107th Board Meeting of the British Biathlon Union held via Zoom

1900-2000, 17 June 2024

PRESENT				
	Rob Weighill	(RW)		Chairman
	Elizabeth Winfield	(EW)		Secretary General
	Carl Carrier	(CC)		Development Director
	Sarah Grieg	(SG)		Director
	Jock Inkster	(JI)		Member Elected Director
	Roddy Christie	(RC)		Director
	Andrew Miller	(AM)		Member Elected Director
	Elizabeth Sedgwick	(ES)		Director
	Eliot Glover	(EG)		BBU Legal Representative

APOLOGIES

Anna Brighton watt (AB) Director

	ITEM	ACTION
ITEM 1	**Chairman's Opening Remarks** 1. The Chair welcomed the board to the meeting and stated that much had been achieved since the last meeting held in March, and this would be a great opportunity to update the Board on some of the progress and set some direction ahead of the next meeting.	
ITEM 2	**Matter Arising From Previous Minutes** 2. EW reported accounts for 22/23 had been finalised and submitted. 3. EG continues to review the Grievance Policy that will be distributed to the board ahead of the September meeting. 4. CC agreed to gain feedback from the Athletes around the proposed awards from last meeting and the board will finalise these at the next meeting. 5. EW would look to produce the Newsletter in the coming weeks. 6. EW reported we had appointed an Intern to support on the sponsorship and together they would begin work to outreach to a number of organisations.	**EW** **EG** **CC** **EW** **EW**

ITEM 3	**Season Update** 7. CC reported the full time programme was up and running in Font Romeu, France and this would be the centre for all camps between May-Oct across all performance levels. CC shared the calendar with the Board that showed the increased levels of activity that will have a great impact on performance this winter and grow team cohesion. There has also been a number of IBU conferences over the past two months, the laser biathlon series has begun, key meetings continue with the BOA and UK Sport, and we held our annual coaches conference. Now the summer plan is up and running we are now focusing on the Winter. 8. It was agreed the narrative for British Biathlon is getting stronger and stronger and we should now look at ways to leverage this to gain financial support.	
ITEM 4	**Marketing & Sponsorship** 9. EW reported that the following grants had been submitted to the IBU and that we are hopeful to secure them; 1- collaboration grants with Canada and Sweden; 2 - development grant for the summer training; and 3 - a gender equality grant and a materials grant. 10. EW reported that she still needed to explore wider grants following our NGB status and what this opened up for us. 11. Following the Board's out of committee approval for the new logo the design company has worked up a number of marketing assets that were requested and these will be released this week. We will work through the launch of the logo and how we engage people in the new brand.	**EW** **EW**
ITEM 5	**Governance & Policy** 12. SG has begun the annual review of the Safeguarding policy with some new measures to be implemented over the summer. This is to include Staff and Board self declarations, an updated job description, and implementing some training. A full update will be given at the next Board meeting. 13. EG reported on the annual UK Anti-Doping review that has been accepted. It was noted all IBU Cup Athletes would have to move onto 'where abouts' and we would have to provide some training on this. Also we will need to look at ways to develop all our athletes understanding of this and embed it into the culture. 14. The selection policy was circulated to the Board following some changes made by the selection panel this year. The Board were content with the document and it would be distributed to the Athletes as soon as the BOA approved the EYOWF section.	**SG/EW** **EG**
ITEM 6	**Finance** 15. The EOY Accounts as at the 10 June 24 were circulated to the board. EW agreed to have these to the auditor in the first week in July once the year financial year closed. It remains we continue to operate within very tight margins to ensure athletes contributions are kept to a minimum, however, this does mean cash flow can be a challenge. 16. The Summer forecast was shared with the Board where again margins are tight; currently with a £5K overspend forecast. EW stated	**EW**

	they would look for some savings and in addition there were still some Athletes to commit to camps.	
ITEM 7	**Closing Remarks** 17. The Chair thanked everyone for their input and time. The next meeting would be in-person on the 2 September 24 at South Cerney.	

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