

Strictly Confidential



Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting

Location: National Taekwondo Centre, Manchester

Date and Time: Thursday 20th December
2.30pm – 5.30pm

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

Minutes: Rachel Pattison - GBTKD

<p>1. Introduction</p> <p>a. Apologies – Sara Sutcliffe (SS) – Senior Independent Director</p> <p>b. Approval of Minutes Minutes Approved – no outstanding actions.</p> <p>c. Update on Actions/Matters Arising JN provided overview from the Year – Progress Report / Tribunal / BT / CHC / Nepal – Dame Katherine Grainger.</p>	
<p>2. Director’s Declaration of Interest No conflicts of interest.</p>	
<p>3. Chair’s Update</p> <p>a. Ian Gillis Welcome JN formally welcomed Ian Gillis to the Board.</p> <p>b. JC Meeting JN - met with the new Chair of BT – Jonny Cowan. BT have invited GBTKD to present at the first section of the BT Board Meeting on 17th January. MM - recommendation will be a full U-turn on the policy to not fund future major events in collaboration with GBTKD. JN asked MM if he BT would be on the panel. MM to recommend to Sarah Stevenson MBE as a bid ambassador.</p> <p>MM – confirmed GBTKD would receive full support from the BT Board regarding future events (operational and probably financial too). BT also have the legacy project underway and if BT weren’t involved in future events, then that would seem pointless. MM advised that the attitude of</p>	

Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting

<p>the BT Board is now more much supportive of GBTKD and keen to work in partnership.</p> <p>c. ARCOM composition and feedback from committee Chair meeting JN met with the Chair this morning. IG has kindly offered to step into the role for ARCOM and Sara Sutcliffe is happy to hand over responsibility.</p> <p>JN confirmed a report will be produced following Financial Audits.</p> <p>MA updated on the process of the Risk Register and advised this will always be visible to the Board.</p> <p>JN - there is a tendency to focus on urgent risk and some that are urgent but still important do not get covered, we need to ensure at Board they get visibility/review. Risk committee to consider proposing one important but 'non-urgent' risk for consideration at Board.</p> <p>MA advised the Board that the Jess Varnish case was discussed at todays ARCOM meeting and that the implications do need to be considered.</p>	<p>MA</p>
<p>4. BT Representative's Update</p> <p>a. Report MM – Has been very challenged from a BT point of view. He was appointed Interim Technical Director on the Board. His view on BT is they are an organisation whose primary focus is to help our clubs/instructors deliver services to members.</p> <p>MM confirmed Phase 1 of the hub is working well. MM updated on Cadets/U21s situation. MM confirmed positive feedback around the recent media interest with GB Taekwondo – no negativity associated with it.</p> <p>2018 AGM proved difficult and MM expanded on some of the issues.</p>	
<p>5. Presentation from Marketing and Comms Team on Content Creation</p>	<p>Nabillah Akhtar and George Swan</p>
<p>6. CEO and Financial Controller's Update</p> <p>a. Finance Report Jennifer Ho presented to the Board</p> <p>b. HR Report</p>	

Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting

<p>c. Events Report</p> <p>d. Mission Review 2018 mission review upgrade and document has been shared with Board.</p> <p>e. Culture Health Check MA - Results are excellent and GB Taekwondo are sector leading. No further action required. UK Sport did offer support and we are having on-going discussions with them about some Board scenario planning.</p> <p>f. European G4 MA – We are quite far down the line with Negotiations with World Taekwondo Europe regarding a possible Event in 2019 in Wales (G4 GP ranking event). March v September dates discussed – not feasible for GBTKD to support the event if held in March, but possible in September. GH - what must be considered from a performance perspective is 40 ranking points (for the winner) and the fact we do demonstrably better on home soil, this would thus be a significant performance benefit to Tokyo qualification.</p> <p>MA asked for Board Approval.</p> <p>All Board Members approved.</p> <p>g. Project Performance Update (BOA/UKS led) 2 Areas – Project Content and Project Brand MA - fully engaged. IG asked who would be responsible and MA provided details of an external organisation called Omnicom. MA would be the lead contact at GBTKD.</p> <p>MA updated on Project Brand. Nepal – 2nd full visit now complete, highly successful and Nepalese delighted. Next visit planned for April 2018 and Dame Katherine Grainer has confirmed a desire to attend.</p> <p>Commercial Mooto renewal – kitting out 19/12. 3 months before contract ends and MA will be speaking to other suppliers regarding options in early 2019 Hakim Group underway – contact via Ian Gillis BUPA day at NTC. Ambassador deal for Bianca Walkden a potential Interest from Kumho Tyres and Hanwha – Korean brands Compression/Skins – category available Hill Dickinson - ongoing Opro – MA to meet in early 2018 Dobok Patches – Ordered for trial phase</p>	
---	--

<p>7. Performance Directors’s Update</p> <p>a. PD Update GH presented 2018 Stats and Results. End of Year Summary We are in an even better position than the equivalent period last Olympic Cycle. Overall it has been a phenomenal year. Performance and Individualisation is prioritised. Currently recruiting for Senior Physiotherapist and additional TKD Coach. Working hard on CQC – policies/procedures documents approved. CQC visit planned for February (TBC). GH confirmed a couple of new policies will be adopted and he will put them to the Board for sign off in early 2019.</p> <p>GH - Karate may become a little complicated and it does have reputational risk for GBTKD. JN – UK Sport should take some responsibility for resolving any political distractions. MA – following a long meeting with Karate on 19th December there remain some frustrations amongst stakeholders but renewed positivity and some clear actions. GH concerned that GBTKD will suffer reputational risk if the MSP not a success.</p> <p>b. Programme Manager Recruitment Andy Paton joins on Monday 7th January 2018. Good set of interviews. Andy has 7 years Rugby Union Performance end. Will have a good eye for maximising performance of services.</p> <p>JN - great to get that filled so quickly and to a high standard.</p> <p>c. Development Manager Report</p>	
<p>8. Any Other Business and Close</p> <p>a. Dates of 2019 Meetings Dates Confirmed for 2019 15th – 19th May Worlds – Manchester – Board to attend where possible.</p> <p>December’s date has been brought forward to 28th November 2019.</p> <p>Action: RP to re-send calendar invite.</p> <p>JN thanked RP for her help in the Board Meetings.</p> <p>MA – it is a joy to work at GBTKD and a great contribution from all the staff has resulted in the success of 2018.</p>	<p>ALL</p> <p>RP</p>

Strictly Confidential



Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting

<p>b. Strategy Away Day Focus Date is February 8th in London all day – Agenda TBC</p>	<p>ALL</p>
---	------------