

JudoScotland

Board Minutes: 20 March 2012

Ref. 2012/2



Notes of the Meeting of the JudoScotland Board held at the offices of JudoScotland, South Platt Hill, Ratho, Newbridge, Edinburgh, on 20 March 2012.

Present: Ronnie Saez (Chair); Tam Brown (TB); James McBeath (JMB); Marc Preston (MP); Robert Sneddon (RS).

Apologies: Graham Campbell (GC); Sarah Clark (SC); Barry Fleeting (sportsotland).

In Attendance: Douglas Bryce (CEO)

Welcome & Apologies

1. The Chair opened the meeting, welcomed all those present and noted apologies from Graham Campbell (Treasurer) and Sarah Clark. Apologies were also noted from Barry Fleeting, Partnership Manager with sportsotland.

Award of 6th Dan to Marc Preston

2. The Chair congratulated MP on his award of 6th Dan, which had been ratified at the recent BJA Board meeting. The Chair asked if MP would agree to a delay in the award of this grade so that it could be made by the President (Dr George Kerr CBE) at the Scottish Open Championships.

Action: ECE to arrange for awarding of 6th Dan to MP at Scottish Open.

Minutes of the Previous Meeting (of 17 January 2012)

Grading Administration Fee

3. MP queried the recent rise of fifty pence in the grading administration fee. TB and JMB outlined that this had been agreed at the last Board meeting.

Increase in Membership Subscriptions (Seniors)

4. The CEO outlined that Senior members were now being offered an extension to the previous membership subscription rate (£29) for one calendar year if they signed up to pay by direct debit. This related to a specific target within the current operational plan.

Approval

5. The Minutes were unanimously approved.

Matters Arising / Rolling Actions Sheet

Board Meeting Dates: 2012

6. The Board ratified the previously circulated meeting dates for 2012, with the exception of the October meeting (a clash with the school half-term). JMB and MP proposed 30 October as an alternative date.

Action: CEO to distribute a 'doodle poll' to confirm revised date.

Correspondence

Mr P Laverty

7. The Chair and MP believed that the Board were committed to the new system and felt that it had been appropriate for the Board to make this decision.

Action: CEO to draft letter for the Chair.

Mr E. Patton

8. The Chair outlined that Mr Patton had spoken to him previously regarding this issue.
9. TB outlined that there were a number of departures from the Board-agreed Grand Prix criteria in respect of the Sportif event, including the night-time weigh-ins.
10. The Chair recognised that there were some 'teething' troubles with this event in its first year.
 - Action:** TB / FGB to speak with Peter Gardiner regarding the issues raised within the letter.
 - Action:** CEO to draft a letter for the Chair.

Child Protection Complaint

11. *Content removed due to it being of a confidential nature.*

Mr J. Imrie

12. The Chair alluded to the fact that MP wished to raise a matter under AOCB in connection with this letter.

Mr D Sneddon

13. TB outlined that the new Club referred to was not in membership of JudoScotland (JS).
14. TB also outlined the situation with regards to the relationship of the Fife facility / Club in relation to JS, should anything happen to Mr Sneddon.
15. The Chair outlined that as a Level 1 Coach, the individual named in the letter should not be running a Club, coaching unsupervised, nor grading judoka.
16. A variety of views were expressed as to potential avenues open to JS to pursue.

Action: TB to request that Mr Sneddon contact the JS office (Siobhan) to ascertain Club members so that JS can write out to individuals outlining JS's position.

Corporate Governance**CEO Update**

17. The CEO referred to his previously circulated update of 22 December 2011.
18. The CEO highlighted three potential external reviews occurring in spring 2012:
 - a. a sportscotland 'fit-for-purpose' audit;
 - b. a sportscotland HR audit, and;
 - c. a sportscotland institute of sport performance programme review.
19. The CEO outlined very positive looking developments being led by the Education and Development Manager (EDM) in accessing additional investment for supporting the training and development of volunteer officials.

sportscotland investment to 31 December 2012

20. The Board noted and welcomed the sportscotland investment for 2012.

UK Bribery Act (June 2011): Action Plan

21. The Board noted and agreed the proposed action plan.

Action: CEO to implement with professional staff.

Revised Financial Procedures Manual (February 2012)

22. The Board noted and agreed the revised financial procedures manual.

Action: CEO to implement.

Approval to Purchase a Vehicle (Minibus)

23. RS raised the associated implications with regards to the purchase of a vehicle, including 'duty-of-care' considerations. MP agreed that the required policies required to put in place but was confident that the Board should approve a vehicle purchase.
24. The Chair summarised the discussions whereby there was agreement to purchase a vehicle for use by JS professional staff and the performance programme. The CEO would produce an operational policy to ensure (as far as possible) the protection of JS in the use of the vehicle.

Action: CEO / Treasurer to progress with the purchase of an appropriate vehicle.

Action: CEO to produce operational guidelines.

JudoScotland Working Groups

25. The CEO circulated a document outlining the limited feedback received on this topic. The Board agreed to invite the following individuals onto sub-Board working groups:

Corporate Governance Working Group

26. Graham Campbell (Director); the CEO (Professional Staff member); Ronnie Saez (Chair); Jean Davidson; Gill Roberts (Auditor).

Education and Development Working Group

27. James McBeath (Director); the EDM (Professional Staff member); Jim Feenan; Duncan Hewitson; Audrey Pirie.

Events Working Group

28. Robert Sneddon (Director); the ECE (Professional Staff member); David McSkimming; a 'Young Volunteer'; Alison Williamson; David Reilly.

Membership and Grading Services Working Group

29. Robert Sneddon (Director); the SAE (Professional Staff members); Preeti Gardiner; Jo Imrie; Paul Laverty.

Performance Development Working Group

30. Sarah Clark (Director); David Somerville (National High Performance Coach); Ramsay Thomson; Peter Gardiner; Andy McIlroy.

High Grades Working Group

31. Marc Preston (Director); Dr George Kerr, CBE; Bill Berry MBE; Eddie Cassidy; Eric Kane.

Education and Development

JudoScotland Inclusion Group

32. The Chair outlined his belief that JS was at the leading edge in these developments.

33. The Board approved the recommendations within the submitted paper.

Action: EDM to progress the current work with Scottish Disability Sport (SDS).

British Judo Association

34. The Chair reported on his attendance at the last BJA Board meeting and relayed that there were now two new non-executive Directors in place on the BJA Board.

35. The Chair reported some concerns over the current BJA financial reserves, particularly with performance staffing-related redundancies to be shown in the current accounting year (2011/12) and costs associated with the Olympics showing in the next accounting year (2012/13).

36. Notwithstanding the above, the BJA were looking at the potential purchase of a former hotel and creating a BJA national training centre as it looked ahead to the Rio Olympics in 2016. This had the potential to cause some concern for the JS performance development programme.

37. Finally, SportEngland had suggested to BJA that it look at reducing its Board to nine members, which was causing some controversy across the English regions, with a potential loss of Board seat(s).

Allegation against an Individual Member

38. *Content removed due to it being of a confidential nature.*

39. The Chair underlined the requirement for the Board to ensure adherence to JudoScotland's Articles of Association and proposed the relevant action(s).

BJA Club Applications

Destination Judo (Dundee)

40. Approved previously via email, but noted for the purpose of the Minutes.

Southside Judo

41. Approved.

Judo's Kool

42. Approved.

BJA Olympic Ticket Allocation

43. The Chair introduced and circulated a communication received from BJA with regards to purchasing tickets for the London 2012 Olympic Games. The Chair outlined his view that he was happy for Board members and coaching staff to attend. JS would purchase tickets for these individuals. MP suggested running this past the Treasurer to ensure that this was legal.
44. The Chair noted that applications had to be in by 27 April.

Action: CEO to contact BJA to ascertain how many additional tickets could be purchased.

BJA Grading Resources (Update/Processes)

45. The CEO updated the Board with regards to on-going positive discussions with BJA over production of the BJA Mon grading system resources. Feedback over quality of the products from a new printer had been received from BJA only earlier that day.
46. The CEO also highlighted a communication received from the BJA with regards to a Scottish Club wishing to place a bulk order (with BJA) for their resources. The Board were unanimous in the view that any books/diaries/resources should be ordered through the JS office.

Action: CEO to respond to BJA outlining this Board decision.

BJA Self Defence: Update and BJA Revalidation Event

47. The CEO circulated a course advertising flyer that the EDM had received.
48. MP believed that JS could not support this event as there appeared to be no quality assurance linked to it. MP highlighted that it was unclear where any course monies would be going and believed that any course income should be directed through JS.
49. The Chair wished the JS logo to be removed from the material. This had been used without any consultation / permission being sought from JS. The Chair also believed that the BJA may not have seen this promotional material.

Action: EDM to contact Dave Clark (BJA) regarding their knowledge and support of this promotional material and event. Also, where the course money would be going and to clarify the relationship between BJA, Mr Shearin and JS.

Glasgow 2014

CGS Sport-Specific Selection Policy

50. MP introduced the previously circulated paper and outlined the history behind its formulation. The Chair and RS expressed the view that they were not unhappy with any of the content, but potentially had concerns over the implementation of the policies contained therein.
51. JMB proposed that the Chair speak directly to the National High Performance Coach regarding any concerns that he had.

Action: Chair to speak with National High Performance Coach regarding his concerns.

Action: CEO to place this item on the next Board agenda.

Commonwealth Tournament Working Group – Update

52. The Chair outlined his desire to formally establish this group to bring the Commonwealth Championships to Glasgow in 2014. The Chair proposed that the group comprise himself, one other Director, the CEO and the appropriate JS professional events staff.

Action: CEO to write to Richard Kenney to seek an appropriate date for a first meeting of the group.

Annual General Meeting: 2012

Annual General Meeting Arrangements

53. The CEO referred to a paper outlining the relevant sections of the revised Articles and a proposed timeline counting down to the 2012 AGM.
54. The Board agreed:

- a. the date of Saturday 16 June as the preferred date for the AGM;
 - b. the circulated organisational countdown, tasks and delivery dates leading into the AGM;
 - c. a cut-off date of 31 January 2012 with regards to Club membership for 2012 AGM voting purposes;
 - d. the utilisation of an independent return address for voting purposes (sportscotland offices).
55. The Board also agreed to the President and Vice-Presidents providing the necessary independent, external quality assurance to the counting of any votes cast.
56. The Board further agreed to the use of secure envelopes in the AGM voting process(es) moving forward.

Proposal of Vice-Chair Position to AGM

57. The Chair wished to propose the former Chairman, as a Vice-President to the AGM. The Board agreed to this proposal.

Action: Chair to propose Mr Jim Feenan as a Vice-President to the 2012 AGM.

AOCB

Sportif Event Update

58. MP distributed an email from Peter Gardiner, sent to himself and the Chair on 18 March 2012 (12:20:16) updating arrangements for the Sportif Grand Prix.
59. MP expressed a concern that (to date) there appeared to be not many Scottish athletes attending and MP proposed that JS should be making this event a selection event for its programmes. The Chair requested that MP ask Peter Gardiner to update the list submitted in the email once the official entry date has closed.

Action: MP to request an updated entry list from Sportif, once the closing date has expired.

Closed Board Session

60. The Chair then asked the CEO and TB to leave the meeting as MP had requested a closed-session of the Board.

JMB left the meeting at 2206 hours at which point the meeting became inquorate.

Date of Next Meeting

61. Tuesday 17 April 2012, commencing at 1830 hours

The meeting closed at 2214 hours.