



**British  
Biathlon  
Union**

**101<sup>st</sup> Board Meeting of the British Biathlon Union  
held via a Zoom Call  
at 1830-2030 on Tuesday 23 November 2021**

**Minutes for The 101th Board Meeting of the British Biathlon Union 23 November 2021**

<b>PRESENT</b>			
	Rob Weighill	(RW)	Chairman
	Elizabeth Winfield	(EW)	Secretary General
	Carl Carrier	(CC)	Development Director
	Anna Brighton-Watt	(AB)	Finance Director
	Ben Freer	(BF)	Director
	Andrew Millar	(AM)	Director
	Elizabeth Sedgwick	(ES)	Director
	Rich Adams	(RA)	Vice Chairman
	Iain Sheridan	(IS)	Honorary Legal Representative
	Jock Inkster	(JI)	Member Elected Director
	Roddy Christie	(RC)	Director

**APOLOGIES**

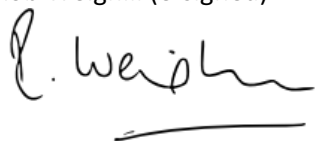
Sarah Grieg                      (SG)                      Director

	<b>ITEM</b>	<b>ACTION</b>
<b>ITEM 1</b>	<b>Chairman's Opening Remarks</b> 1. The Chairman opened the meeting and welcomed all the Board Members. He thanked all for their efforts over the previous months and set a focus for the meeting around finance. He welcomed two new Board Members to their first meeting Ben Freer and Anna Brighton-Watt.	
<b>ITEM 2</b>	<b>Matters Arising From Previous Meeting</b> 2. The two outstanding items from the previous minutes will be discussed under Item 4 Sponsorship and Item 6 Communications Plan.	<b>EW</b>
<b>ITEM 3</b>	<b>Operational Update</b> 3. The Board were invited to download the IBU App to follow the action this season.  4. The Secretary General gave an update of each Team and major events;  - The Junior Team is currently in Italy for the IBU Camp followed by the first 2 IBU Junior Competitions. - The Elite Team and Performance Team are currently in Sweden for the IBU Cup 1 & 2 and World Cup. - The development Team had a great training camp in Scotland and	

	<p>will head to their first Snow Camp at the end of December.</p> <ul style="list-style-type: none"> <li>- Major Events include the EYOF where Anna Berger has been selected, WUG where Holly Rees Lay has been selected, the World Youth and Junior World Cup (team to be selected) and the Olympic Games (Amanda Lighfoot requires 1 more qualification and Vincent Fountain require 3 qualifications from 12 remaining races)</li> <li>- COVID and Brexit continue to impact the season.</li> <li>- CC and Julie Clark were thanked for their efforts in getting Quintin Wedderburn to the first camp.</li> </ul>	
<b>ITEM 4</b>	<p><b>Finance Update;</b></p> <p>5. It was agreed by the Board to explore the options of a bookkeeper due to the volume of transactions and in order to ensure Xero is maximised. It was agreed a bookkeeper would ensure greater value and efficiencies across all transactions.</p> <p>6. It was agreed that processes and policies are required to ensure a clear audit of all transactions and expenses to be submitted monthly. The spending culture needs to be addressed and event forecasting implemented. CC agreed to brief the Coaches.</p> <p>7. The Secretary General agreed to explore the reserve policy and also the constraint around spending the BBU Lottery funding.</p> <p>8. It was agreed to complete an audit of current assets.</p> <p>9. It was agreed a decision point of the 25 Jan 2022 is required to consider the viability of Trimester 3. The Secretary General agreed to work up some options ahead of this base of the cash flow.</p> <p>10. It was agreed that a fundraising campaign should be considered to support income generation. The Hundred Thousand Campaign was suggested and the concept would be worked up, along with other sponsorship opportunities by the new Partnership Director and the Secretary General</p> <p>11. JI agreed to look into sponsorship of a van.</p> <p>12. It was agreed to review the Team structures and camps ahead of next season.</p> <p>13. The Board agreed that the Finance Director Anna Brighton Watt and Secretary General Elizabeth Winfield should be added as signatories on the British Biathlon Account.</p>	<p><b>EW/AB/RA</b></p> <p><b>AB/EW</b></p> <p><b>CC</b></p> <p><b>EW</b></p> <p><b>EW/AB</b></p> <p><b>EW</b></p> <p><b>EW/BF</b></p> <p><b>JI</b></p> <p><b>EW/ AM/CC</b></p> <p><b>All</b></p>
<b>ITEM 5</b>	<p><b>Governance and Policies;</b></p> <p>14. The Board thanked IS for his efforts and diligence on the UK Anti-Doping Paper. UKAD will now review and then the document will be publish on the BBU website once finalised.</p> <p>15. The Secretary General stressed the importance of Governance and Policies to move the organisation forward and be recognised by wider</p>	<p><b>EW/IS</b></p>

	<p>sport organisations. The following required immediate review NLT than the 25 January 2022;</p> <ul style="list-style-type: none"> <li>-RC agreed to write the Board and Staff Recruitment Process</li> <li>-EW and IS agreed they would record the Conflicts of Interest via Annex 1.</li> <li>-JI agreed to review the Articles of Association to ensure the Tenure of Directors was noted and Board Meetings could be virtual.</li> <li>- EW and AB agreed to establish the finance mandate and policies</li> </ul> <p>16. The Board thanked CC for his efforts with the Athlete Representative Document. JI agreed to review by the 25 January 22.</p>	<p><b>RC</b></p> <p><b>EW/IS</b></p> <p><b>JI</b></p> <p><b>EW/AB</b></p> <p><b>JI</b></p>
<b>ITEM 6</b>	<p><b>AOB</b></p> <p>17. The Board elected Ben Freer to the Board of Directors.</p> <p>18. The Secretary General agreed to explore the opportunity to hold a Town Hall at the British Championships. It was agreed that the Board would not hold a Board Meeting in Ruhpolding, but Board Members could visit at their own cost.</p> <p>19. CC &amp; EW agreed to develop the selection policy for the Development Team.</p>	<p><b>EW</b></p> <p><b>EW</b></p> <p><b>EW/CC</b></p>
<b>ITEM 7</b>	<p><b>Date of Next Meeting</b></p> <p>20. EW agreed to circulate dates for a February 22 Board Meeting.</p>	<p><b>EW</b></p>

Rob Weighill (e-signed)



Maj Gen (Retd) Rob Weighill CBE  
Chairman  
British Biathlon Union