


<b>Final Minutes: Board of Directors</b>		
<b>Date:</b>	27 January 2021	
<b>Time:</b>	4 – 6 pm	
<b>Venue:</b>	Teams Conference Call	
<b>In attendance:</b>	Mike Robinson	Chair
	Jim Mann	Senior Independent Director
	Adrian Christy	Chief Executive
	Joyce Church	Elected Director
	Nick Cox	Elected Director
	Peter Emptage	Elected Director
	Pete Fitzboydon	Elected Director
	Mike McSweeney	Elected Director
	Jackie Newcombe	Elected Director
	Alison Odell CBE	Elected Director
<b>By Invitation:</b>	Mark Boote	Finance Director
	Giles Dunning	Chief Operating Officer
	Jon Austin	Performance Director
	Nick Rimmer	Head of Participation
<b>Apologies:</b>	Sue Wressell	Executive Assistant to Chief Executive

A summary of the decisions can be found at the end of the minutes.

<b>1</b>	<b>INTRODUCTION</b>
1.1	<b>Introduction and report from the Chairman</b>  The Chair passed on his best wishes to Sue and wished her a speedy recovery and asked the Board if there were any objections to recording the meeting in order to produce minutes at a later date. There were no objections forthcoming.  The Chair welcomed Nick Rimmer to Board meetings following his appointment to the CMT.
1.2	<b>To report any new declarations of interest</b>

	In his role at Beyond Sport and Think Beyond, Pete Fitzboydon declared he is helping write part of the UK Sport strategy.
<b>2</b>	<b>STRATEGY</b>
2.1	<p><b>To receive the Yonex All England 2021 ‘stop/go’ proposal</b></p> <p>The Chair handed over to the CEO in relation to the Yonex All England, to update on a combination of funding agreements, risks to the championships, financials and next steps:</p> <p>The CEO summarised the following:</p> <ul style="list-style-type: none"><li>▪ Award of £1.33M received from government, via the Winter Survival Package, acts as financial protection for the Yonex All England and allows continuation of reinvestment into participation. Payment should be received on 5 February 2021.</li><li>▪ The CEO referred the Board to the paper and some movement of the key milestones in particular the closing date for players has been pushed back a week to 9 February.</li><li>▪ [REDACTED]</li><li>▪ The CEO sought permission from the Board to support the signing of the proposal ensuring that we are contracted to the Winter Survival Package.</li><li>▪ The CEO felt we did not need to decide to cancel today and suggested when more clarification had been received, a further Board meeting is set up to discuss again.</li><li>▪ Volunteers are no longer on the critical risk path and provision has been made in the budget for them to have single rooms.</li><li>▪ The Chair invited questions from the Board. A discussion took place about how communication is key in making best informed decisions whilst events were constantly evolving.</li><li>▪ The Chair brought to attention a clause in the Winter Survival Package agreement; “the delivery is as far as achievable given any Covid-19 constraints imposed on us by applicable law” and a discussion took place around the degree of risk involved around this.</li></ul> <p><u>Action:</u></p> <ol style="list-style-type: none"><li>a) The CEO to gain written reassurance from Sport England in relation to the claw back clause and unless the response was a cause for concern, the Board unanimously agreed the signing of the proposal to secure funds.</li><li>b) The Board to reconvene in early February for a short session to receive further updates on the status of hosting the Championships.</li></ol>
2.2	<p><b>Phase 2 Restructuring</b></p> <p>[REDACTED]</p> <p>[REDACTED]</p>

	<p><u>Decision:</u> a) The Board agreed with the restructure proposal.</p> <p><u>Action:</u> a) Giles to present the new membership proposal at a future meeting.</p>
<b>3</b>	<b>REPORTING</b>
3.1	<p><b>To receive the Chief Executive's Report</b></p> <p>The Board received and noted the CEO's Report, the following points were highlighted:</p> <ul style="list-style-type: none"><li>▪ Under the Yonex All England, Adrian highlighted that the plan is to name the show court for the 2021 event in honour of Geoff Rofe for one year and permanently name the Young Volunteer of the Year Award – The Geoff Rofe Volunteer of the Year Award.</li><li>▪ Adrian summarised the selection of Vimeo as the OTT platform provider.</li><li>▪ Adrian noted that The Sports Consultancy would be focusing on sponsorship and Seven Leagues providing support to the wider commercial strategy such as OTT, technology platforms, and ecommerce.</li></ul>
3.2	<p><b>To receive the December financial flash</b></p> <p>The Board received and noted the December financial flash. There were no questions forthcoming.</p>
<b>4</b>	<b>GOVERNANCE</b>
4.1	<p><b>To receive the updated Treasury Policy</b></p> <p>The Finance &amp; Risk Board have reviewed the Treasury Policy and recommend it for approval.</p> <p><u>Decision:</u> a) The Board unanimously approved the Treasury Policy.</p>
4.2	<p><b>To receive the updated Procurement Policy</b></p> <p>The Finance &amp; Risk Board have reviewed the Procurement Policy and recommend it for approval.</p> <ul style="list-style-type: none"><li>▪ The authorisation limits included in the policy will be updated in the system in order to tighten controls over POs, following approval of the policy.</li></ul> <p><u>Action:</u> a) Mark Boote to make one slight amendment to the Procurement Policy by adding some narrative about credit status of suppliers.</p>

	<p>b) Mark Boote to ensure all staff are aware of the amendments to the Procurement Policy by communicating through the usual channels.</p> <p>c) Mark Boote to work with HR to recommunicate where the staff handbook and policies are kept.</p> <p><u>Decision:</u></p> <p>a) The Board unanimously approved the Procurement Policy.</p>
4.3	<p><b>To receive the Delegated Authority Policy</b></p> <p>The Chair thanked those who contributed towards the content of the Delegated Authority Policy and explained how the Policy sets out respective responsibilities and how the Board and the Executive will work together, in order to allow the Executive to run the organisation, whilst bringing matters deemed important to the Board's attention. There may be cases where judgement will be needed and the Chair and CEO will discuss any such matters.</p> <p>The Board had received the Delegated Authority Policy, there were no questions forthcoming.</p> <p><u>Decision:</u></p> <p>a) The Board unanimously approved the Delegated Authority Policy</p>
4.4	<p><b>To receive a proposal to co-opt a new member to the Board of Directors</b></p> <p>The Chair spoke to the proposal to co-opt Tosin Akinluyi to the Board and looked forward to welcoming her at the next Board of Directors' meeting on 24 February 2021.</p> <p>A discussion took place about succession planning in relation to the Board skills and expertise and what the Board would be keen to see in future candidates, noting the consideration to increase badminton expertise on the Board.</p> <p><u>Decision:</u></p> <p>a) The Board approved the proposal to co-opt Tosin Akinluyi to the Board of Directors.</p>
4.5	<p><b>To receive the Memorandum of Understanding between Badminton GB Ltd and Home Nation Badminton Associations</b></p> <p>The Board had received the Memorandum of Understand between Badminton GB Ltd and Home Nation Badminton Associations, noting the following comments:</p> <ul style="list-style-type: none"><li>▪ UK Sport require a 15% contribution into the overall cost of the programme. The GB Board has agreed that this amount is prorated between the home nations based on the respective number of athletes on the GB World Class Programme</li><li>▪ There remains uncertainty as to how the contribution will calculated</li><li>▪ Badminton Scotland do not support the MoU as it is currently written, and discussions continue with the Chair of the GB Board</li><li>▪ Jon Austin provided an update around the discussions taking place in the Technical Advisory Group.</li></ul>

	<p><u>Decision:</u></p> <p>a) The Board approved the signing of the MoU.</p> <p><u>Action:</u></p> <p>a) Adrian to arrange for Derek Batchelor to sign and return the MoU, on behalf of Badminton England.</p>
<b>5</b>	<b>MINUTES and ACTION POINTS</b>
5.1	<p><b>To approve the minutes of the Board of Directors' meeting held on 2 December 2020</b></p> <p>The Board reviewed the minutes and unanimously agreed them.</p> <p><u>Decision:</u></p> <p>b) The minutes of the Board of Directors meeting held on 2 December 2020 were approved as a true and accurate account of proceedings.</p>
5.2	<p><b>To review the actions Requiring Attention only contained within the Action Items Register</b></p> <p>The Board had received the Action Items Register and no items were noted that needed attention.</p>
5.3	<p><b>Matters Arising from the Board Meeting of 2 December 2020 not notified in advance of the meeting and not included in the agenda</b></p> <p>There were no further matters arising and before reverting to agenda item 4.4, the Chair thanked Jon Austin, Giles Dunning, Mark Boote and Nick Rimmer for their attendance and contribution to the Board meeting and they left the meeting.</p>
<b>6</b>	<p><b>AOB</b></p> <p>[REDACTED]</p> <p>The Chair noted that the Board recently agreed to nominate Nora Perry as a candidate for the forthcoming BWF Council Elections on the basis that she would provide a regular report back to the Board.</p> <p><u>Action:</u></p> <p>a) [REDACTED]</p> <p>b) The Chair to provide Nora Perry's activity report as part of future Board papers.</p>

2021 Board Meeting dates (4pm):

- Wednesday 24 February
- Wednesday 31 March
- Wednesday 28 April
- Wednesday 26 May
- Wednesday 23 June

2021 Proposed General Meeting dates (1pm):

- Thursday 28 January
- Thursday 29 April
- Saturday, 26 June (starting at 2pm)

**Decision Summary:**

Reference	Board of Directors Decision	Decision Maker	Agreed Date
Item 2.2, Phase 2 Restructuring	The Board agreed with the restructure proposal.	BoD	27 January 2021
Item 4.1, Treasury Policy	The Board unanimously approved the Treasury Policy.	BoD	27 January 2021
Item 4.2, Procurement Policy	The Board unanimously approved the Procurement Policy.	BoD	27 January 2021
Item 4.3, Delegated Authority Policy	The Board unanimously approved the Delegated Authority Policy.	BoD	27 January 2021
Item 4.4, Co-opt a new member to the Board of Directors	The Board approved to co-opt Tosin Akinluyi to the Board of Directors.	BoD	27 January 2021
Item 4.5, Memorandum of Understanding between Badminton GB Ltd and Home Nation Badminton Associations	The Board approved the signing of the MoU.	BoD	27 January 2021
Item 5.1, Minutes of Previous BoD meeting held on 2 December 2020	The minutes of the Board of Directors' meeting held on 2 December 2020 were approved.	BoD	27 January 2021