

JudoScotland Board Minutes:**10 February 2015****Ref. 2015/1****Notes of the Meeting of the JudoScotland Board held at the offices of JudoScotland, South Platt Hill, Ratho, Newbridge, Edinburgh, on 10 February 2015, commencing at 1900 hours.**

Present: Ronnie Saez (Chair); Graham Campbell (GC); Sarah Clark (SC); James McBeath (JMB); Marc Preston (MP)

Apologies: Peter Gardiner (PG); Robert Sneddon (RS)

In Attendance: Chief Executive Officer (CEO); Miles Fuller (sportscotland)

Welcome and Apologies

1 The Chair welcomed everyone to the first meeting of 2015 and noted the two apologies that had been received. The Chair also noted the requirement for GC to depart the meeting at around 2000/2015 hours and wished to re-arrange the agenda accordingly to deal with corporate governance and finance issues whilst GC was still present.

Minutes of the Previous Meeting

2 These were approved.

Corporate Governance Working Group

3 GC highlighted that the first meeting of the Corporate Governance Working Group (CGWG) was due to be held in the next 2-3 weeks.

Draft Operational Budget

4 GC distributed a summary paper to the Board concerning current proposals for the 2015 budget. GC highlighted the new auditor for the company (Drummond Laurie) and outlined the circumstances behind Gill Roberts resignation as auditor. The 2014 accounts had now been collected by the new auditor and discussions already commenced around the level of prepayments and other aspects for 2015.

5 The CEO highlighted the current financial investment process that JudoScotland (JS) was involved in, highlighting the investment triangle between Scottish Government, sportscotland and JS. He also wished to place on record the appreciation of the work done by Gill Roberts on behalf of the JS professional staff.

6 GC highlighted the continuing challenging financial climate impacting on the budget preparation and that – due to this – there was a particularly conservative approach to predicted income in the draft budget.

7 The Chair asked the Board to approve the budget. The Chair believed that the prepayments highlighted earlier in discussions would be approved as these appeared to be wholly realistic and valid and also reflected that previous year's actual income (against predicted income) always placed JS in a strong position – primarily due to the very conservative approach in nature to budgeting income.

8 The CEO took the opportunity to update the Board that the new budget had been generated differently to previous years and that all costs were much closer aligned to areas of delivery than previous years. By way of an example, salaries and on-costs were now attributed to specific areas of expenditure (of the new strategic plan), rather than all attributed to 'Corporate' expenditure as had been the case previously. The Chair supported this revised approach and believed that this reflected a much better monitoring tool for the Board moving forward.

Financial Procedures Manual

9 GC introduced the revised Financial Procedures Manual (version 2015) and noted that this was part of an annual process of reviewing our financial processes and procedures. The CEO highlighted the minor updates to the document for the current version, but reinforced that the majority of the document remained the same as that presented to the Board in previous years. The Board approved the revised documentation.

10 JMB asked regarding the replacement of the JS minibus and whether there was an allowance in the reserves for this. GC responded that there was no specific allowance made in the reserves at this time.

Auto-Enrolment (Staff Pensions)

11 GC introduced the supporting paperwork that had been circulated prior to the Board meeting. In particular, he stressed that this was a government initiative that impacted on all employers within the United Kingdom. The CEO outlined current pension contribution arrangements for qualifying JS staff and stressed the importance to the Board that there was no option simply to do 'nothing'.

12 The Board approved the delegation of subsequent, specific decision-making for implementation to the Corporate Governance Working Group (CGWG).

Articles of Association (Directors Tenure)

- 13 MP shared his concerns around losing valuable Board members currently around the table. Linked to this was the general concern over the lack of individuals standing for Board places over the last few elections. GC believed that it was good to have Board membership refreshed occasionally – but stressed that the Articles were not his, nor the Board's and were in fact voted in place by the membership.
- 14 GC highlighted that there was the possibility in posing a Special Resolution at the start of the forthcoming annual general meeting (AGM) to overcome Director tenure challenges and then (if approved) to stage the AGM following the revision to the Articles. The Chair also believed that there was the opportunity to concurrently address the issue of independent Directorships at the same time. MP believed that a wider discussion on this topic would be beneficial and would welcome this taking place at the next board meeting.

Corporate Review: Fourth Quarter

- 15 The CEO introduced the corporate review for the 4th quarter of 2014, which also doubled as the final report of the previous strategic plan (Izou: 2014).
- 16 The CEO also circulated a one page summary, charting the organisation's journey from the start of the Izou strategic plan to the end of 2014. The CEO believed that this reflected well on the activities of JS, its staff, members and volunteers over the last 6 years.

What	In 2008	In 2014 (Q4)	+/-	Reference	RAG
Membership	5853	7203	+23.06%	Page 7	
Retention	43.92% ('09)	53.69%	+22.24	Page 7	
Market Share	0.1138% ('09)	0.1352%	+18.80%	N/a	
Gradings	5461	11394	+108.64%	Page 7	
Coaches	281	500	+77.94%	Page 8	
Officials	44	153	+247.73%	Page 8	
Staff	5	19 (f+p/t)	+280%	Page 10	
Turnover	£463,770	£1,047,933	+125.96%	Page 10	
Reserves	£96,723	£270,440	+179.60%	Page 10	

- 17 The Chair would like to write to every member of staff congratulating them and thanking them for their input over the period of the last plan.

GC left the meeting

Matters Arising

- 18 The CEO circulated an updated Rolling Actions Log and updated the Board.

High Grades (2014/8)

- 19 MP fed back that there is now ongoing discussion with BJA over the current position with regard to a senior JS member's grade. MP further highlighted that five JS members had their high grade promotions approved.
- 20 MP also updated the Board with regards to the requirement for senior members to achieve the relevant Kata stipulations prior to consideration for promotion.

Area Referee Representative (2014/8)

- 21 The Chair confirmed that he had spoken directly with Colin McIver (BJA) with regards to this issue, rather than raise at BJA Board.

Correspondence: Callum Woods/Grading Discounts (2014/5)

- 22 The CEO referred to the decision made previously at Board and that the Business Support Team would be progressing this from 1 January 2015. The CEO highlighted the current situation, whereby an additional Scottish Club had only registered one Club, as opposed to multiple Clubs in previous years.
- 23 MP relayed some concerns over the previous Board decision and believed that all Clubs ought to be registered individually. The Chair agreed that JS required to be assured that all Clubs have adequate insurance for their Club(s) to

protect JS individual members. Some further discussion ensued with regards to the current grading discount process piloted in 2014 and potential alternatives.

Correspondence: Club Applications

24 These were approved, subject to all paperwork and background checks being in order.

Anti-Corruption (Sports Betting) Policy

25 The CEO referred to the previously circulated document. The Chair was in agreement with the document, although also wondered whether JS required to come to a definition for what "representing JudoScotland" actually meant. The Board approved the policy.

British Judo Association/2015 Senior European Championships

26 The Chair briefly highlighted the current extent of organisation of the 2015 European Championships. The Chair also wished to highlight and recognise the significant efforts on behalf of JS staff in supporting the organisation of the event to date. He firmly believed that the event would have been undeliverable without the help and assistance of JS, its staff and volunteers.

27 SC enquired about the process of inviting volunteers to the event. JMB responded that BJA were using a list of volunteers that had worked at previous European Open events. The CEO also highlighted that Glasgow Life were using their own volunteering database/mechanisms to invite local volunteers to work at the event. The Chair highlighted that JS Board members would be invited to the event by BJA.

CEO Update

28 The CEO referred to the previously circulated update.

Draft Board Meeting Dates

29 In particular, he highlighted the provisional Board meeting dates and requested for feedback should any of these clash with holidays, BJA meeting dates etc.

The Single Use Carrier Bags Charge (Scotland) Regulations 2014

30 The CEO referred to an information document relating to the introduction of this law. From the contents, it would appear that the plastic bags used for grading certificates do come under the auspices of the Act.

Transition Accommodation Proposals

31 The CEO highlighted the unsuitable Lease received from the potential landlord' solicitors and the cessation of negotiations over the property late the previous week.

Transition Programme

32 The CEO referred the Board to the update on the potential accommodation option that was given as part of the CEO update item. On reflection, SC believed that the challenge/project was probably bigger than originally envisaged by the Board and could form part of the proposed facility strategy review. SC proposed that a day/half-day event be organised to look at the Performance facility options (including a wider JS facility strategy review) and that such an event could perhaps be externally facilitated. There was general agreement to such a notion.

Adidas/Cimac

33 Following an enquiry from MP, the CEO gave an update of the current relationship and progress with Cimac/Adidas. The CEO then distributed some Adidas samples to individual Board members.

Date of Next Meeting

34 The next Board meeting was scheduled to take place on 24 March 2015.

Meeting closed at 2149 hours