

Board of Trustees



Reg. Charity No. 1111776

MINUTES

Date of Meeting: 9th September 2014
Time: 18:00-20:00
Venue: Directory of Social Change, Stephenson Way, Euston, London, NW1 2DP

UKDS14.24 Attendance

UKDS14.24.1 **Present**

Philip Gerrard - PG (Chair)
Jonathan Reid- JR (Trustee)
Richard Hill – RH (Trustee)
Graham Knight – GK (Trustee)
Piers Martin – PM (Trustee)
Danny Lee – DL (Trustee)
Gordon Hay – GH (Trustee)
Vincent Dickson – VD (Trustee)
Paul Huggins – PH (Trustee)
Craig Crowley – CAC (Honorary President)

UKDS14.24.2 **In attendance**

Lee Dolby – LD (UKDS Director of Development)
Peter Shilston – PS (interpreter)
Donna Rubin – DR (Interpreter)

UKDS14.24.3 **Apologies**

Josef Baines – JB (Trustee)
Stuart Harrison - SHa (Vice-Chair)

UKDS14.24.4 The Chair announced the resignation of Stuart Harrison as a Trustee of UKDS due to a change of personal circumstances that prevented him fulfilling his role as a Trustee presently. SHa remains committed to UKDS and will continue to offer support when possible. The board would like to record thanks to SHa for his extensive contribution and recognises the skill gap that this leaves.

UKDS14.24.5 The Chair formally welcomed Honorary President to the Board Meeting

TASK Note the skill gap in the second phase of the recruitment drive for new Trustees. The recruitment will focus on the skills required for the Board as identified within the Trustee skill matrix. Within the skills required, UKDS are mindful that women and Black and Minority Ethnic (BME) are currently under represented on the board. **Senior Management Team (SMT)**

UKDS14.25 Declaration of Trustees Interest

UKDS14.25.1 Piers Martin declared a working relationship with Adomedia, who provided a quote for website services to UK Deaf Sport tabled at this board meeting for approval. Piers will therefore abstain from the vote on that particular proposal.

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UKDS14.26 Minutes

RECEIVED Draft minutes of the meeting 10th June 2014

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

UKDS14.27 Business plan progress report

RECEIVED & NOTED Business plan progress report.

UKDS14.27.1 The report showed the Red (12%), Amber (48%) and Green (40%) (RAG) status.

UKDS14.27.2 Board members monitored the progress on the business plan.

UKDS14.27.3 It was noted that Sport England confirmed no further funding for the talent project would be available from them. The board expressed disappointment at this decision and was concerned at the impact on the talent function within UKDS including preparation for GB team to participate at Samsun 2017 Deaflympics. A post within UKDS that was due to end in December 2014 will cease in line with contractual end date.

TASK A series of tasks were agreed following the discussion on talent funding.

- a) Discussions to be held with the role holder to explore options. **LD.**
- b) HR procedure to be checked. **PG.**
- c) A small working group to explore UKDS position response to the decision made by Sport England. **CC / PG / PM / LD.**
- d) Letter to Sport England CEO **PG.**
- e) Board members to revisit campaign pack 2009. **ALL.**
- f) Liaise with Joe Swarbrick, Policy Advisor officer and Emma Boggis CEO at Sport Recreation Alliance. **Small working group.**
- g) Explore legal position on UN Convention on the Rights of Persons with Disabilities **GK.**
- h) Explore feasibility of NGBs to fund a talent post specifically for deaf sport **LD.**

UKDS14.27.4 National Deaf Sport Organisation (NDSO) Governance Structure still needs to be developed and launched. The Board discussed additional expertise needed to finalise the structure, the method of launching, and level of sanctions on NDSO if they fail to comply.

TASK **VD** and **RH** to steer **LD** on NDSO governance structure prior to a proposal to the board at the next meeting.

UKDS14.27.5 The board discussed way forward on Home Nations engagement. It is noted there has been small discussions with Northern Ireland and Wales but with no

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Signed:*P. P. Cerra*.....

real development in terms of structured engagement.

AGREED Prioritise Wales first before engaging with NI and Scotland.

TASK To further a dialogue with Wales **LD**.

UKDS14.28 **UKDS NDSO Funding 2014-2017**

RECEIVED & NOTED UKDS NDSO Funding application 2014 – 2017 to Sport England.

UKDS14.28.1 Sport England confirmed that the application for funds has been successful for the sum of £365k over the 3 year period.

UKDS14.28.2 The Board was delighted to receive this confirmation and recorded its congratulations to **LD, SHa, PG** in their efforts to put together the application.

TASK Issue a Press release **LD / PG**

UKDS14.29 **Management Account and Budget 2014-2015**

RECEIVED & NOTED Management Account (MA) for April 14 – July 14 (including 1 page Summary) Budget V4 2014-2015.

UKDS14.29.1 The Management accounts are broken down into four areas; Core costs (£498) c/f (4,182), Talent Development £12,920 c/f £12,920, Inclusive Sport £32,453 c/f £53,669 and Sponsorship (£4,868) c/f £774. Overall surplus figure £63,181 (restricted £66,589 and unrestricted (£3,408)).

UKDS14.29.2 The deficit brought forward in reserves still needs to be addressed in the current year. This is due to a shortfall in core funding over the past 2 years and an overspend on Deaflympics 2013. Provision has been made in the budget for this.

UKDS14.29.3 Funding has been received for both inclusive sports and talent development in excess of expenditure, which will be balanced out in due course.

UKDS14.29.4 The board recorded its thanks to a donor who donated 2k towards UKDS and noted the ongoing concern regarding the deficit within the core costs. The board discussed incoming funds for the deficit; Fireco sponsorship £1,500 Dec 2014 / Shooting day £233.

TASK Secure funds to cover the deficit **ALL**.

UKDS14.30 **UKDS Website development Project**

RECEIVED & NOTED Website Development Project Report and quote.

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UKDS14.30.1 UKDS has been planning to develop a new Logo and a new brand image for the DEAFinitely Inclusive Project. These plans were expanded to improve the online presence of UKDS, including updating the existing website..

UKDS14.30.2 The project is funded by the Inclusive Sport Grant. The board accepted the recommendation to commission Adomedia to carry out the website development work. The Board heard that alternative quotes were gained which came in considerably higher.

APPROVED The board therefore approved an expenditure of £7,000.

UKDS14.31 **UKDS Rebranding**

RECEIVED & NOTED Logo options

UKDS14.31.1 LD approached another company for further designs of the logo as requested at the previous board meeting.

UKDS14.31.2 The board was presented with 10 logo options. After discussion the board narrowed down the options to 1,3,10 and 7. Comments were given to LD to take back to the design company.

TASK Design company to combine the preferred options / comments and provide a logo for UKDS to adopt. Board to comment on the new logo by email with the view to arrive at a final logo design. **LD**

UKDS14.32 **Governance Update**

UKDS14.32.1 PG updated the board on conversion to a charitable company. The resolution was passed at the EGM on 29.3.14, stating that all the assets and liabilities of the Charity are to be transferred to Charitable Company limited by guarantee. The new charitable company's Memorandum and Articles of Association was then submitted to the Charity Commission. The Charity Commission responded to recommend a slight amendment to the Objects. The Charity Commission's advice was that the company should encourage any person who is deaf or hard of hearing to take up or get involved in sport. They feel that those not currently participating or otherwise not getting involved would not appear to fall within the current definition of 'sports related persons'.

UKDS14.32.2 A special written resolution was sent to our members. We require a 75% approval from our members for us to proceed.

TASK To remind the remaining members to return the special written resolution before end of September. **LD / PG**

UKDS14.32.3 PG updated the board that two 1 to 1 inductions have been carried out for 2 of 5 new Trustees to date.

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Signed: P.P. Cerran

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- TASK**
- a) 1 to 1 inductions for the remaining new Trustees **PG**.
b) Board profiles / photos to be submitted to **LD ALL**.
- UKDS14.32.4 The 2013-2014 Accounts, which have been independently examined by accountants, will be circulated electronically for approval by Trustees. The accounts will then be presented to members at the AGM on 15th November 2014.
- UKDS14.33 **Matters arising**
- UKDS14.33.1 14.20.1 International representation at Europe Deaf Sport Organisation (EDSO).
- UKDS14.33.2 PG updated the board of the financial position of sending two representatives to the European Deaf Sport Organisation's Congress in Turkey in Sept 2014. It was previously agreed in principle that we needed to be represented at the Congress by PG and GH subject to seeking financial support.
- UKDS14.33.3 UK Sport turned down our application for financial support. The Board noted our disappointment.
- UKDS14.33.4 EDSO will cover 50% of PG's hotel fees due to PG's role as a member of the EDSO Legal Commission.
- UKDS14.33.5 GH volunteered to cover the cost of his own attendance. The board noted appreciation to GH but also its dissatisfaction that a Trustee has to cover their own costs in addition to their time.
- TASK**
- Cost to be reimbursed to GH if UKDS is in a position to do so. **PG**
- UKDS14.34 **Review of meeting**
- UKDS14.34.1 Productive meeting.
Contribution from new board members has been valuable.
Income generation need to be a key focus.
Executive summary (1 page) for business plan and Finances was helpful.
Meeting over ran its time by 15 minutes so need to be mindful of agenda timings.
- UKDS14.35
- UKDS14.35.1 **Date of next meetings**
- 15th November AGM at Directory of Social Change
9th December at Carmelite Chambers, Blackfriars.

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

Signed: P.P. Gerrard

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Signed: P.P. Gerrard