



UK Deaf Sport

Minutes of the UK Deaf Sport (UKDS) Board meeting held at EFDS, Loughborough

Thursday 22nd February 2017 at 16.00

Approved by the Board at the meeting on the 26 April 2017

Present		
Piers Martin	Executive Chair and Director	PM/Chair
Philip Gerrard	Director	PG
Gareth Hunt	Director	GHT
Graeme Knight	Director	GK
Danny Lee	Director	DL
Lara Lill	Director	LL
Christof Niklaus	Director	CN
Also in attendance (non-voting)		
Valerie Copenhagen	Head of Participation	VC
Craig Crowley MBE	Honorary President	CC
Interpreters x 2		
Apologies for absence		
Vincent Dickson	Director	VD
Gordon Hay	Director	GH
Paul Huggins	Director	VD
James Dixon	Athlete Representative	JD
Claire Stancliffe	Athlete Representative	CS

REF	MINUTE	ACTION
51.	CHAIR'S WELCOME	
51.1	The Chair welcomed the Board to the meeting and thanked Barinder Dale (EFDS) for arranging the room.	
51.2	The Board noted apologies as recorded above.	
52.	CONFLICTS OF INTERESTS	
52.1	The Chair noted no new conflicts and no conflicts in relation to the Agenda.	
53.	MINUTES FROM THE LAST MEETING	
53.1	The minutes of the last Board meeting held on 12 th November 2016 were <u>considered by the Board and were agreed.</u>	
54.	MATTERS ARISING	
54.1	There were no matters arising.	
55.	ACTIONS OUTSTANDING	
55.1	39.1: Directors still need to receive and complete induction programme. This has not been completed for GHt but has been for CN and LL. It was agreed to take feedback from the three new directors and review the process.	PG
55.2	39.3: It was agreed that the April Board meeting would focus on the Sport England submission rather than completing the Board skills evaluation and performance review as originally agreed. This will now be completed at the July Board meeting.	

55.3	40.4: Governance - Sport England Self Assurance has been submitted and the Board will be updated when feedback has been received.	
55.4	42.3: PM has sent schedule of delegation to PG which needs finalising and approval by the Board.	PG
55.5	43.1: Risk register needs to be completed and presented at the next Board meeting.	PM, PG
55.6	44.1: CC followed up after the November Board meeting regarding the trip to Armenia to the European Federation Congress.	
55.7	44.3: Summary of key outcomes from Congress needs to be communicated to the deaf sport community.	GH
55.8	45.1: Commercial, sponsorship and fundraising, specifically for the DeaflympicsGB Team, on the agenda.	
55.9	47.3: Update on the risks presented when travelling to and within Turkey will be provided by the Performance Committee under Performance on agenda.	
56.	CHAIR REPORT	
56.1	The Chair reported to the Board on activity since the last meeting, specifically focusing on the following key points:	
56.2	<u>Priorities:</u> UKDS and the work that is being carried out is being clearly prioritised to align with the aims and objectives of the organisation's strategy. As a result we are now clear with our relationships within our participation work and we can continue to progress forward and strengthen our work around Governance.	
56.3	<u>Office Move:</u> The move from Worcester to Loughborough SportPark has now been completed. The transfer of authority to EFDS with Unity Bank has been finalised. We are in the process of finalising an agreement with EFDS on office support. We have moved IT services from Deaf Direct to Adomedia. As a result of this we will be consolidating existing emails and all those with UKDS email addresses need to contact VC urgently. We are now managing all emails from office@ and admin@ through one email account. This is currently being managed by Paul Challinor and monitored by VC and PM.	
56.4	<u>Sport England:</u> We are on track for allocating the Sport England funding for the remainder of this year. We meet with Lyndsay Games at Sport England to present our vision for UKDS beyond September 2017. We need to acknowledge that UKDS will need to look at securing other sources of funding to continue the work that UKDS does, moving away from the heavy reliance on Sport England funding. This is critical as we currently bring no funding in to cover core costs and associated costs linked with our Leadership objectives.	
56.5	<u>Staffing:</u> We have now completed all changes within the staff structure of UKDS. VC started in November and has hit the ground running. We are in the process of reviewing other resources such as our Engagement Officer post to ensure we are carrying out the necessary and relevant work needed.	
56.6	<u>Participation work:</u> We have developed positive relationships with British Blind Sport and SENSE through the Sensory Alliance. We will be having our first meeting of the new Sensory Alliance in April. Other relationships developing include Sports Leaders, UK Active and a number of County Sports Partnerships (for example, Greater Sport in Manchester and London Sport).	
56.7	<u>Just Giving:</u> Upon the completion of the Deaflympics we will not be continuing to operate the Just Giving account as we are currently. There is too much demand on both VC and Barinder Dale's time to manage and communicate with the individual sports using this account. From August 2017 we will notifying sports that they will no longer be able to use UKDS Just Giving account.	
57.	FINANCE	
57.1	VC and PM will meet with Barinder Dale from EFDS on a monthly basis to discuss the management accounts. GHt will also be invited to sit in on a conference call to discuss the finance report.	VC, GHt, PM
57.2	The Board discussed the format that the finances are presented in at the Board meetings. Key issues that need to be looked at include: – Acknowledging forecast/expenditure and income clearly	PM, GHt, VC

	<ul style="list-style-type: none"> – Key income – Inclusive Sport and talent development (end of Bill Bailey role) – Staffing costs – to be clear with what this covers (Lee/Clive costs in addition to VC/PM costs) – Sponsorship is not our money – Just Giving is used by individual sports and this needs to be clearly shown along with the monthly charge and administration cost to manage this account. – The Board will need to consider how the organisation achieves sustainability, particularly with income generation for Leadership. Normally with funding awarded there is a 10-12% allocation to operational cost to allocate to Board meeting and management costs. <p>PM to send GHt, VC and Barinder Dale an updated template of reporting cashflow. This revised template to be presented at the next Board meeting.</p>	
57.3	It was agreed that the UKDS Finance policy needed review and to be updated to note the discussion had around Reserves.	GHt, PM
57.4	The Board thanked DL and CN for all their work with the finances for DeaflympicsGB.	
57.5	The Management Accounts previously circulated <u>were approved by the Board</u> .	
58.	SPONSORSHIP AND COMMERCIAL	
58.1	PM delivered a presentation on the support offered by Amplifon, who have pledged to help to UKDS through its recommend a friend scheme. For every customer who recommends a friend, the hearing specialist will donate £30 to UK Deaf Sport if they purchase a hearing aid. PM clarified that this funding would be given to UKDS but that some could be allocated to DeaflympicsGB when we were clear on figures. The presentation included a short video clip which Amplifon will be using to share with members/staff across UK.	
58.2	PM informed the Board he was developing a partnership agreement to be confirmed between UKDS and Amplifon and he would take advice from PH and GK on this.	PM
58.3	The Board discussed that the UKDS Fundraising policy needs to be updated. It was agreed this could be done after the Deaflympics.	
58.4	<u>The Board approved the partnership with Amplifon</u> , subject to agreement, and thanked PM for all his work on it.	
59.	PARTICIPATION	
59.1	VC provided the Board an update on the work carried out since starting at UKDS in November. A presentation was shared providing a breakdown on this work. The four main areas of work include: <ul style="list-style-type: none"> – Service Development – Research and practice – Involvement – Information and Awareness 	
59.2	VC provided an update on priorities for the next couple of months. One key priority will be the identification of the right partner/organisation to carry out and collate the research and insight that would be needed to provide evidence for need of UKDS work going forward.	
59.3	It was agreed that the next Board meeting would discuss the future plans of Participation work at UKDS in particular the submission for Sport England funding. VC to prepare a paper outlining the plans for this to present.	VC
59.4	The Board thanked VC for her work and approved her report.	
60.	PERFORMANCE	
60.1	DL reported on performance activity since the last meeting, focusing specifically on the following key points:	
60.2	Lack of selection policies within sports had caused some problems and this is something that should be looked at for all future games.	
60.3	Plans for the Athlete and Team Manager Day on 30 th April was progressing well, although Swimming will need a separate day due to a training camp.	
60.4	An ex Police Officer has been appointed to assist with security and welfare issues	

60.5	DL and CN gave thanks to both Natalie and Barinder for all the work and support they have given for DeaflympicsGB by her and the EFDS.	
60.6	CN gave a review of his recce to Samsun. Overall the trip was very positive and CN was impressed with the venues and centres.	
60.7	Questions were raised around insurance for travel and what the liability would be in attending or not attending should there be any issues out in Turkey. DL and CN to write to the insurance company to obtain additional guidance on this and report to the next Board meeting.	CN,DL
60.8	Risk assessment for the trip has been completed.	
60.9	The Board discussed the point at which the trip may be cancelled due to safety reasons. The Board will have access to emergency action plans, mitigation plans and a report will be provided by CN and Head of Security and Welfare at the next Board meeting in April.	CN
60.10	It was discussed that there had been increased awareness on Twitter about the lack of funding by the Government to our Athletes. At the AGM a discussion was had around the Athletes leading a petition on this through change.org or similar. PM agreed to discuss with CS about this. CC to set up another meeting with Tracy Crouch to discuss this and invite to GB Training.	PM CC
61.	ANY OTHER BUSINESS	
61.1	It was raised by members of the Board around personal data being kept on individual laptops and how this would be managed going forward. This was mainly in relation to DeaflympicsGB and Athlete data. The UKDS Data Protection Policy needs to reflect this. PG to provide an update on this at the next Board meeting.	PG
61.2	DBS checks need to be completed for members of the Board and also volunteers supporting the DeaflympicsGB team. VC to liaise with PG about Deaf Direct completing these checks.	VC
61.3	It was discussed that Membership needs to be explored post April. Currently there is no membership offer in place for UKDS. The insight collected through the Participation work will help support and identify what the potential members of UKDS could and would want. This needs to be discussed post Deaflympics.	
61.4	VD requested the Board ensure that there is a level playing field for our members concerning honours and awards to our medallists. This would be considered post Deaflympics when we knew who the medallists were.	
61.5	VD requested Curling be able to establish a Committee. PM, DL and CN noted that there was no problem with them establishing a committee but UKDS did not have capacity to manage this but the Performance committee would look at the possibility of support after the Deaflympics.	DL, CN
61.6	The Board discussed complaints that there may be no TV coverage for the Deaflympics. DL noted that the Deaflympics Organising Committee have said that there will be live coverage streamed online. BBC See hear have also been interested in this and CN was following up.	CN
62.	DATE OF NEXT BOARD MEETING	
62.1	The date of the next Board meeting is agreed as: 26 th April 2017, 16.00-19.00, Stifel Nicolaus Europe Offices, 150 Cheapside, London EC2V 6ET	
63.	CLOSE	
63. 1	There being no further business, the Chair closed the meeting at 19.00.	

P. Martin

26th April 2017
Piers Martin
Chair