

Board of Trustees



Reg. Charity No. 1111776

MINUTES (CONFIRMED)

Date of Meeting: 13th July 2013
Time: 11:00 to 17:00
Venue: IBIS Birmingham

UKDS13.13.1 **Attendance**

UKDS13.13.2 **Present**

Philip Gerrard – PG (Chair)
Stuart Harrison – SHa (Vice-Chair)
Josef Baines – JB (Trustee)
Jonathan Reid – JR (Trustee)

UKDS13.13.3 **In attendance**

Lee Dolby – LD (UKDS Director of Development)

UKDS13.13.4 **Apologies**

Vincent Dickson – VD (Secretary)
Sharon Hirshman – SHi (Trustee)
Caroline Hurley – CH (Trustee)
Kevin Whalley – KW (Treasurer)
Jemima Buoy – JBu (Volunteer)
Gordon Hay – GH (Trustee)

UKDS13.13.5 The Board did not receive an apology from Bryan Whalley.

UKDS13.14.1 **Welcome**

UKDS13.14.2 The Board confirmed they have received all the Board paperwork.

The Chair received two responses from the Board following his e-mail about commitment from Board members. The first response is CH is pregnant and she has expressed her wish to step down from the Board, which the Board has accepted. The other response is that SHi is happy for the Board to decide the next course of action with regard to Board members' commitment.

The Board agreed that the Chair should take action and get in touch with each Board member with regard to on-going governance review and monitoring commitment levels from each board member

UKDS13.15.1 **Declaration of Conflict of Interest**

UKDS13.15.2 SHa declared a potential conflict of interest pertaining to the Sports Coach UK course. SHa will be receiving income for delivering the course. This is noted and any appropriate actions arising will be acted upon.

UKDS13.16.1

Minutes of last meeting

NOTED

No meeting minutes from previous Board meeting were provided. The Board expressed their concerns about not having minutes.

ACTION

PG to talk to GH about being realistic when accepting a task from the Board. The Board felt that if GH cannot do a task due to time restraints or other personal commitments, he should let the Board know.

ACTION

The Board discussed about having a professional notetaker or a member of staff to take minutes of the meeting. The Board agreed that a member of staff should take minutes due to cost restraints.

UKDS13.17.1

Strategy plan

LD explained about the achievements/targets attained since previous Board meeting. Green, Amber and Red colours indicate the progress of the project/s. During future Board meetings, it was suggested that we focus on the Red colour first before focusing on Amber and then Green.

UKDS13.17.2

Progress of Deaf Youth Sport Group and plan of action .

There were questions raised about the Deaf Youth Steering Group with regards to progress.

The board were concerned to the lack of progress to date on this group.

ACTION

The Board agreed that the Chair of UKDS should take action using the following points (in order of priority):

1. Raise the concern with DSYG Chair.
2. Review the DSYG Terms of reference at SMT.

UKDS13.18

S2013 Project Update including Financial information

UKDS13.18.1

The Board has concerns that they have not received the Sofia 2013 progress report from the S2013 coordination team. UKDS's external contacts have raised concerns about inefficient communication from S2013.

UKDS13.18.2

The Chair Informed the Board of Trustees of several unavoidable financial pressures created by ICSD venue allocation and currency exchange rate which will impact on the upcoming GB Deaflympics budget.

UKDS13.18.3 These issues are in addition to the financial issues highlighted by the project team around the decision to reallocate all unrestricted contingency funding to enable lower athletes individual cost per head.

UKDS13.18.4 The Board were concerned that there appeared to have been significant financial and ineffective project management issues pertaining to the GB Deaflympics project, and requested that a full evaluation be carried out as a matter of urgency once we return from the games.

ACTION A full evaluation will be carried out to ensure that all issues are assessed, dealt with and recommendation put forward to ensure stronger processes are created for future projects.

UKDS 13.18.5 A full report will be brought to the board of all findings.

UKDS13.19 **Medical Team Policy approval**

ACTION The Board agreed that the GB Deaflympics Medical Team Policy should be implemented providing that amendments and additions are made surrounding

1. Introduction to the policy
2. Athletes ignoring medical team's advice and the invalidation of travel insurance.

UKDS13.19.1 The board noted that this action ideally falls under the remit of S2013 Sub Committee.

UKDS13.20 **Progress of the Sport Coach UK workshop roll out and plan of action for achieving target**

RECEIVED & NOTED A verbal report was provided by SHa, Trustee lead for this project.

UKDS13.20.1 Four to five workshops will be delivered. Sports Coach UK (SCUK) will be financially responsible for paying everything and for sorting out administration work. The first workshop will be delivered on Monday 15th November 2013 in Nottingham.

UKDS13.20.2 When the County Sports Partnerships (CSPs) and NGBs settle down, demand for the workshop will increase.

UKDS13.20.3 This service will not generate much income which needs to be considered in any agreements.

UKDS13.20.5 The Board enquired whether we can run the course by ourselves and SHa explained that it will be expensive to run. When UKDS is in a better position strategically and financially, we will then discuss how to proceed in going solo with the course.

ACTION

The Board agreed the following actions:

1. Accept the verbal report from SHa
2. Circulate SHa's written report with the Board members
3. Discuss about delegating responsibilities to UKDS's staff, but ensure that SHa remains the designated Trustee responsible for signing off actions for the SCUk course.
4. SHa to get in touch with NDCS with regard to public relations activity/work surrounding the SCUk course.

UKDS13.21

New management meeting structure and board development

UKDS13.21.1

JBa raised the issue about conducting weekday Board meetings and the concern around losing key people.

UKDS13.21.2

There were discussions about the clarification of responsibilities and management of frontline volunteers (one of them is a trustee).

ACTION

The Board approved the implementation of the proposed management framework.

UKDS13.22

Update on Grant Situation

UKDS13.22.1

Financial issues were identified by LD and safeguard mechanisms are now in place. LD was delegated the finance work after the previous Board meeting due to Sport England reporting issues.

ACTION

The Board agreed the following actions:

1. Approve the proposed methods of rectifying financial issues
2. UKDS Chair to discuss with KW, UKDS's Treasurer, and clarify his role and responsibilities.
3. UKDS Chair to report back to SMT following discussions with UKDS's Treasurer and then report to the Board.

UKDS13.23

Progress with Media

UKDS13.23.1

1) Website and sitemap

RECEIVED & NOTED

JR submitted a website development proposal for the Board to discuss.

ACTION

The Board agreed the following actions for JR with regard to the Website .

UKDS13.23.2

Development Report:

1. Create a comprehensive appraisal of the website and come up with options for the Board to discuss and decide.
2. Create a stronger proposal and include ways forward.

3. Discuss with LD about the website development project budget.

UKDS13.23.3

2) *Strategy launch*

The Board agreed that the strategy launch should be delegated to the SMT to resolve.

UKDS13.23.4

3) *Canoe*

Concerns were raised by the Board surrounding the client-service provider relationship between UKDS and Canoe.

ACTION

The Board agreed the following action points:

- Put issues with Canoe contract in a post-Sofia Deaflympic Games review meeting.
- A full report from Canoe on 15th July 2013 may help answer the Board's questions and the answers should include:
 - A list of what they did so far
 - Challenges they faced when collecting information about athletes
 - The effort they have made to ensure that good publicity is maintained with minimal information.

ACTION

Chair to formally thank GH for his excellent performance on the HUB TV programme.

UKDS13.24

Finance update

UKDS13.24.1

The Board received the report on the day of the meeting. Deferred to the next meeting.

UKDS13.25

Fundraising plan

RECEIVED & NOTED

Fundraising plan Report

UKDS13.25.1

The report outlined the situation regarding progress of the fundraising plan.

UKDS13.25.2

Trustees were given the opportunity to raise any concerns of which none were highlighted.

ACTION

Future progress reports will be given on this area of work as it form a key part of UKDS strategic documents.

UKDS13.26 **Plan for developing our Influencing**

UKDS13.26.1 The Board agreed to defer this agenda item to the next Board meeting.

UKDS13.26.2 SMT to think about what to influence and campaign, and what proposal/ideas/recommendations to put forward to the Board.

UKDS13.26.3 SMT to develop a proposal for the Board to be led by Chair.

UKDS13.27 **Matters Arising**

UKDS13.27.1 There were no matters arising because no minutes were provided from the previous Board meeting.

UKDS13.28 **AOB**

UKDS13.28.1 The Board congratulated SHa for the Nightride fundraising activity.

Meeting closed at 5pm. The next meeting is in London on **5th October 2013**.

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

Signed:

Date: