferred from a number of previous Board Meetings; the Proposal is out of date and UK Deaf Sport will be in communication with Hearing Times to find a new avenue to work in partnership.

ACTION Ideas to be included in the Action Plan for Media & Communication' Strategic Aim.

ACTION Contact Hearing Times to seek a new avenue to work in partnership.

UKDS10.28 **Matters Arising from previous Minutes of Meetings – Monitoring of Action Log**

UKDS10.28.1 The Chair explained the use of Action Log once again and each Trustee will be contacted directly to ensure that all Actions from previous meetings have been completed.

ACTION The Office will liaise with the Honorary President on this area and make contacts with Trustees.

UKDS10.29 **Date of the next Board Meeting**

UKDS10.29.1 The next Board meeting will be on 16th May 2010 in the Midlands

ACTION The Chair will confirm the venue for the meeting.

UKDS10.29.2 Future Board Meeting dates had been agreed as thus:

- 13 16th May 2010
- 13 18th July 2010
- 13 10th October 2010

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

Signed: Philip Gerrard

Date: 16 / 05 / 2010