

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 29th March 2019
11am – 2pm

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

Minutes: Rachel Pattison - GBTKD

<p>1. Introduction</p> <p>a. Apologies</p> <p>b. Approval of December Minutes Minutes Approved – no outstanding actions.</p> <p>c. Approval of 2019 Strategy Day minutes and actions Minutes Approved.</p> <p>d. Update on Actions/Matters Arising Updates issued by all.</p>	
<p>2. Director’s Declaration of Interest No new conflicts of interest raised.</p>	
<p>3. Chair’s Update</p> <p>a. BT Update JN provided update following recent meeting with BT. JN confirmed BT are currently understaffed and are going into a recruitment phase. An example was that the Board are completing their own accounts due to the absence of any financially trained personnel. BT are expecting a Sport England led audit at any stage. IG advised there is almost certainly a Board skills gap, which JN confirmed BT are aware of and seeking to redress via INED recruitment.</p> <p>JN confirmed the MOU document has been distributed to the BT Board and BT have advised they would like to refresh it.</p>	

Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting

<p>GBTKD have advised BT the MOU document should be reviewed after the Tokyo 2020 Olympic Games and JN asked for further advice from the Board.</p> <p>Action: MA to circulate MOU document to the GBTKD Board.</p> <p>IG asked if the MOU is a framework document / guiding principles or a contractual document. IG explained further on the different types of documents.</p> <p>Action: IG / SS – review the MOU and report back to the Board.</p> <p>b. Event SMG Update (27th March Meeting) JN and MA attended this meeting. JN reported that this was a great meeting around commercial sponsorship/marketing.</p> <p>JN advised we are currently below ticket target but that a detailed marketing plan is in place.</p> <p>UK Sport have reported that the work Ian Leafe and Claire Bennett are doing is outstanding and that they should now focus on Delivering a World Class Event and they shouldn't distract themselves with concerns about ticket sales.</p> <p>c. Amend mem and arts to reflect new terms for INEDS</p> <p>Action – JN to change terms and send out prior to next Board.</p>	<p>MA</p> <p>IG/SS</p> <p>JN</p>
<p>Identified Risks</p> <p>a. BT Event Proposal BT have asked GBTKD if they can run National Championships in Kyorugi and Poomsae, likely to be held at Manchester, Velodrome towards the end of the year.</p> <p>Conversations took place around the positive impact a collaborative approach could have in providing a contribution to the Head of Events' salary.</p> <p>JN recommended to the Board that GBTKD should offer to lead on these Events for a fee to be proposed by MA and GH</p> <p>All Agreed.</p>	



<p>4. CEO's update (to include feedback and questions on Financial Controller, HR Manager and Head of Events reports)</p> <p>a. Finance Report and Update JN asked if JH can include the Marketing figures on a separate line going forward. MA agreed.</p> <p>Action: MA to feedback to JH.</p> <p>MA updated the board on the Lease Agreement for the National Taekwondo Centre and the usage agreement for the Combat Hall. MA is currently working with GLL to resolve this and get a lease in place for the S&C Hall and Offices.</p> <p>MA confirmed the £12k debt relates to the BT Poomsae Event booking which has now been refunded.</p> <p>Discussions around athlete arrears took place and the importance of obtaining the monies from athletes.</p> <p>MA updated on Karate shortfall.</p> <p>b. Events Report Report Reviewed.</p> <p>c. HR Report Report Reviewed.</p> <p>d. CEO Report TUPE case has been discussed. Hakim Group sponsorship has been discussed. Financial Risk Karate has been discussed. Events staff salary gaps and potential solutions discussed.</p> <p>Received approval from Sport England (ETC) and MCC to provide Recovery Baths at NTC. Uncertainty around what is the most VAT efficient payment route so taking time to get through process. Funds in the bank awaiting approval.</p> <p>Significant improvement in working relationship with British Taekwondo was noted.</p> <p>Mooto – winter coats received. Lack of large sizes. Mooto renewal – agreed 2 year heads of terms.</p>	<p>MA</p>
--	-----------

<p>MA updated on possible concession wear sponsorship with Under Armour. IG asked around contract with Mooto. MA updated.</p> <p>Worlds Championships – 105k commercial target. Net received is 65k. UK Sport satisfied with this performance. Missing the target would not impact on GBT financially.</p> <p>Sponsors – Gym Group disappointingly dropped out at the last minute. Things are moving, support from IG. MA will circulate report.</p> <p>IG asked if we have chart showing media figures. MA confirmed we get this from Caytoo on a quarterly basis.</p> <p>Action: MA to circulate document.</p> <p>JN would like to put proposal forward of what we could do to at least maintain marketing work. JN suggested Nabillah presents to the Board twice a year.</p> <p>MA provided update on Caytoo.</p> <p>Action: MA to remind Events team that presents and international awards need to be urgently considered for the Worlds Championships.</p> <p>MA provided update around international relations.</p> <p>Positive feedback has been received from Chelsea Warr re media work around International Women’s Day.</p>	<p>MA</p> <p>MA</p>
<p>5. Lunch</p>	
<p>6. Performance Director’s Update (to include feedback and questions on Programme Manager and Development Manager’s Report)</p> <p>a. PD Report</p> <p>GH reported Andy Paton is doing a great job. Good management style to the position and is managing services. Feedback is good. He works well with services and building good relationships.</p> <p>Performances have been good. Female team currently in Korea. Build up for the Worlds is going well and Selection is taking place on 10th April. Training Camps taking place at NTC between 15th April – 26th April 2019.</p>	

Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting

<p>Team for the World Championships will be announced on 12th April 2019. IG offered his support on 12th April 2019 at the National Taekwondo Centre due to MA and GH being out of the country. JN agreed and thanked IG.</p> <p>Action: MA to meet with Nabillah and then brief IG</p> <p>Busy period for Paralympics. Trying to get more funding from UK Sport to support that. Matt Bush is now in with a realistic Tokyo qualification chance.</p> <p>Karate – Increased the input of Analysts and will do some work on rating down Jordan’s passages of play. Need to get good training partners. Performed well over the last 2 days at the Senior Championships in Spain.</p> <p>Received approval from CQC – GH thanked ML. JN thanked RP.</p> <p>Action: GH / JN / MA / Nabillah to meet regarding Marketing on Matt’s return. w/c 15th May.</p> <p>Action: Put together budget/proposal for next board.</p> <p>b. Programme Manager Report Report Reviewed. SS asked if we can encourage the 3 papers to look consistent.</p> <p>Action: MA to distribute template to SMT</p> <p>c. Development Manager Report Report Reviewed. SS commented how good this report is.</p>	<p>MA</p> <p>GH/JN/MA</p> <p>JN</p> <p>MA</p>
<p>7. Any other business and close</p> <p>a. Approval of detailed selection information for Paralympics Signed off</p> <p>b. Governance meeting – JN advised Board Member Reviews are now required and provided further update.</p> <p>c. Duty of Care Athlete four chairs meetings are working well. 16 athletes at last meeting. JN asked board if they are happy to use these meetings to raise points from the Board or should that be a separate forum.</p> <p>All agreed to keep the forum separate from issues raised at Board.</p>	

Strictly Confidential



Sport Taekwondo UK Ltd (GB Taekwondo) – Board Meeting

<p>Action: JN to liaise with Natalie Vickers.</p> <p>d. BOA request MA MA updated the Board around the request for him to carry out 1-month secondment at the prep camp in Tokyo (July 2020). Discussions took place around feasibility/work load/impact to current role/benefits.</p> <p>Action: MA to obtain more structured details of requirements.</p> <p>MA confirmed the BOA role would create no conflict with GBTKD operations in Tokyo.</p> <p>To be deferred to next meeting.</p>	<p>JN</p>
--	-----------