

# BOARD MEETING MINUTES (#85)

**Meeting of the Board of Directors**

**Tuesday 30 June 2020**

6.00pm – 8.30pm

BaseballSoftballUK

Conference Call

***Video Conference on Microsoft Teams***

**85.1. Chair's Welcome (Chris Greenhalgh), introductions and apologies for absence**

**Present:** Chris Greenhalgh (CG), Jenny Fromer (JF), Gary Henderson (GH), Bridget Cameron (BC), Matthew Knowles (MK), Simon Winman (SW), Jayne McLernon (JM), Prashant Dave (PD)

**In attendance:** John Boyd (JB - BSUK CEO), Tim Stride (TS – Board Secretary)

**Apologies:** Fiona Breeden (FB)

**85.2. Declaration of Interests**

None

**85.3. Approval of Minutes of Board Meetings held on 7 April and 16 April [Papers 2 and 3]**

Minutes from both meetings were approved.

**85.4. Matters Arising and Actions from the Minutes [Paper 4]**

No matters arising. See updated Actions and Decisions List.

On Action 83.7, JB updated that South Bucks Council have offered another lease holiday period and House of Sport have offered a rent reduction (exact amount TBC), which BSUK will take up for July and August and review the situation for subsequent months.

**85.5. Decisions Taken Under Delegated Authority**

None.

## **For Approval**

**85.6. Adoption of Membership Rules**

**Decision:** The Board unanimously agreed to formally adopt the Membership Rules.

## **For Information**

**85.7. To receive the report from Governance Committee Meeting – 12 May 2020 [Paper 5]**

GH gave a brief verbal report to accompany the paper, including the Committee's suggestion that there be a 'Board champion' for equality and diversity, which PD offered to be. The role will be one of oversight to help

ensure that E & D is kept at the forefront of BSUK's practices. In similar fashion, BC offered to be the Board safeguarding champion.

**Decision: The Board agreed that Prashant Dave will act as the Board champion of equality and diversity.**

**85.8. To receive the report from Finance Committee Meeting – 28 May 2020 [Papers 6-10]**

JM provided a verbal report to accompany the paper. She noted that the draft end-of-year management accounts were included in the board documents on the intranet. They were reviewed in full by FC but if any directors have questions they can forward through to her.

**85.9. To receive the report from Development, Marketing & Commercial Committee Meeting – 10 June 2020 [Paper 11]**

SW provided a verbal report to accompany the paper.

**85.10. To receive the Farnham Park End-of-Year Report 2019-20 [Paper 12]**

JB noted that the report was available on the intranet and will be reviewed by the FC at its meeting in September. It's a look back at the previous financial year. A draft business plan for Farnham Park will also be taken to that FC meeting.

**85.11. To receive a verbal update on the Return to Play Plan**

Sport England has approached BaseballSoftballUK to produce a Return to Play Plan, as part of their approach to support team sports, for submission to the government for approval. This is the first opportunity to present a sport-specific plan for baseball/softball, although JB noted that the BBF had published a guidance applicable explicitly to its members only. JB outlined the plans to consult with the BBF Board, the BSF Board and clubs and leagues across the country, including the independent baseball leagues, with the desired outcome being a single protocol for baseball/softball. It was agreed that the consultation should reach all parts of the sports, starting with our Members and that the guidance being worked up should be openly shared with all parties.

The Board discussed and agreed that the staff team should coordinate a single approach on the basis of 1) the similarities between baseball and softball, particularly fastpitch softball, 2) the number of joint baseball and softball organisations, 3) the extent of baseball played outside of the domain of the British Baseball Federation and 4) the need for a coordinated approach across the country. This coordinated approach was important in order to establish a common and clear set of guidance for the playing community. In the case that the BBF Board should not be willing to work within a joint protocol, they should be instructed to "comply or explain".

Sport England should be kept informed of the conversations BSUK has had with the BBF about Return to Play.

BC asked that we pay particular attention to ensure the necessary safety precautions are in place for vulnerable categories of people within our playing community; the WBSC guidelines might not cover that in enough detail.

JF suggested we also get a sense of how much appetite there is among the playing community for a return to play this summer, given the restrictions and that there will not be much left of the usual outdoor season; if the appetite is low, the Return to Play Plan might not need to be extensive and require a lot of staff time. SW suggested we might be able to take some pointers from what community cricket might be doing (as a similar sport).

**Action: JB to write to both Members to update them on BSUK's process so far on Return to Play as per the above.**

#### 85.12. To receive an update on the Sport England 2021-24 Funding Cycle [Paper 13]

The Board wants to formally thank Sport England for its proactive and positive steps to provide certainty through a hugely impactful pandemic. As a summer team sports organisation, the lockdown has decimated our playing season and along with it almost all of our non-grant related revenues. The financial assurance of roll-over funding through to March 2022 will buy us needed time to return to normal levels of operation.

It was agreed that when he receives it, JB should run the 2021-22 roll-over funding agreement from SE past JM for review before accepting. If there is a clause within it relating to the BBF relationship, JB should consult with the three Board sub-committee chairs and BSUK chair as to whether it needs to go to full Board for review before acceptance.

It was also agreed that the paused funding paperwork that BSUK needs to submit to Sport England in relation to our furloughing scheme should be reviewed by JM as well.

**Action: JB to run both the 2021-22 roll-over funding agreement from Sport England and paused funding paperwork past JM for review before submission, as per the process outlined above.**

### For Discussion

#### 85.13. BBF Relationship Roadmap [Paper 13]

The Board discussed the considerations as outlined in the paper in which various options were offered as a way forward.

The Board agreed the following:

- that BSUK should look to move things forward to resolve the situation. The BSUK Board's preference is for the BBF to be 'in' as an engaged Member of the company but if the BBF wishes to be 'out' then BSUK will work with it as to the process for that happening.
- In order to support the decision making process of the BBF, it was agreed to release the BDO Reports under the process for sharing information established by the Membership Rules. To be outlined in communication with BBF.
- Also outline commitment to review participation numbers with all stakeholders proactively following the resumption of playing activities – likely winter 2020.
- In response to the meeting request from the BBF Board, BSUK will decide who will attend not limited to the INEDs invited. JB/TS to ascertain availability over the coming weeks.
- Agenda to include forward plan, BSUK Strategy and 'in or out?'
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#### 85.14. BSUK Strategy 2020-24 (discussion and approval) [Overview in Paper 13, Strategy in Paper 14]

Following a brief presentation from John Boyd, the Board discussed the BaseballSoftballUK Strategic Plan for 2020-24.

Decision: The Board agreed to adopt the BaseballSoftballUK Strategic Plan 2020-24 pending the re-inclusion of measurable KPIs as reviewed by Board in the earlier drafts of the Strategic Plan from autumn 2019.

## For Decision

### 85.15. BSUK Chair Recruitment [Paper 13]

The Board agreed that the decision on the process for Chair Recruitment should not be taken until the outcome of 85.13 (the BBF Relationship Roadmap) is known.

### 85.16. Birkbeck Report Review [Paper 13]

The BSUK Board, led by Gary Henderson, has considered the findings of the Birkbeck Report from 2016. Through a combination of steps taken and commitments made to undertake further improvements, the Board agreed that the findings of the Birkbeck Report have been addressed in full, in so much as they remain current. The subsequent BDO Report in 2019 has picked up the Birkbeck recommendations and incorporated them into the current BDO Action Plan.

### 85.17. Adoption of Financial Procedures Manual [Paper 13]

The Board noted that the Finance Committee has duly approved the adoption of a revised Financial Procedures Manual.

### 85.18. VAT Proposal [Paper 13]

The Board noted that the Finance Committee will consider the VAT status of the company and report back its findings to the September Board meeting.

### 85.19. Staff Satisfaction Survey [Paper 13]

It is expected that BSUK will conduct a Staff and Workforce Satisfaction Survey each year. The last staff survey was conducted as a part of BDO's review between July and August 2019. However, with most staff on extended furloughing, conducting a Staff Survey at this stage would be inappropriate.

**Action: JB to bring back a proposal to September Board Meeting for timing of the next Staff and Workforce Satisfaction Survey.**

### 85.20. Committee ToR Review [Paper 13]

The Governance Committee has reviewed committee Terms of Reference in line with the BDO Report findings, with the exception of the FC which still needs to be reviewed.

Action: Finance Committee to review the committee's Terms of Reference and share with the Governance Committee for sign off.

### 85.21. CEO Report [Paper 13]

Due to the extent of unusual business and the completeness of the considerations today, the Board confirmed that a CEO Report was not required for this meeting. To be reviewed ahead of future meetings.

### 85.22. Other Scheduled Items [Paper 13]

The Board had scheduled the following items for this meeting.

1. Induction Pack Review
2. Policies Review
3. Talent Plan Review
4. Remuneration and Employment Committee formation

5. Further Board appointments, CEO as ex officio

In addition, the Board has postponed discussion until September of:

6. The Staff and Workforce Satisfaction Survey

7. VAT Proposal

The Board agreed to consider the above items at the September Board meeting.

### **Standing Items**

**85.23. Risk Register (feedback from recent sub-committees' review of it)**

There was not time to discuss this in detail.

### **Wrap-Up**

**85.24. Date of next meeting**

Tuesday 22 September 2020