

Board of Trustees



Reg. Charity No. 1111776

MINUTES (CONFIRMED)

Date of Meeting: 9 Feb 2013
Time: 11:00 to 17:00
Venue: IBIS Birmingham

UKDS12.45 Attendance

UKDS12.45.1 Present

Philip Gerrard - PG (Chair)
Stuart Harrison - SHa (Vice-Chair)
Jonathan Reid- JR (Trustee)
Gordon Hay – GH (Trustee)
Kevin Whalley – KW (Trustee)
Jemima Buoy – JBu (Governance Volunteer)
Lee Dolby – LD (UKDS Sports Advisor)

UKDS12.45.2 Apologies

Vincent Dickson – VD (Secretary)
Sharon Hirshman - SHi(Trustee)
Josef Baines - JBa (Trustee)
Caroline Hurley – CH (Trustee)
Bryan Whalley – BW (Interim Trustee)
Derek Simmons - DAS (Hon. President)

UKDS12.46 Welcome

UKDS12.46.1 PG explained that he had to have time off for health reasons recently and gave thanks to the team for covering his absence. It is acknowledged that UKDS needs extra resources to meet demand and this is covered on the agenda in this meeting.

UKDS12.47 Declaration of Trustees Interest

UKDS12.47.1 Philip Gerrard and Gordon Hay work for Deaf Direct – issues on M&A (item UKDS12.53) S
Lee Dolby work for UKDS – conflict of interest is Restructure (Item UKDS12.59) A

UKDS12.48 Minutes of last meeting

RECEIVED & NOTED Minutes of 29 September 2012 UKDS Board Meeting.

UKDS12.48.1 Approved unanimously.

APPROVED

UKDS12.49

Media Brief

UKDS12.49.1

JR gave a presentation. He explained that there has been a lot of thinking on media issues which has prompted a call for PR firms to express interest in raising the profile of UKDS.

Introduced the UKDS Hub (thereafter called The Hub) and its workings to be used for trustees and staff only. It is an online resource website (using sites.google.com) where documents and discussions can be seen by trustees and staff.

ACTION

It is important that people who have signed up to the Hub (using a preferred email address) that they have set to subscribe to any and/or particular pages. JR to get everyone signed up and subscribed to The Hub.

UKDS12.49.2

JR & JBu to explore what if the discussion is trustee only which is not appropriate for staff viewing – will it work on The Hub or not? Is there a discussion area where specific people can only see? At the moment, the sites.google.com is a way of collating documents and discussions and will be reviewed over the next few months.

ACTION

UKDS12.50

Nomination of President to stand for re-election at ICSD

RECEIVED & NOTED

Paper containing email from Craig Crowley to PG & SHa.

**ITEM FOR
DISCUSSION**

Craig Crowley, the incumbent President, is due up for nomination at ICSD Congress 2013. Craig has expressed a desire to stand again and need UKDS to endorse Craig's nomination.

UKDS12.50.1

APPROVED

Unanimous approval to nominate Craig Crowley for re-election.

UKDS12.50.2

Discussion on helping Craig Crowley to promote his re-election – generally agreed that we could do the same as last time in 2009 by hosting an evening the night before the Congress. Board to look into costs for this event.

UKDS12.51

ICSD 2013 Congress attendees

UKDS12.51.1

Up to 3 delegates can attend the Congress in Bulgaria. PG, GH and SHa will be at Deaflympics anyway, so they will also attend the Congress to represent UKDS and to lobby for Craig Crowley as President. They may bring in potential observers along to the Congress.

Board of Trustees



Reg. Charity No. 1111776

UKDS12.52

Finance Update

RECEIVED & NOTED

Management accounts

UKDS12.52.1

KW Un-restricted accounts have been overspent by over £2000 which has been taken from reserves. Restricted accounts is under control but has not had properly looked into this grant. We have creditors owing us £16K. We do not have the budget from RAD so this needs to be looked into.

UKDS12.52.2

The JustGiving amounts show the total but the breakdown of this amount is always clearly shown in the annual accounts which are a separate sheet.

UKDS12.52.3

ACTION

There was a further discussion on how the accounts should be presented. GH noted the discussion and will amend the presentation for future meetings.

ACTION

KW, GH, LD to discuss with Lesley from RAD to clarify these issues and to make sure end of year accounts shows the true picture. KW to lead on meetings to ensure accurate and timely reports for forthcoming meetings.

UKDS12.52.4

Above actions will ensure that trustees receive the accounts in an accessible format in good time for board meetings.

UKDS12.53

Memorandum & Articles Update

RECEIVED & NOTED

Draft Memorandum & Articles of Association (M&A) of UK Deaf Sport

ITEM FOR DISCUSSION

A draft Memorandum and Articles of Association (M&A) has been prepared by Josef Baines previously. The Board of Trustees need to approve the draft M&A before submission to Charity Commission (CC) for their acceptance. We may refer to a Solicitor to negotiate with CC if it gets complicated. Once agreed, we then need to put it forward to our UKDS members for their approval.

UKDS12.53.1

Short discussion on the procedure of the Charity in becoming a Company Limited by Guarantee (CLG) and this is the first step to submit the M&A to Charity Commission.

AGREED

All agreed to proceed to apply to the CC to become CLG.

- UKDS12.54 **AGM 2012 Questions & Feedback**
- RECEIVED & NOTED** AGM 2012 Questions from the floor.
AGM 2012 Feedback from the floor.
- UKDS12.54.1
ACTION AGM 2012 Presentations & unconfirmed minutes – need to put onto UKDS website – JBu to do by the end of this Board meeting weekend.
- UKDS12.54.2
ACTION AGM 2012 Questions – LD, SHa, GH to do the answers to the AGM questions by the end of this Board meeting weekend (Sunday 10 Feb).
When collated, give to JBu to put on UKDS website for members to see the answers.
- UKDS12.54.3
ACTION Trustees feedback on the AGM collated from emails (immediately after the AGM) – JBu to put on The Hub for discussion.
- UKDS12.55 **S2013 Project Update**
- RECEIVED & NOTED** S2013 Report
Sofia Visit 21-28 November 2012; Hotel Check Sofia, Bulgaria 26 Nov 2012; & Sport Venues Visits Sofia 23 Nov 2012
Donation Appeal
Local & National Fundraising Press Releases
- ITEM FOR DISCUSSION** Update on the S2013 Project, to take Team GB to the next Summer Deaflympics in Sofia, Bulgaria.
- UKDS12.55.1 GH gave a quick summary based on the report paper already circulated plus new update – payment for the hotel has been paid so all is do far in place.
- UKDS12.55.2
ACTION Discussed issues arising between Dream It! Believe It! Achieve It! (DBA) and GB Deaf Women's Football.
Agreed to send a formal letter to UKDFF (cc GBDWF) to inform them regarding non-payment of deposits and 2nd payment from GBDWF – both payment deadlines have now been passed. GH to do this.
- ACTION** We need to prepare the PR and media statements ready. JR to be on standby.
- UKDS12.55.3
ACTION The papers are for our information so no discussion was raised, however, questions can be put to GH throughout the weekend.
We need to clarify if we need to declare conflict of interest on the donation from Action Deafness where Craig Crowley is the CEO.
- ACTION** Re-word commissioning to secondment.

UKDS12.56	<u>Inclusive Sport Project Update</u>
RECEIVED & NOTED	<ul style="list-style-type: none"> • Last period Progress Report • Annual Progress Overview
ITEM FOR DISCUSSION	Outline of the progress and challenges of the Inclusive Sport Project since the 2012 AGM and LD's first year in post.
UKDS12.56.1	Report: Discussed the potential impact of those sports listed (i.e. bowls) as part of strategic plan not responding to LD's engaging with them, should we keep trying? This is looking into Year 2 of the strategic plan under SE.
UKDS12.56.2	Annual Report: No questions – all good and everyone's happy.
UKDS12.56.3 ACTION	LD to come to Worcester on a regular basis as JBu is already doing this every month and JR has just started doing this. SHa has also given commitment to come along too.
UKDS12.57	<u>Matters Arising</u>
UKDS12.57.1 ACTION	Service Level Agreement (SLA) between UKDS and RAD to be distributed to Trustees. PG to do this.
UKDS12.57.1 ACTION	<p>Risk register – on every board meeting – to pull out the main risks and put on agenda for review.</p> <p>JBu to ensure this item is on the agenda at all board meetings as well as part of the timescale to action between meetings.</p>
UKDS12.57.2 ACTION	<p>Visiting Events – to be put on the Hub as an interactive calendar (as a document) than on paper as this doesn't work.</p> <p>We need more events to be put on especially by the trustees if they are doing something on behalf of UKDS. After each year, this list of events is to be presented to the Board Meeting in February annually for review.</p> <p>JBu to transfer from paper to The Hub starting from 2013 and to encourage Trustees to check the calendar on The Hub regularly as well as adding events themselves.</p>
UKDS12.57.3	Action Plan Log has been updated and is now viewable on The Hub.
UKDS12.58	<u>Suggestions for venue for AGM on 30th November 2013</u>
UKDS12.58.1	The Board to explore options to find a quality venue in London and whether

**ACTION
ACTION**

this can be with the party for returning Deaflympians. LD suggested Regus as they have special offers such as free hot desk usage if room hire is booked regularly. JBu to look into this.
Anyone with ideas of a suitable venue please inform JBu as early as possible.

UKDS12.58.2

It has been suggested to hold a Board debrief with all Trustees after each AGM immediately after closure of the AGM on the same day for up to an hour to feedback on the day's AGM.

UKDS12.59

Re-structure Update

UKDS12.59.1

LD was not present for this discussion.

Recruitment for new posts was not successfully filled. We had a rethink of the staffing structure and propose a restructure of posts that would best fit delivery of the projects and aligned to UKDS's new strategy plans. SHa gave an update on the proposed re-structure.

**AGREED
ACTION**

Decision agreed that if re-structure application is successful SHa will then ask PG & GH to begin the recruitment process. SHa will send job descriptions immediately in preparation for recruitment to GH.

As the Director of Development post is being externally advertised, the Board is willing to consider the post to be amended to Chief Executive if the opportunity presents itself.

AGREED

Agreed to have 3 people on interview panel – PG, SHa and external i.e. Chris Ratcliffe.

Meeting closed at 5pm. The next meeting is to be at London on 4th May.

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

Signed: P.P. Gerrard

Date: 4 - May - 2013