



**ENGLAND BOXING LIMITED BOARD MEETING**  
**DATE: Monday 22<sup>nd</sup> January 2018**  
**ISEH, 170 Tottenham Court Road, Fitzrovia, London, W1T 7HA**  
**Time: 10:30 – 16:00**

<b>Item 1</b>	<p><b>Present:</b></p> <p>1.1 Tove Okunniwa (TO) Chair, Gerry Willmott (GW), Hilary Lissenden (HL), Alkit Patel (AP), Gio Brugnoli (GB), Darren Chapple (DC), Mickey Norford (MN), Mike Loosemore (ML)</p> <p>Gethin Jenkins - CEO – (GJ)</p> <p>Lynette Mayo – Secretary</p> <p>Tony Bilbie – Head of Finance</p> <p>1.2 <b>Apologies:</b> Caspar Hobbs (CH) Philip Beard (PB), Liz Norris (LN) and Lawrence Selby (LS)</p>	<p>I = Info  D= Decision  A= Action</p>
<b>Item 2</b>	<p><b>Declaration of Interests:</b></p> <p>2.1 DC – Commonwealth Games, GB – AIBA and GB Boxing, ML, GB Boxing, AIBA and EUBC, MN - EUBC</p>	
<b>Item 3</b>	<p><b>Minutes of Last meeting:</b></p> <p>It was outlined that TO would chair the meeting in CH absence.</p> <p>3.1 Minutes reviewed, considered and approved.</p> <p>3.2 The following action points were carried over from the December meeting -</p> <p>3.3 Per diem payment and the definition of International were raised. It was agreed that there was to be further discussion.</p> <p>3.4 It was agreed that GB and LM were to discuss the ruling concerning a lost BCR1 before a communication be presented to the membership.</p> <p>3.5 It was confirmed that the Rule book had been reviewed by the Compliance SC. It was reported that a publication date of 1<sup>st</sup> February had been set.</p> <p>3.6 Consideration of the age in which a referee or judge can begin referring/judging needs to be made. It was agreed that the HR, Legal and Compliance subcommittee would review and feedback to the R and J, Technical and Rules subcommittee, to enable a recommendation to be brought to the Board.</p> <p>HR, Legal and Compliance should discuss and consider all implications, whether England Boxing Officials are able to officiate at unlicensed events. Feedback should be given to the R and J, Technical and Rules subcommittee to enable a recommendation to be brought to the Board.</p>	<p>GB and GJ  – Feb 2018</p> <p>LM and GB  – Feb 2018</p> <p>LS and LM  – 1<sup>st</sup> Feb</p> <p>LS and GB  – 11<sup>th</sup> Feb</p>

	<p>GB confirmed that the above would be discussed at the 11<sup>th</sup> Feb 2018 Technical and Rules meeting. GB to report recommendation at the next Board meeting.</p> <p>It was agreed that GB would review terms of membership for other countries</p> <p>3.8 It was reiterated that sub committees must feed in to the Risk Register ahead of the next Board meeting.</p> <p>3.9 Professional Fees should be added to the Risk Register to enable EB to monitor this closely.</p> <p>3.10 The issue of GB coaches' qualifications including safeguarding and how they are registered was raised. It was agreed that a review should be made.</p> <p>3.11 Consult further through qualitative research, with recreational boxers – Further consideration needs to be investigated in how to engage with recreational members. This should be discussed at the next Clubs, Membership and Development Subcommittee and then report back to the Board.</p> <p>3.12 The regional registrar and secretary honorarium payments were discussed. It was agreed that a review will take place ahead of the new financial year on the method of payments to ensure they were complaint from a tax and HR perspective.</p> <p>3.13 It was reported that AIBA had been written to regarding the ban on facial hair. It was explained that AIBA had responded by saying that the issue would be reviewed by the AIBA Medical Subcommittee towards the end of the year, which ML was the Chair.</p>	<p>LS and GB – March</p>
<p><b>Item 4</b></p>	<p><b>Chairman's report</b></p> <p>4.1 A paper was presented detailing the Agenda of the AIBA extraordinary meeting taking place in Dubai on the 27<sup>th</sup> January and points that were likely to be raised. A discussion then followed. It was further explained that there had been a notable lack of information provided to the delegates.</p> <p>4.2 It was explained that following the decision of President Wu to resign the context of the meeting had changed as there would be no need for a vote of no confidence. It was reported that there would be vote on whether the outgoing President was to get got the title of honorary President. It was explained that there would also be a discussion on the proposed Olympic Weight categories and changes to the AIBA articles.</p> <p>4.3 After a discussion the views of the Board were noted. It was agreed that GJ would update the Board where possible ahead of the meeting and decisions could be taken on the vote based on what was reported during the meeting.</p>	
<p><b>Item 5</b></p>	<p><b>CEO Report:</b></p> <p>GJ gave an overview of the report circulated to the Board in advance of the meeting. The following items were discussed;</p> <p><b>5.1 Stake Holder Engagement:</b> It was reported that as part of the ongoing meetings with the Regional representatives continue with the NW Secretary / Registrar being the latest.</p> <p>5.2 It was confirmed that Hilary Lissenden will be part of a panel presenting on Women in Boxing to the All Party Parliamentary Group on 30th January.</p>	

**5.3 Code of Governance:** It was reported that we have passed the Governments /Sport England Governance code requirements. This programme will require ongoing monitoring and review to ensure the commitments made are delivered and adhered to.

As part of the Code of Governance training an Unconscious Bias workshop for Board members, Senior staff and our three full time coaches has been confirmed for Sheffield on 28th February.

**5.4 Strategy:** A simplified strategy document has now been published.

**5.5 Budgeting:** Planning for the 2018 / 2019 financial year has begun with the Managers being asked to specifically link budget requests to the strategy. It was confirmed that Sub-committee chairs need to link in with their executive leads to ensure that any initiatives for the 18 / 19 financial year were budgeted and linked into the strategy.

To be included in these budget requests will be plans for the extended roll-out of the Coaching courses and a Women's Box Cup. This will start to address the upskilling of the membership and broader competition offering.

**5.6 Core Funding:** It was confirmed that meetings were scheduled to take place with Sport England on our targets and bench marks for the Core Funding plus potential funding variance in the first year brought about by recruitment time lines.

**5.7 Staffing / Office:** An update on the staffing and recruitment was made. The transitioning of the staffing plan continues. A job offer for the Head of Boxing Development position had been made and accepted. There has however been delays in getting the start date agreed, but once known the Board will be updated.

It was confirmed that Tom Gilbert had now left the organisation. First round interviews for the Competitions and Events manager will take place on Wednesday 24th January.

Club Support Officers – Recruitment for these positions has been completed.

The line-up was confirmed as follows:

Tom Paget: Eastern Counties Start 12th February (part funded NABGC)  
Alex Le Geuvet: East Midlands Start 12th February  
Ashleigh Hurrell: Yorkshire Start 12th February  
Bevis Allen: London Start 1st April. (Full time / part funded)  
Richard Powers: Western Counties Start 1st January (transferred from London)  
Damien Ridpath: North West / Merseyside  
Matthew Williams North East / West / TTW  
Daniel Allan: West Midlands  
Aveon Perryman: Southern Counties

Home Counties Clubs will be split by the Southern and Midlands CSOs.

It was explained that once on board it will mean that all Clubs have direct access to a CSO which forms part of our strategy and core funding application.

It was reported that there would be a change to office administrator support position, with the aim of reducing the use of agency staff. This it was anticipated would allow us to appoint a fulltime person for the same cost.

**5.8 Sport Relief:** It was reported that the medicals have taken place and training has begun. It was confirmed that the event will be announced at the National Television Awards on 25th January with corresponding website announcements and notification to the membership. Four Clubs in the London area are supporting this initiative. The event itself will take place on Friday 23rd March in Manchester.

	<p><b>5.9 England Boxing Offices:</b> It was reported that the review of the England boxing office costs was still being benchmarked.</p> <p><b>5.10</b> It was agreed that potential commercial opportunities derived from boxers moving through the talent pathway and into professional boxing should be reviewed by LS and a report presented to the Board.</p> <p><b>5.11 National Championships:</b> With the departure of Tom Gilbert, it was confirmed that David Thorley was acting as the coordinator for the national competitions until the Competitions and Events Manager is appointed. To improve the planning, regular meetings and allocation of responsibilities amongst the staff have been instigated together with better documentation.</p> <p>5.12 As part of the Championship planning, it was reported that a seminar with the NPCC National Events representatives and members from each of the respective constabularies hosting our events had taken place. It was explained that this initiative is part the strategy to improving the planning to the events and bringing greater resilience, communication and contingency planning.</p> <p><b>5.13 Operational Recommendations / Outstanding Items from Sub Committee Report:</b></p> <p><b>It was reported that the following issues raised had been confirmed or rejected as follows:</b></p> <p><b>Coaching Sub Committee:</b></p> <p>There was need for to fill a coaching sub-committee vacancy.  <b>It was confirmed that this will be advertised by the via the usual EB channels.</b></p> <p>It had been proposed that no further Level 1 manuals should be printed and content to be made available to course participants as a pdf or online until the revised syllabus is confirmed, by June 2018 latest.</p> <p><b>It was confirmed that England Boxing Office will manage purchasing until more is known about new syllabus roll out.</b></p> <p>A proposal had been presented, stating that Level 1 courses should be offered at a reduced rate to clubs not wishing to register with the NGB, but simply to educate / upskill their coaches. £100 per participant had been suggested. If they join subsequently it was proposed, the balance would be levied.</p> <p><b>This recommendation was rejected as we couldn't be in a position where non-members paid less than the membership.</b></p> <p>In respect of cancellations or changes to participation in any EB course less than 7 days prior to the start date, there should be a No Refund policy.</p> <p><b>Agreed</b></p> <p><b>Competitions Sub Committee:</b></p> <p>Online Championship Entry Forms – It was recommended that entry into EB Championships should be done via the vault or another online delivery system. The current model of manual entry forms does not give the organisation the information it needs to improve our events, the accuracy of the information is often questionable and the ability to react to issues is affected as a result</p>	<p>LS – April</p>
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**Request noted. Will form part of ongoing planning for the development of the Vault. However other areas of work currently are the priority.**

EB Website - Championships Section - The SC requests that a specific area on the website is assigned to Championships where all of the relevant information can be found easily without having to delve into old news items or several areas of the website to find the relevant information specific to Championships.

**The request was noted and will be factored into revamp of the website.**

### **The Membership Services Managers Report**

The following items were outlined:

5.10 **Membership:** Membership and club numbers continue to rise. It was anticipated that the final totals for the season would be known however by the end of February.

Membership numbers:

2017- 2018 (to date) – Clubs - 840 (829 approved / 11 pending approval - Members 14,112 + 2057 pending

2016 – 2017 (as of 31.05.17) – Clubs - 825 - Members 14,442.

It was predicted that 850 Cubs will be in membership by the end of the season.

It was confirmed that a review of the pending memberships is to take place including working with with each registrar to try and get these approved as soon as possible.

6.11 **FBT and Opro:** The membership administrator is currently managing the commercial / marketing relationship with FBT. A review is taking place of the agreement with them. It was confirmed that the FBT online shop is fully launched and sales and the associated commission have started to come through.

The OPRO relationship appears to be moving forward with a strong marketing / promotional plan in place.

### **6.12 The Vault development summary**

Module development:

It was reported that the Knowledge Base has been fully launched. It was confirmed that this will be developed further into a member only section with content to include blogs on nutrition, a day in life of a pathway boxer and coach and instructional videos etc.

It was confirmed that the Medical Module contracts were currently being signed. It was also reported that a meeting was scheduled with MNM and 4Global following which a report on the release date and roll out plan of the module will be provided.

An update on the Matchmaking module was provided. It was explained that a soft launch was in the very early stage and that. LM was scheduled to meet with 4Global on Tuesday 23<sup>rd</sup> January to review the updates which have been made after the first viewing with selected regional matchmakers. Following this there will be a demonstration of the module with Yorkshire based matchmakers.

The aim it was reported, is to have a team of advocates in each region to assist with the launch. A request was made to Board for ideas as to enhance the roll out plan. A report will be produced and issued to the Board after the meetings.

It was confirmed that the Club finder is now available on the England Boxing website, however we have not announced as clubs will need to complete a section on their Vault profile to appear on this. A user guide will be made available for the Club finder and the office will be offering a service where clubs who are having difficulty in updating their details, can arrange a time to complete with the membership team. It is envisaged that the launch of the Club finder will coincide with the Sport Relief event on Friday 23 March, which it is hoped will promote participation.

6.13 New Season Workshops with the registrars and secretaries are planned for early March, to discuss their experience with The Vault this season to date and discuss any potential improvements which can be made to enhance and make the experience easier for the clubs and member.

6.14 It was reported that the DBS system is working well. There have been two updates which have been released. These were;

- The members who need a DBS, this means that only people who legally need a DBS should apply. As a result, time and money is saved for the members and checkers.
- Members can register with an online DBS service for future DBS checks, this means that they will no longer have to pay for DBS checks, unless an individual's history changes.

6.15 It was confirmed that work is being carried out with Bluefin Insurance (EB insurers) to create a website link to a one stop shop for all insurance needs. It was confirmed that the website has no cost to England Boxing and is managed by Bluefin. The website will have information about EB's cover, frequently asked questions, insurance products for clubs to purchase and travel insurance for Boxing Abroad. It was anticipated that the launch will be by the end of February.

6.16 A meeting had taken place with the IHG group and we now have a link to put on The Vault for all their hotels, which will give between 10% and 35% discount across the country and worldwide at any time and not just for the Championships.

6.16 It was reported that a meeting had been set up to discuss **General Data Protection Regulations** with specialists from the IT company we use to assess our systems. LM is liaising with Ryan Adams from the HR, Legal and Compliance subcommittee on the day to day guidance in order to create a simple guide for staff on how they must be compliant.

6.17 It is an issue as to whether dispensation would be given to clubs who were attending events and competitions being held in June, this excludes events taking part abroad. It was explained that this was an ongoing issue which needs consideration with all factors taken into account.

**Approved: that dispensation would be given for June events being held in England, however coaches who do not have a safeguarding qualification in place will not receive dispensation for the events.**

<p><b>Item 6</b></p>	<p><b>Finance update:</b></p> <p>An overview of the finance report was given with the following items discussed;</p> <p>7.1 Funding has been received from Sport England for QT 3.</p> <p>7.2 Budgets are currently being put together by the management team for review by the Audit Subcommittee. It was explained that budgets and new initiatives were being linked back to the organisations agreed strategy. It was further explained that if subcommittees had new initiatives needing to be considered, now was the time for these factors to be put into the budget process via the respective staff member as there would be little scope for changes after the budgets had been confirmed.</p> <p>Once reviewed the Board will need to review and sign off.</p> <p>It was agreed that moving forward subcommittees should be considering and inputting budget requirements by October for the following financial year.</p> <p>7.3 TB reviewed the YTD figures / management accounts, it was agreed that when outlining coaching courses on the report it should show what income is being paid back to the Regions.</p> <p>7.4 It was agreed that the expenses process should be reviewed.</p>	<p>TB – March</p>
<p><b>Item 7</b></p>	<p><b>Risk Register:</b></p> <p>7.1 A review of the risk register was made followed by a discussion.</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> <li>- DC to continue to own the risk register</li> <li>- DC will add notes on the register after each Board meeting</li> <li>- DC will prompt subcommittee chairs before the deadline to add items to the risk register</li> <li>- It was agreed that there needs to be a process for incident reporting</li> </ul>	<p>LS and GV – April</p>
<p><b>Item 8</b></p>	<p><b>Recommendation from the Sub Committee Meetings:</b></p> <p>No Recommendations had been made other than those that had been reported in the CEO report.</p>	
<p><b>Item 9</b></p>	<p><b>Mick Driscoll – Talent Pathway Coach presentation and discussion</b></p> <p>Mick Driscoll gave an overview of the Team England progress the following items were outlined:</p> <ul style="list-style-type: none"> <li>• The team have had the most success in 125 years.</li> <li>• The communications delivered by the new communications manager have been received well and assisted with motivation</li> <li>• Records have been broken this season</li> <li>• The change in staffing structure has assisted with the success</li> <li>• Ten coaches have recruited around the country to assist the team both at the camps and internationally</li> <li>• More camps are being run across different regions, ahead of the tournaments which help with greater preparation of the boxers and build a team spirit.</li> </ul>	

	<p>Following the presentation, a general discussion took place following which the Board recorded they're thanks to Mick Driscoll the other full time coaches (Amanda Coulson and Ben Stewart) together with the other support coaches team managers and boxers for the efforts and success during the season.</p>	
<p><b>Item 10</b></p>	<p><b>Talent Pathway Update:</b></p> <p>10.1 DT gave an update on the Talent Pathway programme, which had been circulated to the Board for review.</p> <p>The following items were outlined:</p> <p>10.2 In 2017, England competed in six major international events and won a record-breaking 25 medals. The target agreed with Sport England was 16. This, it was highlighted, had been met with gold medals alone. A further six silver medals were won and three bronze medals.</p> <p>10.3 England had entered 52 categories cumulatively in the six major events and returned a medal ratio of 48.1%. This is significantly ahead of our strategic target of 35%. This it was explained highlights that the boxers being selected are of a consistently high level and medal prospects.</p> <p>10.4 During 2017, 46 different boxers had represented England in major competitions.</p> <p>10.5 England entered boxers into 231 categories across all events in 2017 (including major events, duals, GB Three Nations etc.). 141 different boxers represented England across these 231 categories, demonstrating the breadth of the programme with boxers gaining international experience appropriate to their ability and age.</p> <p>10.6 The calendar for major competitions in 2018 has recently been updated, with many EUBC and AIBA events now integrated male and female events.</p> <p>It was confirmed that DT will liaise closely with GV regarding safeguarding issues for these events. It was reported that with integrated male and female events going forward, it is critical that England Boxing was implementing best practice across all areas as there will be different risks to previous single gender events. This will include team managers undergoing retraining on areas including safeguarding.</p> <p>10.8 It was reported that the Talent Department met in December and January to review the pathway and analyse where improvements or opportunities may be. Whilst there are many positives they plan on making minor changes to the pathway model which will enhance our programme delivery. This includes the introduction of a thorough induction process, increase clarity of the programme to boxers / clubs and reduce administration.</p> <p>This is also a reaction to having a new strategy in place and helps to focus on those goals as well as acknowledging we have less coach and administrative staff than previously.</p> <p>The changes are reflecting a wholesale change, rather a gentle and strategic evolution. It is slightly more merit based than previously, but we now will have a good balance between achievements and coach assessments on ability / potential. The changes will be reflected in the selection policies and the start being rolled out from the Youth Championships.</p> <p>10.9 It was confirmed that in line with the talent strategy, a secondary tier of coaches was created in 2017 which sits below the three full-time coaches.</p> <p>The Talent Performance Coaches will assist in the delivery of the programme and England Boxing are contributing to their CPD to ensure the level of coaching remains high. Four have recently been accepted onto the UK Coaching Performance Foundation Coaching programme and one has been accepted onto the UK Coaching Strive Programme.</p>	



	<p>It was reported that the GB Boxing Coach Development Manager has been very helpful in this initiative.</p> <p>10.10 Following on from this it was reported that another tier of coaches has been selected and inducted on 21st January. This third tier of coaches will be the final part of the international coaching pathway and the objective is to provide a clear and transparent pathway for coaches to progress within the England set-up. The Talent programme will offer CPD in the form of workshops and opportunities to coach the country's best boxers.</p> <p>10.11 DC and DT have produced the Terms of Reference for the new subcommittee and an advertisement is on the England Boxing website for two representatives from the England Boxing membership to join the new subcommittee.</p>	
<p><b>Item 11</b></p>	<p><b>Commonwealth Games:</b></p> <p>11.1 DC updated the Board on the Commonwealth Games progression and the following items were discussed;</p> <p>11.2 Athlete selection has now been completed and will be announced when the Commonwealth Games release the details in early February.</p> <p>11.3 DC overviewed the kitting out programme, opening ceremony and the athlete's village.</p>	
<p><b>Item 12</b></p>	<p><b>AOB:</b></p> <p>12.1 The issue of Clubs and members returning to England Boxing was raised. It was confirmed that the current policy remains in place. Any issues arising from this would be reviewed on case by case basis as required.</p> <p>12.2 A query was raised regarding the minimum numbers for a club to affiliate with England Boxing. It was confirmed that as such there wasn't one and that was the number required in order to be able to vote was 1.</p> <p>Following a discussion, it was agreed that a comprehensive review of membership eligibility was required, taking into account the many implications and variances throughout the region.</p>	
<p><b>Item 13</b></p>	<p><b>Future meeting dates</b></p> <p>It was agreed that forward planning needs to be put in place for future meeting dates including Board, AGM and strategy days. Following a discussion, it was agreed to try and have the Board meetings on the 3<sup>rd</sup> Tuesday of the even months.</p> <p>LM to liaise with GJ and CH to confirm dates for the rest of the year.</p> <p>There being no further business the meeting closed at 3.30pm</p>	

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