

PRESENT:

Rob Weighill	(RW)	Chairman
Roddy Christie	(RC)	Secretary General (Remotely)
Carl Carrier	(CC)	Development Director
Richard Crawford	(RCr)	Finance Director
John Mead	(JM)	Director
Elizabeth Sedgwick	(ES)	Director
Sarah Greig	(SG)	Director
Iain Sheridan	(IS)	Honorary Legal Representative
Jock Inkster	(JI)	Member Elected Director
Ilario Maddalin	(IM)	In Attendance

APOLOGIES:

David Woodall	(DW)
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		<u>Action</u>
1.	FORMALITIES	
1.1	<u>Apologies & Conflicts</u> See above.	
1.2	<u>Introduction</u> RW welcomed all to the meeting, in particular IM. Beyond a heavy agenda, a key focus of the Board meeting would be to prepare for the AGM to ensure that members were given sufficient information on the events of 2019 and progress to date. RW emphasised the need to make sure that we are communicating important information and decisions to all Board members. Use of the Board WhatsApp group is important – use this more.	
1.3	<u>Minutes of the 94th BBU Board Meeting</u> The Minutes of the 98 th Board Mtg were accepted.	

1.4	<p>Matters Arising</p> <ul style="list-style-type: none"> • Marketing Presentation Tribute was paid to IS and DW in particular for the time and effort spent on the Marketing presentations (see below). It was agreed that a generic version of the presentations would be produced for all members to use. It would be non-specific to particular sponsors/companies. • Athletes Rep It was agreed that Amanda Lightfoot would continue in this role until the start of the new season, when those athletes selected for the GB training squad would vote for an Athlete’s Rep for the 20/21 season. • Anti-Doping IS has met with UKAD and has renewed links with them. IS focused on ensuring that we are compliant with UKAD and IBU policies. This will be facilitated by the UKAD 100% Me Clean Sport Toolkit App. A new Anti-Doping page on the BBU website will be published by 20 Feb 20 (Complete). • Organisational Capacity We have been offered the opportunity utilise some spare administration capacity within a potential sponsor organisation. The Board was extremely grateful for the offer but were clear that a specific Job Spec and ToR were required for that person in order to be able to measure the output. Additionally, a contract would be required in order to ensure that the BBU had sufficient control and in order to comply with GDPR requirements for BBU personal data. <ul style="list-style-type: none"> ○ There was concern over the potential lack of control that the Board would have over the candidate. ○ There was an additional question of whether it would be possible to be given money towards an administrator of our choice, instead of accepting an administrator – RC did not believe that was the offer. ○ IS stated that we needed to evaluate and understand the risk of not having direct control of our administrator. ○ The Board discussed the possibility of asking Rich Adams, a supporter of the BBU and potential sponsor and the brains behind the current membership offer, to join the Board as director to represent the views of sponsors. It was agreed that this would strengthen the Board in a critical area and that he should be approached, and his CV requested and circulated to Board members with a view to formally asking him to join the Board. • Website Overall, this is going well. We need to keep improving and monitoring it. One concern seems to be the shop element where there have been some delays in getting merchandise out. 	<p>DW/IS</p> <p>RC</p> <p>RC/IS</p> <p>RC</p> <p>RC</p>
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2.	Finance	
2.1	<ul style="list-style-type: none"> • RCr gave a full breakdown of the accounts to be presented to the AGM. Additionally, he gave a breakdown of the income and expenditure for the year to end Dec 19. • The financial summary presentation is attached at to these minutes and was presented at the AGM. It is available on the BBU website. • The Board discussed the following finance related issues: <ul style="list-style-type: none"> ○ RCr explained the financial benefits of owning our own minibuss and would do a cost comparison at the end of the season. ○ IS asked if there was any sponsorship on the bus – work in progress. ○ There is a requirement to review the authorisation threshold for spending before it is referred to the Board. The point was made that quite often the National Team travel to events can go well above £1k 	<p>CC/DW</p> <p>RCr/RC</p>

	<p>and it was impractical to refer that the Board. As a result, it may be necessary to set a different limit for team travel.</p> <ul style="list-style-type: none"> ○ Linked to the above points on organisational capacity, the Board considered whether we should post an advert for the Admin role on the website. ● Personal Contributions – the level of athlete contributions was discussed in the context of current BBU cash levels. The Board agreed that given the amount that the BBU was investing into the National team the level of contributions was appropriate. ● The question was raised as to how we are controlling athletes’ contributions. IM & RC were concerned that there was some discrepancy in who had and had not paid the athletes contribution. RCr and RC to investigate and chase up as necessary to ensure consistency among all the athletes. ● IM suggested if we have more money, i.e. from sponsorship, then we should consider lowering contributions. There had been some queries over contribution level / setting and IM suggested looking at people’s ability to pay and means testing contributions. Perhaps by looking at who is employed or not or having a fixed price for camps. ● RCr – suggested that we also discuss method of payment with the athletes. ● RW – there is not going to be any additional money coming from the military and additionally there will always be the dilemma of the military athletes being paid and others often not. ● JI – The board believe that a contribution is a good display of an athlete’s commitment. ● CC - we should be trying to set the level that is fair and acceptable. ● RC – we need to understand the percentage of the total spend we expect to come from athletes. RCr will confirm the total spend this year by 1 April. ● RC - Need to focus money on our pipeline in order to expand the system for the future. ● CC – we should have a summer rate winter rate to reflect the differing cost of training in each season. ● CC/IM/RC/RCr will come up with an appropriate contribution for athletes by 15 Mar 20. (Delayed due to Covid-19). ● It was agreed that the BBU would fund the Training Camp in Obertilliach. Athletes would just be responsible for getting themselves there. 	<p>RC</p> <p>RCr</p> <p>RCr</p> <p>CC/IM/R Cr/RC</p> <p>CC/IM/R C/RCr</p>
<p>2.2</p>	<p><u>BBU Lottery</u></p> <ul style="list-style-type: none"> ● The Board wished to formally record their immense gratitude to Nicola Walker (NW), who had managed the BBU lottery from inception. After 9 years NW will step down, leaving behind a functioning lottery, with a reserve of about £9k which has engaged people in the sport. ● NW will hand over the lottery in the Spring and further details on future draws will follow when known. 	<p>RC/NW</p>
<p>2.3</p>	<p><u>Sponsorship & Marketing</u></p> <ul style="list-style-type: none"> ● RW & IS gave a short summary on the work undertaken to attract sponsors. ● IS made the point that all directors are responsible for getting in more money. All directors need to get involved in the identification of sponsors and marketing. Would directors be happy to make a phone call to people? ● IS also praised DW for his immense efforts and support to the marketing campaign with over 50 marketing brochures going out to companies. 	<p>All</p>

	<ul style="list-style-type: none"> IM – the IBU and IBU Jnr Cup are now being livestreamed on the IBU website. It is possible to sponsor a specific athlete if that was of interest to sponsors. 		
3.	Sport		
3.1	<p><u>GB Team Activity – Last 6 Months</u></p> <p>IM gave an update on the current situation.</p> <ul style="list-style-type: none"> Overall a successful season especially the women. There is definitely more work to do on the men’s team. Junior cup has been a success and especially Shawna Pendry’s performance. Beinn Horsfall and Titus Clark are also developing well, though Beinn has had a knee injury. The board wants to recognise the contribution that Ian Pendry has made to supporting the Junior athletes and are very grateful for his contribution. <p><u>Future Developments</u></p> <ul style="list-style-type: none"> CC – Having a more robust Junior squad would potentially attract others to the fold. CC & IM – Identifying potential athletes for next year to be invited to attend the camp in Obertilliach. CC- Explained that Vinny fountain has qualified for the WCH through IBU rules though not through BBU rules. BBU will use discretion allowed by selection policy so that he may attend to compete in the single mixed relay and sprint. Similarly, Titus Clark will race in the JOECH in the single mixed relay. 		
3.2	<p><u>Military Policy</u></p> <p>There was overall recognition that there is less appetite from the military to compete at international events The Board accepted the view that although change in this situation is possible, it is unlikely to be a great change.</p> <ul style="list-style-type: none"> JM – the extent to which military interest in international biathlon is likely to be maintained will come down to individual costs to the soldier and whether they will be prepared to put their own money into it. JM expressed concern that soldiers just won’t turn up as they will view participation as too expensive. The key problem was the status of soldiers whilst training and competing as off duty – this affects the use of military rifles. IS asked if athletes could keep receipts for their expenses so that in case of sponsorship or a windfall to the BBU, they could be reimbursed. RW – Spoken to Maj Gen Burley to explain the position. Also spoken to Maj Gen Marshall about helping to assist and provide additional influence considering his previous involvement with the sport. JM requested that CC and IM come up with some bullets to use as an update and support to help get people released. 		CC/IM
3.3	<p><u>2020/21 Season Plan (On hold due to Covid-19)</u></p> <p>IM and CC briefed the outline season plan for 20/21 season.</p> <ul style="list-style-type: none"> The intention is to fill all start places on IBU Cup in order to try and get GBR into the top 20. To achieve this we will need to have a mixed squad of athletes who are able to attend all events, and where possible use different athletes during an individual competition. We intend to field as many Junior athletes as possible. It is vital that Amanda performs well at next year’s World Championships, as this will have a direct impact on the Olympic quotas. A detailed summer plan has been drawn up and was agreed by the Board as a positive and clear plan. The plan can be viewed on the BBU website. The Board agreed that the difference between Testing and Selection periods 		

	in the plan would be explained more clearly in a forthcoming review of the Selection Policy.	CC/IM
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4. External Agencies		
4.1	IBU RC/RW attended the IBU congress in Munich in October. The IBU are making significant progress in particular with their new strategy Target 26 and the newly formed Biathlon Integrity Unit (BIU). RW stated that where possible the BBU will seek to mirror the IBU Target 26 strategy. The IBU represents best practice across all international sports federations. The IBU is now widely seen as the gold standard of transparency and anti-corruption.	
4.2	Other Agencies UK Sport RW reported from the recent Chair's Meeting. The Meeting focused on 2 areas: <ul style="list-style-type: none"> • Concerns about cyber-attack to NGBs. • Anti-Doping. This is also a major focus for UK Sport. BOA The BOA has been extremely supportive to Shawna Pendry during the run up to and the YOG itself. There will be a likely increase in engagement as we move towards the 2022 Olympics in Beijing.	
4.3	Affiliated Clubs There was no update on affiliated clubs.	

5. Strategy and Governance		
5.1	Strategy and Vision RW briefed on the progress of the overall BBU strategy. RW and JM met to discuss this and will progress this to a completed document over the course of 2020. 2 Things are immediately obvious: <ul style="list-style-type: none"> • We need to continue to develop and enhance our use of digital communications, both as a marketing tool and as an information portal for members. There is a clear link to capacity. • We need to work on the internal communications amongst Board members. The BBU WhatsApp group now has all board members on it and will be the principle means of immediate comms to board members. 	RW/JM
5.2	Board Terms of Reference JI briefed the board on the progress of the ToR. He has completed and circulated the Overarching ToRs for the Board and for the BBU. It would be possible to publish these currently, as the board were happy with these, though there remain additional ToRs that need to be completed, namely: <ul style="list-style-type: none"> • Individual Board Members ToRs. • Bullying and Harassment Policy. • Safeguarding Policy. • Travel Policy. • Remuneration Policy. • Conflict of Interest. • RW thanked JI on behalf of the board for the immense effort and hard work that had gone into the ToRs and had got us further than ever before. • The Board agreed to delay the publication of the ToRs until the individual ToRs were complete. 	

	<ul style="list-style-type: none"> • JI agreed to send a template to all Board Members to complete. • The ToRs would be shared with all Board members, who would be expected to read and confirm that they were content with them prior to publication. • IS suggested keeping policies short where possible as there was a correlation between length of document and number of people reading (like these minutes). 		
5.3	<u>Organisational Capacity and Future Planning</u> This was covered at other points above.		
6.	<u>Any Other Business</u>		
6.1	<ul style="list-style-type: none"> • JM agreed to generate a request to military to support on duty status for national athletes. This would facilitate the use of military rifles and reduce the need for soldiers to purchase their own weapons. • JI – Kit list from IBU material distribution needs to be published. • JI – The topic of the BBU not supporting the national championships is often raised. The board is aware that we do not support this event to any great length bar providing prizes for the BBU Club Champion competition. The point of the provision of a IBU TD was discussed as Eddie Lowe has filled this position for many years although members of the board thought the BBU had previously sent people such as Mark Crisp and Lee-Steve Jackson on the relevant IBU courses and should maybe be taking over this role. 	JM RC/IM	
6.2	<u>The next board meeting will be a virtual meeting at the beginning of March date TBC</u>		RC

Signed by: *Rob Weighill*

Date: 07/06/2020

Rob Weighill
Chairman