



Record of GBWR Board of Management Meeting dated 8 April 15

Present: David Pond CEO DP
Kirsty Clarke National Development Director KC
Lorraine Brown Performance Director LB
Daniel Hook DH

1. [Apologies](#) Martyn Salt (MS)
2. [Minutes of meeting dated 19 Feb 15](#)
 - 2.1 Approved.
3. [Actions arising not otherwise covered on the Agenda](#)
 - 3.1. Lee Stutely contract **Complete**
 - 3.2 Provide copy of Children in Need response. KC no longer pursuing Children in Need application but to follow up on Aviva Community Fund **Action: KC**
 - 3.3 Paper required detailing strategy for Wales by next BOM. KC to meet with Rupert Moon to discuss further and potential presentation to Wales Charitable Trust.
Action: KC
 - 4.2 Wheelpower Activators. Meeting to be arranged with Wheelpower new date to be agreed due to BT WWRC15 Ticket launch **Action: DP**
 - 4.2 Military Programme. Lee Stutely to lead on developing a schedule. Update next BOM
Action: KC
 - 6.3 National Youth Programme. Applications closed 30 March. Interview date 17 April. DP asked that there be some wheelchair presence on the panel. **Action: KC**
 - 6.5 Chair branding. To be actioned at April camp. DP requested clarification of timing/process eg: production of branding; clearance by BT etc **Action: LB**
 - 7.1 DP has discussed GKG proposal with Jane Emmerson and awaiting response. DP to hasten post London Marathon **Action: DP**
 - xx LB reported that the date for the GB squad visit to Roma had to be moved. DP asked for an early new date to be agreed. **Action: DP**
 - xx LB reported that Mary Nicholls was available to support the Equality agenda. **Action: DP**
4. [March Management Accounts](#)
 - 4.1 The March accounts are yet to be completed. Based on the February accounts a balanced end of year position is still being forecast. This will be reviewed in more



detail when the March management accounts are available. DP drew attention to cashflow and instructed that no further cash payments were to be made until we receive the first of the 15/16 grant payments. DH was asked to confirm payment dates with Sport England and UK Sport. **Action: DH**

5. [15/16 Business Plan](#)

5.1 The BOM approved the final draft of the 15/16 Business Plan. DH tasked to format final version ready for distribution. **Action: DH**

6. [15/16 Budget](#)

6.1 Confirmation has now been received of an additional £250k Reward and Incentive Funding from Sport England over the next two years. This year's allocation has now been incorporated into the 15/16 budget. The BOM approved the final budget. DH was asked to review the baseline budget documents and issue the final version 10. **Action: DH**

7. [Annual Report](#)

9.1 DP thanked everyone for the information provided in support of the annual report. It was agreed that in addition to the Report and Annual Statements a shorter version would be produced in the same format as previous years. DH was asked to start building a set of photos that might be used for the report. DP is aiming to have the draft narrative completed for all report documents by 15 April. **Action: DP**

8. [DMG Preparations.](#)

8.1 The DMG date to prepare for AGM resolutions is now 4 June in Leicester which DP will attend to brief on the 3 main topics:

- Revised Articles of Association
- Introduction of charges for Super Series and Nationals
- Introduction of Proxy Vote for AGM

9. [BT National Update](#)

- Banners and Courtboards Design. DP to hasten with BT **Action: DP**
- Decal for centre. KC to confirm maximum sizing and number required **Action: KC**
- Brochure Forewords. DP to write GBWR piece and confirm BT piece **Action: DP**
- Trophies. KC to provide options and DP to discuss with BT **Action: DP**
- Media. DP to confirm Run Communications role. **Action: DP**



11. Safeguarding

KC reported that the Intermediate Standard portfolio is currently being reworked and will be presented to the CPSU panel in July following policy sign-off from CEO, GSFC and the Board of Trustees in May. Sport England have been advised of the delay and are content with progress.

12. Quick Updates

- BLK. Following the disappointment of the Errea negotiations the BOM agreed to contract with BLK. KC to confirm development order with GB Team Manager. **Action: KC**
- Equality LB reported that GB Team Manager is willing to act as Executive lead for equality. DP to discuss requirement with SLF. **Action: DP**
- Super Series KC reported that SS3 is on track. Lee Stutely is contracted to lead as part of her new contract.
- Operational Strategic Milestones. All to submit changes to DP by 13 April. **Action: DP**
- BT WWRC15. DP provided update. Key early requirement is confirmation as to whether ITV wish to use Nationals to test camera positions. **Action: DP**
- Appraisals. LB 22 April. KC 29 April. DH
- BT Activation Chairs. LB to discuss with Head Mechanic and provide update. **Action: LB**
- Onshore Contract. DP explained that he will be negotiating a new contract with Onshore next week and requested that KC and LB provide bullet points of what activity they require over the next 12 months by 17 Apr. **Action: KC/LB**

13. AOB

- BOM agreed to hold a joint staff end of year meeting and Xmas event this year on 16 Dec
- LB reported progress on the Lillishaw move. Camps are due to start in April and the additional UKS funded works will be progressed during August. The aim will be to launch the new centre in the autumn.
- LB gave a detailed debrief of her Rio recce.
- A personnel issue was discussed and KC waiting the response to a follow up email. DP asked to be kept fully informed of the process but not the detail. **Action: DP**

The dates of 2015 meetings are:



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|------|--------------|------------------------------------|
| 1030 | 16 April | Nationals Workshop Copperbox Arena |
| 1400 | 29 April | End of Year |
| 1000 | 3 June | |
| 1000 | 24 June | |
| 1000 | 29 July | |
| 1000 | 20 August | |
| 1000 | 23 September | |
| 1000 | 28 October | |
| 1000 | 25 November | |
| 1200 | 16 December | |