

JudoScotland

Board Minutes: 7 May 2013

Ref. 2013/3



JudoScotland

Notes of the Meeting of the JudoScotland Board held at the offices of JudoScotland, South Platt Hill, Ratho, Newbridge, Edinburgh, on 7 May 2013.

Present: Ronnie Saez (Chair); Graham Campbell (GC); Sarah Clark (SC); Peter Gardiner (PG); James McBeath (JMB); Marc Preston (MP); Robert Sneddon (RS).

Apologies: None

In Attendance: Kerrith Brown (BJA Chair); Andrew Scoular (BJA CEO); Douglas Bryce (CEO); Gemma Fay (sportsScotland)

Welcome & Apologies

1. The Chair opened the meeting and welcomed the BJA Chair and BJA CEO and also the new Partnership Manager from sportsScotland (replacing Barry Fleeting).

Minutes of Previous Meeting

2. The Chair outlined two alterations to the draft distributed Minutes, extending to:
3. Point 42: After existing text, insert new sentence 'MP stated that he had requested on two occasions at previous Board meetings that the TSDC positions be advertised and this was agreed by the Board. In addition as the previous Board minutes did not reflect this, he concluded that there were omissions in these minutes albeit they were previously agreed by the Board.'
4. Point 48: Correction - MP nor the Chair expressed an interest in being part of the TSDC coach interview panel.
5. No further amendments were tabled and the minutes were approved.

Matters Arising

6. The Board referred to the Board Rolling Actions Log.

High Grades Working Group

7. Following a question from MP, Andrew Scoular (AS) relayed discussions at the last BJA Board meeting. AS agreed to send MP a copy of a report tabled at the BJA Board from the Grading Commission. AS also highlighted that BJA would be following-up much more on high grades submissions to EJU than it had done previously.

Action: AS to forward to MP a copy of the BJA Grading Commission report.

Correspondence

Blairgowrie Judo Club (Previous Application)

8. The CEO outlined that on further background checks, it emerged that the coach of this Club did not hold the requisite coaching qualifications. The Education and Development team were looking at providing appropriate developmental support.

Active Judo Club (New B-Club Application)

9. This application was approved.

Corporate Governance

CEO Update (Paper: 2013/3/1)

10. The CEO referred to the previously circulated update.

sportscotland Partnership Manager

11. The CEO introduced Gemma Fay, sportscotland's new Partnership Manager, who was taking over from Barry Fleeting due to an internal sportscotland reorganisation.

Planning Cycles

12. The CEO highlighted broad discussions with sportscotland around future planning/investment timelines. This may necessitate a change to the current JudoScotland limited financial year end. GC proposed that such a proposal be taken to the Annual General Meeting (AGM) for approval – possibly in 2013. Some discussion ensued around whether this would be an Ordinary Resolution, or whether this would be a Special Resolution.

Action: CEO to determine voting thresholds stipulated in Articles of Association/Companies Act 2006 and update Board.

Development /Planning Day

13. The Chair recognised the challenges to date in determining a suitable date(s) for staging such an event. He did however feel that this was an important aspect in many respects and wished to see this achieved prior to the end of June if at all possible.

Action: CEO to distribute a 'doodle poll' to ascertain a suitable date.

BJA 2013 European Open

14. The Chair noted the short report within the CEO's update. The Chair recognised that this was a BJA organised/run event, but wanted JS to contribute as effectively as possible to make this as successful event as possible whilst utilising as many JS volunteers as possible.
15. Some discussion centred around the ticketing strategy and target market for the event – in particular the opportunity for utilising Scottish Clubs as 'agents' for the event, where any tickets sold could contribute to a financial return for the individual Club.

First Quarter Review: 2013

16. The CEO spoke to the previously circulated First Quarter Review document. The opportunity had been taken to refresh some of the data presented and also included some additional data around performance-oriented targets agreed with sportscotland as part of the investment into JS. Feedback was requested from the Board into the type/amount of data/information contained within this document and also whether the Board would like to see any additional information added.
17. The CEO then referred to some of the data around membership, which was not particularly flattering at the end of the first quarter (against 2012 figures). However, when the data to the end of April was introduced, this reflected a positive increase in membership when compared to the previous year. Overall numbers of gradings processed by the JS office had continued to increase in Q1/2013 against the same period in 2012.

Key Policy Documents (KPD)

18. The "Information Technology" KPD was approved by the Board.

Action: CSE to distribute document to staff

19. The "Social Media" KPD was approved by the Board subject to the insertion of an additional element relating to views expressed by JS employees through their own personal social media outlets.

Action: ECE to update Social Media KPD

Action: CSE to distribute document to staff

KPMG Corporate Governance Audit

20. GC circulated the Minutes from the last Corporate Governance Working Group and referred to discussions at this group around the draft KPMG audit report. GC introduced a summary document of draft responses that had been produced, including actions already taken or proposed. GC highlighted that he still had some issues around some of the financial aspects/recommendations contained within the draft report

Annual General Meeting 2013

21. The CEO reminded the Board that traditionally Directors complete Declarations of Interest on an annual basis prior to the AGM. The CEO distributed copies of this document and asked that these be returned to him prior to, or at the next Board meeting.

Action: Individual Board members to complete and return Declaration of Interest forms to CEO.

22. MP distributed copies of a previously circulated Board paper and referred to the forthcoming election process. GF asked why it was proposed that electoral returns would be sent to sportscotland's offices? The Chair responded that the Board wished to look at an external quality-assured process, without engaging with the Electoral Reform Society (ERS). MP highlighted that his preference was for JS to migrate to using the ERS.

Action: GF to ask Barry Fleeting to fulfil the voting role in her absence.

Action: CEO to write to Honorary Officers inviting them to conduct the electoral count on 14 June.

Working Groups

23. Membership and Grading: RS verbally reported on the first meeting of this group;
24. Education and Development: JMcb outlined that the next meeting of the group would occur at the BUPA event in June;
25. Performance Development: SC outlined that the first meeting of this group was due to take place on 8 May 2013.
26. High Grades: MP outlined that the group were currently awaiting feedback from the BJA Grading Commission;
27. Corporate Governance: GC referred to the minutes from the last meeting which had been circulated around the Board previously.

Website Update

The Events and Communications Executive (ECE) joined the meeting.

28. PG referred to the issues around the website that he had raised at the last meeting.
29. The ECE introduced a Board discussion paper around the website and talked through the main points of the paper. The ECE outlined the historical aspects behind the website development, updating, the integrated Customer Relationship Management (CRM) database work and the legal updates now required around Data Protection and Cookie Policies.
30. GF asked around the website and its viewing on tablets. The ECE responded that it views reasonably well on tablet products at the present time. The website could be designed and re-written for tablet devices, however there would be additional cost implications for this.
31. Taking the above into consideration, PG was keen for greater investment in the website, but also wished to know what it would look like. The Chair was keen that JS looked at a strategy for the website moving forward. The ECE agreed, but also highlighted that an updated communications strategy involving all social media was required as each outlet serviced different aspects of the memberships.
32. The Board agreed to a short-term refresh of the website, prior to considering further investment at a later date.

Action: ECE to refresh pictures on the website.

Action: ECE to bring visuals of potential future JS website to the Board meeting on 11 June.

The Events and Communications Executive (ECE) left the meeting.

Grow

The Education and Development Manager (EDM) joined the meeting.

Development Strategy

33. The Education and Development Manager (EDM) introduced the "Dare to Dream" paper that had been previously circulated and outlined the migration of this paper from the original Grow Strategy.
34. The EDM underlined utilising the Club Accreditation proposal as an avenue for wider developmental initiatives and reflected on the recent Girls Brigade initiative.

35. PG reflected on the recently circulated First Quarter Corporate Overview and asked regarding a retention strategy for members. The EDM responded that the Education and Development team viewed the Club Accreditation proposals as a means of both development and retention
36. GF felt that the strategy paper outlined many of the important aspects of Club development and offered JS the opportunity of working much more closely with individual Clubs than in the past.
37. PG believed that development of the individual coach was key and the possibility of looking at education, training and development in a different format may be beneficial.
38. The EDM also referred more generally to some of the subtler messages being conveyed via other channels - such as The Gathering – to try and instil an ownership/involvement of the judo community in their own personal development.
39. The Board approved the “Dare to Dream” Strategy.

Action: Education and Development Team to implement “Dare to Dream” Strategy.

Develop

Kai Member (Under 8 Incentive Scheme)

40. PG gave a brief overview to the current project and how this related to the current BJA diary scheme. The EDM outlined the concept behind the poster and sticker scheme, including: improving education; improving physical literacy (giving coaches practical tools); and improving judo-knowledge.
41. PG reinforced that the project was supportive of the Kai grading system and that the scheme did not wish to become too prescriptive or replace the grading syllabus.
42. The EDM ran through the operational aspects to the scheme for the both the individual member and the coach. In terms of roll-out/orientation, the EDM proposed to conduct a series of regional workshops to initially introduce/roll the programme out (phase 1). Following this, a rolling programme of support would be developed.
43. The EDM also outlined an increase to the initial costs associated with the project. The revised budget now extending to £5394, to include: A2 Posters and 36,000 stickers; members information sheets; support workshops (phase 1); postage and a coaching resource (2 per Club).
44. Prior to agreement of the revised project budget, the CEO reminded the Board of the operational budget agreed at the last meeting, which represented a projected surplus of £272 for the year. Subsequent to the operational budget approval at the last meeting, the Board had then agreed not to charge for a first Kai or Mon grading from 1 August 2013. This would reflect in a revised projected deficit for the 2013 trading year.
45. The Board moved to approve the revised budget subject to the Treasurer’s agreement.

Action: CEO to contact Treasurer and confirm agreement to the revised project budget for distributed work done to date by the Education and Development team.

The Education and Development Manager (EDM) left the meeting.

JudoScotland Supported-Events Paper (2013/2/4)

46. This was deferred to the next Board meeting on 11 June 2013.

CJA Tournament 2014

47. The Chair referred to his email circulated earlier that week and requested responses to the staging of the CJA Tournament by Friday 10 May 2013.

Action: Board to respond to Chairman.

Sportif International 2013 Report/2014 Event

48. PG offered his thanks to JS for its support of the 2013 tournament. The tournament had seen in excess of 500 competitors competing, with 420 attending the subsequent training camp. PG reported that the event had made a modest surplus in 2013, as against a loss in 2012.
49. PG referred to weighing scales borrowed from JS and the fact that not all of these had worked. This had caused issues at the weigh-in. PG also referred to a need to improve the training and support of volunteers moving forwards for all events within Scotland.
50. PG circulated promotional literature relating to the 2014 event.

British Judo Association

51. The Chair welcomed the BJA Chair and CEO to the meeting and invited them to present on current developments within BJA.
52. Kerrith Brown (KB) reflected on his first 6 months in the role as BJA Chairman and the recent appointments at a senior level within the organisation.
53. KB believed that the BJA Board were very positive in the direction that the Association was taking.
54. In particular, key elements moving forward would be looking at how judo/the BJA is perceived and how judo/the BJA is marketed in relation to other sports. KB believed that there would be some key opportunities around the Glasgow 2014 Commonwealth Games.
55. KB also highlighted that earlier in the day, BJA had announced the University of Walsall as the winner of the tender for the BJA Development Centre of Excellence for England.
56. AS continued that from an operational perspective, BJA had recently been through a fairly tough period, reflected in a decrease of some £4million in public investment and a reduction in staffing levels, from some 90+ employees down to 57. Even taking these factors on board, the accounts for the previous year would still reflect a slight surplus.
57. In terms of membership retention, BJA was proving to be relatively strong in relation to other sports. This was being supported through the creation of strategic alliances with other judo bodies within the United Kingdom – notably the British Judo Council (BJC).
58. AS reflected on the BJA corporate governance journey over the past 9 months or so, to the extent that BJA are now presenting information/sharing its experiences with other governing bodies of sport.
59. The Chair thanked both KB and AS for their attendance and update to the JS Board.

Glasgow 2014 / Glasgow 2018

Athlete Selection Processes/Selectors Training

60. This was deferred to the next Board meeting on 11 June 2013.

AOCB

Proposed Development/Planning Day

61. JMcB wished to express his support for this to occur and asked that all Board members action this as a priority.

Next Board Meeting Date

62. Tuesday 11 June 2013.

Please note that in line with a previous decision made at Board, the Company's Honorary Officers will be extended an invitation to attend this Board meeting.

The meeting closed at 1745 hours.