

Board of Trustees



Reg. Charity No. 1111776

MINUTES (CONFIRMED)

Date of Meeting: 29 September 2012
Time: 11:00 to 17:00
Venue: Directory of Social Change, London

UKDS12.30 Attendance

UKDS12.30.1 **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)
Gordon Hay – GH (Volunteer)
Caroline Hurley – CH (Trustee)
Kevin Whalley – KW (Trustee)
Lee Dolby – LD (UKDS Sports Advisor)

UKDS12.30.2 **In attendance**

Derek Simmons - DAS (Hon. President)

UKDS12.30.3 **Apologies**

Tom Smith – TS (Trustee)
Bryan Whalley – BW (Interim Trustee)
Jemima Buoy – JBu (Volunteer)

UKDS12.31 Declaration of Trustees Interest

UKDS12.31.1 Caroline Hurley – GB Swimming (S2013 item)
Sharon Hirshman – GB Women Football (S2013 item)

UKDS12.32 Minutes of last meeting

RECEIVED & NOTED Minutes of 14th July 2012 UKDS Board Meeting.

UKDS12.32.1 Approved. JBa proposed – SHi seconded.

APPROVED

UKDS12.32.2 **Need general description of each section in minutes, so perhaps use cover
ACTION note summary to reflect that. An area to improve. JBu to action from now
on.**

UKDS12.33	<u>EFDS AGM</u>
RECEIVED & NOTED	EFDS AGM External meeting record (PG) EFDS Memorandum & Association (M&A) and Standing Orders (PG) EFDS Annual Report (via website)
ITEM FOR DISCUSSION	<i>To enquire about UKDS capacity work and whether aware of EFDS M & A and Standing Orders which could be adopted by UKDS for its membership structure.</i>
UKDS12.33.1 ACTION	LD will look into Appendix 6(h) to create possible 3 categories for Deaf Sport (M & A).
ITEM FOR DISCUSSION	<i>To note definition of NDSO in standing order 5</i>
UKDS12.33.2 APPROVED	6(k) – Happy with standing order 5 “definition of NDSO”. Board gave its approval.
UKDS 12.33.3 ACTION	A sport terminology glossary is needed to be made available on our website with accessible formats. (GH & SHa)
UKDS12.	Discussed issues concerning strengths, decision-making and so on. UKDS received funding on 2 projects from Sport England to enable the organisation to strength in all areas, such as governance and the ability to deliver projects, in order to become the number 1 sports specialist for deaf and hard of hearing people.
ITEM FOR DISCUSSION	<i>To enquire if UKDS events can / should be fed into EFDS events section</i>
UKDS12.33.4	Events information was discussed and will enforce NDeafSOs to submit necessary information on UKDS and EFDS website for maximum exposure.
UKDS12.34	<u>EDSO Congress discussion progress report</u>
RECEIVED & NOTED	EDSO 16 th Congress Delegates Report (PG) EDSO 16 th Congress Circulation Report (PG)
ITEM FOR DISCUSSION	<i>Hosting of Competitions (such as:)</i> • <i>Tennis 16 - 23 July 2016</i> • <i>Swimming short-course 25m September 2016 (Ireland provisionally named)</i>

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- *Swimming 18 - 23 June 2018*
- *Badminton 08 - 13 October 2018*
- *Futsal 16 - 24 November 2018*

UKDS12.34.1

Discussed in depth, and suggested National Inclusive Sports Advisor to liaise with NDeafSO and NGB with a view to see if such hosting an international events is possible (with the EDSO's vacant list of events).

ITEM FOR DISCUSSION

Outstanding tasks from previous EDSO Congress notes

- *We need to create a domestic handbook which outlines all working protocols and conventions for sports relationships with ICSD and EDSO*
- *We need a brief handout explaining our Strategic Plans and philosophy towards working with NGBs and ISFs*
- *EDSO section needed on website (JR addressing).*

UKDS12.34.2
ACTION

Bidding procedures for hosting is needed; this will be able to be done by the Talent Development team (see S2013 below) as part of the Domestic/International Handbook.

UKDS12.34.3
ACTION

EDSO section is needed on UKDS website. JR will look into this.

UKDS12.35

Inclusive Sports Advisor job title review

RECEIVED & NOTED

Proposal Form (SHa)

ITEM FOR DISCUSSION

To change Job title to Inclusive Sport Manager

UKDS12.35.1
APPROVED

The Board gave its approval for the job title to be changed to Inclusive Sport Manager.

UKDS12.36

Media Snapshot

UKDS12.36.1

JR gave a PowerPoint presentation outlining Facebook statistics related with UK Deaf Sport page as well as our Twitter account. First time to have benchmark for KPIs for future Board meetings.

UKDS12.37

Finance Update

RECEIVED & NOTED

UKDS Finance Report

**ITEM FOR
DISCUSSION**

It is proposed that we set up a small panel of Trustees to review the existing arrangements and to make recommendations on the future arrangements for implementation April 2014 onwards.

UKDS12.37.1
ACTION

SHa & CH to lead review panel. Remit will be drafted along the line to review our financial arrangement.

UKDS12.37.2
ACTION

Secondly, to explore for the continuation of UKDS for April 2014 onwards or make a new recommendation for the Board. A remit (Term of Reference) to be done – PG to do.

UKDS12.38

AGM 2012

RECEIVED & NOTED

AGM Presentations (JBu)

**ITEM FOR
DISCUSSION**

We need to decide which presentations to select for our next AGM

UKDS12.38.1
APPROVED

Approved agenda as follows: -

1. Inclusive Sport/Sport Structures updates
2. Membership – 3 categories
3. S2013 Group Meeting

Inclusive Sport update

- Design presentation to be understood in basics.
- Include explain how this will impact NDSO Constitutions, Contacts, Communications with UKDS and three types of organisations to recognised.
- Further consultation of strategy and plans through regional forums South, Mids, North.

S2013 Update

- Update with whatever we know including explaining the budget and SE funds

ACTION

Assuming Philip will now lead on making AGM arrangements with Jemima

UKDS12.38.2
NOTED

Defer DHI2015 Information to next year's AGM (2013)

UKDS12.39

S2013 Project Update

RECEIVED & NOTED

S2013 Report (GH & VD)
S2013 Budget (GH & VD)
Talent Development/Deaflympics – Term of Reference & Appendix 1 (GH & VD)

**ITEM FOR
DISCUSSION**

Term of Reference

UKDS12.39.1

Change wording in ToFR (at least 2 a year of meetings). Change name – refer to the Group (GH & JB). S2013 title – own group? Subcommittee? The Board gave its approval – subject to recommendations to amend.

APPROVED

**ITEM FOR
DISCUSSION**

Trusteeship of Gordon Hay

UKDS12.39.2

The Board gave its approval for Gordon Hay to be Interim Trustee until the next AGM to be elected formally by members.

APPROVED

UKDS12.40

Risk Registers

RECEIVED & NOTED

UKDS Risk Register
Talent Development/Deaflympics Project Risk Register

**ITEM FOR
DISCUSSION**

UK Deaf Sport Risk Register- to use and review on annual basis

UKDS12.40.1

Use same sheet for both areas. And discuss with Sports Structures as part of the business plan development - SHa

ACTION

UKDS12.40.2

Two groups (IS and Talent Development/Deaflympics) to pick it up and ensure all risks are being manageable – GH, JBa, SHa

ACTION

UKDS12.41

Inclusive Sport Project Update

RECEIVED & NOTED

4th IS Project Board Report

UKDS12.41.1

LD gave a presentation on work so far.

UKDS12.41.2

The release of the info toward the public – action for all to consider. – LD will put on website.

ACTION

UKDS12.41.3
NOTED
ACTION

Noted that Board papers are in work in progress – colour code – assume feedback throughout, we will improvise. **Plus request to LD send his papers 2 weeks in advance BOTH by post and e-mail.**

UKDS12.41.4
ACTION

SHi offered to translate information on Inclusive Sport project in BSL. Liaise with JR.

RECEIVED & NOTED

CSIT Board Paper
Organisational Model
Organisational Vision
UK Deaf Sport Self-Assessment

ITEM FOR DISCUSSIONS

1. We now need to look at the improvement priorities and decide which ones we are going to take forward NOW and which can wait until further down the line.
2. Those that we choose to take forward NOW we will need to develop into an improvement project and then use the CSIT toolkit template (see attachment two) to structure that project so that it can be delivered effectively.
3. When looking at the key priority area listed at the end of the self-assessment document what (if any) external support do you feel that we need to progress these effectively (i.e. formal training, peer mentoring, action learning sets).

UKDS12.41.5
ACTION

Self Assessment – received views from Trustees on priorities. LD will collate and circulate.

UKDS12.41.6
ACTION

M & A need to be followed up by PG to complete.

UKDS12.41.7
ACTION

SS will send out Strategic Plan for consultation in October month, within the 1st week, a final version for the Board to ratify electronically – will launch by 17 November 2012.

UKDS12.42

Matters Arising

UKDS12.42.1
APPROVED

Clarify “members” in attendance at AGM, some says should be open. Open to all, agreed, however control in place is needed; remind all to let us know by deadline – via all means of communication.

UKDS12.42.2
ACTION

Job description issues were discussed due to delays and further revised information will be released in due course. **GH to present paper at next Board meeting.**

UKDS12.43 **Dates of Board Meetings & AGM for 2013**

UKDS12.43.1 The following dates for 2013 were agreed & noted:

NOTED **9-10 February 2013** – Two day event to lead up to end of financial year.
Introduction for new talent development staff, Business Plan etc
(Birmingham)

4 May 2013 (London)

13 July 2013 (Birmingham)

5 Oct 2013 (London)

30 Nov 2013 - AGM (venue to be confirmed)

Venues will rotate between London and Birmingham. Directory of Social Change, London has been a popular venue.

UKDS12.44 **AOB**

UKDS12.44.1 **APPROVAL** Agreed to contribute £100 towards LOCOG report on Deaf accessibility to public sports stadia and multi sport events.

UKDS12.44.2 Agreed to invest £600 to secure 10 Nightrider places for Summer 2013.

APPROVAL Nightrider is a 100km fundraising cycle ride through London taking in world-famous landmarks. The registration system and marketing etc is run using social media. Minimum returns on each place are expected to be £110 - last year averages were £700 per place.

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

Signed: P.P. Gerrard

Date: 9/2/2013