

# Board of Trustees

## MINUTES (CONFIRMED)

Date of Meeting: 8th April 2014  
Time: 18:00-20:00  
Venue: Directory of Social Change, Stephenson Way, Euston, London, NW1 2DP

### UKDS14.01 Attendance

#### UKDS14.01.1 **Present**

Philip Gerrard - PG (Chair)  
Stuart Harrison - SHa (Vice-Chair)  
Jonathan Reid- JR (Trustee)

#### UKDS14.01.2 **In attendance**

Lee Dolby – LD (UKDS Director of Development)  
Bill Baillie – BB (UKDS National Talent Officer)  
Roger Beeson – RB (interpreter)  
Donna Rubin – DR (Interpreter)

#### UKDS14.01.3 **Apologies**

Josef Baines (JB)  
Gordon Hay (GH)  
Vincent Dickson (VD)

### UKDS14.02 Declaration of Trustees Interest

UKDS14.02.1 None received.

### UKDS14.03 Minutes

**RECEIVED** Draft minutes of the meeting 11<sup>th</sup> Feb 2014.

**APPROVED** The minutes were approved as an accurate record of the meeting.  
**Signed by PG**

### UKDS14.04 Monthly Staff Reports March 2014

**RECEIVED & NOTED** a)Talent Report.  
b)Participation Report.

UKDS14.04.1 LD explained that Monthly staff reports March 2014 were shared with the Board on this occasion instead of the usual summarise monitoring report.

UKDS14.04.2 BB updated the Board on the Ambassador programme and partnerships with the Youth Sports Trust and the British Athletes Commission. Questions were raised around time commitment and Sky Sports Living for Sports for Mentoring Programme.

- UKDS14.04.3 The board asked for an update on the branding work. LD provided an update on the work to determine level of rebranding and new logo for the Definitely Inclusive project.
- APPROVED** Expenditure of up to £500 on the branding exercise.
- TASK** Freshen up UKDS Logo and new Logo for Deafinitely Inclusive Project LD.
- UKDS14.04.4 The Board enquired regarding around FA's reluctance to sign a Memorandum of Understanding (MOU). LD gave the background to this position due to the FA's legal team. Developing an action plan with the FA was the positive outcome.
- UKDS14.04.5 Discussions took place around the role of UK Deaf Football Federation (UKDFF) and what progress UKDFF has made to date with regards to the football framework in UK. It was felt that the board need to consider any sanctions that may need to be taken in absence of progress.
- TASK** PG will liaise with BB to invite UKDFF to update UKDS in view of the football framework 2010 to 2014 (instructed by UKDS) had now expired.
- UKDS14.04.6 The Board enquired about the Terms of Reference (ToR) for International events working group that was mentioned in the Talent report
- TASK** Circulate ToR for International events working group BB
- UKDS14.05 **Sport England application process update**
- UKDS14.05.1 LD provided an update on the application process. 1<sup>st</sup> draft was completed and shared with Senior Management Team (SMT). The application is modelled on developing UKDS further to achieve its purpose and fulfil the role for deaf sport. Core costs are included to enable UKDS to be independent.
- UKDS14.05.2 Discussions took place around amount of funds and the structure in delivery the project. Active People Survey confirmed that deaf people has the lowest participation rate for Sport which will be addressed in the proposed project. On-going talks are in place with English Federation of Disability Sport (EFDS) and Sport England with regards to the direction of the application. LD confirmed the timescale of the application with submission date of mid May 2014.
- UKDS14.05.3 The Board discussed concerns that the application does not cover all areas (UK) and may open up the question as to why we are not supporting other areas.

LD explained there will be priority areas but other areas will be supported in other ways. LD gave examples on how bids driven by CB supported other areas.

UKDS14.06

## Management Accounts

### RECEIVED & NOTED

Management Account for April 13 – Jan 14 (Summary)

UKDS14.06.1

The accounts is broken down into four areas ; Core costs, Talent Development, Inclusive Sport and Sponsorship.

UKDS14.06.2

Core costs continue to be an ongoing issue. Expenditure has exceeded income during the year and increased the deficit reserves brought forward from last year to (£4,731).

UKDS14.06.3

Income on Inclusive Sports has been matched to expenditure.

UKDS14.06.4

The deficit on Talent Development relates to a small underspend on the Sport England Funding which has been offset by an overspend on the Athlete's expenditure on Deaflympics.

UKDS14.06.5

LD explained that some project expenditure has been incorrectly allocated to the core costs account which should partly reduce some of the deficit.

UKDS14.06.6

The Board agreed to a series of action to address the small deficit.

### TASK

- a) Board members to consider short term methods of raising the funds.
- b) PG to contact Accountant to clarify accounting position with regard to the deficit in the core cost accounts.
- c) Hold Fundraising events – Golf Day in Northwest. Staff Team.
- d) Weekly email to the Board on progress to address this matter SH.
- e) Ensure Just Giving page are up to date.

UKDS14.07

## Budget

### RECEIVED & NOTED

Draft Budget 2014/15.

UKDS14.07.1

The Board enquired as to zero allocation for travel costs under the Talent Development project.

UKDS14.07.2

The Board recognised that the budget is the first draft so further work is needed to arrive at a final budget for the Board approval.

### TASK

Finalise the budget. LD.

UKDS14.08

## Trustee Recruitment

UKDS14.08.1

PG gave an update to the Board. Ten applications received. Two recruitment

sessions were arranged for the applicants. The structured sessions lasted for two hours and were based at the same venue and times as the usual board meetings. The aim of the sessions was for the applicants and UKDS to find out more about each other and to gauge suitability of the candidates / post. Appointments will be made once the sessions are completed with the view of new board members attending next board meeting.

<b>TASK</b>	Invite successful applicants to the next board meeting. PG
UKDS14.09	<b><u>AGM/EGM Review</u></b>
UKDS14.09.1	The Board felt that as an AGM / EGM, it went well procedurally and those in attendance were engaged. It is noted on the low attendance numbers. The 12 priority sports will be more engaged in future which should encourage increased attendance.
UKDS14.10	<b><u>Confirmation of AGM 15<sup>th</sup> November</u></b>
UKDS14.10.1	The Board agreed that this date is to go ahead and to ensure good PR of the event.
UKDS14.11	<b><u>Matters Arising</u></b>
UKDS14.11.1	The Board discussed relationships with the home nations.
<b><u>TASK</u></b>	To be tabled as a future agenda item regarding UKDS role with home nations.
UKDS14.12	<b><u>Date of next meetings</u></b>
UKDS14.12.1	10 <sup>th</sup> June, 9 <sup>th</sup> September, 15 <sup>th</sup> Nov AGM, 9 <sup>th</sup> December.

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

Signed: ..... *P.P. Gerrard* .....

Date: ..... *10-06-2014* .....