



Minutes
of the
British Weight Lifting Board Meeting

Venue: The Linton Suite, Queen's Hotel, Leeds
Date: Tuesday 19 September 2017
Start: 1.00pm.

Present: Peter Rowley (PWR), Ashley Metcalfe (AM), Sarah Davis (SD), Catherine Eastham (CE), Ali Jawad (AJ), David Knaggs (DK), Mark Martin (MM) Patrick Roberts (PR), Kelly Sotherton (KS).

In attendance: Harry Anderson (HA), Fran Calvert (FC), Matthew Marshall (MJM), Zoe Metcalfe (ZM), for items 1 -6, Tom Whittaker (TW).

1. General

1.1 Chairman's Welcome

PWR welcomed all to the meeting, declared the meeting quorate, outlined the key items of the agenda and reminded members that discussions at the meeting were confidential and none of the proceedings should be disclosed to third parties without his prior written approval in accordance with the directors' code of conduct that all members had signed.

1.2 Apologies

Apologies had been received from Malcolm Boyd (MB), Mike Irani (MI) Guy Taylor (GT) and Michele Verroken (MV).

2. Declarations of Interest

PWR reminded members of the need to declare their interest in any items for discussion or requiring a decision. PWR declared his membership of Sport England's Investment Committee. CE declared that Four Communications had a commercial relationship with Sport England.

3. Minutes of the meeting on 14 July 2017 and matters arising

The minutes of the Board meeting held on 14 July 2017 circulated previously were **agreed as read and approved for posting on the website**.

PWR referred to item 4 and reported that the IWF had not progressed engaging MV to join a committee to address doping in weightlifting in a private capacity, so there was no conflict of interest. There were no matters arising not appearing elsewhere on the agenda.

4. Decisions taken outside the Board Meeting

PWR and AM referred to the Extraordinary General Meeting (EGM) held on 16 September 2017, wherein the meeting had approved that new Articles of Association (the new Articles) be adopted. 56 votes had been cast in favour of the proposal, there were no votes against and there was 1 abstention. The minutes of the meeting circulated previously were **agreed as read and approved for posting on the website**.

AM reported that he had informed UK Sport that in consequence of the EGM, our new Articles were compliant with the Code for Sports Governance.

PWR informed members that MM would become an employee with effect from 1 October 2017 rather than a consultant as previously. In accordance with Article 44.10 of the new Articles, he would resign as a director of the company from that date. He would continue to attend all meetings as Finance Director and Company Secretary.

The board resolved that the current complement of 10 directors had the appropriate skills and experience. If the 2017/18 review of board experience and the evaluation of skills to be undertaken in the final quarter of 2017 identified any skills gaps, an open recruitment would be undertaken during 2018.

5. Sport Development

5a. Sport England Update

AM reminded the meeting of the allocation of Sport England funding and the dashboard of targets necessary to access the continued funding. The targets were considered challenging, particularly the development of commercial income, but achievable. AM reported that we have a new relationship manager, James Watmough, who he hopes to meet with shortly.

5b. Workforce Development

ZM updated the meeting on the plans to develop the paid and volunteer workforce and the progressive stages involved during the 2017/21 funding cycle. On behalf of a board member who was unable to attend, PWR sought clarification of the proposals to increase the number of women progressing as coaches and technical officials (TOs), which is an issue for all sports. AM informed members that whilst we have more female TOs than other IWF members, the management team appreciated the imperative to identify, recruit and retain the next generation of diverse and inclusive coaches and TOs. KS suggested that as this is a common issue with all sports, we should seek to work collaboratively.

5c. Communications Strategy

FC explained the communications strategy that was now underway across key channels, the progress that had been made in a short time, whilst acknowledging that there was still much to do. Members offered helpful comments around the content and frequency of the newsletter.

5d. Commercial Strategy

HA addressed the approach to broaden and increase revenues through new initiatives under development, around partners and sponsors, endorsed gyms, an open competition accessed via an app and membership benefits.

The meeting adjourned for 10 minutes.

5e. Competitions Strategy

MJM informed members upon the developing strategy of tiering events, the aspiration of hosting an international event and the work undertaken in licensing events.

FC, ZM, HA and MJM left the meeting.

6. High performance and UK Sport Update/talent development

TW informed members upon recruitment, pathway development and immediate objectives, the progress of athletes on the World Class Programme (WCP) and those not on WCP but potentially fundable. We have been allocated a new UK Sport Performance Lead, Catriona Temple from October and are to receive feedback from the new UKS Culture Health Check shortly and thereafter to schedule our annual Mission 2020 review in October/November 2017.

AM updated the meeting on talent pathway development in England funded by Sport England and the alignment with high performance, in particular the tiering and operational structure.

7. Minutes and recommendations from sub-committees

PR referred to the minutes of the Audit and Finance Committee meeting held on 21 August 2017 and the recommendations to the Annual Report and Accounts for the year ended 31 March 2017, amend the committee's terms of reference, approve mobile phones and password policies and the revised risk policy and register considered elsewhere in the agenda. Members discussed and noted the changing risk environment and the progress made in progressing CyberEssentials accreditation. PWR asked for consideration of a specific risk to be considered by board members only without athletes' representatives present under Any Other Business. PR also informed members that MM and PWR would invite our external auditor and 2 other firms to tender for the audit of the company's accounts for the year ending 31 March 2018 and 2 subsequent years and report back to the Committee, who would make a recommendation to appoint a preferred firm to a later board meeting.

CE updated members of the Commercial and Development Committee meeting on 12 September 2017, wherein the committee had received and scrutinised more detailed

presentations from the management team similar to those presented under agenda item 5 above.

KS reminded the meeting that she has yet to be invited to a Performance Committee meeting. AM undertook to liaise with GT to progress matters, particularly with Commonwealth Games selections due by the end of October 2017.

8. Finance Matters and Update

8c. Annual Accounts 2016/17

MM referred to the draft Annual Report and Financial Statements for the year ended 31 March 2017, the former having undergone several iterations and the latter reviewed by the Audit and Finance Committee on 21 August 2017. He, AM and PWR had met with the auditors on 31 August 2017 to consider their satisfactory audit findings report. Following a number of questions from members the Annual Report and Financial Statements for the year ended 31 March 2017, and subject to final proof reading by Haysmacintyre of the Annual Report, **the Annual Report and Accounts were approved and MM was authorised to sign them and the Letter of Representation on the board's behalf.**

DK left the meeting.

8a. and 8b Management Accounts for July 2017 and Forward forecasts and budgets for 2017/18

MM referred to the papers circulated previously and the summary slides in the PowerPoint presentation on financial performance for July 2017, highlighting the continuing better than budget performance and the reasons for the positive variance. With a full staff complement and the development plans underway, higher expenditure over the rest of the financial year would result in only modest addition to the current outturn. PR suggested presentational improvements for comparative purposes that MM undertook to implement.

9 Board Matters

The Mobile Phone Policy, the Password Policy, the revised Terms of Reference of the Audit and Finance Committee and Risk Policy were approved.

10 CEO's Update

AM drew members attention to the nil return on the complaints log, updated members of his discussions with Tamas Ayan and other CWF matters following his attendance at the Commonwealth Championships.

SD and AJ left the meeting.

11. Any Other Business

The meeting discussed a specific risk item deferred from item 9 above, during which the welfare of athletes and staff was discussed.

12. Date and time of next meeting

29 October 2017 – Annual General meeting, Leeds, specific venue to be advised.

7 December 2017 – Board meeting, venue to be advised.

AM undertook to circulate meeting dates for 2018.

The meeting closed at 5.02 pm.