



**British
Biathlon
Union**

Interim Board Meeting of the British Biathlon Union
held via a Zoom Call
at 1830-2030 on Monday 25 January 2021

Minutes for The Interim Board Meeting of the British Biathlon Union 25 January 2021

PRESENT:

Rob Weighill	(RW)	Chairman
Elizabeth Winfield	(EW)	Secretary General
Richard Adams	(RA)	Vice Chairman
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
Roddy Christie	(RC)	Director
Jock Inkster	(JI)	Member Elected Director
Andrew Miller	(AM)	Member Elected Director

ITEM		ACTION
ITEM 1	<p>Chairman's Opening Remarks</p> <p>1. The chairman opened the meeting and thanked all for their attendance and support over what has been a challenging period. Highlighting we should be proud of our ability to have Teams competing across Europe due to our continued determination to deliver a successful 20/21 season.</p> <p>2. The Chairman thanked and recognised RC's contribution over his 3-year tenure as Secretary General, stating his instrumental role in the BBU recovery. He welcomed the newly appointed Secretary General EW and was delighted RC would stay on as a Director.</p> <p>3. The Chairman highlighted the requirement to improve communications and ensure public notices and companies house were update. EW agreed to take this task on.</p>	EW

<p>ITEM 2</p>	<p>Operational Update</p> <p>4. EW gave an update on training and competition, commenting on the challenges that COVID has place on the Team, in particular for the development team returning to training.</p> <p>5. EW updated on work conducted since taking up the position of Secretary General that will be reviewed under the next agenda items.</p> <p>6. The Board were invited to note that the High Performance Education Programme for Athletes and Coaches has begun with two sessions a month scheduled. EW would look to record these, including key podcasts to reach a wider audience. The Board were asked to recommend any key experts that could enhance the programme.</p> <p>7. EW agreed to also consider a Coaches Pathway Programme.</p>	<p>ALL</p> <p>EW</p>
<p>ITEM 3</p>	<p>BBU Strategy</p> <p>8. The Board approved the BBU Strategy document with the following amendments to be added by EW (amendments found at the link below);</p> <ul style="list-style-type: none"> a. Remove the annex and produce a separate BBU Board Operating Model b. Remove Transparency from the BBU values and add Sportsmanship and Integrity. c. Highlight that the Elite will inspire mass participation. d. Vision Appears Twice. One to be deleted. <p>BBU Strategy</p> <p>9. EW agreed to amend the BBU Board Operating Model document inline with discussions around the organisational chart. (Amendments found at the link below). Board to comment NLT 7 Feb 2021.</p> <p>BBU Operating Model</p>	<p>EW</p> <p>EW</p>
<p>ITEM 4</p>	<p>Development Plan</p> <p>10. The Board noted the development plan as a great document that must be resourced to ensure its successful implementation. The Board is invited to comment on the document by the 7 February 2021 to allow a detailed plan to be developed.</p> <p>Development Plan</p>	<p>ALL</p>
<p>ITEM 5</p>	<p>Financial Overview</p> <p>11. Finance continues to be the biggest area of risk for the BBU. The Board were invited to note;</p> <ul style="list-style-type: none"> -Cash in bank across three accounts and the BBU Lottery sits at £42K -Forecast out for the remainder of the season may see the BBU reach into its reserves for a short period of time. -The reduction in income has been partly down to the reduced BBU Membership due to COVID. EW agreed to chase BBU Membership prior to the AGM. -It is expected that prior to the end of season there will be an uplift of £38K from the IBU. There is also outstanding Athlete Subs and Kit Invoices that EW will 	<p>EW</p> <p>EW</p>

	<p>chase.</p> <p>12. RCr & RA agreed to look at a forecast and Business Plan.</p> <p>13. EW agreed to begin to approach Grants, the IBU and UK Sport for wider income streams. Targeting possible COVID specific support.</p> <p>14. IS to consider the value of data in the sponsorship/ income generation</p>	<p>RCr / RA</p> <p>EW</p> <p>IS</p>
ITEM 6	<p>Communication & Outreach</p> <p>15. The Board noted the increased social media presence and the level of engagement from Athletes, and the impact that it was having on extending our reach. Board members were asked to comment, share and like post to continue the momentum.</p> <p>16. EW agreed to create a Communications Plan to circulate NLT 28 Feb 21. RA agreed to support with connections in this area.</p> <p>17. RW agreed to reconnect with those organisations that had positively engaged in the sponsorship drive early in 2020 to reactivate the opportunity now.</p> <p>18. EW will proceed with David Woodall with developing a BBU Platform on the Amplify App.</p>	<p>All</p> <p>EW/RA</p> <p>EW/RW/RC</p> <p>EW</p>
ITEM 7	<p>Governance</p> <p>TOR's</p> <p>19. The Board agreed all TOR's produced reflected their roles and responsibilities. JI agreed to finalise the documents with slight adjustments to reflect the BBU Strategy.</p> <p>20. Inline with the BBU approved Organisational chart JI agreed to produce the following additional TOR's; Vice Chairman, COO, Board Secretary and Performance Director.</p> <p>21. To note the CFO is unable to currently fill the contracts role and therefore this aspect should be distributed to a wider Board Member.</p> <p>Safeguarding</p> <p>22. The Board agreed;</p> <p> a. The BBU Safeguarding Policy. SG to finalise the document and ensure it is uploaded to the website.</p> <p> b. Additional supporting documents were required; camp risk assessments, code of conduct, discipline policy and a safe system of training document.</p> <p> c. EW to ensure DBS checks. Consideration for the requirements of overseas Coaches should be embedded into the document.</p> <p> d. The appointment of Julie Clark as Safeguarding Officer.</p> <p> e. There should be training delivered and an aide memoire produced on the safeguarding policy.</p> <p> f. That all Board Members are to read and understand the Safeguarding Policy.</p>	<p>JI</p> <p>JI</p> <p>SG</p> <p>CC/ EW/ SG</p> <p>EW</p> <p>SG</p> <p>SG</p> <p>ALL</p>

	BBU Safeguarding Policy	
ITEM 8	<p>AOB</p> <p>23. The Chairman has asked all Board Members to consider their succession planning in advance of their transition.</p> <p>24. The Board agreed that SG will approach the BOA with an adjusted selection policy for Beijing 2022 following the European Championships to account for the COVID impact to our Athletes.</p> <p>25. EW will confirm the Ambition Programme Athletes by 0900 26 Jan 2022.</p> <p>26. EW & Chairman to draft the Chairman’s Report NLT 28 Feb 21.</p> <p>27. RA has agreed to consider commercial protection and will circulate a document ahead of the next Board meeting.</p> <p>28. AM has a pool of Laser Weapons that could be used to enhance training.</p> <p>29. EW has agreed to circulate a forecast of BBU participation in competitions via the Board Whats App.</p> <p>30. EW will create a BBU Board Tracker to ensure progress beyond the meeting.</p> <p>Board Tracker</p>	<p>ALL</p> <p>SG</p> <p>EW</p> <p>EW/ RW /RC</p> <p>RA</p> <p>EW</p> <p>EW</p>
ITEM 9	<p>Date of Next Meeting</p> <p>31. EW has agreed to circulate a date in May 21 for the next Board Meeting ahead of a virtual AGM to be held in June 21. EW should send a membership reminder ahead of the AGM.</p>	<p>EW</p>