

ENGLAND BOXING LIMITED
OPERATIONAL BOARD MEETING
DATE: Friday, 17th January 2014
Venue: EIS, Coleridge Road, Sheffield, S9 5DA
Time: 1.00pm

Item 1	<p>Present</p> <p>Attendees:- F. McKelvie - FC (Chairman), H. Herbert (HH), D. Newth (DN), D. Chapple (DC), G Brugnoli (GB), N Griffin (NG), L Leo (LL),</p> <p>M.Abberley (MA) -CEO & Company Secretary D Barnard (DB) – Secretariat & Operations Manager (DB)</p> <p>Apologies M Loosemore (ML)</p> <p>Non-Attendees Mel Millner (MM)</p>	I = Information D= Decision on A= Action
Item 2	<p>Declaration of Interests</p> <p>LL – SABA HH – BABA GB- BABA</p>	I
Item 3	<p>Minutes of last meeting and matters arising</p> <p>Minutes from 15.11.13 ratified.</p> <p>Matters arising:-</p> <ul style="list-style-type: none"> • DN asked for clarification of the 2 phones held by an ex-Director and the President. It was confirmed that these lines would be closed based on the Shadow Board approval at the September 2013 meeting. DB confirmed that the lines would be closed by the end of the financial year. • Usage of non-approved gloves. MA updated the Directors on the letter from Ringside in relation to allegations of restraint of trade, confirming that a letter would be provided to the complainant in line with legal advice stating England Boxing's position going forward. 	
Item 4	<p>Chairman's Remarks</p> <p>Chairman FM was delayed due to issue with trains into Sheffield and the attendees agreed that HH should Chair the meeting until the Chair arrived.</p> <p>All agreed</p>	
Item 5	<p>Board Administration & Director Training</p> <p>DB informed the attendees about the Director training provisions in relation to their induction and it was agreed that a date March would be sought for the Institute of Directors 2 day training workshop. All Non-Executive Boxing Directors would attend</p> <p>AP: DB to arrange a mutually convenient date in March for training</p> <p>DB explained current arrangements for bank account re signatories and change of company name and requested a Director to replace signatory from previous Board. Requirements were for a Director living close to EIS to enable on site visit if required for cheque and invoice signing. G B & HH identified as being able to attend Sheffield Office with reasonable notice. GB agreed to join signatory</p> <p>All agreed</p>	

	<p>AP: GB to be added to bank account with CEO and Ops manager as other signatories. Mandate to remain any 2 from 3 to sign on account.</p> <p>MA & DB provided explanation re Scheme of Delegation for signing of financial and other business related decision/contracts/agreements.</p> <p>AP: DB to circulate current Scheme of Delegation for Directors' information</p> <p>DB requested approval for expenses claim from removed Director, which included request to reimburse expenses for pre-EGM Peterborough meeting (called by ABA Secretaries/Members). Discussion took place regarding claims within the letter that meeting was a Directors meeting and this was refuted as neither ABA NGB nor ABA Chairman had called the meeting and Directors and a Chairman had not all been invited to attend or provided with Agenda/meeting information.</p> <p>Claim was rejected and DB instructed to reject by letter, with request for that part of the claim to be removed.</p> <p>AP: DB to write to claimant with details of decision.</p>	
<p>Item 6</p>	<p>Strategy, Finance & WSP Update</p> <p>England Boxing Review</p> <p>FM joined the meeting during this item.</p> <p>MA updated the Directors in relation to funding obtained from SE to carry out an over-arching review of England Boxing and that a Management Consultancy had been appointed to undertake this review.</p> <p>A representative of the Consultancy was to join the Board at lunchtime today to explain the context of the review, which would include how England Boxing would operate in the current sporting landscape</p> <ul style="list-style-type: none"> • MA stated that the meeting following the EGM raised the issue that there were certain areas across the sport which required a review and MA confirmed that the funding made available would enable a full review across all areas, which would include the following;- • Nature of Boxing in England (including unlicensed/white-collar boxing, APB etc) • The role of England Boxing in that landscape • Provide a review and strategic plan for England Boxing • An audit of the organisation to determine if it is "Fit for Purpose" <p>Ma went on to explain that the funds provided were from Exchequer monies and, as such, would need to be spent before the end of the financial year</p> <p>A brief discussion was held in relation to the terms white-collar & unlicensed boxing and the question was posed as to whether or not England Boxing should be involved in the control of this. MA explained that this should come out in the review as part of the overall strategy.</p> <p>Chairman/NED Update</p> <p>MA informed the Directors that the shortlist for Chair and NED's were ready at the Recruitment Agency and that these appointments were part of the remit of the Board. It was expected that 3-4 candidates would be interviewed for the position of Chair.</p> <p>A discussion took place in relation to the panel for recruitment of the Chair and Non-executives. The following panel was agreed;-</p> <p>Interim Chair (FM)/Non-exec (TBC)/Board member (HH)/HR Delegate (VT – Smith Cooper HR Services).</p>	

It was also agreed that LH from the Recruitment Agency would attend and act as co-ordinator and to ensure that all processes were followed correctly.

MA also informed the Directors that the Independent Non-Executive candidates were to be identified using the skill set previously recommended

Timeline was defined, initially as:-

- Panel would meet end of Jan/early Feb to select & appoint Chairman
- Non-executive recruitment to follow, with new Chairman arranging panel for that portion of the process
- Once panel set-up, shortlist of Non-execs to be provided by recruitment company

MA reminded the Directors that AIBA have a mandate to sign off any candidates and that MA would inform AIBA of the shortlists

FM notified the Directors that she was in receipt of a letter of resignation from the remaining Independent Non-Executive Director (MM) and that this position was also now vacant.

FM explained that, due to MM's resignation the meeting was not quorate for the purpose of making decisions in relation to the organisation, but that operational decisions could be made as a group of Directors

MA stated that, in terms of being quorate, towards the end of February the Board would need to meet in person, with the newly appointed Directors, to agree start its process of agreeing the 2014-15 budget.

MA also stated that the recruitment company were also aware of those timescales in relation to recruiting for the vacant positions.

AP: MA to inform AIBA of shortlisted Chair and NED Candidates

AP: DB remove MM at Companies House

Budgets

MA explained that England Boxing's income was made up of 3 major streams of income as follows:-

- Exchequer money – received from SE and use is time bound for the current financial year
- Lottery money – received from SE with an opportunity to roll-over at the request of England Boxing and agreement by SE
- Member Affiliation fees – all spend within the Boards discretion

MA explained that this had been a strange year in that ABAE had been either not funded or in danger of not being funded. Funding had been suspended in May and not resumed until the end of July, from which time the organisation had been in a repeated cycle of EGM's until the end of November. Under these circumstances there had been no alternative but to act prudently with any spend from SE and at the current time it was envisaged that there would be underspends in various areas of the SE Financial Award.

MA stated that he could, if the Directors wished, approach SE with a view to roll over certain funds to the following financial year and that he would recommend to the Board that he speak to SE in this regards, to roll over those funds. If this was to be done SE would want the following operational issues to be done:-

- The strategic review to be completed
- The WSP be re-written following that review

A discussion took place in relation to the underspends and how money would be allocated, during which the following points were made:-

- Had ABA spent money under the potential threat of going into administration, there

could have been a judicial review called, based on the risk placed on tax payers money

- SE may approve roll over of funds, but there were no guarantees at this point
- MA had approached SE in this regard and they were amenable to the idea of potential roll over
- SE would determine how funds would be allocated

MA recommended the following plan:-

- Board agrees a 6 month budget, in Feb for Apr to Sept 2014
- Board takes that 6 month period to operationalise any agreed outcomes from the Strategic Review
- New budget is set from Oct 2014

FM asked what the key actions were between Jan and March 2014 and MA scoped these as follows:-

- Strategic Review engagement starts mid-end Jan – due for completion end March 2014
- Operational Review meeting to take place with SE (Jan 30th 2014) – where roll over of funds can be debated
- SMT Planning day 3rd Feb to determine budget recommendation for Feb 2014
- Recommended 6 month budget to be put to Board mid-late Feb for review/debate

FM also requested that MA have the Staff pay, pensions & PRP paper available by end of Feb 2014.

All agreed with above plan & key actions

AP: MA to deliver agreed key actions for Jan – March 2014

AP: MA to deliver Staff pay, pensions & PRP paper

A question was asked in relation to EB not being able to pay expenses for squads and MA stated that the England events budget was not one of those which had an underspend and EB does not have the power to re-allocate SE funds from elsewhere ie, if SE monies are assigned to officials training then it has to be spent on officials training.

It was asked if EB could review the Affiliation income and reallocate it and it was explained that the affiliation income alone barely covers the overheads of the organisation, which included:-

- Member, club and England Team annual insurance policy,
- England event & kit costs (£125k)
- Championship support (buying Coach medals/paying officials expenses and accommodation for Championships semi/finals)
- Association supplies (ME3 books/Registration books/ID cards & printer supplies etc),
- Board, EGM/ AGM and Subcommittee costs/travel expenses
- Legal & professional expenses (such auditors/lawyer fees)
- Some IT costs for Website hosting and Membership database support (but not all costs)
- The Boxing Archive storage fees (Historic memorabilia and organisation records)
- Office supplies (printing & stationery)
- VAT costs
- Depreciation

However, the Board could determine a change to its above overheads within the review and set its budget accordingly

MA confirmed that money was available for Officials & Coaching training and that given the officials training that GB was now organising suggested that the money be drawn down from SE for that. He confirmed that £15k was available for spending. In addition £10k had been set aside for International Training for officials

GB confirmed that a review on Upgrades was being undertaken by the Tech & Rules Subcommittee and that, in addition, a National Training Day would be proposed for officials.

AP: GB & Tech Rules Subcommittee to organise training day for officials

MA stated that there were also funds available for Coach Development, assigned to bring the coaches together in relation to a variety of issues, including the implementation of AIBA rules and AIBA coaching. He stated that he had already requested £5k be drawn down for this purpose and the relevant Subcommittees would be notified, so that any recommendations could be based on knowing the financial position. It was suggested that part of the Coach meeting would be to get a "vision" of what was required over the cycle of the current Whole Sport Plan (2013-17).

MA stated that in order to apply for additional funds for coaching/performance a strategic plan to develop capacity would be needed.

Coaching Development was discussed and the following points were made;-

- EB does not have any AIBA Star Coaches
- All coaches needed development and a coherent plan would be required
- The 1 Star Course in Wales was not the correct level of course for the North and South Coaches – the 3 Star course in Sofia in April would be the most relevant for them, based on the evidence of their experience.
- Nominations would be made for the 1 and 3 star courses, using the Coaches Chart (coaches used by EB in past years). However, some of those coaches were now in the GB coach pool
- Some coaches used in the past 4 years held professional licences and therefore could not be nominated as they are excluded from EB going forward.
- England to look to put on own course, but could not use its own (England) Tutor to do so.
- Approximately 12-15 candidates required to put on a coach or officials course

MA notified the Board that he would write a paper for them, supported by the evidence and protocol for nominations but that the protocol was essentially;-

- Application would go to Subcommittee
- Subcommittee would nominate attendees for AIBA courses
- AIBA would agree nominations

FM asked for that paper to also go to the relevant Subcommittee

AP: Provide Coach Development paper re AIBA training for Board & Subcommittee

Talent & Performance Funding

MA stated that there had been some doubt as to the sharing of the information relating to the Talent & Performance funding position and reminded the Directors that this had been shared at the October Board meeting. He confirmed that SE still wanted to put the proposed Talent money into boxing but;-

- The Strategy work was still to be completed
- There was talk of realigning the 2 organisations SE & UK Sport
- SE want to invest the money, but not through EB
- Will invest via GB & Performance Management group, potentially chaired by DC
- Representatives from EB, GB, SE, UKS potentially to be on the group

MA reminded the Board that the return of the funding at some time in the future had been

raised by HH/NG/DC previously and that MA had requested this, but it is a decision to be made by SE and the EB Board. The proposal to move the Talent money to GB/Performance group will run initially to Mar 2015. SE's current position is that it is this mechanism or no mechanism.

NG asked how the situation had got to that point and HH explained that ABA had tried to recruit for the position of Head of Talent and had failed, initially, to find a suitable candidate. At that point SE funding came under serious threat and SE had then brought in their proposal. HH & GB in their role on the BAAB Board were able to overview the decisions at BABA

MA stated that SE believe the EGM result was a credit to the Board, but that there is still no long term stability in the sport and a lot will depend on the Strategic Review.

A short discussion followed in relation to the historical context of the Talent/Performance issues, in which NG stated that ABA had undertaken additional squads, activity and competitions and asked why that could not be done/wasn't being done.

DB explained that the funding for this activity was the issue, all England team activity was paid for from affiliation fees and that costs had grown in the last few years for these, but affiliations had not, resulting in less squads and competitions being held, to stay within budget. DB confirmed that previous funding had been available for this area from SE.

MA spoke of the disparity of funding between GB and England Boxing and the need for additional funding for EB in order to increase activity in this area i.e., that EB needed more funding to do more.

DN commented that SE are still aware of the people out there trying to further personal issues and that the Board is still under approval with regards to funding. He went on to say that SE were right to put the funds in a separate pot until the organisations plans are shown to be stable and put the sport at a pivotal point. EB's priority is to get boxers through EG to the GB podium system. If gotten right it could result in a bigger pot of money in the future. Ideally the Talent & Performance Subcommittee should be looking to devise a long term, perhaps 10 year, plan.

HH stated that he hoped DC & NG could deliver . He also commented that what new Directors may not realise is that SE attended many of the previous Board meetings and that the debates between the Directors, in front of the SE representatives, was sometimes terrible. SE have to be satisfied that the current Board is "fit for purpose", following what SE have experienced in the past.

Transitional Costs

MA spoke to the Directors in relation to potential costs to EB for aspects related to the implementation of AIBA rules and the need to potentially use the built up reserves to cover these costs, some identified as follows:-

- All ME3 cards (if necessary) moved to International Medical cards - £40k
- Rebranding costs – re logo, stationary, kit, officials badges & ties etc £10-£20k depending on kit requirements)

MA showed 2 suggested logos for England Boxing to the Directors – 1 being a lions head and the other being 3 lions. Based on the similarity of the 1 lion logo to that of the Scottish FA, the 3 lion branding was preferred but further work requested to enhance the current submission

All agreed

AP: MA to request further re-work on 3 lions branding

A discussion was held in relation to annual medicals, International cards and the need for any

boxer attending international competitions to have an AIBA card. It was agreed that the plan would be as follows:-

- International Boxers already have annual medicals
- International Boxers already hold AIBA Competition Record books
- All boxers would move to annual medicals over the coming season
- DB to request that AIBA agree with plan for transition over 1 year
- EB buy International books in tranches to avoid financial strain on organisation
- Elite boxers would be prioritised re International cards, after International boxers

Awaiting Mike Loosemore's feedback from the AIBA Medical Commission Jan 24th to finalise plan

MA stated that money was available from SE for Medical clinics and there was a refocus on these over the next few weeks

HH asked if an AIBA rule would come out saying that only AIBA doctors could do these? Ma stated that he wasn't aware of this but more might be known when ML came back from Baku.

AP: MA & DB To meet with ML and then provide plan of action re Annual medicals to AIBA

Senior Championships

MA informed the Board that Liverpool Echo Arena had provided a proposal for the Senior Champs – in that if we were able to sell 1000 tickets they would give us the Arena at a massively reduced cost. He also added that Sky Sports want to film the 3 day event and do an England Boxing Special. They were offering to cover all production costs.

NG asked if we were asking for a rights fee

DB explained that it was unlikely that one would be given as normally the Sport would be asked to cover production costs – this was potentially the trade off.

MA confirmed that he would ask if there was a rights fee payable

AP: MA to establish potential for a rights fee for filming of Senior Champs

MA informed Directors that a letter had been received from Buxckingham Palace requesting nominations for 4 attendees to a Garden Party in the summer, however, individuals who had attended a garden party previously could not be nominated

Following a short discussion it was agreed that FM and MA could discuss who and how nominations were to be made at a later date

AP: FM & MA to discuss process for garden party nominations

Item 7

Subcommittees

DB stated that Candidate lists for the Subcommittees had been circulated ahead of the meeting for individual's information.

Technical & Rules Subcommittee

DB stated for the record that, due to pressing business, the selection of the Technical & Rules Subcommittee applicants had been completed by email prior to today's meeting, on a non-contentious basis and that the individuals had subsequently been notified, had had a meeting and had provided (further down the agenda) a series of recommendations to be presented by GB. DB explained that one position remained unfilled, but that the subcommittee would request further recruitment if additional members were required going forward.

DB asked all to Directors to signal their agreement to the above Subcommittee being formed and DB to provide letters of appointment/rejection in due course

All agreed

Talent & Performance

DC stated that the first meeting was to be held mid-Feb then bi-monthly thereafter. NG & DC had agreed 5 candidates to date, but were still discussing the final vacancy, for which there were 4 potential candidates.

LL asked why they had not selected all immediately.

DC explained that it was just a time decision, that they had not yet decided on who, of 4 potential candidates, should be in the the final position

LL asked if those 4 candidates were not as good as the 5 already selected

HH responded that this wasn't the case, that they had both agreed on the first 5 candidates but had not been able to agree, as yet, who the final appointment would be from the 4 potentials

Once all candidates agreed NG & DC to confirm to appointees by phone and DB to provide letters of appointment/rejection in due course.

All agreed

Clubs, Membership & Development

HH asked who/how many Directors would be overseeing each committee and explained that their subcommittee had been the only one which had been selected and actually met prior to the EGM;s etc. He stated that both he and DN had been put on the Subcommittee to oversee the business and that, given the additional applicants that had been sent out recently for this subcommittee, he could see no candidate that would cause him to reconsider those previously identified.

DN stated that he agreed with HH, in that he would want to keep the same selections

HH stated that if they were allowed another candidate, he would, however, consider the female applicant – especially as this would assist with the committee from an SE Equality in Governance perspective.

DB explained to the Board that previously there had been sufficient Directors to appoint a Chair and a Vice Chair, but that this was no longer the case. However, if Subcommittees felt that they needed two Directors to head up the group this could be requested, if agreed

All agreed

Medical

DB updated the Board re ML's request – that all candidates be allowed to be appointed based on the fact that not all Doctors were available at a given time to bring them all together for meetings, based on their clinical commitments. DB asked if there were any objections

There were no objections

HH asked if the Medical SC would have an additional Director?

FM stated that this issue re additional Directors could be raised at the next Board meeting with ML in attendance and the meeting would be quorate

AP: All - confirm issue re number of Directors appointed to each committee when all Directors in attendance and quorate

Compliance, Legal & HR

LL raised the issue of the ABA/Eng Solicitor potentially being in conflict on this committee.

DB explained that the issue had already been raised and DLA Piper had reviewed the application and business of the committee and given their employee clearance to act/sit on the committee. They had provided a Confidential Disclosure letter for EB.

FM stated that it would be worth waiting for the NED recruitment to be completed and discuss candidates further at that point.

Audit Committee

No additional candidates coming forward. Agreed that the application of a previous Director be rejected, based on it not meeting the skillset required.

FM stated that this committee also could wait until the NED's had been recruited before a

	<p>final decision made.</p> <p>Commercial and Communications No applicants received via the membership recruitment and a decision was made to re-advertise across the business community once the NED's were in position.</p> <p>The meeting adjourned for lunch. To reconvene at 1.30pm.</p> <p>Meeting reconvened with David Portas (DP), Management Consultant in attendance</p> <p>England Boxing Strategic Review</p> <p>DP introduced himself, gave a brief background on the company and provided the Directors with the following information in relation to the plans for the Strategic Review;-</p> <ul style="list-style-type: none"> • Company work as a Management Consultancy with Senior Leaders in Sports • Has worked with several NGB;s on strategic reviews and change programmes • Propose 1 to 1's over next 2 weeks with various levels of staff, members, volunteers • This will not be an HR review, in that personal assessments will not be undertaken, this is a structural assessment <p>Scope of review as follows;-</p> <p>Part 1 – Create fact base on the context and landscape of boxing today Part 2 – Review the role of England Boxing and that of its stakeholders Part 3 – Strategic Policies for the next 4 years and beyond (maybe 8-10 years) Part 4 – what organisational structure will be needed</p> <p>FM asked if there will be any costings assigned to any outcomes/recommendations. DP stated that they will indicate an increase or decrease in costs but budgeting/applying actual costs is not part of the scope</p> <p>Fm asked what the status of the scope is DP responded that, at a higher level EB should agree it and have Board approval of the detail within it. He stated that they did not want to reinvent work that had already been done. There was a requirement that they, as the consultants, be focussed on critical issues and be flexible during the review, that it should be fact based and data will be pulled together from all sources including EB/SE etc including participation data, facilities info etc</p> <p>DP stated that desktop research would not get “buy-in” and that they expected that significant discussions would be held with the Board, Regional Leaders, that case studies in local areas would be completed and 2-3 workshops in relation to development. They would look at both opportunities and barriers. Subcommittees would be included and recommendations would go to who owns/drives the organisation – ie via roadshows/AGm etc. EB will need to agree the recommendations and take them forward and the consultancy can assist Eb through that process. MA & DP will update Se accordingly then MA and representatives can meet with Se to discuss the report and potential for further funding</p> <p>FM stated that some comms would be needed for staff and members as this is a positive thing and asked if this could be put on the website DP responded that it could, so long as people did not contact them directly. MA stated that he would circulate information to Directors re Review Scope, prior to contact from consultants.</p> <p>FM thanked DP for the information and attending and he left the meeting AP: MA to circulate information to Directors</p>	
Item 8	<p>AIBA</p> <p>Rules Update Following the meeting of the Subcommittee a series of recommendations (see Board Papers) were put to the Directors, which were discussed with the following outcomes;-</p>	

Championship Co-ordinator

Agreed JH on the proviso that Board is copied in on any communications and that a TOR is produced for the volunteer role

Elite Senior Championships

Recommendation agreed – no headguards may mean more withdrawals due to injury.

Females

Recommendations agreed/ Look to include females in all Championships but monetary commitments to be borne in mind as this relates to NGB budget (and not SE monies)

Senior Male Boxers

Agreed in principle - bouts be 25 for development boxers, - suggested Class A – 10 or less, Class B 25 or less , to be boxed 3x2 mins/4x2 ins rounds

Full recommendation to be passed to lawyer for review and suitable wording before circulation. May only be allowed as a temp position given that all elite boxers box without headguards in Wales already.

Wording from lawyer should be suitable for acceptance by military doctors.

Junior Boxing

Agreed

3 Day Rule

Agreed – the rest period is 12 hours – but Dr can recommend a period for more than this based on boxers condition

Elite Boxers becoming officials

Agreed

AIBA Rules

Agreed a FAQ on website for questions raised

Proposed supplementary byelaws to be reviewed by lawyer before submitting to AIBA

AIBA Upgrades

Agreed with additional candidate named for ITO

AIBA is opposed to using Elite Finals to upgrade officials. Additional show will be needed

Combat experience

To be referred to lawyer for clarification/advice on this issue

Coaches Dress

To be referred to lawyer

Use of Substances

Agreed – DB to re-word and circulate to Secretaries

Computer Operators

Agreed

Retired R & J's returning from Subcommittee/Commission duties

Agreed – can return as an OIC, but referees must undergo refresher training

AP: MA to refer noted issues to lawyer for advice/wording

DB to circulate agreed issues to Secretaries and arrange for info to be put on website

Annuals Medicals

	<p>Discussed earlier in agenda but DB informed that further information might be available from ML when returned from BAKU. Process to be agreed in consultation with ML/Medical Subcommittee</p> <p>Adrenalin processes/requirements DB put forward info from ML as follows;- No substances other than Vaseline to be administered unless individuals was qualified by EB to do so. Training will be made available and notified asap. Issue links in with Central Register of Doctors</p> <p>Central Register of Doctors Given current issues ML had requested that EB maintain a Central Register of Doctors, which defined only those who would be able to provide medical services to EB whether that be ringside or via medicals. GB had indicated that Dr's would need to take additional responsibilities (around adrenaline use etc) in shows/tournaments/championships. If agreed DB to write out to associations requesting Dr's info. Dr's on the list would then be invited to a training seminar and approved as EB registered in order to undertake medical services in boxing</p> <p>All agreed, although comments received that some Dr's may no longer stay involved. AP: DB to write to Secretaries for information to populate Register for Doctors</p>	
<p>Item 9</p>	<p>AOB</p> <p>Due to the relevant Directors who had tabled the issues under AOB having left the meeting, the agenda points in this section were carried over to the February Board meeting.</p> <p>Meeting ended at 3.00pm.</p>	

CONFIDENTIAL DRAFT

Action Points from Meeting

Item no	Details of Actions to be taken	Who by?	When by?	Completed
5	DB to arrange a mutually convenient date in March for Director training	DB	Mid Feb	Now to take place in June
5	GB to be added to bank account with CEO and Ops Manager as other signatories. Mandate to remain any 2 from 3 to sign on account	DB	Asap	Pending logo
5	DB to circulate current Scheme of Delegation for Directors' information	DB	Before next Meeting	With minutes
5	DB to write to claimant with details of expenses decision re Peterborough meeting.	Db	Following meeting	Jan 14
6	MA to inform AIBA of shortlisted Chair and NED Candidates	MA	When avail	Chair completed Feb 14
6	DB remove MM at Companies House	MA	Following meeting	Jan 14
6	MA to deliver agreed key actions for Jan – March 2014;- <ul style="list-style-type: none"> • Strategic Review engagement due for completion end March 2014 • Operational Review meeting to take place with SE (Jan 30th 2014) – where roll over of funds can be debated • SMT Planning day 3rd Feb to determine budget recommendation for Feb Board meeting • Recommended 6 month budget to be put to Board mid-late Feb for review/debate MA to circulate Information re Strategic Review to Directors	MA MA	As agreed Following meeting	
6	MA to deliver Staff pay, pensions & PRP paper	MA	Prior to Feb meeting	
6	GB & Tech Rules Subcommittee to organise training day for officials	GB	BY 31.03.14	In process for April 13th
6	Provide Coach Development paper re AIBA training for Board & Subcommittee	MA	Asap	
6	MA to request further re-work on 3 lions branding	MA	Following meeting	
6	MA & DB To meet with ML and then provide plan of action re Annual medicals to AIBA	MA/DB/ML	28.01.14	Jan 14
6	MA to establish potential for a rights fee for filming of Senior Champs	MA	Prior to next meeting	Feb 14
6	FM & MA to discuss process for garden party nominations	MA/FM	Following meeting	
7	Confirm issue re number of Directors appointed to each committee when all Directors in attendance and quorate	ALL	Feb meeting	
8	MA to refer noted Tech & Rules issues to lawyer for advice/wording	MA	Following meeting/asap	
8	DB to circulate agreed issues to Secretaries and arrange for info to be put on website	DB	Following meeting	Jan 14
8	DB to write to Secretaries for information to populate Register for Doctors	DB	Following meeting	Pending next meeting