

Strictly Confidential



Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting

Location: GB Taekwondo, National Taekwondo Centre, Manchester, M40 2SP

Date and Time: Friday 29th November 2019
08:30 – 11:30

Attendees: Julia Newton (JN) – Chair
Matt Archibald (MA) – Chief Executive Officer
Dr Mike Loosemore (ML) – Non-Executive Director
Ian Gillis (IG) – Non-Executive Director
Gary Hall (Performance Director)
Ian Leafe (IL) – BT Representative - Non-Executive Director

Apologies: Sara Sutcliffe (SS) – Senior Independent Non-Executive Director

Minutes: Rachel Pattison - GBTKD

<p>1. Introduction</p> <p>a. Apologies Sara Sutcliffe</p> <p>b. Approval of September Minutes Minutes Approved. No further action updates.</p> <p>JN – Board has previously discussed the potential conflict around IG and HD’s position as a sponsor and accepted there is no conflict for governance purposes.</p>	NOTE
<p>2. Director’s Declaration of Interest MA – Project Content – GB Sports Media Ltd - A host of NGB reps have been signed in as members and directors of the company. All are members and directors. MA is the rep for GBTKD.</p> <p>Action: MA to register for GB Sport Media Limited directorship.</p>	MA
<p>3. Chair’s Update</p> <p>a. Paris Strategy Phase 1 Submission Documents All documents are completed and have been uploaded. JN thanked MA and GH for their hard work.</p> <p>Action: MA to share documents with the Board.</p> <p>GH asked to minimise distribution where possible.</p> <p>Action: JN/MA to meet to discuss capturing Board feedback for Phase 2</p>	MA JN/MA

<p>Submission.</p> <p>b. PLx 2019 (UKS Conference Update) JN provided update. MA advised next stage is to agree who will be in Tokyo during the Olympics/Paralympics and provide support to GH to reduce any distractions. Preparation for potential press exposure was discussed.</p> <p>Action: Post Phase 2 look at scenarios re press exposure planning and roles and responsibilities in Tokyo and the UK.</p> <p>ML advised he will be attending the Olympics as an IOC adviser.</p> <p>Action: JN to contact Diane Burke to arrange schedule for Tokyo Olympics/Paralympics. Copy in Ian Gillis so he can arrange flights etc.</p> <p>GH confirmed GBTKD have requested 9 accreditations based on 5 athletes qualifying. Feedback from BOA imminent.</p> <p>c. Annual Overview 2019 JN highlighted that 2019 has been an extraordinary year.</p> <p>Action: JN/MA to complete TUPE case summary sheet of key learnings.</p> <p>JN congratulated GBTKD on the World Championships 2019 and winning 'Event of the Year' Award, which was an extraordinary achievement. JN congratulated everybody involved.</p> <p>GH confirmed 2019 has been the most successful year so far in GBTKD's history and the development programme are doing an excellent job too.</p> <p>JN advised following UK Sports CHC 2019 review GBTKD are leading the sector. Positive feedback around IL's role within BT.</p> <p>GH congratulated MA for his work.</p> <p>JN thanked MA and GH for an outstanding year on behalf of the Board.</p> <p>IL discussed opportunities around linking the grass roots membership element and collaboration between both organisations. IL also flagged the outstanding achievement of already having 3 events in the Paris cycle already confirmed at this stage.</p> <p>JN thanked IL on behalf of the Board.</p>	<p>MA/NA</p> <p>JN</p> <p>JN/MA</p>
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<p>4. Identified Risks</p> <ul style="list-style-type: none"> a. ARCOM/Risk Register b. TUPE Case Update and Financial Implications 	
<p>5. CEO's update (to include feedback and questions on Financial Controller and HR Manager)</p> <ul style="list-style-type: none"> a. Finance Report and Update Report reviewed. MA provided update. Action: MA to meet with JH to agree prudent provision (Altius) MA flagged the initial cost of the Contrast Baths was £80k which has increased to £100k of which we are liable for £10k with the remainder being funded by Sport England. MA asked for board approval. MA updated on the position of the usage of the Contract Baths and JN asked for an internal date of what we are working to. Action: MA to prioritise and confirm details. IG asked for clarification around VAT on the benefit in kind from sponsors. MA provided update re HD pro bono element but confirmed further work required on other arrangements. Action: MA/JH to confirm VAT position on VIK from sponsors. b. HR Report Report reviewed. MA confirmed we will not be recruiting logistics administrator role at present. c. CEO and Event Report Report reviewed. IG advised on potential opportunity with JD Sports. Action: IG and MA to meet with JD Sports in January 2020. 	<p>MA</p> <p>MA</p> <p>MA/JH</p> <p>IG/MA</p>

<p>Action: MA to establish social demographic of our athlete cohort.</p> <p>Action: MA to provide summary demographic report to Caytoo.</p> <p>Action: Local TV and Radio coverage was discussed and JN stressed that this should be a priority area for Nabillah.</p> <p>MCC and GLL – IL advised of issues BT are having with both organisations.</p> <p>MA asked IL to leave the room for the Event Update. MA provided update from the Stakeholder Board Meeting (19th November).</p> <p>Discussions took place around Future Event Management. JN advised a detailed proposal is required in order to be considered further by the Board.</p> <p>Next steps - clear proposal from BT. GBTKD can not rule out tender approach at this stage.</p> <p>Action: MA to confirm meeting dates and key decisions from Stakeholder Board Meeting.</p> <p>BT’s detailed proposal to be discussed further at the next Board meeting.</p> <p>Culture Health Check To be discussed at next Board.</p> <p>Action: MA to provide update and SMT management response from CHC.</p> <p>MA to feedback survey results to staff.</p>	<p>MA</p> <p>MA</p> <p>MA/NA</p> <p>MA</p> <p>MA</p> <p>MA</p>
<p>6. BT Representative’s Update Report Reviewed. Ian Leafe provided Audit update.</p> <p>Action: MA to speak to Garry Adams regarding availability to assist BT with interviews.</p> <p>IL advised AGM meeting is taking place on Saturday 7th December and asked if a member of the GBTKD Board could attend. No board members available to attend.</p> <p>It was agreed MA will act as Observer at BT Board Meetings.</p>	<p>MA</p>

<p>Action: IL to send Board Meeting dates for 2020 to MA.</p>	<p>IL</p>
<p>7. Performance Director’s Update</p> <p>a. PD Report Report was reviewed. GP Final in Moscow, team travels on Monday. WUXI at the end of the year.</p> <p>b. Development Manager Report GH provided update.</p> <p>c. Performance Manger Report GH provided update.</p>	
<p>8. Any other business and close International Relations Management Group have draft terms of reference.</p> <p>Action: MA to send to the Board for review and ratification.</p> <p>Board Dates 2020 Jan 24th – London – ISEH – 1300-1600 (Paris Strategy Phase II Away Day) March 4th – London Board - tbc -1300-1600 May 22nd – Manchester – NTC – 1100-1400 Sep 25th – London – tbc – 1300-1600 Nov 27th – Manchester – NTC - 1100-1400</p> <p>Action: RP to diarise Board Dates.</p> <p>End of Meeting.</p>	<p>MA</p> <p>RP</p>