

# MINUTES

Minutes approved at 23 September 2020 Board Meeting



**Meeting**                    **BOARD**

**Location**                Google Hangouts

**Date / Time**            Wednesday 15th July 2020, 1 – 5pm

**Present:**                Mark Davies (Chair)  
Kate O’Sullivan  
Liz Behnke  
John Hinnigan  
Nick Hubble  
Theo Huckle  
Laura Lion  
Andy Parkinson (CEO)  
Simon Reeves  
Jonathan Vickers  
Karena Vleck

**In attendance:**        Susan Lightman (Company Secretary), Tatiana Doncaster (Finance Director),  
Robert Castle (Minute Secretary)

1	<b>CHAIR’S INTRODUCTION</b> The Chair welcomed everyone to the meeting and provided positive feedback to the Board on the Directors’ video updates and the content included.
2	<b>APOLOGIES FOR ABSENCE</b> and quorum No apologies received.
3	<b>DECLARATIONS OF INTEREST</b> K, O’Sullivan - FISA Women’s Position
4	<b>APPROVAL OF MINUTES</b> from the Board Meeting on 13.05.2020 The minutes were approved by the Board with no comments made.
5	<b>MATTERS ARISING</b> (not otherwise covered on the Agenda) None.
6	<b>COVID-19 UPDATE &amp; DISCUSSION/DECISION ITEMS</b>
6.1	<b>CEO &amp; DIRECTORS’ TEAM UPDATE</b> The paper was noted and the CEO provided an update on progress on for the following: <b>Membership:</b> Plans for recovering lost Memberships during the COVID-19 pandemic have been set out with a focus on the use of virtual racing and the new BR+ Membership which provides members with exclusive online content.

# MINUTES

Minutes approved at 23 September 2020 Board Meeting



	<p><b>Caversham and Hammersmith:</b></p> <p>The staff are currently in good shape with both Caversham and Hammersmith running 'Opt In' and Pilot Groups in order to progress the gradual return of staff to both sites.</p> <p><b>Club Guidance:</b></p> <p>Return to Rowing advice V5 signed off today and approval is being sought from DCMS as has been requested by HMG. The aim is for clubs to open next week subject to COVID-19 secure arrangements. Competition guidance to be published including a road map for members and clubs to get back on the water competitively.</p> <p><b>Recovery Framework:</b></p> <p>The CEO stated that at this stage we were progressing well through Phase 2 of the Recovery Framework and suggested to the Board that one milestone for entering Phase 3 would be crew boats back on the water.</p> <p><b>6.1.1 Management Accounts</b></p> <p>T. Doncaster (TD) introduced the Management Accounts. The paper reflects how the accounts would appear when things return to normal across the financial year, there is no anticipating a cut off at any point.</p> <p><b>6.1.2 Membership Figures</b></p> <p>Paper noted.</p> <p>The new BR+ Membership is intended to incentivise members to retain or renew in the absence of returning to rowing.</p> <p>The Board was asked to reflect on the current strategy being implemented and all Board members agreed that we should continue to take the approach as previously agreed.</p>	
6.2	<p><b>Q2 Financial Forecast</b></p> <p>Paper noted.</p> <p>J. Hinnigan (JH) advised that the Finance Committee are happy with the work on controlling costs and recovering debts. The model is based upon members renewing over the next calendar year with minimal effect due to a proportionate reduction in costs.</p> <p>TD further raised points on the averages on membership costs and membership levels. Current posts that have not been recruited also support and combat the deficit from membership, in addition to no current travel or expenses being submitted.</p> <p>The Chair reinforced that the focus remains on membership.</p> <p>J. Vickers (JV) noted that the cost savings seem conservative and that costs would be forecast to cut down greatly due to lockdown with</p>	

# MINUTES

Minutes approved at 23 September 2020 Board Meeting



	<p>Rowing &amp; Regatta magazine given as an example. TD advised that moving the magazine online would still occur at a cost and the aim is still to break even.</p> <p>L. Lion (LL) thanks TD for the work she has done in the overhaul of the finance and aged debtors. If the aim is to be back to normal soon we need to ensure crew rowing is going ahead. The CEO informed the Board that the phases submitted to DCMS supported the point made by LL.</p> <p>The Board expressed their confidence that the CEO and Executive Team were working effectively and delivering on the agreed strategy.</p>	
6.3	<p><b>BACK TO ROWING POST COVID-19</b></p> <p>The Chair introduced the paper provided by H. Rowbotham.</p> <p>The CEO added he has full confidence on how the Situational Review Group is proceeding, and that staff and volunteers are working together very well in this period.</p> <p>N. Hubble (NH) and K. O'Sullivan (KOS) informed the board of the agreement that all parties are currently working well.</p> <p>LL raised an issue with safeguarding on the Challenge Hub. The CEO confirmed this has been a discussion with S. Lightman who supports the matter raised.</p>	
7	<p><b>DECISION ITEMS</b></p>	
7.1	<p><b>THE VISION - MID-CYCLE REVIEW</b></p> <p>The Chair introduced the paper and informed that the Board is being asked to sign off the Vision and strategic framework.</p> <p>J. Vickers (JV) believes with minor wording alterations, the paper has his confidence and must move forward.</p> <p>The Chair added if it is kept internally the paper helps to support the work currently ongoing, if it becomes external it may cause confusion. KOS advised that the key is the current behaviours and patterns of work at present. The CEO stated that an external publication of the Vision would be tailored to suit the audience.</p> <p>T. Huckle (TH) reinforced the confidence in the paper and reflected the point raised by KOS.</p>	

# MINUTES

Minutes approved at 23 September 2020 Board Meeting



7.2	<p><b>GOVERNANCE REVIEW</b></p> <p>L. Behnke (LB) introduced the Governance Review paper and advised the key point is what comes next and what comes out of the review. At present the main issues are accountability and lines of control.</p> <p>JV raised concerns on the framework and suggests it appears to be the last chance to agree the structure before it is presented to the British Rowing membership. LB stated that there would be one further opportunity (at the September Board meeting) and prior to the AGM.</p> <p>TH added that power with full accountability is the fundamental point</p> <p><b>Action:</b> LB to provide framework structure for next board.</p> <p>The Board approved the timeline and steps taken.</p>	LB
7.3	<p><b>2020 AGM AND ELECTION OF OFFICERS</b></p> <p>S. Lightman introduced the paper and explained that the change in legislation allowed the AGM to be held electronically due to the current situation. She also asked the Board what they wanted to do about the role of the Honorary Water Safety Adviser (HWSA) as the current terms is coming to its conclusion.</p> <p>The Board agreed that the AGM would be held electronically for 2020.</p> <p>SL advised the Board that the Regional Representatives are required to nominate candidates for this position, and the HRSA is appointed by the Board. JH raised that after 6 years of the position being filled it would be a positive to allow others to apply.</p> <p><b>Action:</b> The current HRSA be asked to continue for another year when the position will be reviewed, subject to the findings of the Governance Review. When the post is up for renewal it should be advertised and subject to open competition.</p>	SL
7.4	<p><b>REPORT FROM NOMINATIONS COMMITTEE</b></p> <p>The Chair introduced the paper and requested the Board's approval.</p> <p>JH noted that the RDs contained a reference to the Council which should be removed.</p> <p>Paper approved by the Board, subject to the removal of the reference to Council in the RDs</p>	SL
7.5	<p><b>LOAN TO THE BRITISH ROWING FOUNDATION</b></p> <p>The Chair advised that a loan of £50,000 p/a for two years is requested by the Love Rowing Foundation. The Board approved the decision to make the loan.</p> <p>SR raised the question of paying the loan on a quarterly basis, if the funding was not required. JH requested this be delegated to the Finance Committee to agree a loan agreement.</p>	JH

# MINUTES

Minutes approved at 23 September 2020 Board Meeting



	Paper approved by the Board with the Finance Committee to organise the payment timescale and terms of the loan.	
7.6	<p><b>VEXATIOUS COMPLAINTS POLICY</b></p> <p>SL introduced the paper and explained to the Board the rationale for such a policy, stating that she had received detailed comments from TH.</p> <p>The Chair thanked SL and TH for the work put into the creation of the paper.</p> <p><b>Action:</b> The Policy was approved in principle and SRL to finalise with TH and circulate to the Board for information.</p>	TH/SL
7.7	<p><b>BOARD DATES FOR 2021</b></p> <p>To be discussed at the next meeting.</p>	
7.8	<p><b>MULTI-LANE UMPIRING PANEL</b></p> <p>The Board approved the appointment of David Tarman. The Board agreed that the two unsuccessful candidates could be placed on a waiting list but that any further appointments would need to be made through an open application process.</p> <p>SL is to advise the MLUP Chair accordingly</p> <p>KOS believes it is the opportunity for transparency and diversity. NH reinforces the point of diversity and the rotation of roles.</p>	SL
8	<b>DISCUSSION ITEMS</b>	
8.1	<p><b>EQUITY &amp; DIVERSITY</b></p> <p>The Chair introduced the paper and explained his understanding of Equity over Equality. The Chair also thanked SL for the work on the paper.</p> <p>The Board approved the paper and asked for a more detailed Strategy and Action plan to be reported against regularly.</p> <p>It was agreed that a Diversity &amp; Inclusion Strategy and Action plan would be presented to the Board for approval in November 2020.</p>	CEO

# MINUTES

Minutes approved at 23 September 2020 Board Meeting



9	<b>REPORTS &amp; INFORMATION</b>	
9.1	<b>MAJOR EVENTS BIDS</b> The Chair congratulated the efforts in the success of securing the hosting of 2022 World Rowing Coastal Championships and Beach Sprint Finals.	
9.2	<b>VOLUNTEER STRATEGY UPDATE</b> Paper noted.	
9.3	<b>REPORT FROM SPORTS COMMITTEE</b> The Board noted the report and asked NH to pass on their best wishes following the news received regarding Phil Clements.	
10	<b>CONFIDENTIAL MATTERS</b>	
10.1	<b>CEO UPDATE</b> The CEO provided a verbal update.	
10.2	<b>CONFIDENTIAL FINANCE COMMITTEE MINUTES (18062020)</b> The Board approved the short form confidential minute.	
<b>DATE OF NEXT MEETING</b> Wednesday 23 September 2020, 12.30pm - 4:30pm. Due to the current climate this will be held by Google Hangout with the invitation to be sent.		

The meeting ended at 3.30pm