

**Strictly Confidential**



**Sport Taekwondo UK Ltd – Board Meeting**

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**Location:** GB Taekwondo, Ten Acres Lane, Manchester - Boardroom

**Date and Time:** Friday 15<sup>th</sup> June 2018  
11.00am – 2.30pm

**Attendees:** Julia Newton (JN) – Chair  
Gary Hall (GH) – Performance Director  
Matt Archibald (MA) – Chief Executive Officer  
Sara Sutcliffe (SS) – Senior Independent Director  
Mike Loosemore (ML) – Non Executive Director  
Mike McKenzie (MM) – British Taekwondo  
Ian Gillis (IG) – Hill Dickinson (Board Observer)

**Minutes:** Rachel Pattison - GBTKD

<p><b>1. Introduction</b></p> <ul style="list-style-type: none"><li>a. <b>Apologies</b> – No apologies</li><li>b. <b>Approval of Minutes</b> – Approved</li><li>c. <b>Update on Actions/Matters Arising</b> - Actions submitted prior to meeting.</li></ul>	
<p><b>2. Director’s Declaration of Interest</b></p> <p>No Declarations of Interest</p>	
<p><b>3. Chair’s Update</b></p> <ul style="list-style-type: none"><li>a. <b>Intro</b> – purpose of IG meeting attendance was to provide feedback on Board effectiveness to JN following meeting.</li><li>b. <b>IPR Update</b> Confirmation UK Sport have removed the initial Independent Review condition from funding agreement. GH has pulled together Tracker of Recommendations. Safeguarding Committee is in place.</li><li>c. <b>Duty of Care update</b> JN met with Christian McNeish. No issues to report.  Discussions around who the role of Duty of Care should sit with took place. All agreed happy for JN to continue with this role as it was felt it important that athletes had a direct line to her.</li><li>d. <b>Away Day Actions</b> JN confirmed majority of Governance actions are complete. There is a</li></ul>	

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<p>need to focus on creating materials for sponsorship by the next meeting.</p> <p>New Internship (George Swann) will be working with Nabillah and both to be invited to the next board in London to present materials.</p> <p><b>Action: MA to invite Nabillah and George to the next Board Meeting in September 2018.</b></p> <p>12 month commitment with Sport Collective. Measurement of impact was discussed.</p> <p><b>Action: MA/JN – produce short measurement criteria for the digital intern</b></p> <p>Requirement for joint approaching with BT.</p> <p><b>Action: MA share information with MM.</b></p>	<p>MA</p> <p>MA/JN</p> <p>MA</p>
<p><b>4. CEO's Update</b></p> <p><b>a. Finance Report</b> Report was Reviewed and no issues raised.</p> <p><b>b. Events Report</b> Report was Reviewed and no issues raised.</p> <p><b>c. HR Report</b> Report was Reviewed and no issues raised.</p> <p><b>d. Independent Progress Review Actions</b> Report was Reviewed and no issues raised.</p> <p><b>e. Coach Bonus Approval</b> MA provided update.</p> <p><b>Action: MA to review and clarify figures and obtain benchmarked data for next meeting.</b></p> <p><b>f. Commercial Activity Report</b> MA provided update and pending deals. ABSN being most promising. IG had also made a referral.</p> <p>Not in a strong position commercially at present.</p>	<p>MA</p>

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<p><b>Karate MSP</b></p> <ul style="list-style-type: none"><li>• Collaboration agreement signed</li><li>• Performance Management Group (PMG) formed</li><li>• 2 PMGs taken place</li><li>• Jordan Thomas APA is set up</li><li>• Coach Recruitment is underway</li></ul> <p><b>Tokyo Strategy</b></p> <ul style="list-style-type: none"><li>• Redraft required to adjust for Karate and Para funding and Development Programme Adjustment</li><li>• UKS looking for reviewed strategy by Sept</li><li>• Board approval required</li><li>• Board to take away proposal, review and make any suggestions by 26<sup>th</sup> June</li></ul> <p><b>International Relations Strategy</b></p> <ul style="list-style-type: none"><li>• Collaboration with BT Increased</li><li>• IR nominees tbc before submission to UKS</li><li>• Referee pool to be established</li><li>• Nepal project underway with first visit in June 2018</li></ul> <p><b>Stakeholder Management Group</b></p> <ul style="list-style-type: none"><li>• Chair of SMG and Independent Member appointed</li><li>• Eamonn O'Rourke – Appointed Chair</li><li>• Charlotte O'Neill – Appointed Independent Member</li><li>• Working groups established</li></ul> <p><b>Audit and Risk Committee (ARCOM)</b></p> <ul style="list-style-type: none"><li>• Membership now complete</li><li>• Trevor Rees – Chair</li><li>• Sue Suchoparek – Independent Member</li><li>• GBTKD Members – SS, JH, MA</li></ul> <p><b>CWG Inclusion 2022</b></p> <ul style="list-style-type: none"><li>• WT Working Group established</li><li>• Event proposal formulated</li><li>• Difficulty engaging with Birmingham City Council and/or Birmingham Organising Committee</li><li>• High Priority for WT</li></ul>	
<p><b>5. BT Representative's Update</b></p> <p><b>a. Report</b></p>	

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MM provided update and all reviewed.	
<p><b>6. Performance Director's Update</b></p> <p><b>a. PD Report</b> GH provided update. There is a need for a Resident Care Officer. MA – currently manageable after Mary's Departure. In the longer term we will have a firm plan in place.</p> <p><b>Action: Arrange something to say thank you to Mary Brownlow.</b></p> <p><b>b. Programme Manager Report</b> Reported reviewed and discussed.</p> <p><b>c. Development Manager Report</b> Report reviewed and discussed</p>	MA/RP
<p><b>7. AOB</b></p> <p><b>End of Meeting</b></p>	