

FINAL
BRITISH JUDO ASSOCIATION (BJA)
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
HELD ON MONDAY 11 DECEMBER @ 10AM
PARK ROOM, HILTON DOUBLETREE, CHESTERFIELD ROAD SOUTH,
SHEFFIELD, S8 8BW & VIA ZOOM

PRESENT:	Gerry Gualtieri, Chair	(GG)
	Alex Slade	(ASI)
	Neil Fletcher	(NF)
	Lee Shinkin	(LS)
	Diana Hunter (via Zoom)	(DH)
	Graham Campbell	(GC)
	Ben Quilter	(BQ)
	Garth Illingworth	(GI)
	Delia Wright (via Zoom)	(DW)
	Rebecca McCreath (via Zoom)	(RM)
	Russell Brown (in part from 12.15pm, via Zoom)	(RB)
APOLOGIES:	Paul Ajala	(PA)
IN ATTENDANCE:	Andrew Scoular, Chief Executive	(AS)
	Sajid Hussain, Finance & Operations Director	(SH)
	Nigel Donohue, Performance Director	(ND)
	Rowena Birch, Honorary President	(RBi)
	Justine Lynch, Executive Officer	(JL)

No	ITEM	ACTION
68.1	WELCOME & APOLOGIES	
	<p>GG welcomed everyone to his first meeting as Chair and the last Board Meeting of 2023.</p> <p>Apologies had been received from PA and RB intended to join the meeting via Zoom, though would be late.</p> <p>GG extended a welcome to RBi, Honorary President and invited her to provide an overview of her role and that of the Council.</p> <p>RBi firstly thanked the Board for the time they contribute, how they are shaping the Association and pushing the delivery of the strategy, adding the Board has developed significantly since she had been a Board member 10 years ago.</p> <p>RBi advised that she was elected to the role of President and Chairs the Council Meetings. The Council consists of 6 Vice Presidents and representatives from other areas of judo. The role of the Council is to be a critical friend and connect into grassroots judo, with a lot of the judo community preferring to talk about judo rather read about it via email etc.</p> <p>RBi concluded that she would like to see how there can be more synergy between the Board and the Council and suggested that a "Matters Arising from Council" point be added to future Board meeting agendas.</p>	

	<p>GG thanked RBi, adding that he was in agreement with RBi's suggestion re increased synergy. AS added that during the governance changes, we had fought to keep the Council in place as the conscience of judo, even though UK Sport (UKS) were against it and questioned the purpose as it is a non-decision making body.</p> <p>GG added that the relationship between Council and Board would be included in the ongoing review of the Byelaws.</p> <p>Action: Council Meeting minutes to be included in future Board meeting packs and any matters arising discussed</p>	AS/JL
68.2	DECLARATION OF ANY INTERESTS/CONFLICTS	
	Members were reminded of the need to declare their interest in any items requiring a decision and to remove themselves from such decision making.	
68.3	ANY MATTERS FOR ANY OTHER BUSINESS	
	<p>PA had advised GG of some AOB points in connection with the Judo Commission prior to the meeting, however these would be picked up in the wider Byelaws review.</p> <p>GG announced that he would like to appoint NF as Vice Chair as he is an incredible asset to the Board and this appointment would provide invaluable support to GG personally in providing Board presence across the country. The Board were fully supportive and offered their congratulations to NF.</p> <p>Action: Formal appointment letter to be drafted for NF</p> <p>NF advised that he would like to add Cadet nationals representing Great Britain or another nation under AOB.</p>	GG/JL
68.4	MINUTES FROM PREVIOUS MEETINGS HELD ON TUESDAY 24 OCTOBER 2023	
	<p>Point 67.5 Transgender Policy: ASI suggested that the first sentence be amended to finish after "position".</p> <p>Point 67.11 Action in regard to our statement on eligibility for a BJA licence to be followed up.</p> <p>With the above points actioned, it was agreed that the Minutes of the meeting held on Tuesday 24 October 2023 were an accurate record of the meeting.</p> <p>Proposer: GI Secunder: LS</p>	JL JL
68.5	ACTIONS ARISING FROM PREVIOUS MEETINGS (NOT INCLUDED ON THE AGENDA)	
	AS provided a brief verbal update on outstanding actions that have progressed:	

	<ul style="list-style-type: none"> Commercial Working Group meeting date to be confirmed by Lynn Madeley (LM). Post note: Organised for Wednesday 17 January at 3pm in London Brian Davies (BD) will attend the February Board meeting Transgender Policy has now gone live. ASI added that the policy is robust and provides protection to the BJA Home Nations meeting scheduled for Thursday 11 January 2024, membership will be included on the agenda New Lloyds bank accounts opened including one for Commonwealth Judo Association (CJA). Assisting the CJA had been approved by the Board in 2019 when Ronnie Saez became Treasurer for the CJA, however it is difficult to explain from a due diligence/compliance perspective what the relationship between BJA and CJA is. Therefore, the finance and administration support is to be handed back to the CJA. GI advised that several people had been identified to participate in the review of the England Areas: Dave Clark and Sarah Newbury who have a deep knowledge of judo, Karen Roberts as BJA Executive Lead and RBi volunteered her participation as Council representative. 	
68.6	RISK REGISTER	
	With no movement on the Risk Register, it was taken as read.	
68.7	BRITISH JUDO TRUST	
	With BD not able to attend the Board Meeting in person, this discussion would now be moved to the February Board Meeting.	
68.8	HOME COUNTRIES	
	There was a general discussion around Home Nations.	
68.9	CHAIRMAN'S UPDATE	
	<p>GG expanded on his report that he had thoroughly enjoyed attending the European Championships in Montpellier and noted thanks to ND and the Performance Team. GG added that he and AS had also met with Marius Vizer, IJF President as well as Judo France whilst there.</p> <p>GG added that he was focusing on getting up to speed including visiting clubs and meeting judo players and coaches.</p> <p>Other current focuses would be the new funding cycle, opportunities for additional funding and that this was a good opportunity to carry out a full review of governance etc.</p>	
68.10	CHIEF EXECUTIVE'S REPORT	
	<p>AS firstly requested sign off from the Board on the Environmental, Social and Governance (ESG) Policy.</p> <p>Decision: The Board unanimously agreed that the ESG Policy be approved.</p> <p>AS then provided a brief verbal overview of his report:</p> <ul style="list-style-type: none"> Inductions for DW and RB being organised UKS Organisational Health outputs circulated. Couple of Board members to be invited to the next session 	

	<ul style="list-style-type: none"> Representation from all home countries at PLX. GG added he had raised sponsorship and the issue of sponsors not being able to advertise at the Olympics being a barrier Hosting Adaptive and Veterans events in 2024 and looking to use clubs for this, We will be going out to the England Areas to put clubs forward LA final submission date is 12 January and will require Board sign off, to be discussed under Performance Update Progressing on the Combat Centre including applying for funds from Walsall Council Regeneration Project and once obtained professional support we can approach other sports. SH added we are looking to use a professional provider, eg: Serco and a specialist to draft the business case. GG added that there will be significant risk management work and this may require an extraordinary Board Meeting. LS offered to review the consulting brief. <p>AS raised moving the date of the February Board Meeting to Tuesday 20 February as Judo France had offered Tuesday 27 February as a potential date to travel to London to meet himself and GG. No objection from any Board members.</p> <p>Break 11:20 to 11:30</p>	
68.11	FINANCE & OPERATIONS UPDATE	
	<p>SH provided a verbal overview of the budget and advised that we are currently tracking as expected. Key points noted below:</p> <ul style="list-style-type: none"> Membership income expected to be £620k Membership and gradings income tracking well Final reconciliation for the Together Fund sent to Sport England (SE). SE provided positive feedback. Potential for further SE funding early in 2024 Surplus expected to be between £30 and £40k Accruals high at £256k due to not being invoiced for rent by the University for both Head Office and the National Training Centre since April 2022 Cash income is £20k higher than pre-Covid levels Budget for 2024 to 2025 will be presented at the February Board Meeting. SH confirmed that some of the budget information is trackable and will use data from 2023 to 2024 <p>NF commented that we also need to look at how to action following up on members whose licence has lapsed. AS added we are also reviewing the membership proposition.</p> <p>DH raised merchandising which had been budgeted for but not moved forward. AS advised that the new website, which had been delayed, was going to address this and that there is merchandise available but this has not been promoted adequately.</p> <p>Action: Merchandising to be reviewed in 2024 and a functioning online portal to be created that links membership renewal to merchandise promotion and sales to be discussed at Commercial Working Group Meeting</p>	<p>AS/LM</p>

	<p>DW raised membership gapping and if there was any element of auto-renewal in place. AS advised that there is a direct debit option but this is only taken up by 1,200 members and that reminders are issued 3 and 6 weeks out. GG pointed out that NEST are unlikely to promote direct debits as card payments will be more financially beneficial to them.</p> <p>Investment Policy NF advised that himself, GC and SH have drafted an investment policy with more detail to be provided at the February Board Meeting. The general principle is to look at placing short term cash deposits with recognised national institutions that could generate up to £40k per annum. GG added it would be good to expedite this and get interest rates locked in as they could be coming down in 2024.</p> <p>Decision: The Board unanimously agreed this investment policy approach</p> <p>AS added that we will also be looking to add to the budget for 2024 to 2025 that 0.5% of income is added into our reserves.</p>	
68.12	PERFORMANCE UPDATE	
	<p>ND provided a verbal overview of his report. Discussion points are noted below:</p> <ul style="list-style-type: none"> LA submission is key area of focus currently. Initial submissions for Judo and VI Judo submitted in November as well as a case for change for additional funding. Requested £9.1m but UKS still working on what funding is available. Final submission in January 2024. Board agreed with the approach taken in regard to the LA submission to UKS. <p>GG added that the funding would be adequate if we are able to leverage some external funding from our networks for the u23 programme which is no longer supported, adding this is not just a GB problem, other European countries struggling too.</p> <ul style="list-style-type: none"> Gemma Howell (GH) has announced her retirement which was the correct decision for her. GH has had a lot of injuries and cannot qualify for the Paris Olympics as the place will go to Lucy Renshall. GH is on a 6 month transition plan and will be going back to university. She is also keen to do some judo competition compering. 	
68.13	DEVELOPMENT UPDATE	
	<p>AS advised that Karen Roberts (KR) was unable to attend the meeting as she was at a SE Conference. Couple of points from KR's report that he wished to highlight are:</p> <ul style="list-style-type: none"> Club Accelerator Days have proved extremely useful and Judo Scotland plan to replicate New Chair of Promotions Committee is going to be discussed at next Nominations Committee Meeting <p>RBi raised that people who have been awarded their 6th Dans are being advised via email but not being presented with their certificate and belt.</p>	<p>AS/KR</p>

	Action: Process to be defined for a formal presentation to take place including providing a belt.	
68.14	MARKETING & COMMUNICATIONS	
	<p>AS advised that LM was unable to attend the meeting as she was on annual leave. Couple of points to highlight below:</p> <ul style="list-style-type: none"> • PLMR PR agency have been appointed to work with us up to the Games • Tender out for social media agency to work across all our assets • Jemima Yeats-Brown working with the team on behind the scenes, fans and spectator content creation • Reviewing the structure of the department, potentially reducing staff and increasing outsourcing • Moving to using Instagram and TikTok for socials and website for governance • Three Humble Warrior campaign videos would be shared at the end of the meeting <p>In response to queries from DW and RM, the following actions were noted.</p> <p>Action: AS to discuss website roadmap with LM and circulate to the Board</p> <p>Action: AS to discuss with LM including more data in her report, eg: building fan base – where are we now and where do we want to go?</p> <p>12:15 RB joined meeting via Zoom</p>	<p>AS/LM</p> <p>AS/LM</p>
68.15	ANY OTHER BUSINESS	
	<p>NF raised the issue of cadets without a British passport and the potential that it was easier for them to obtain a passport from their parents birth place and what mitigation is in place to prevent athletes moving nationality?</p> <p>AS advised that UKS are looking at athlete awards and potential conditions that may be placed on these awards.</p> <p>There are two routes that athletes can change nationality:</p> <ul style="list-style-type: none"> • Where the individual holds a passport for the receiving country and also has agreement from both countries. The IJF can then approve immediate transfer; and • If the releasing country does not approve then there is a 3 year gapping before any transfer can take place. They must also hold a passport for the receiving country. However, if the releasing country does not approve then there is a possibility of legal challenge from the individual athlete. <p>GG added this will occur at some point where we do refuse the transfer of an athlete. AS stated that he has raised this with UKS in relation to any legal challenge to find out if they would underwrite a test case for sports but still waiting to hear back.</p> <p>Three Humble Warrior videos shared. Board in agreement with the theme and message.</p>	

	<p>Action: AS to obtain video from UKS PLx Awards of Chris Skelley, Jack Hodgson and Dan Powell so that VI Judo could be added to the Humble Warrior video pack</p> <p>GG thanked everyone for their time and contribution to the meeting and that he looked forward to seeing everyone in 2024.</p> <p>12:35 Meeting closed</p>	AS
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