

Strictly Confidential



Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting

Location: Institute of Sport, Exercise and Health, London 170 Tottenham Court Road, London

Date and Time: Friday 27th September 2019
1pm – 4pm

Attendees: Julia Newton (JN) – Chair
Matt Archibald (MA) – Chief Executive Officer
Dr Mike Loosemore (ML) – Non-Executive Director
Ian Gillis (IG) – Non-Executive Director
Sara Sutcliffe (SS) - Senior Independent Director
Gary Hall (Performance Director) – dialled in from Tokyo
Ian Leafe (IL) – BT Representative - Non-Executive Director

Minutes: Rachel Pattison - GBTKD

<p>1. Introduction</p> <p>a. Apologies Ian Leafe (IL)</p> <p>b. Approval of June Minutes Minutes Approved. ACTION: All to provide JN update on any previous actions w/c 14th October 2019.</p>	<p>All</p>
<p>2. Director's Declaration of Interest ML has been appointed to the Board of Sport and Well-being analytics. ACTION: Garry Adams to send out new register of interests form to ML.</p>	<p>Garry Adams</p>
<p>3. Chair's Update</p> <p>a. Signing Financial Accounts 18/19 Accounts signed off. ACTION: MA to upload Accounts to the GB Taekwondo Website.</p> <p>MA asked IG for an update following the recent ARCOM meeting, which IG provided. ACTION: JN/MA to consider/discuss process for policies.</p> <p>MA explained the change in UK Sport funding model for Paris and the potential risk (Gap funding).</p>	<p>MA</p> <p>JN/MA</p>

<p>Commercial Revenue was discussed. It was agreed Boxing and Judo would be good comparatives.</p> <p>IG confirmed Hakim Group still intend to sponsor GB Taekwondo. MA advised it will be difficult for athletes to commit to appearances in 2020.</p> <p>MA provided Caytoo update and confirmed a strategy is in place.</p> <p>ACTION: MA to provide strategy document to the Board.</p> <p>ACTION: MA and IG to consider tactics to ensure HD sponsorship post 2020.</p>	<p>MA</p> <p>MA/IG</p>
<p>b. Paris Strategy</p> <p>MA advised he has circulated the one-page Paris Strategy development document to the Board and advised UK Sport have launched new strategy “Medals and More”. Some concern in the room around UK Sport diluting focus away from medals. Documents for submission have been added to the document.</p> <p>ACTION: MA to share update with the Board.</p>	<p>MA</p>
<p>MA advised a process will need to be followed. GH confirmed he has reviewed the Portal / Matrix and there is still an emphasis on what it takes to win. GH is meeting Andy McSweeney (UK Sport) w/c 30th September 2019. GH advised no concerns.</p> <p>MA provided update around Organisational Health questionnaire document. GH confirmed GB Taekwondo has a very positive message and company health is extremely good and strong.</p> <p>ACTION: MA/GH to meet with kick boxing/MMA organisation JN has had recent communication with. JN to introduce MA.</p>	<p>JN/MA/GH</p>
<p>MA asked if GH thought we could do more i.e. scouting/national talent ID with UK Sport. GH confirmed he has been given statistics recently and it is difficult to get numbers for memberships.</p> <p>ACTION: Look at the last Active Sport Survey to see if they have a figure.</p> <p>ACTION: MA to submit draft to Board before December’s meeting.</p>	<p>MA</p> <p>MA</p>
<p>GH asked SS for feedback. SS advised GBT are in a good position.</p>	

<p>JN confirmed the next Board Meeting will cover 2 days (28th/29th November 2019) – 3pm – 6pm 28th November / 8.30am – 12pm 29th November.</p> <p>c. Selection Materials JN thanked IG for new materials and thanked the Board for their feedback. Discussions around Point 4d took place.</p> <p>Selection Materials all now approved.</p> <p>d. BMABA</p> <p>Above</p> <p>e. Board Reviews JN confirmed MA, GH, SS and JN reviews now all complete ACTION: JN to catch up with IG and ML prior to the next board meeting.</p>	<p>ALL</p> <p>JN</p>
<p>4. Identified Risks</p> <p>a. ARCOM/Risk Register IG asked GH about new uniforms/protector systems. GH confirmed this hasn't yet been finalised and further discussion around the new kit took place and GH advised WT are unable to confirm when a decision will be made. Adidas and BOA are aware of the situation.</p> <p>b. TUPE Case Update Now in final stage, judge has returned from sick leave. We should hear back by the end of next week. We will need to be prepared to reconvene as a Board to consider outcomes.</p> <p>c. Brexit Planning Government Check List has been completed. JN advised settled status paperwork for Torann Maizeroi has not been completed and that she had a conversation with Garry Adams alerting him to this.</p> <p>ACTION: Garry Adams to apply for settled status on return from leave.</p> <p>ACTION: MA to liaise with UK Sport around exchange rate costs and additional monies.</p> <p>d. 2021/2022/2023 Events GBT are to be presented with the "Winner of the Major Event of the Year Award" at the Sports Awards in Manchester (World Champs 2019).</p>	<p>ALL</p> <p>GA</p> <p>MA</p>

<p>ACTION: MA to finalise invite list.</p> <p>Events report JN Asked MA how plans were progressing with future event structure given recruitment note contained within BT report. MA confirmed his understanding was that BT may be interested in tendering to provide management services for future UKS/MCC funded major events. This was to be discussed further at upcoming Event Stakeholder Management Group Meetings.</p> <p>ACTIONS: MA to liaise with Nabillah regarding provision of athletes at the Nationals on 9th / 10th November.</p> <p>Event Strategy MA clarified GBT retain the controlling rights to chair the Stakeholder Management Group. MA proposed bringing Jennifer Ho on board with the Stakeholder Management Group, then the Stakeholder Group will go out to tender for several services, one being Event Management.</p> <p>Discussions took place around desirability of having a member of GBT to sit on the BT board. This was previously brought to the BT Board and whilst agreed in principle, BT asked to settle their new Board first.</p> <p>ACTION: MA to speak to BT.</p>	<p>MA</p> <p>MA</p> <p>MA</p>
<p>5. CEO's update (to include feedback and questions on Financial Controller and HR Manager)</p> <p>a. Finance Report and Update Key financial risks Karate Impact of cessation of Medal Support Plan funding – Considered unlikely given recent Panel meeting.</p> <p>Legal fees - £15k provision in accounts. Worst case scenario could see an increased cost to GBTKD, but this had been considered an unlikely outcome and hence a lower provision made. In worst case-scenario the next stage would be to inform and consult with UK Sport. Reserves would need to be used to pay any unexpected award.</p> <p>Ice Bath overspend – additional steel work and Building Reg sign-off which was required has resulted in a delay and cost overrun</p>	

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<p>JN asked if we are still paying Sport Collective and MA confirmed no retainer is being paid only historic commissions earned.</p> <p>b. HR Report Reviewed – no comments/actions</p> <p>c. CEO and Event Report Reviewed. Discussions around Tokyo and which members of staff will attend took place. GH confirmed the set up for Tokyo is the best we have had.</p> <p>MA met with WT and the president. Conversations with Hos Rafferty took place around the Visa issue at the Worlds and data for competition entries/membership data.</p> <p>Positive meeting with Mooto and looking to place big order next week.</p> <p>KNSU have provided a great training base. Discussions and considerations took place around a request from KNSU President re accommodation/access for the Tokyo Olympic Games.</p> <p>Doosan experience was positive, and MA will meet with Doosan CEO within the next month to table a bid for 4 years and aiming for a title sponsor package.</p> <p>MA is presenting to the BOA commercial partners next week following a request from their commercial team.</p> <p>MA to share Caytoo report within the next month. A new format with athlete appearance data is being trialled given the importance of this work area.</p> <p>MA advised he is still struggling to meet with the right people to get the S&C Hall and Office space lease in place and finalised.</p> <p>d. BT Collaboration@ Tokyo planning/arrangements No update</p>	
<p>6. BT Representative’s Update No comments and MA to follow up with Ian Leafie</p>	<p>MA</p>
<p>7. Performance Director’s Update (to include feedback and questions on Programme Manager and Development Manager’s Report)</p> <p>a. PD Report and Performance Manager Report Risk Weight Groups: The Board discussed athlete wellbeing and injuries.</p>	

<p>GH confirmed Annual Reviews are Underway. 2 athletes have announced their retirements.</p> <p>No appeals with the European Games Selection. Strong piece in business case for growth in the para programme. Junior Europeans – athletes depart on Monday. Mason Yarrow fought brilliantly in Tokyo – great experience for him.</p> <p>MA asked GH where we will be at in terms of athlete numbers. GH provided update.</p> <p>IG enquired about Development Team coaches. GH confirmed Development are seeking to recruit a coach. Recruitment would only take place if a candidate of sufficient quality is identified. Next interviews on the 16th October.</p> <p>b. Development Manager Report Reviewed – no comments/actions.</p> <p>c. Mental Health Update GH confirmed the Team Building day was a positive day and positive feedback has been received from Athletes and Staff.</p> <p>d. Anti-doping Activity GH – training planned.</p>	
<p>8. Any other business and close</p> <p>Nabillah Akhtar – MA advised Nabillah has been offered 1 role with the BOA and 1 role with the BPA and further discussion took place around how Nabillah’s role should be covered during this period.</p> <p>GH highlighted a risk.</p> <p>ACTION: MA to put a document together with options / costings.</p> <p>JN – UKS is running a senior non-executive conference on Wed 29th January. Board to contact JN if interested.</p> <p>Rob Tate to attend a GBT Board Meeting and ARCOM meeting. JN to invite to January Board and MA to invite to ARCOM meeting</p>	<p>MA</p> <p>ALL</p> <p>JN/MA</p>

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<p>Jan 2020 Board Meeting fixed for Friday 24th in London 1-4pm. Further 2020 Board Meeting dates to be confirmed at November's meeting.</p> <p>End of Meeting.</p>	<p>NOTE - ALL</p>
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