

**FINAL**  
**BRITISH JUDO ASSOCIATION (BJA)**  
**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**  
**HELD ON TUESDAY 27 JUNE 2023 @ 10AM**  
**GEORGE KERR SUITE, WALSALL CAMPUS, UNIVERSITY OF WOLVERHAMPTON,**  
**WALSALL, WS1 3BD & VIA ZOOM**

<b>PRESENT:</b>	Ronnie Saez, Chair	(RS)
	Alex Slade	(AS)
	Neil Fletcher	(NF)
	Lee Shinkin	(LS)
	Diana Hunter (in part via Zoom)	(DH)
	Athena Witter (via Zoom)	(AW)
	Paul Ajala	(PA)
	Russell Brown	(RB)
	Garth Illingworth	(GI)
	Graham Campbell	(GC)
	Ben Quilter	(BQ)
 <b>APOLOGIES:</b>	 None	
 <b>IN ATTENDANCE:</b>	 Andrew Scoular, Chief Executive	 (AS)
	Lynn Madeley, Head of Partnerships	(LM)
	Sajid Hussain, Finance & Operations Director	(SH)
	Nigel Donohue, Performance Director (in part)	(ND)
	Karen Roberts, Development Director	(KR)
	Sarah Reed, Finance & Operations Manager (in part)	(SR)
	Justine Lynch, Executive Officer	(JL)

No	ITEM	ACTION
<b>65.1</b>	<b>WELCOME &amp; APOLOGIES</b>	
	RS welcomed everyone to the meeting,  RS advised that there would be a small change to the running order of the meeting, with SR providing training on the Zoho expense system at the start of the meeting.  No apologies received, however AW would join following the training at 10.15am and DH would join the meeting at approximately 12:00.	
<b>65.2</b>	<b>DECLARATION OF ANY INTERESTS/CONFLICTS</b>	
	Members were reminded of the need to declare their interest in any items requiring a decision and to remove themselves from such decision making. No conflicts with the agenda items were anticipated.	
<b>65.3</b>	<b>ANY MATTERS FOR ANY OTHER BUSINESS</b>	
	There were no items for Any Other Business raised.	
<b>65.4</b>	<b>MINUTES FROM PREVIOUS MEETINGS HELD ON TUESDAY 25 APRIL 2023</b>	
	It was agreed that the Minutes of the meeting held on Tuesday 25 April 2023 were an accurate record of the meeting.  <b>Proposer: NF</b> <b>Seconder: GC</b>	

<b>65.5</b>	<b>ACTIONS ARISING FROM PREVIOUS MEETINGS (NOT INCLUDED ON THE AGENDA)</b>	
	<p>AS provided a brief verbal update on outstanding actions that have progressed:</p> <ul style="list-style-type: none"> <li>• <b>Commissions:</b> Should have sign off on Commission structure by the August Board Meeting following July Judo Commission Meeting</li> <li>• <b>Feasibility Study:</b> Follow on meeting with Walsall Council taking place same day</li> <li>• <b>Diversity &amp; Inclusion Board Lead</b></li> </ul> <p><b>Decision: PA formally confirmed he would be happy to take on the D&amp;I Board Lead role</b></p>	
<b>65.6</b>	<b>RISK REGISTER</b>	
	AS & LM updated on the risks that had increased since the Board papers were issued.	
<b>65.7</b>	<b>ZOHO EXPENSE SYSTEM TRAINING</b>	
	SR joined the meeting at 10:00 and provided training on the Zoho Expense System. SR advised that a link to activate their account would be sent following this training. Once registered, the system could also be accessed via an App. SR and JL happy to help with any issues.	
<b>65.8</b>	<b>CHAIRMAN'S REMARKS</b>	
	<p>RS advised that he and AS had attended the World Championships in Doha where unfortunately results had not been as good as hoped. Several of the women's team did not compete or were carrying an injury. The men's team fought reasonably well and gained good qualifying points, however did not medal.</p> <p>Lisa Allan was appointed as General Secretary of the International Judo Federation at their Congress which was excellent for British Judo in regard to international relations going forward. RS wished congratulations be formally noted on behalf of the Board and that this appointment would be recognised later this year.</p> <p>RS had also attended the Veterans Championships where there had only been 17 UK competitors who took 7 medals. However, this as a significant decrease in previous competitor numbers and RS would be looking at how to support more veterans to attend in the future.</p> <p>Lastly, on events, RS moved on to the European Junior Cup that had taken place the previous weekend and was the first time this had been hosted in the UK. The event had run very well with great effort from volunteers and staff. Also, the President of the EJU, Lazlo Toth, had already received positive feedback from the EJU staff in attendance.</p> <p>In regard to the recruitment of a Chair and two Directors, RS updated that the Nominations Committee had met shortlisting the Chair candidates to six (now 5 as one withdrew) with interviews scheduled for Monday 3 July and that the closing date for the Director roles was Friday 7 July.</p>	

<b>65.9</b>	<b>CHIEF EXECUTIVE'S REPORT</b>	
	<p>AS's report taken as read with updates on a few points since the report was drafted noted below:</p> <ul style="list-style-type: none"> <li>• Received positive verbal feedback on compliance with the revised UKS Code. Few minor points to address but have until end of 2023 to complete</li> <li>• AS and KR have discussed next actions following the All Judo Seminar and will be raised at Senior Leadership Team Meeting on Thursday 13 July</li> <li>• There were 268 competitors at the EJU Junior European Cup (budgeted for 150)</li> <li>• August Board Meeting will no longer be at the venue for the World Blind Sports Games as Judo does not commence until Thursday 24 August</li> <li>• Andy Bowly, new Head of Safeguarding, Inclusion and Wellbeing, will start on 14 August</li> </ul> <p><b>Decision: The Health &amp; Safety Policy was signed off by the Board</b></p> <p><b>Action: AS to amend one section of the Business Continuity Plan which would then be circulated for virtual sign off by the Board</b></p> <p>LS commented that everything seemed very positive currently and enquired what the next key focus areas are. AS responded that it is the Chair and Director appointments and campaigns planned for launch in July but also in the pipeline are: looking at value proposition; combat centre; athlete accommodation; hosting a senior event; Performance focus on medal potential for Brisbane; and professionalising/supporting clubs.</p>	<b>AS/JL</b>
<b>65.10</b>	<b>FINANCE &amp; OPERATIONS UPDATE/AUDIT PROGRESS UPDATE</b>	
	<p>SH's Finance &amp; Operations Report was taken as read, with additional points noted below on that and the audit:</p> <ul style="list-style-type: none"> <li>• Auditors had been in the office for 4 days and the audit has been completed successfully. Two items flagged: some expense and credit card receipts missing but now moved to Zoho this risk has been mitigated; and lack of contract for Chair, however this would be addressed by the Nominations Committee on the appointment of the new Chair.</li> <li>• Expecting a funding cut in the next cycle and need to become more creative on how to generate additional income eg: invest in accommodation; cash investments; club professionalisation/membership growth; and loans to clubs;</li> <li>• Meeting with Mark Kelly, Head of Sports Investment at UKS, and SE Strategic Lead on 18 July. Expecting there to be a push on collaboration between NGBs such as sharing back office resource</li> <li>• Meeting with GB Pentathlon on 14 July to assist them with building robust processes</li> <li>• Reviewing if the British Judo Trust could be utilised for obtaining charity funding</li> </ul> <p>11:45 DH joined the meeting</p>	

	<ul style="list-style-type: none"> <li>Membership income expected to increase following acquisition campaign planned for July/August</li> </ul>	
<b>65.11</b>	<b>PERFORMANCE UPDATE</b>	
	ND provided verbal overview of his report.	
<b>65.12</b>	<b>DEVELOPMENT UPDATE</b>	
	<p>KR provided verbal overview of her report and provided more detail on the current application to compete from a transgender participant.</p> <p><b>Action: ASI and KR to review the Transgender Policy</b></p>	<b>ASI/KR</b>
<b>65.13</b>	<b>HEAD OF PARTNERSHIPS UPDATE</b>	
	<p>LM's report was taken as read with the additional updates provided:</p> <ul style="list-style-type: none"> <li>Humble Warriors to be socialised on the ground initially with full launch in November. Will also look at sponsors to buy into this concept</li> <li>Acquisition campaign been delayed due to recent reputational risk issue</li> </ul> <p><b>Action: LM to contact PR agencies to obtain quotes for a retainer contract</b></p> <p>12:45 GC left the meeting</p>	<b>LM</b>
<b>65.14</b>	<b>SPORT ORGANISATIONAL HEALTH UPDATE</b>	
	<p>AS raised the UKS Briefing Note 'Sport Org' that had been circulated as part of the Board pack.</p> <p>There was a lengthy discussion around the suggestions raised in this briefing note and the potential implications for British Judo, with various viewpoints and pros/cons raised.</p> <p><b>Action: AS to discuss with UKS to gain clarity on the briefing prior to the UKS Chair and Chief Executive meeting on 12 July.</b></p>	<b>AS</b>
<b>65.15</b>	<b>ANY OTHER BUSINESS</b>	
	1.30pm There being no further points to discuss, RS thanked everyone for their attendance and the meeting closed.	