

MINUTES

Date of Meeting: 11th February 2014
 Time: 18:00 to 20:00
 Venue: Directory of Social Change, Stephenson Way, Euston, London, NW1 2DP

UKDS13.44 **Attendance**

UKDS13.44.1 **Present**

Philip Gerrard - PG (Chair)
 Stuart Harrison - SHa (Vice-Chair)
 Jonathan Reid- JR (Trustee)
 Gordon Hay – GH (Trustee)
 Vincent Dickson – VD (Trustee)
 Josef Baines – JB (Trustee)

UKDS13.44.2 **In attendance**

Lee Dolby – LD (UKDS Director of Development)
 Clive Breedon - CB (National Participation Officer) Minute taker

UKDS13.44.3 **Apologies**

Kevin Whalley

UKDS13.45 **Declaration of Trustees Interest**

UKDS13.45.1 None received

UKDS13.46 **Minutes of last meeting – 5th October 2013**

RECEIVED & NOTED

UKDS13.46.1 The minutes were approved as an accurate record of the meetings, subject to the following amendments

UKDS13.46.2 Page 2 13.33.5 Some confusion over initial as Joseph Baines showing as JBa and JB
 Page 2 13.33.2 Change to “PG is hoping”
 Page 3 13.34.3 Actions unclear
 Page 4 13.35.2 Remove exclamation mark from second paragraph

UKDS13.47 **Strategy Plan plus staff work programme update**

RECEIVED & NOTED

Operational Business Plan 2013/2014

UKDS13.47.1 LD provided the background on the development of the work programme.

UKDS13.47.2 Using the traffic light system the red areas have seen a decrease in performance of 6%, amber an increase of 11.5% and green an increase of 2.5%

UKDS13.47.3 A4: Discussed how we protect our brand ‘definitely inclusive’.

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Signed: 

ACTION	LD to follow up as part of brand development
UKDS13.47.4	B.2.4 LD indicated that some additional potential projects would need to be fleshed out as experience develops in particular in Bill's area in preparation for the discussions with UK Sport.
UKDS13.47.4	B.3.1 BB experience will help develop a much stronger process planning effectively for Ankara 2017, however it remains critical that we secure funding to ensure that he is able to do this over the coming years. Discussion already booked with Sport England.
UKDS13.47.5	B4 highlights the need for concise information to create consistency
UKDS13.47.6	C1.1 More Volunteers ; This action cannot be achieved due to resource capacity and will be addressed in the 2014/15 action plan. Additional partners have been identified to support the delivery of training aligned to the proposed audit.
UKDS13.48.7	C4.2 More deaf aware professionals: Cannot be achieved due to capacity issue, LD indicated he had identified partners to support delivery in 2014/15
UKDS13.48.8	E1.2 SARA is the abbreviation for the Sport And Recreation Alliance
UKDS13.48.9	E.2.2 Dialogue with home countries requires board involvement using English activity as evidence to show possible activity. Dialogue is happening with Northern Ireland, but conversations still need to be started with others. Wales was suggested as a next contact as there is already a good relationship.
ACTION	LD to develop relationships with Sports Bodies who have the budget to spend. This would be a 2 – 3 year project.
UKDS13.48.10	LD not been able to progress funding plan as the focus has been on maintaining funding from current Inclusive Sports Fund. UKDS have engaged with a Fund Finder. More work is still to be done on the funding plan for 2014/15 and assimilating this into the wider Business Plan.
UKDS13.48.11	Whilst the inability to complete some projects may have risked impacting upon our profile at Sport England, the progress made in other areas has more than compensated for this.
UKDS13.49	<u>Participation</u>
RECEIVED & NOTED	Participation Board Report January 2014
UKDS13.49.1	The perception that deaf coaches only work in deaf coaching needs to be removed to support engagement of deaf people.
ACTION	Potential coaches need to be identified, mentored, and supported through NGB related programmes and included in the ambassador programme.
UKDS13.50	<u>Talent</u>
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Signed:P.P. Celine.....

RECEIVED & NOTED

UKDS13.50.1

Talent Board Report Oct 2013 – Jan 2014

Some research projects are being discussed with Universities, but this is in the early stages with relationships still being built. BB has provided further information on outcomes.

ACTION

LD to circulate new report with additional information from BB. It was requested that headings be provided for each sport.

UKDS13.51

Management Accounts

UKDS13.51.1

PG provided a verbal report on the basic management report as it was missing from the board papers due to admin error.

ACTION

PG to circulate Management Accounts after the meeting

UKDS13.51.2

LD has reviewed the financial documentation, there has been an improvement but still more work to be done. Project funding is now managed and secured, but there is still a potential shortfall in core funding. A Fund Finder has been engaged to develop income generating activities.

APPROVED

Chairman's accounts for 2012/13 have been circulated by email.

UKDS13.52

Bank Signatories

UKDS13.52.1

Additional signatories need to be added to the bank account.

AGREED

PG requested SH and LD be added

UKDS13.53

RECEIVED & NOTED

UKDS13.53.1

Conversion to Charitable Company

Trustee Recruitment Update

EGM

This resolution should be approved at a meeting of all the members of the Charity, with at least 21 days notice and two thirds must pass this resolution.

UKDS13.53.2

The meeting has been set for 29.3.14.

UKDS13.53.3

The resolution is that all the assets and liabilities of the Charity UK Deaf Sport be transferred to a new entity, this entity will be a Charitable Company limited by guarantee. The objects and activities of the current charity will be the same as the objects and activities of the new charitable company also called UK Deaf Sport. The proposed date of transfer is 01/04/2014. Once the transfer has taken place it is proposed that the old charity be dissolved.

ACTION

GH to check the process for the transfer of the Charity Number with the Just Giving account and how this might impact those using our charity number.

UKDS13.53.4

Board Members

7 applications for position of Trustee have been received. SMT will review the applications.

Application process closes 21/02/14

Board members to identify potential applicants before the deadline

Board of Trustees



Reg. Charity No. 1111776

ACTION LD has had discussions with SARA to review their matching service. Targeted approaches would be likely if further board recruitment was needed.

UKDS13.53.5

UKDS13.53.6

Although there are fewer Trustees at present than required by the Charity Commission UKDS was following the formal process and would adhere to Charity Commission guidelines.

UKDS13.54

SMT Update

UKDS13.54.1

SMT have met 4 times.

ACTION

LD to compile minutes and disseminate to the Board

UKDS13.54.2

Focus has been on the new business plan, funding applications for ISF, fund raising and influencing strands/strategy, and progressing the financing and Sofia report.

UKDS13.54.3

17/04/14 is the deadline for ISF funding bid of approx. £300,000

UKDS13.54.4

In discussions with Sport England for funding of £200,000 for Talent ID support

UKDS13.54.5

LD thanked PG and SH for support in SMT

UKDS13.54.6

JBa has agreed to lead on the report process for Sofia. The report will be published by July 2014 after approval by the Board.

UKDS13.55

UKDS13.55.1

Matters Arising

Trustees Hub is not available yet. An area needs to be established on the website to contain public documents.

ACTION

PG to develop a solution

UKDS13.55.2

AGM is on 29th March 2014, London

UKDS13.56

UKDS13.56.1

Review of Meeting

The Board felt it was a productive meeting.

UKDS13.56.2

UKDS13.56.3

Areas to improve would be the availability of the Finance Information.

The Board are encouraged to contact the staff team directly with any specific queries

UKDS13.57

UKDS13.57.1

UKDS13.57.2

Date of Next Meeting

8th April, venue TBC, London

AGM to be booked for November

ACTION

Board to promote attendance at the AGM.