

Board of Trustees



Reg. Charity No. 1111776

MINUTES (CONFIRMED)

Date of Meeting: 14 July 2012
Time: 11:00 to 17:00
Venue: Comfort Inn, Birmingham

UKDS12.17 Attendance

UKDS12.17.1 **Present**

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

UKDS12.17.2 **In attendance**

Derek Simmons - DAS (Hon. President)
Jemima Buoy - JBu (Volunteer)
Gordon Hay - GH (Volunteer)

UKDS12.17.3 **Apologies**

Caroline Hurley - CH (Trustee)
Kevin Whalley - KW (Trustee)
Tom Smith - TS (Trustee)
Bryan Whalley - BW (Interim Trustee)

UKDS12.18 Declaration of Trustees Interest

UKDS12.18.1 SHi Vice Chair of women GB Football team - S2013

UKDS12.19 Minutes of last meeting

RECEIVED & NOTED Unconfirmed minutes of meeting of 19 May 2012.

APPROVED The minutes were approved by the Board as an accurate record of the meeting and signed by PG. Three items:

- UKDS12.19.1 a. Amended: Page 2 of minutes - Action no. 6 is attributed to SHa.
- UKDS12.19.2 b. Removed item: UKDS 12.14 Business Planning
- UKDS12.19.3 c. Removed item: UKDS12.15 CSIT workshop

NOTE: UKDS minute numbering is to remain as it is.

ACTION Any workshops done with trustees i.e. business planning and CSIT workshop as above are to go on the Visiting Events log. JBu to update log.

UKDS12.20 **SSC Update**

UKDS12.20.1 SSC Strategic Plan is now finished – it has been sent to SS to go through. It now just needs more evidence and arguments to make it more robust for future applications. Long term plans are to build relationships with NGB linked to the four focus sports. Hope to finish the articles for website use by AGM in Nov.

UKDS12.21 **EDSO Congress**

RECEIVED & NOTED EDSO Report circulated.

UKDS12.21.1 PG gave a summary – next Board Meeting agenda: EDSO Congress discussion progress report.

ACTION JBu to add to next agenda: EDSO Congress discussion progress report.

UKDS12.22 **International Representations**

RECEIVED & NOTED Clarification of International representation at Congress circulated.

UKDS12.22.1 JBa would like the decision to appoint 2nd person to go with main delegate to rest with the whole board not one person. PG will continue to inform us at the next Board meeting whenever there is an event to represent. In principle any relevant EDSO information is to be sent out to trustees when received.

ACTION PG to inform Board of next international event and who is representing UKDS there.

ACTION Also to send relevant papers from EDSO to the Board immediately when received.

UKDS12.23 **BDS Update**

UKDS12.23.1 PG updated us on the situation and no further communications have been made with BDS. Agreed this is currently low priority.

ACTION PG to discuss with LD the way forward.

UKDS12.24 **DSPY**

UKDS12.24.2 RW has signed the statement UKDS/SHa/LD prepared for them, no further problems with DSPY and all is going ahead. CH has agreed to receive nominations for funding as part of panel. SHa to circulate copy of DSPY

agreement to Board and copy to Office for server filing.

ACTION

SHa to circulate copies of UKDS/DSPY agreement.

UKDS12.25

Finance Progress

UKDS12.25.1

Annual finance report is finished for 2011/12 and will be ready for AGM 2012. PG and GH have spotted errors in the accounts – i.e. incorrect coding – and is currently being corrected but will be done by AGM 2012.

In addition, PG explained that Deaf Direct has now outsourced RAD as their finance dept and how this will affect UKDS finances. SHa is now responsible for monitoring the Service Level Agreement between UKDS and DD and will discuss RAD arrangements with KW and to report to Board at next meeting. Note to KW to send a finance report ASAP.

ACTION

KW to send updated finance report ASAP.

ACTION

JBu to ensure item on agenda at next meeting for SHa to give his report for long term finance arrangements with options.

UKDS12.26

AGM 2012

UKDS12.26.1

Venue to be sorted. It was agreed that the attendance is strictly limited to UKDS members only.

UKDS12.27

S2013

UKDS12.27.1

PG presented a PowerPoint summary – discussion on strategic info and sought Board agreements on actions to be taken – and Board has agreed that a new S2013 committee (VD, GH) to finalise details and communicate with trustees from thereon. PG will no longer be involved in committee for S2013 and will concentrate on other UKDS priorities.

Board agreed the following:

1. Selection standard to be potential medallists;
2. Deposit of £600 required;
3. Project has to be full costs recovery;
4. Agreed VD and GH to lead.

ACTION

GH and VD to take over S2013 immediately. They will produce Communication 2 shortly and to report back to the Board.

UKDS12.28 **IS Project Update**

Inclusive Sport

RECEIVED & NOTED Inclusive Sport 3rd Report circulated.

UKDS12.28.1 Lee gave a presentation on his work so far.

Capability Building

RECEIVED & NOTED SS Strategic Plan V1.1 Draft circulated.

UKDS12.28.2 Simon Kirkland from SS led us with capability building workshops on Vision and Mission of UKDS and its relationship with three themes. Then workshop on questions suitable for deaf organisations connected to UKDS. Then a quick workshop to score points on fundraising areas.

ACTION

Sport Structures will now:

- a) Produce next draft of Strategic Plan
- b) Contact Gordon and Philip to arrange on-line survey with BSL
- c) Start work on the Fundraising plan

UKDS12.29 **Matters Arising**

UKDS12.29.1 No other matters were raised.
Action Plan Log and Visiting Events to be updated later today and tomorrow.

ACTION

JBu to lead on this to ensure all boxes in Action Plan Log completed by end of 15/7/12.

ACTION

All to email JBu of recent and future events for JBu to add on Visiting Events.

In addition, it has been previously 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 London on **29th September 2012.**

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

Signed: P. P. Gerrard

Date: 29/09/2012