

# Board of Trustees



Reg. Charity No. 1111776

## MINUTES (CONFIRMED)

Date of Meeting: 19 May 2012  
Time: 11:00 to 17:00  
Venue: DeafConnect, Northampton

### UKDS12.01 Attendance

#### UKDS12.01.1 Present

Philip Gerrard - PG (Chair)  
Stuart Harrison - SHa (Vice-Chair)  
Vincent Dickson - VD (Secretary)  
Jonathan Reid- JR (Trustee)  
Josef Baines - JBa (Trustee)  
Jemima Buoy - JBu (Volunteer)  
Lee Dolby - LD (UKDS Sports Advisor)

#### UKDS12.01.2 Apologies

Derek Simmons - DAS (Hon. President)  
Caroline Hurley - CH (Trustee)  
Kevin Whalley - KW (Trustee)  
Sharon Hirshman - SHi (Trustee)  
Tom Smith - TS (Trustee)  
Gordon Hay - GH (Volunteer)  
Bryan Whalley - BW (co-opt Trustee?)

### UKDS12.02 Declaration of Trustees Interest

UKDS12.02.1 Josef Baines – conflict of interest on the 2012 Olympics.

### UKDS12.03 Minutes of last meeting

**RECEIVED & NOTED** Unconfirmed minutes of meeting of 11<sup>th</sup> February 2012.

**APPROVED** The minutes were approved by the Board as an accurate record of the meeting and signed by PG. One small typo was amended (UKDS11.58.5 change from seem to seen).

### UKDS12.04 2012 Olympics

UKDS12.04.1 SHa reported that no plan has been created in relation to UKDS involvement in 2012 activities. However, the following were agreed:

- UKDS12.04.2
- SHA will be meeting with staff from PARASPORT website to look at ways of making changes in order that visitors to the website will be able to find out information about Deaf sport opportunities and be referred to the UKDS website. Hopefully this will all be in place before the start of the

Olympic Games.

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- The Get Active London (GAL) website information needs to be sent out to the Deaf community for their awareness. UK Deaf Sport should also ensure that Deaf sport clubs are included in the GAL website.
- However resources will be a challenge for us as we don't have any.
- Promote torchbearers through twitter, UKDS website, those who are deaf running on the day. 12/13 deaf and hard of hearing torchbearers can be seen on Facebook page. **JR to send link and put on UKDS website.**
- **JR to find/create profiles on each torchbearer onto UKDS website and work with Lee to ensure links are in place.**
- Just make sure our website is up to date – **JR to maintain this – create links to EFDS and others.**
- **JR to change contact sheet form on website to cover geographical and age from queries.**
- We already have a statement on the separate entity of Deaflympics and Paralympics – **can JR check this is already on our website?**
- We need to explain our involvement with DSPY so can a short statement be put up? ~~(WHO TO DO THIS?)~~ **then pass on to JR to post on website)** *PPQ. by Stuart Harrison*
- We need to analyse what people are looking at on UKDS website.
- **JR and LD to meet to discuss further on how to work and maintain the website together**
- **LD to produce agreement for the timespan on the Olympics.**
- It was thought that planned activities in London by RAD/Remark! may not be taking place. **SHa to investigate.**
- At the very least UKDS volunteers will need to make sure that there is a system in place so that enquiries received through the website during the Olympics and Paralympics can be followed up accurately and within a reasonable time frame. Suggest that GH, JBu, VD, LD be on a rota during the summer to cover email and website queries. **JBu to create rota schedule.**
- We need to have a policy on responding to queries. **LD to create Customer Charter.**

UKDS12.05

#### Strategic Plan Update (Board)

UKDS12.05.1

RECEIVED & NOTED

#### Sports Science Committee (SSC)

Josef was thanked for producing an excellent report and for his work on SSC to date.

The SSC plans will be taken into account in relation to the new Business Plan and where appropriate, activities will be identified as priority and funding opportunities will be sourced.

Josef has already identified possible sources of funding for some of the SSC work (i.e. Hedge Funds etc).

- ACTION** **SSC Strategic Plan will be considered as part of the new Business Plan consultation.**
- UKDS12.05.2 Charity Conversion  
SHa to email PG copy of proposed memo and article and feedback to JBa then to Sports Structures (SS). SS will then apply to become registered charity on our behalf – needs to go through legal regulations to check on this. Needs to be presented to AGM this or next year.
- ACTION** **SHa to email PG copy of proposed memo and article and feedback to JBa then to Sports Structures.**
- ACTION** **LD to include GAL information in the e-zine.**
- UKDS12.05.3 Fundraising – The fundraising strategy will be written in due process following the new Business Planning consultation with Sport Structures.
- UKDS 12.05.4 Membership  
JBu, GH, LD met in March 2012 to discuss update on membership. LD sent recommendations to SHa and SS to work on in order to incorporate membership. SS to deal with strategy then include membership, hopefully at this afternoon's workshop.  
  
LD's e-newsletter has statement on current news on membership that we are in re-structure and will be developed etc.
- ACTION** **JR will write an updated statement on membership for the website.**
- UKDS12.05.5 GBDOC  
PG & GH are going to EDSO congress in Moscow at the end of May 2012 and have several proposals, these have been circulated to members. No response except for Christof Nicklaus on football.  
  
UKDS has made a series of draft application for £150,000 to Sport England to support the UKDS Performance programme. **SHa has not yet had a response from SE on the latest draft and will follow this up following today's meeting.**
- ACTION**  
Deaflympics – Bulgaria – still not definite, also Hungary have dropped their original request of 700 Euro per athletes to cover administration costs and this has been reduced to 100 Euro with a re-submitted application from Hungary. Therefore ICSD now have two applications (Hungary and Bulgaria to deliberate) Deadline for decision will be 31<sup>st</sup> May 2012.
- ACTION** **Whatever the outcome of the ICSD decision on 31<sup>st</sup> May, there will need to be a meeting of the GBDOC as soon as possible afterwards in order that the outcome is dealt with either way.**
- UKDS12.05.6 Communications  
JR now has volunteering days from work and he wants to use them for UKDS work.



- ACTION** JR meet with LD to go through media website etc to plan way forward.
- ACTION** All trustees to let JR know if they are going somewhere important etc then JR can tweet it on UKDS Twitter.
- ACTION** JR to ask SHa & LD to check on UKDS Twitter followers to check viability of these people. Also to teach SHa how to tweet!

UKDS12.05.7 DSPY  
**RECEIVED & NOTED** Draft Agreement between UKDS and DSPY2012

**ACTION** JR suggested a couple of remedies to be changed and SHa will amend and then send out to DSPY.

Thanks to SHa and LD for the work on DSPY meeting and creating the draft.

UKDS12.05.7.1 An update on discussions with DSPY were circulated prior to the meeting. A discussion was held with further amendments to be made.

UKDS12.05.7.2 Trustees present were happy for the agreement to be signed on condition that the following new amendments are made:

4.2 Website Evening Programme

UKDS to have the right to see draft before publishing and be able to request amendments where inaccuracies occur.

5. Last decision rests with DSPY

7. Change 'have to' with 'where possible'

UKDS12.05.8 ReStructures of UKDS – no update – this will now be under Sports Structures consultation

UKDS12.05.9 Board expansion – no update – this will now be under Sports Structures consultation

UKDS12.05.10 All-Party Parliamentary Group on Disability Sport (APPG)

UKDS12.05.10.1 SHa explained that the next APPG in October will be firming up a draft manifesto for Disability Sport and UKDS will be present to ensure that the needs of Deaf sport are represented in the document.

UKDS12.05.10.2 Just prior to the next APPG meeting there are also plans to hold a UK-wide discussion on Deaf Sport between UKDS, EFDS, WDS, DSNI and DSS. In order that a UK-wide strategy is in place for Deaf Sport. This meeting will be held just before the APPG on the same day in October.

UKDS12.05.10.3 SHa would like to see other Deaf sport representatives join him at the next APPG meeting. It was clarified that the discussions are round table with everyone participating.

**ACTION** SHa will circulate the next invite as soon as it becomes public.

UKDS12.06 **Complaints Procedure Policy**

UKDS12.06.1 VD will acknowledge receipt of the complaint and pass on all details to PG and SHa for deliberation and appropriate action.

**ACTION** VD to begin to refer complaints to PG & SHa.

UKDS12.07 **Finance Update**

UKDS12.07.1 PG explained that Deaf Direct will now be outsourcing its accounts dept functions to RAD. This will also incorporate UKDS accounting – this is currently cost effective for UKDS.

UKDS12.07.2 Change over date has not yet been confirmed but expectations are for August 2012. No information on fees is available yet.

UKDS12.08 **Doncaster College**

UKDS12.08.1 This will be in Lee's report later under Inclusive Sport.

UKDS12.09 **Working Party with BDS**

UKDS12.09.1 Discussions were terminated by BDS after BW joined UKDS.

**ACTION** PG to discuss with LD on way forward strategically with BDS.

UKDS12.09.2 PG has held discussions with Joseph Collins, BDS Trustee with regards to his public comments on BDS relationship with UKDS. PG feels that the matter has been contained for now.

UKDS12.10 **School/Youth Sport**

UKDS12.10.1 SHa and BW have started to make a list of invitees to join the S/YS group.

UKDS12.10.2 Terms of Reference have already been drafted for this group.

**ACTION** SHa and BW will draw up list of invitees and communicate with them to move things forward.

UKDS12.11 **Action Plan Log & Matters Arising**

**RECEIVED & NOTED** Action Plan Log & Visiting Events documents laid out on table for Board members to read during breaks.

UKDS12.11.1 The Board updated the Action Plan Log individually.

UKDS12.12 **AOB**

UKDS12.12.1 No AOB were raised.

UKDS12.13 **Inclusive Sport (IS) Project Update**

**RECEIVED & NOTED** **IS Update Report**

UKDS12.13.1 Lee gave a summary on his work so far. All information is in his report which was circulated to Board members before this meeting.

He also gave us a quick update on the recent consultation events in Manchester, Birmingham and London. All were successful – full details in report.

Nothing new to action or report. The Board thanked him for his hard work so far.

~~UKDS12.14 **Business Planning – Adrian Bradley, Sports Structures**~~

~~UKDS12.14.1 Adrian Bradley gave a workshop on objectives, split the Board present into two groups to whittle down what we do and our ideas on possible objectives.~~

~~He will update and report back to us.~~

~~UKDS12.15 **CSIT arrangement**~~

~~UKDS12.15.1 LD gave a small workshop on CSIT focusing on self-assessment and who our partners are that we work with.~~

**ACTION**

~~It is paramount that we all (all listed on the first page of this minutes) attend a full day CSIT workshop with a facilitator. **JBu to arrange dates and book rooms etc.**~~

UKDS12.16

**Consultation Events Update**

**RECEIVED & NOTED**

**Consultation Events Report**

UKDS12.16.1

LD gave us a quick update on the recent consultation events in Manchester, Birmingham and London. All were successful – full details in report.

Nothing new to action or report. The Board thanked him for his hard work so far.

In addition, it has been agreed that all future meetings of the UKDS Board Trustees will now take place at Birmingham and London alternatively.

The next meeting is to be at Birmingham (July) and then in London in September.

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

Signed: P.P. Gerrard

Date: 14 - 07 - 2012