

PRESENT:

Rob Weighill	(RW)	Chairman
Roddy Christie	(RC)	Secretary General
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
David Woodall	(DW)	In Attendance – Marketing and Sponsorship

APOLOGIES: N/A

		<u>Action</u>
1.	FORMALITIES	
1.1	<u>Apologies & Conflicts.</u> There were no apologies or conflicts	
1.2	<p><u>Introduction.</u> RW welcomed all to the meeting and started with the following overview:</p> <ul style="list-style-type: none"> • RW introduced David Woodall, who has kindly offered to support the BBU with Marketing, Social Media and sponsorship. • We have managed to put together a training programme and pathway for the 2019-20 season. • This has set the context for the winter season and for future years. • 2018-19 was in many ways a watershed and looking forward now is important. • The 2019-20 focuses will be: <ul style="list-style-type: none"> ○ Sourcing alternative funding sources – sponsorship ○ Sustaining and further developing the BBU Board ○ Building additional capacity, especially full-time administrative support ○ Developing the BBU Vision and Strategic plan • Additional capacity and success is directly linked to an increase in revenue. • Board members have an overall responsibility to identify and gain sponsorship and funding in order to achieve our aspirations and outcomes. <p>SG – Gave a brief overview of an opportunity to engage with sponsors that supported Ex Ice Maiden. SG to pursue with help as required.</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">SG</p>

	J1 – Requested a generic BBU marketing pack for distribution to sponsors. IS, RW, RC and DW to generate a draft, circulate for comment and then publish. Action by 31 October 19. Need to know what we can offer sponsors in return. Suggestion of a Gold, Silver and Bronze package.	IS, RW, RC, DW
1.3	<u>Minutes of the 97th BBU Board Meeting.</u> The Minutes of the 97 th Bd Mtg were accepted.	
1.4	<u>Matters Arising.</u> <ul style="list-style-type: none"> • 2.1 BBU Credit Card – Ongoing. • 2.1 BBU Lottery Committee – covered below. • 3.1 Informal Link established between BNDS and BBU. • 3.2 Military Weapons – no further forward. • 5.3 Writing to 30 British Companies – not undertaken yet. See below. • 6.1 Athletes Rep. The Current IBU squad has elected Amanda Lightfoot as Athletes Rep. Aspirationally, we will try to look for wider representation amongst athletes this year and have a wider vote on the position. RC to action by Ex Rucksack. 	RC

2.	FINANCE	
2.1	<u>Financial overview.</u> <ul style="list-style-type: none"> • RCr gave a full breakdown of income and expenditure up until Oct 19. The breakdown is attached at Annex 1. • This will be further updated/amended and presented at the AGM. • We will look to accept 2 sets of accounts at the AGM in 2020. This year's accounts are currently with the accountants. • Current income streams are: <ul style="list-style-type: none"> ○ IBU grants and attendance payments ○ Athletes' subscriptions ○ Membership subscription • Membership subscription has seen a significant increase, principally due to the additional offer of insurance to the membership. The future aim will be to cover administrative costs through the membership scheme. • Board proposes to increase membership year on year by £1 per person, consistent with inflation. Approval to be sought at AGM. This year's membership cost will remain unchanged. • Overall aspiration to maintain the split of 25% on Administration and 75% on sport¹. • Seeking to reduce costs where possible. Principally through: <ul style="list-style-type: none"> ○ Minibus Purchase. Decreases punitive charges for hiring minibuses and reduces the reliance on air travel for teams, which is very costly when skis, baggage and rifles are taken into account. A report on the purchase of a minibus will be made to the next AGM in February 2020. ○ Accommodation Options. Where possible, self-catering will be used and the best deal sought rather than defaulting to the Organising Committee options, which although convenient are expensive 	RC

¹ This proportional split between administration and direct contribution to the sport is consistent with the IBU.

	<ul style="list-style-type: none"> • Membership. We will seek to increase the membership where possible. Focus on the following. <ul style="list-style-type: none"> ○ Engage with Corps teams taking part in Corps Champs after Ex Rucksack (RLC, AMS, AGC). ES to engage. ○ Advertise to civilian clubs where possible ○ Try to attract Nordic skiers onto the membership ○ Consider widening the insurance to Alpine skiing as well in order to capture alpine competition. Action by Nov 2020. • Equipment. Better accounting for equipment purchased by or donated to the BBU is required as part of the financial accounts and also for transparency. IBU Kit allocation will be published once received. Inventory of current kit generated. By 1st Jan 2020. 	ES RC RC & CC
2.2	<p>BBU Lottery.</p> <ul style="list-style-type: none"> • There remains c £8k in the lottery account. • CC and Nicky Walker to lead on establishing how the Lottery was/is set up. • CC the Director who takes on oversight of the Lottery with Nicky Walker. Should lead/chair the BBU Lottery Committee. • Need a governance policy and an independent committee, with one BBU Board member on it (CC). CC will work with NW to come up with a policy and a committee. Action by 31 Jan 2020 	CC
3. Sport		
3.1	<p>Current Activities. Last 6 Months. CC briefed as follows:</p> <ul style="list-style-type: none"> • CC updated the Board on the progress of the training taking place in Ruhpolding. • Whilst the current training programme is not perfect, the Board recognised that offering a viable development pathway for athletes to get into the IBU and WC has been a great step forward. • Ilario Maddalin's role as coach has been pivotal so far this season, successfully applying a positive influence on the training of those biathletes that have been able to attend. His effort and dedication, training the athletes has been impressive. • The Board did recognise that this is the first year of a new programme and results should be viewed in that light. • The Board expressed concern about the monitoring and tracking of military athletes, and the overall amount of time spent in training this summer. ES will engage with BANSC to develop appropriate measures to support athlete participation and to approach directly the line managers of the military athletes. • Ilario Maddalin will be asked to provide JI with readouts on training to allow him to support athletes on the programme. • BBU will aim where possible to give feedback to line managers and other interested parties where possible and where desired. 	ES CC/IM
3.2	<p>Military Plans/Policy</p> <ul style="list-style-type: none"> • No further update on the use of Military rifles by international athletes. JM is going to seek advice from military regarding possible regulation change following potential Brexit on 31st October. • The Board discussed the best way to support military athletes and the desire/need for a single point of contact for the BBU with the military. The aim for this would be to offer support with the military chain of command and also to feedback to the military on the progress of their athletes. ES agreed to take this up with BANSC/Military to identify the best solution. 	JM ES

<p>3.3</p>	<p>Winter 2019-20 Plans CC gave a comprehensive briefing on a number of points:</p> <ul style="list-style-type: none"> • There will be no selection races for the upcoming Winter season as we have more competition places than athletes that have qualified for IBU Cup races. We have no athletes competing at World Cup races in trimester 1. • Senior GBR Team. Vinny Fountain, Adam Williams and Adam Peacock have qualified under the BBU criteria in the Selection Policy. Amanda Lightfoot has sufficient IBU points to qualify. • Junior/Youth GBR Team. As regards Junior/Youth athletes. Shawna Pendry has qualified on % from last year and will compete in both Junior IBU Cups before Christmas. Beinn Horsfall and Titus Clark have not yet qualified according to BBU criteria. Scott Dixon will be engaged as coach for IBU Junior Cup 2. Hopefully, Shawna Pendry will compete at the Youth Winter Olympic Games and the Youth World Championships. • The Board focused on Trimester 1, although also supported the aim to partake in all competitions throughout the season, where possible. • Trimester 1 plans are to take part in the following events: <ul style="list-style-type: none"> ○ IBU Cup – Race at IBU 1, 2, 3 ○ Jnr IBU Cup – Race at Jnr IBU Cups 1 & 2 ○ 2 athletes and 1 coach to the IBU/IOC Coaching course in Slovenia • In the event that there is a split between IBU and WC later in the season we will look to identify support from another team. • The Board were keen to broadcast success wherever possible. CC will feed DW with information where possible to support this. Athletes need to be social media savvy. DW will link to them directly to support this and aim to conduct social media awareness training at Ruhpolding in Feb 20 • Looking forward to season 2020-21 a programme will be in place and publicised in time for the AGM. By 31 Jan 2020 	<p>CC/DW</p> <p>CC/IM</p>
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<p>4. External Agencies</p>		
<p>4.1</p>	<p>IBU. RW & RC will attend the IBU Extraordinary Congress in Munich, 18-20 October. The IBU will look to approve their new constitution and strategic plan. Postscript: Both the new Constitution and Strategic Plan were approved unanimously at the Congress. Both of these initiatives represent a significant moment for the development of biathlon and the strategic Plan in particular will have widespread, positive effects on the sport. A full brief will be given at the AGM in 2020.</p>	<p>RW/RC</p>
<p>4.2</p>	<p>Other Agencies. There was no update on other agencies.</p>	
<p>4.3</p>	<p>Affiliated Clubs. The Board recognized the need for stronger links to civilian affiliated clubs as well as the military clubs and that this was a role for a Board member. JI suggested that a specific role of liaison with civilian affiliated clubs could be divided geographically into two areas:</p> <ol style="list-style-type: none"> i. Scotland and Northern Ireland. ii. England and Wales. <p>JI volunteered to take on liaison with clubs in Scotland and Northern Ireland. CC offered to identify a potential Member Elected Director to take on the role.</p>	<p>CC/JI</p>

5. Strategy and Governance		
5.1	Strategy and Vision. No further progress has been made on this but JM and RW will meet in November 19 in order to generate a draft plan. This is likely to be linked to the IBU strategic plan. This will be published in draft prior to the AGM and briefed at the AGM.	RW/JM
5.2	<p>Board Terms of Reference & Member Elected Director Update.</p> <ul style="list-style-type: none"> • There was some discussion concerning TOR. The Board wants to have the TOR completed and agreed before the Board meeting just ahead of the AGM in February 2020. • JI explained that as a small National Governing Body Directors have to carry out certain executive roles as well as the traditional roles of strategic planning, oversight and management. The likely format for the TOR would be an overarching document setting out TOR for the Board with two annexes: TOR for individual Directors and a Code of Conduct for all. • JI had generated and circulated two documents for consideration and comment by the Board: a draft of the Board TOR and a list of potential executive functions for Board members. The Board was requested to comment by 23 November and to include in their comment any wishes to volunteer for specific executive functions. • JI fed back information that had been passed to him from members. Areas of concern were: <ul style="list-style-type: none"> ○ Selection Races. JI was tasked to circulate a separate document setting out BBU members' concerns over the Selection Policy to Board Members by 17 October. The Policy would be reviewed by the Board and will be re-published by 31 October. These are not taking place this year and whilst this was known by the athletes in the squad it has not been published for the benefit of the wider biathlon audience. The Board agreed the need to be clearer on this matter ○ There remains a perception of a lack of transparency and effective communication between the Board and biathlon members. This has instilled a sense of frustration from some members towards the organisation. The Board accepts that this is the case and must identify ways to improve engagement and communications with the biathlon community. JI will continue to reach out to and work with key stakeholders and ensure that the Board remains informed about where issues lie and how best they are resolved. • The Board agreed to send a membership survey prior to the AGM in Ruhpolding. RC will set this up and email it to the membership in early January 2020. 	<p>All</p> <p>RC/CC</p> <p>RC</p>
5.3	<p>Selection Policy</p> <ul style="list-style-type: none"> • Feedback has been received by the Board on the selection policy. The policy is being reviewed by the Board and will be re-published by 31st October 2019. 	
5.4	<p>Anti-Doping (AD).</p> <ul style="list-style-type: none"> • The Board paid tribute to Terry Hall, who tragically passed away recently. Terry had looked after the BBU AD since 2013 and his loss will be sorely felt within the organisation. 	RC/IS

	<ul style="list-style-type: none"> The Board also recognise the importance of AD and IS kindly offered to take on the AD advisory role. RC will link IS to UKAD by 31st October. IS will be the focal point for AD in the BBU and will have a crucial role as the conduit for communications with athletes in particular. The Board is keen to draw the attention of all athletes to AD and will encourage all athletes to download the UKAD app. (Actioned 20 Oct). The website does not currently have any AD information available. IS and RC will work to rectify this by 30 November 2019. The Board recognised that AD needed to be tied into the Selection Policy and will aim to do this as soon as possible. 	RC RC/IS RC
5.5	<p>Marketing and Sponsorship.</p> <ul style="list-style-type: none"> The Board agreed that sponsorship would be the Main Effort of the BBU in the next year. Without this, the BBU's aspirations and plans will not be possible. DW stated that key to successful marketing was generation of content and a focus on athletes. Generating a marketing presence was a lot about the narrative. DW will engage directly with athletes to help support the generation of the content. DW will try to identify high resolution photos for use on social media sites. RC to link to Marcel Laponder and Scott Dixon. Increasing our profile is needed in order to attract new interest and future athletes. Sponsorship – We need to be clear about what we are offering. RC & DW to discuss a Gold, Silver, Bronze tiered sponsorship and what would be offered to each sponsor for these. Sponsorship is not exclusively about money and we should also look for assets (e.g. ski equipment, transport) and other support. RW put in place a 'finders fee' of 12.5% of any sponsorship accrued. This is available to anyone who can bring sponsorship to the BBU. The Board committed to generating a narrative and associated slide pack in order to have a single consistent pitch. This will be complete by 31st October. All Board members were asked to generate 5 target companies by 31st October to be approached for sponsorship. <p>Organisational Capacity.</p> <ul style="list-style-type: none"> RC stated that by 1 Feb 20 he would need to step back from the day-to-day running of the BBU. He no longer has the capacity to keep up with the work. The Board agreed that someone would be identified to take on the daily running of the BBU. RC agreed to come up with a job description for this. An advert for the role will be placed onto the BBU website and social media in due course. RC will remain as Secretary General. All members of the Board are happy to remain in post, though the Board acknowledged that there was a need to put term limits in place along with a transition plan. The Board also sought to be more diverse in terms of gender, ethnicity and civilian/military representation. The increase in Youth and Junior means there is an increased requirement for safeguarding and a safeguarding lead is also needed. 	RC/DW RC/DW All RW/DW /IS All RC RC All
6.	Any Other Business	

6.1	<p>Website. The Board agreed that the new website was a significant step forward. There were some omissions from the site that need to be rectified. These will be incorporated prior to the AGM in 2020.</p> <ul style="list-style-type: none"> • Updated Selection Policy. • Athletes Page. • Anti-Doping. 	RC
6.2	<p>Brexit. The Board will continue to monitor the situation with regard to Brexit to see if there is any implication for athletes, specifically regarding firearms and length of stay in Europe.</p>	RC

The next meeting will be a virtual meeting on Monday 6th January 2020 @ 19:00(UK)

Signed by: *Rob Weighill* (E-Signed)

Date: 27 October 2019

Rob Weighill
Chairman

FINAL