

# JudoScotland

## Board Minutes: 21 August 2012

### Ref. 2012/6



JudoScotland

**Notes of the Meeting of the JudoScotland Board held at the offices of JudoScotland, South Platt Hill, Ratho, Newbridge, Edinburgh, on 21 August 2012.**

Present: Ronnie Saez (Chair); Peter Gardiner (PG); James McBeath (JMB); Marc Preston (MP); Robert Sneddon (RS).

Apologies: Graham Campbell (GC); Sarah Clark (SC)

In Attendance: Douglas Bryce (CEO); Barry Fleeting (sportsotland).

### Welcome & Apologies

1. The Chair welcomed everyone to the first Board meeting following the summer break and noted the apologies received. The Chair also welcomed Peter Gardiner (PG) to his first Board meeting.

### Minutes of Previous Meeting

#### Point 9

2. JMB wished to clarify that comments recorded with respect to a 'spectator fee' related to the Highland Open and the financial breakdown provided by them subsequent to the event.

### Matters Arising

3. Chair referred to the Board Rolling Actions Sheet

#### GROW Recruitment

4. MP enquired as to the current state of this review. The CEO responded that he had not been given an update from GC to give to the Board and still was unaware of the reasoning behind the investigation into the recruitment process.
5. MP stated that the recruitment process "was unfair". The CEO asked for some clarification of the alleged unfairness and commented that notes / Minutes of the closed meeting of the Board on 12 June 2012 may be of use in moving forward. BF queried whether MP's concerns were over both Education and Development Executive recruitment processes? MP confirmed that it was just the 'GROW' position.

**Action:** GC asked to provide a completion date for this investigation.

#### Board Training and Development

6. BF revisited the discussion at the last Board meeting, with regards to a potential training programme for Board members. BF outlined that sportsotland would look to support a training programme possibly incorporating the role of non-Executive Directors, their responsibilities and corporate governance. BF requested feedback on areas for development as soon as possible.

**Action:** All Board members to feedback to the CEO on training needs by 1 September 2012.

#### Revised Staffing Structure / Sponsorship Role

7. The CEO referred to previous discussions at the end of 2011 and, with the recent staffing appointments made, whether the Board felt that this was still an action to be pursued. Following discussion, the Chair believed that the Board should have a separate session to look at this area.

**Action:** Board to look at organising a separate development session to address this area.

### **Talent Development Programme Clothing Resources**

8. The CEO referred to the action point arising from the last Board meeting and verbally reported on an email received from the National Talent Development Coach (NTDC) that day. The cost of providing a basic clothing package was highlighted as approximately £2,700. The Board agreed to the purchase of these items, on the basis of:
  - a. 50% of costs from Talent Development Programme budget;
  - b. 50% of costs from general JS reserves;
  - c. Total cost not to exceed £3,000.

**Action:** NTDC to progress.

### **Correspondence**

9. No correspondence had been received.

### **CEO Update**

10. The CEO spoke to the previously circulated CEO Update paper.

#### **International Payments 'Dongle'**

11. The CEO also highlighted that Board approval was required to accept a 'dongle' for International banking payments. This was approved.

#### **Staffing**

12. The CEO reported that one member of the Membership Services Team had left the Company at the end of her one year Contract. A recruitment process would now commence for a replacement for a full-time position and the CEO invited PG to be part of the recruitment process.

#### **Board Member Contact Details (Website)**

13. The CEO requested permission from the Board to publish contact details on the JS website. Some discussion ensued around this topic.

**Action:** Corporate Services Executive (CSE) to create JS email addresses for each current Board member.

**Action:** CSE to create and distribute guidance for use of these email addresses, including use of the standard email footer/disclaimer.

**Action:** Once created, Events and Communications Executive to place on website.

### **Disciplinary Panel Updates**

14. The CEO broadly updated the Board with regard to current / existing work in this area, including:

### **Gravitate HR Review**

15. The CEO referred to the Human Resources audit carried out earlier in the summer and introduced the draft report received from Gravitate HR. Following discussions with GC, this would also be tabled at the Corporate Governance Working Group for their consideration and proposals.

### **JudoScotland Board**

#### **Director Responsibilities**

16. With a new member of the Board, the Chair broadly outlined the roles and responsibilities of Board members.

#### **Election of a Vice-Chair**

17. The Chair highlighted that as he had received no other expressions of interest from any Board members; he proposed that MP continue in the role until the next AGM.

#### **Board Composition / Director Job Descriptions**

18. The Chair raised the notion of reviewing the composition of the Board and of introducing job descriptions for specific / general positions. The Chair, supported by MP, also saw the potential appeal of encouraging external non-executive Directors. The Chair believed that the Board should undertake a skills-audit as a prelude to any further discussions in this area.

### Chair Honoraria / Chair Job Descriptions

19. Following the last Board meeting, BF had contacted the Scottish Sports Association (SSA) with regard to current practice across sports. BF reported that few Scottish Governing Body's (SGB) were now paying honoraria, with a number of Chair's operating on an expenses-only basis.
20. MP raised the current BJA Chair Honoraria of £12k and believed that an increased JudoScotland honorarium should be considered. PG believed that any proposed increase should also be looked at retrospectively. The CEO raised the fact that there were currently no job descriptions for any Board position and that it may be beneficial to look at any honoraria increase against the creation of a job description for the Chairman position.

**Action:** GC (Treasurer) to lead on a review of the Chair honorarium and Chair job description through the Corporate Governance Working Group and to make proposals to the Board.

**Action:** Board members to forward views on this area to GC.

### Sub-Board Working Groups

21. Some discussion ensued around the current development of the proposed Working Groups, with some having met at least once and others still to meet. It was agreed that the JudoScotland professional staff would take a lead in the introduction of the Groups (if they are not already in existence).

**Action:** Professional staff to take a lead in the introduction of the proposed Working Groups, in liaison with the relevant Director.

22. MP asked with regard to the High Grades Working Group. The CEO highlighted that the Board had wished to treat this particular Group as separate to the other Working Groups.

*Following email communication over the early morning of 22 August, it was agreed that the most appropriate individual within the JS office would be Thomas Brown (Volunteer NGO).*

**Action:** MP to contact NGO to progress with High Grades Working group

### Gradings

#### Discussion Paper: Grading Discounts

23. The CEO spoke to a previously circulated paper outlining the initial one-year pilot of this proposal in 2006 and outlined the current operation. The CEO also referred to a number of points raised within the paper that the Board had been asked to reflect on.
24. MP had looked at the paper and believed that the discount offered was very poor. MP could also appreciate the benefits of a more cumulative basis for any grading discount and the positive effect on JS turnover.
25. The Chair noted that the distributed paper was not against stopping the grading discount offered, but focussed more on a review of the current process to ensure an equitable application across qualifying Clubs. PG believed that the proposals contained within the paper made sense for JS and also believed that the discount was minimal. RS noted that the discount extended to some 15% for qualifying Clubs grading between 750 and 999.
26. A number of possible scenarios were discussed across the Board. PG noted that invoicing the full cost of Club grading and then some form of cash back / dividend-type scheme in the month of December could work.

**Action:** Corporate Services Executive to provide CEO with discount information for 2010, 2011 and 2012;

**Action:** CEO to produce Board paper for next Board meeting for a decision.

### Proposed Commonwealth Judo Tournament 2014

27. The Chairman updated the Board on discussions of the convened Working Group the previous evening. The current budget extended to a circa £72k deficit. PG outlined the possibility of running the Tournament in conjunction with the Sportif International Tournament in 2014, either the weekend prior to, or after, the Sportif event.

**Action:** PG to liaise with the Events and Communications Team

## **British Judo Association**

### **BJA Board Meeting / Update**

28. The Chair broadly outlined events that had occurred around the London 2012 Olympic Games, involving the BJA Chairman. The Chair outlined the known candidates standing for the BJA Board elections later that year. The Chair outlined that the next meeting of the BJA Board would be taking place the following week.

## **Glasgow 2014**

29. This item was included in the CEO update.

## **AOCB**

### **Web Postings**

30. The Chair spoke to previously circulated excerpts from a website, commenting on the recent JS AGM electoral process.

### **Olympian / Paralympian Reception**

31. The CEO distributed a paper outlining draft costings for such an event.

### **Board Meeting Dates / Business (2013/2014)**

32. The CEO distributed a paper outlining draft Board meeting dates through to the 2013 AGM and proposed standard business items for each meeting.

*The meeting closed at 2210 hours.*