

Board of Trustees



Reg. Charity No. 1111776

MINUTES (CONFIRMED)

Date of Meeting: 16 April 2011
Time: 10:00 – 17:00pm
Venue: Oxford Deaf Centre, St Ebbe, Oxford

UKDS11.11 Attendance

UKDS11.11.1 **Present**

Philip Gerrard - PG (Chair)
Caroline Hurley – CH (Trustee)
Sharon Hirshman - SHi(Trustee)
Josef Baines - JB(Trustee)
Jonathan Reid- JR(Trustee)

UKDS11.11.2 **In attendance**

Derek Simmons - DS (Hon. President)

UKDS11.11.3 **Apologies**

Steve Wherry - SW (Trustee)
Kevin Whalley - KW(Trustee)
Stuart Harrison - SHa (Trustee)
Vincent Dickson – VD (Secretary)
Gordon Hay – GH (Volunteer)

UKDS11.12 Declaration of Trustees Interest

UKDS11.12.1 Carline Hurley – Badminton
Sharon Hirshman – GB Women Football

UKDS11.13 Minutes

RECEIVED & NOTED Unconfirmed minutes of meeting of 15th Jan 2010.

APPROVED The minutes were approved by the Board as an accurate record of the meeting and signed by PG with the following amendment;

UKDS11.13.1 Amendment;
11.07.3 Rosy Levy should be spelt Rosey Levens

UKDS11.14 Action Plan Log & Matters Arising

RECEIVED & NOTED Action Plan Log document

UKDS11.14.1 The Board discussed minor issues and updated the Action Plan Log.

ACTION The action plan needs to include a more detailed reference information.

UKDS11.15 **Fundraising Update**

RECIEVED & NOTED Update report from SHa

UKDS11.15.1 The Board requested an update from SH on use of Clarion

UKDS11.15.2 GB Women Football has requested for a loan from UKDS. UKDS and GB Women Football discussed and resolved the request.

ACTION SHar to provide update on use of Clarion

UKDS11.16 **Appointment of Secretary**

UKDS11.16.1 PG updated the Board on discussions with VD with regards to the recruitment of VD as Trustee / Secretary to UKDS.

APPROVED The appointment of Vincent Dickson as Trustee / Secretary to UKDS.

ACTION JR to update UKDS website on the appointment of new secretary.

UKDS11.17 **UKDS Secretary Post**

UKDS11.17.1 VD, Secretary is currently off sick and will remain so for a while. A discussion took place on cover for this area of work as well as improving efficiency of UKDS governance and operational work with the current predicament of depleted resources.

AGREED Spread out the communication methods and to recruit further Trustees / Volunteers to share the workload of UKDS

ACTION A range of new email addresses to be created and allocated by CH.

ACTION Advertise the new contact details on the website.

audiogram@ukdeafsport.org.uk -> UKDS office.

ssc@ukdeafsport.org.uk -> JB

financial@ukdeafsport.org.uk -> Treasurer

Deaflympics@ukdeafsport.org.uk -> Vacant

ACTION SHi to approach a possible Volunteer

ACTION GH to deal with Audiograms, payments, LO / SLO and general queries

ACTION Just Giving task to be re allocated to KW

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- APPROVED** KW and SHa to be added as banking signatures to spread the workload
- UKDS11.18 **T2009**
- RECIEVED & NOTED** A paper copy of the publication "From Taipei to Athens" report
- UKDS11.18.1 PG updated the board that the report has been put together and will be circulated to every member of T2009 squad along with CD photos.
- UKDS11.18.2 PG advised the Board that the compiling of the report is a learning curve and three items has been identified to be missing from the report. Those items must be included in future report
- a) A full list of athletes who took part
 - b) A full list of sponsors who supported athletes
 - c) A flowchart structure of the organisation to deliver this project
- UKDS11.18.3 The Board discussed further on the creation of the report for future use
- AGREED** Future report to be approved by full Board before a final copy is created
- ACTION** Once all hard copies has been released to T2009 athletes, a pdf copy to be made available on the website (JR)
- ACTION** A fee to be charged for extra copies and other people wishing to obtain a hardcopy of the report
- ACTION** A check would need to be made on the athletes database to ensure up to date contact details (SHir)
- UKDS11.19 **A2013 Budgets**
- RECIEVED & NOTED** Budget from "Taipei to Athens" and a full recovery budget created by DS
- UKDS11.19.1 The Board discussed the budget for A2013 in the "Taipei to Athens" report and noted that it is a minimum set budget and will be distributed to athletes.
- UKDS11.19.2 The Board discussed the budget for A2013 created by DS and noted that it is a true cost budget and is set at a much higher expenditure. This budget to be shown to the Government in UKDS efforts to gain funding from the Government to support GB Team at A2013.
- UKDS11.20 **Membership**
- UKDS11.20.1 The Board discussed the delays in completing the proposed plans.
- UKDS11.20.2 The Board are aware that UKDFF Chairperson had stepped down. The Board will endeavour to work with the new Chairperson to ensure all messages are communicated effectively to the UKDFF members.

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- ACTION** CH to set up access database for membership system.
- ACTION** GH to pass on notes of plans to UKDS Board and the Board to nominate a lead Trustee to implement the plans.
- UKDS11.21 **Electronic Filing Update (Google)**
- UKDS11.21.1 The Board agreed to have full set of UKDS electronic files on the google account with the master set on the UKDS server at Deaf Direct, along with its back up systems.
- ACTION** CH to draft a security policy.
- UKDS 11.22 **Media and Communication Update**
- UKDS 11.22.1 JR discussed the implementation of Media / Communication Sub Committee and to recruit volunteers to deliver this aspect of the strategy plan for UKDS
- ACTION** JR to advertise for volunteers
- ACTION** To use SSC templates for recruitment of personnel to Sub Committee
- ACTION** UKDS Strategic plan to be uploaded to Website
- ACTION** A regular video communication update to be a feature on the website
- UKDS11.23 **UKDS Campaign**
- UKDS11.23.1 DS updated the Board that Mark Cooper, CEO of ICSD is assisting UKDS in developing a campaign strategy to secure recognition and funding from the UK Government.
- AGREED DS is the lead on this funding campaign front
- UKDS11.24 **GB Deaf Badminton Issue**
- UKDS11.24.1 Xander Hurley is the new appointed link between GB Deaf Badminton and UKDS until 24th July 2011
- UKDS11.24.2 GB Deaf Badminton had invited a rep from UKDS to attend its AGM on 23rd July 2011
- ACTION** A rep will be sent to the AGM
- UKDS11.25 **UKDS's Visiting Events List Update**
- RECIEVED & NOTED Visiting Events List
- UKDS11.25.1 The list had been updated.
- UKDS11.26 AGM Preparations
- UKDS11.26.1 The Board nominated London as a suitable city for the AGM

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- ACTION** JB to book South Kensington, same as 2010 AGM
- UKDS11.27 **7&8 May 2011 Agendas**
- RECIEVED & NOTED Draft Agenda
- UKDS11.27.1 The Board discussed and updated the proposed draft Agenda
- UKDS11.27.2 PG updated the Board that BDSC Chair, Teddy Webb and PG has met and agreed to have a joint meeting on the 8th May to further discuss how BDSC and UKDS can look at merger / collaboration options
- UKDS11.27.3 PG proposed that the meeting with BDSC should be spent on going through the Charity Commission checklists on "merger" and "collaboration". This exercise will inform both parties if there is a need to consider the options further.
- ACTION** To send the checklists to the Board
- UKDS11.28 **3rd September Agenda**
- RECIEVED & NOTED Draft Agenda
- UKDS11.29 **Any other business**
- UKDS11.29.1 Sports Science Committee (SSC)
- RECIEVED & NOTED Proposals on the formation of the Committee
- APPROVED** The proposals for the SSC
- UKDS11.29.2 Liaison Officer for Statistics
- UKDS11.29.2.1 PG proposed that Guy Finney is appointed for this post and forms part of the Media / Communication Sub Committee
- APPROVED** Guy Finney to be appointed as LO for statistics

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

Signed: P.P. Gerrard

Date: 7 - May - 2011

Signed: P.P. Gerrard