

**ENGLAND BOXING LIMITED
OPERATIONAL BOARD MEETING
DATE: Wednesday, 19th March 2014
Venue: EIS, Coleridge Road, Sheffield, S9 5DA
Time: 11.00pm**

Item 1	<p>Present</p> <p>Attendees:- C Hobbs (chairman) CH, F. McKelvie - FC, H. Herbert (HH), 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) David Portas (DP) * Donal McElwee (DM) - (Portas Consulting) Paul Bickerton (PB) – Sport England</p> <p>Apologies M Loosemore (ML), D Newth (DN)</p>	<p>I = Information D= Decision A= Action</p>
Item 2	<p>Declaration of Interests LL – SABA HH – BABA GB- BABA</p>	I
Item 3	<p>Minutes of last meeting and matters arising</p> <p>Minutes from Operational meeting- Jan 2014 ratified – no amendments</p> <p>.</p>	I
Item 4	<p>Chairman’s Remarks FM stated that there were some late arrivals (LL & HH) but they were on their way.</p> <p>FM summarised Chair recruitment processed completed and GB thanked FM for leading the team through a challenging period. FM handed over to new Chairman CH</p> <p>Directors gave a brief personal biography for CH background/info</p> <p>CH addressed the Board and stating that Board and the sport itself was in a better place than he had expected, given the challenges it had gone through during last 10-12 months. Stated that he was there to assist and had a set of skills not boxing related. CH stated that he hold the Board to account.(LL arrived)</p> <p>CH stated that he wanted to create a structure for the Directors to support execution of business rather than carry out activity at that level and was intending to spend the next 3 months going around the sport, as directed by the Board to areas it suggested. He confirmed he had the time to commit to the business and that business in general would go via MA, although some matters were to go via him and he would respond asap</p> <p>CH thanked FM for leading the team.</p> <p>MA introduced LL who gave his bio.</p> <p>All agreed – Majority of issues to go through MA unless otherwise instructed/agreed by Chair</p>	<p>I</p> <p>I</p> <p>D</p>

<p>Item 5</p>	<p>Finance – Budget Approval</p> <p>MA made a presentation to the Board of the EB 2014-15 budget and confirmed to the Board that they were the budget setting body, with the Audit Committee finalising the budget following Board approval. He confirmed that the budget had been pre-circulated and that Portas representatives would talk the Board through their presentation and provide info for the Board and Audit Committee to consider in tandem with the budget proposed.</p> <p>MA highlighted the following in relation to Income;-</p> <ul style="list-style-type: none"> • EB and SE income and expenditure shown separately • SE award- pre-assigned with any changes requiring authorisation from EB and that there was a little flexibility in lottery spend areas. • EB income more/some flexibility • 6 month budget set (as opposed to 12 months), to enable Portas review response/outcomes to be considered alongside current spend/income • 2 income sections not in the budget – WSP Talent & £1m for clubs • Currently meeting with various parties re how £1m to be targeted and directed straight to clubs • Affiliations income assumes no increase in the forthcoming season <p>Portas representatives joined the meeting</p> <p>Affiliation Fees</p> <p>Ma asked the Board for their thoughts on affiliation fees. FM stated that she felt the Board should not vote on the issue of affiliations increase today MA stated that the organisation recognises that it should be more self-sustaining and less dependent on the public purse. That in the past the England Boxing events had not been used to generate income but that this needed to be reviewed. MA also confirmed that EB does not have “rights portfolio” that could be used as a lever and that income from events consisted only of ticket sales, no rights fees. Only event currently that could be used was the National Elite finals as other events were in the Regional Associations</p> <p>Revenue generation</p> <p>MA informed the Board that he was in discussion with York Hall and the Copperbox and was collecting info to come back to the board with an increased/upgraded event model. Under consideration was a 2 day event with model costs of £10k and potential ticket sales of £30-£50k. He stated that this was important for the sports profile and to provide a cash injection, that EB had the best rights of anyone but were not realising this.</p> <p>Boxing Leaders & Awards</p> <p>MA gave an explanation of the EB endorsed AASE programme, Leaders Awards and Boxing Awards.</p> <p>MA stated that leaders and Boxing Awards were poor financial arrangements and now needed formalising re their role within the organisation and their income potential. Promises had been made originally re income but were shown as being way off the mark. These 2 products now needed an urgent review.</p> <p>MA informed the Board that SE provided some seed capital for programmes that could generate an income, these were seen as EB Events and EB BOX.</p> <p>MA informed the Board that 2 forms of income were received Lottery and Exchequer. Exchequer funds (used for staff and infrastructure/core costs) could not be rolled over, some lottery funds could be rolled over with SE permission</p> <p>Current annual company income proportion was EB 30%, SE 70%</p> <p>MA stated that strategic development needed to be done to generate income for long term sustainability</p>	<p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>
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- MA provided the following information with regards to Expenditure;-
- EB income/revenue is used to run the sport
- Biggest EB investment is in England Events - £125k for the team/talent system
- WSP funds will support more squads, EB funds will support events

A brief discussion was held around headguards, safety perception and impact on growth/participation. It was confirmed that this was on the risk register re making a more challenging environment to grow participation. MA confirmed that insurance broker was aware of “no headguards” issue. Insurance to be reviewed again in October

A discussion was held in relation to the budget spend proposed from which the following was agreed;-

- Discussion required by the Board & Audit committee as to whether Secretaries were to be paid – sum in budget for last year, but not in current budget for 2014-15
- Suppliers of annual contracts re IT/Website to be put on notice whilst organisation reconsiders the future requirements
- Need to centralise admins, capture recreational boxers and realise some income from that area
- Boxing should do its own awards

CH stated that the Board were starting to debate tactical issues whereas it should be the strategy that drives the budget. Requested that the Board hear the Strategy review (Portas) and then determine where the money should be spent

HH arrived

DB explained to the Board that depreciation and VAT liability were contained in the budget to ensure sufficient was available annually without relying on reserves and that Championship Support, which amounted to £15-20k, had been left out of the budget for the Board to debate/make a decision on.

PB (SE) stated that a re-profiling exercise based on the emerging strategy, would be required for the WSP

MA Provided further information for consideration;-

- CSO roles (which end in 24 months) and staff salaries
- Non-Talent events (including medical clinics)
- EB Box (string revenue and participation driver)
- Social Inclusion (4 pilot projects)
- Satellite Clubs – (money from SE to set up the sites). Target of 9, but there are potentially 90, (A brief debate took place re insufficient NGB resource to manage these and the risk of resource being taken away from other programme areas to deal with these)
- Volunteers (funds available to increase capacity)
- EB Box – seed money available and potential income/participation growth)
- National Conference (1st ever members conference)
- Cash reserve policy (25% of affiliations annually)

A brief discussion was held re potential tickets sales for finals

FM asked if there was a marketing plan for the Board to review. MA confirmed that there was and ready for review/sign –off by the Board

CH advised the Board that the financial areas raised by MA during the discussions should be looked at in two halves, EB priorities, followed by approval.

	<p>Championships Support, Secretaries Payments & Staff Salaries</p> <p>A discussion followed on the above areas, with CH requesting the Board to delegate authority to the Audit SC to incorporate into budget, based on the Board discussions today. MA advised that the Board will need to sit at the AGM in May and cover these issues with Members, alongside Affiliation Fees and the cash reserve policy.</p> <p>The Board approved the 6 month budget , with agreement that the Audit Committee would meet and incorporate the following recommendations proposed by the Board;-</p> <ul style="list-style-type: none"> • Affiliations – no change for 6 month duration of budget Apr- Sept 14 • Staff Salaries – cost of living increment payable wef April. • Further increase/increments to be considered later in year • Provision of Championship support in line with available funds for Apr-Sept • Cash Reserve Policy – full review to be undertaken • Secretaries Payments – consider conditions of payment for 2014-15. <ul style="list-style-type: none"> ○ Past year payment approved (monies allocated/accrued in 2013-14 spend) <p>All agreed 6 month budget approved as above AP – Audit committee to meet and incorporate further recommendations for the year</p> <p>NG asked about Talent Staff roles. MA responded that funding for those roles was due to finish on 31.03.14 and EB will not be responsible for that funding , as it will not exist within EB after that date. Staff would then go into consultation. BABA will be accountable but money will be managed by a Performance Management Group. It is desired by EB that the funding would be returned at some point.</p> <p>NG said that staff should be told. MA stated that the agreement needed to be confirmed/signed for before that could be done. DB stated that the Board needed to be careful as there are government guidelines/legalities around the HR consultation process and that there are strict guidelines and a timetable agreed</p>	<p>D A</p> <p>I</p>
<p>Item 6</p>	<p>Strategy, Governance & WSP Update</p> <p>Strategy</p> <p>Portas Consulting presented their findings to date, to the Board, following their strategic review of England Boxing.</p> <p>A discussion took place in relation to a variety of points which included;-</p> <ul style="list-style-type: none"> • Opportunity for change • Appetite for change • SWOT analysis of the organisation • White collar boxing • Funding • Facilities • Business plans • Boxing events • Sponsorship <p>The Board considered the following;-</p> <ul style="list-style-type: none"> • Gap between funding and strategy • Quick fixes available in some areas • Ability of SE to respond quickly to additional funding requests • Growing capacity within clubs as opposed to outside of club structure • £3m already levered into clubs via CSO's <p>CH asked the Directors if they agreed with what was contained within the presentation All agreed</p>	<p>I</p> <p>I</p> <p>D</p>

	<p>Governance CH updated the Board on the Non-executive Director recruitment progress. 3 vacancies were to be filled and candidates had been shortlisted. 2 already interviewed, once to be interviewed next week. Looking to appoint early April and CH will confirm the position by Friday next. LL stated that, under governance he thought that each Association should provide a certificate of self-assurance. DB informed the Board that LL would also be inputting to a new/updated Risk Model and Risk Register and that the Board would be required to undergo an annual review.</p> <p>CH asked if there was any reporting upwards from the Associations. Confirmed that there was provision for it but does not always happen, particularly in the last year's environment- only part minutes had been received and not from all Associations.</p> <p>HH commented that this was a skills issue , people in roles in Associations sometimes had the power but not the skills to deliver these requirements.</p> <p>A brief discussion took place on regional governance and CH added it to the workplan</p> <p>President & Patron Roles A discussion took place in relation to these roles and the way forward. A suggestion was made in relation to converting current post holders to LVP – no objections. MA suggested completing following AGM - agreed AP: CH to take the issue forward with each individual following AGM</p>	<p>I</p> <p>A</p>
<p>Item 7</p>	<p>Subcommittees Final ratification It was confirmed that all Subcommittees were ratified as at today, however, some still required member positions. All subcommittees ratified</p> <p>LS, applicant for Compliance, HR & Legal was approved. LL stated that he was not sure re SW as there were issues around conflict of interest and the company he represents for EB. DB confirmed that a confidential disclosure was ready for signature if PW place was ratified.</p> <p>MA requested that LL disclose the concerns to the Chair & CEO re the organisation in question so that the issues could be addressed and the application considered in light of the issues AP: LL to inform the Chair and CEO re issues relating to the organisation in question</p> <p>GB informed the Board that the TR, Champs & R & J SC had had to make some quick decisions on rules issues, some contentious , some not. He would produce a list of all agreements and provide to DB for the Board to review and approve. GB also stated that a club handbook re events was to be put together and that he had wanted a copy of the old rule book but could not obtain one that had been fully approved. DB stated that she had the last approved version, following the 2012 AGM and would supply that. AP:GB/DB to provide list of rule issues for approval AP: DB to supply GB with 2012 approved rule book</p> <p>Subcommittee/Board Workplan CH informed Directors that he would send out information re working parties and workflow timings to get things underway re agreeing the strategy. AP CH to provide workplan and working party information to Directors</p> <p>Reports and Recommendations Each SC to hold meetings prior to a Board and provide reports to DB for circulating to Directors & Chair ahead of each Board Meeting</p>	<p>I D</p> <p>A</p> <p>A A</p> <p>A</p> <p>I</p>

	<p>Letter from East Midlands The Directors discussed the letter received from Chairman of the east Midlands Association regarding an event to take place on the weekend of the Elite Finals. Opinion was that this would not be allowed based on previous correspondence requesting Associations not to hold weigh ins/events which could impact on clubs/coaches & boxers attending the Elites. Also, EM members had been in contact with some Directors complaining re clash of dates. It was agreed that a letter would be sent from the CEO on behalf of the Board informing the Association that permission was not granted and that the event must take place on a different date AP: MA to compose letter for approval by board and send to Chairman of East Midlands</p> <p>Future Meetings and Work priorities MA stated that the AGM had to take place before 29th May and a date would need to be agreed with the Chair for that. It was traditional that the Board would meet prior to the AGM to prepare for the meeting etc. A discussion was held as regards availability of Directors for May, but it was evident that not all Directors could be available to attend the AGM on any date throughout that month. MA stated that the meeting would be fairly short due to it being the first for EB and that DB would work with the Chair to arrange a suitable date but was looking at w/c 19th May. CH stated that he would send out SC work priorities well ahead of the next meeting and that they could be reviewed at the pre AGM meeting. AP:DB to agree date for AGM with CH</p> <p>Company logo A discussion took place regarding the logo. It was agreed that this would be discussed at AGM. DB to use temp EB logo for ME3's and ID cards for 2013-14 season until formal approval of an agreed logo. AP: Company logo to be agreed at AGM</p>	<p>I</p> <p>A</p> <p>A</p> <p>A</p>
Item 8	<p>AIBA & International</p> <p>Rules Update GB informed the Board that various updates had been provided to Secretaries and on the website etc.</p> <p>Annual Medicals and Register for Doctors DB informed the Board that there was still the issue of the Central Register for Doctors to be approved, then the Annual Medical circular which needed approval, following some contentious issues raised. DB informed the Board of ML's recent addition to ask Dr's to register at Level1 (Ringside), Level 2 (International Medicals and National events ringside) and Level 3, (AIBA ringside). There were no objections to this and the circular could be amended and sent to Secretaries AP: DB to amend Doctors Register and Annual Medical comms and circulate</p> <p>Ampro Exit Strategy D Saoul (EB Lawyer) and DB to bring Ampro clubs to Sheffield to meet and discuss exit strategy following end of AIBA concession on 31.5.14. Meeting to be arrange for end of April 2014. AP: DB to arrange meeting with Ampro reps and lawyer</p> <p>Commonwealth Games Update Selection process is currently with lawyer re process and appeals. MA informed the Board that there had been a complaint from one of the non-selected boxers and that the lawyer was looking at the front end sign off of selection and had good experience of appeals</p> <p>A discussion was had re box-offs/selection. MA stated that with selection the Champion is the Champion. The lawyer has stated that evidence based selection is contentious/flawed as</p>	<p>I</p> <p>A</p> <p>A</p> <p>I</p>

	<p>evidence could be held back.</p> <p>BABA MA stated that the Chair should be on the BABA board and BABA would be notified of this. Next BABA meeting is to be held on 28th March 2014. AP; BABA to be informed by MA of new Chair to take up place on BABA board now appointed - by next meeting</p> <p>Commonwealth Selection Advice was to select as late as possible and see what comes out of the Elite finals. The committee to be chaired by CH & contain representatives from England Boxing and decisions to take place 3rd week of May at a selection meeting. Group to consist of EB Board member, Rob McCracken, GB coach – there is enough evidence around the GB team for them to select. Athletes would be required to sign up to the selection process to reduce the number of appeals (if any)</p> <p>Commonwealth tickets DB informed meeting that a number of Commonwealth tickets had been purchased for sales to members. DB to provide CH with ticket info/numbers for future reference re who can purchase. All tickets must be sold at face value and cannot be given away in competitions etc. DB has the CGW policy on ticket sales for reference. AP; DB to inform CH of CG ticket allocation</p>	<p>A</p> <p>I</p> <p>I</p> <p>A</p>
Item 9	<p>AOB SABA – this was not discussed as LL had left the meeting at that point.</p>	<p>I</p>

Action Points from Meeting

Item no	Details of Actions to be taken	Who by?	When by?	Completed
5	Meet and incorporate further budget recommendations for the year	Audit SC	28 th March	YES
6	Take the issue forward re President & Patron roles, with each individual following AGM	CH	After AGM	
7	Inform the Chair and CEO re issues relating to the organisation in question	LL	31 st March	
7	Provide list of rule issues for approval	GB/DB	Prior to next Board	
7	Supply GB with 2012 approved rule book	DB	28 th March	YES
7	Provide work-plans and working party information to Directors	CH	2 nd April	YES
7	Compose letter for approval by board and send to Chairman of East Midlands	MA/Board	28 th March	YES
7	Agree date for AGM with CH (21 days' notice of AGM required)	DB/CH	By Mid-April	YES
7	Company logo to be agreed at AGM	MA	AGM	
8	Amend Doctors Register and Annual Medical comms and circulate		April	YES
8	Arrange meeting with Ampro coaches/club reps and lawyer	DB/DS	By End April	YES
8	Inform BABA re new Chair to take up place on BABA board	MA	28 th March	
8	Inform CH of CG ticket allocation	DB	April	YES