



**ENGLAND BOXING LIMITED BOARD MEETING**  
**DATE: Tuesday 8<sup>th</sup> August 2017**  
**170 Tottenham Court Road, London, W1T 7HA**  
**Time: 10:00 – 15:30**

Item 1	<p><b>Present:</b>          Caspar Hobbs – Chair – (CH), Darren Chapple (DC), Gerry Willmott (GW), Mickey Norford (MN), Mike Loosemore (ML), Hilary Lissenden (HL), Lawrence Selby (LS), Alkit Patel (AP)</p> <p>Gethin Jenkins - CEO – (GJ)          Lynette Mayo – Secretariat – (LM)</p> <p><b>Apologies</b>          Gio Brugnoli (GB), Liz Norris (LN), Tove Okunniwa (TO) and Philip Beard (PB)</p>	I = Info D= Decision A= Action
Item 2	<p><b>Declaration of Interests:</b></p> <p>CH – GB, LS – Chair of disciplinary panel for British Canning, DC – Commonwealth Games, MN – EUBC and ML – AIBA and EUBC</p>	I
Item 3	<p><b>Minutes of Last meeting:</b></p> <p>Minutes reviewed, considered and approved.</p> <p>There were no matters arising not covered elsewhere in the agenda.</p>	
Item 4	<p><b>Chairman’s Report:</b></p> <p>CH gave an overview of his report which included the following items;</p> <ul style="list-style-type: none"> <li>• Talent programme – CH congratulated all involved in delivering the exceptional results at the following international competitions: -             <ul style="list-style-type: none"> <li>European Women’s Youth and Junior Championships 10 boxers selected – 5 golds and 3 silvers.</li> <li>Commonwealth Youth Games 10 boxers selected – 7 golds.</li> <li>European Schoolboys Championships 12 boxers entered 2 golds, 2 silvers and 2 bronze.</li> </ul> </li> <li>• EGM – It was reported that the two major motions had passed and been submitted to Companies House – LM to circulate to clubs and update on the website.</li> <li>• Discussions regarding the removal of individuals working against the sport were held.</li> <li>• The Vault – additions to be added soon are the Matchmaking database and the Medical Module.</li> </ul>	A      D

	<ul style="list-style-type: none"> <li>It was confirmed that the Sport England Funding submission had been completed and submitted by the deadline. CH thanked GJ on completing the submission successfully.</li> <li>The Board meeting structure has been reviewed by TO and AP, to make the meetings more strategic. AP to overview the new structure during the finance section.</li> <li>An update on the current situation regarding the position of the President of AIBA was made to the Board.</li> </ul> <p>It was reported that as such there was currently no decision to be made as the EGM wasn't until November and in regard to the current day to day situation, it wasn't clear who was in charge and that this would be decided by the Swiss courts.</p> <p>It was approved that EB decisions and opinions regarding this matter would only be given using one voice, which would be the Chairman's. A further update would be provided at the October Board meeting ahead of the proposed AIBA EGM in November.</p> <ul style="list-style-type: none"> <li>It was confirmed that GB and DC are approaching the end of their 4-year tenure as directors on the Board (September), it was agreed that no decisions would be taken until the next Board meeting regarding a second term for GB and DC when both would be in attendance.</li> </ul>	D D
Item 5	<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> <ul style="list-style-type: none"> <li>It was explained that it was the view of the CEO that in conjunction with the new strategy and funding application, the organisation and its administration were going through a period of modernisation and the first part of this process would be the transition to start the implementation of the strategy and the new staffing structure detailed below.</li> <li>It was confirmed that EB had submitted the funding submission, EB Strategy, Staffing plan and budget to Sport England. It was further explained that only the Core and Talent (previously awarded) had been part of the submission. Inactive funding and satellite programmes would have to be applied for separately. EB await confirmation from SE of the level of funding which will be awarded.</li> <li>The four key areas being addressed, following guidance from Sport England in the funding application, was as follows: - <ul style="list-style-type: none"> <li>More resilient Clubs making more resilient boxers.</li> <li>Stronger NGB in turn supporting its core market.</li> <li>Better training courses for coaches and officials to support the boxers training and competition experience.</li> <li>More appropriate competitions at all levels to retain participants.</li> </ul> </li> </ul> <p>To facilitate this programme, it was explained that a request to increase the number of CSOs and a specific training course education role had been made.</p> <p>It was agreed that the full submission report would be circulated to the Board by GJ</p>	A

	<ul style="list-style-type: none"> <li>An update on the EB strategy was made in light of the EB funding submission. It was explained that regardless of the Sport England funding, the strategy would still be the guide for our ambition over the next four years and in effect funding plan and strategy had now been uncoupled.</li> </ul> <p>The six areas of focus for the EB strategy were discussed, these areas are;</p> <ol style="list-style-type: none"> <li>Stronger Clubs</li> <li>An inclusive sport</li> <li>A strong NGB</li> <li>Unlocking potential</li> <li>Driving profile and income</li> <li>Investing in the boxing community</li> </ol> <ul style="list-style-type: none"> <li>Key driver for the strategy was improvement in the delivery of training courses for the membership. All EB run courses should be standardised to deliver the same quality at every course and consistently across the country.</li> <li>The new staffing plan was discussed in line with strategic plan and in short there would be six departments. This would be rolled out in the coming months. They would be as follows (it was stressed that these had yet to be shared with the staff as some changes were funding dependent): <ol style="list-style-type: none"> <li>CEO office</li> <li>Talent</li> <li>Development</li> <li>Commercial</li> <li>Finance</li> <li>Membership Services</li> </ol> </li> <li>Although there were variations in attendance, it was reported that the Roadshows had provided excellent dialogue and gave valuable insight in to what clubs and members require from the NGB. It was suggested that these should continue next year but we look at ways at encouraging greater attendance.</li> <li>It was agreed that a deposit account be made available for reserve funds.</li> <li>The EB audit will start on the 4<sup>th</sup> September and after this audit a tender process will start for the next cycle of auditors.</li> <li>Events – it was agreed that the Competitions subcommittee should discuss and circulate ideas to the Board regarding the upcoming competition including the location of the Elite finals and the dates as the current ones clashed with the London Marathon.</li> <li>The Governance plan timelines have now been approved by Sport England. It was explained that there weren't as many key changes for England Boxing as some sports as they had been done previously but there were a lot of minor changes. These had to be completed by 31<sup>st</sup> October or funding would be suspended. GJ to circulate to the Board.</li> <li>An overview of The Vault, in particular the medical and matchmaking modules were given. It was explained that the legal requirements in order for England Boxing to have a medical data base were being worked on and that a meeting with the data host (My next match) had been organised.</li> </ul>	<p>D</p> <p>A</p> <p>A</p>
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	<p>The CEO reported his unease about having two CRM companies holding data, especially medical information, regardless of the companies track records, as it allowed for the potential for each other to be blamed if things went wrong. However, it was recognised the processes that had already gone through to reach this position and would work to get the data base delivered as quickly as possible.</p> <p>It was agreed that time was of the essence to get the Matchmaker system up and running by September.</p> <p>The following recommendation was discussed;</p> <ul style="list-style-type: none"> <li>Coaching Safeguarding courses - Following consultation with the chairs of Coaching and Compliance sub-committees, it is recommended that the deadline will be moved to 31<sup>st</sup> May 2018 and at the same time more courses provided. Those who do not then complete the course will not have the lanyard / card issued for the new season. The Vault will be amended to ensure this can be done. <b>APPROVED</b></li> </ul>	D
Item 6	<p><b>Finance update:</b></p> <ul style="list-style-type: none"> <li>AP overviewed the new suggested Board meeting structure, which he had worked on with TO.</li> </ul> <p>The aim is for the subcommittees feeding recommendations to the CEO and Chair in the first instance to enable the Board to make strategic decisions and the CEO to make operational ones.</p> <p>It was highlighted that the better the information and papers being presented to the subcommittees ahead of the meetings, would lead to better decisions coming out and in turn being presented to the Board.</p> <p>Subcommittee chairs were reminded that the subcommittees should only make recommendations to the Board and that no decisions can be made at subcommittee level, in line with terms of reference.</p> <p>AP advised that subcommittee meetings should happen six weeks prior to the Board meetings with recommendations being inputted four to five weeks before on a specific recommendation document which will be circulated after the meeting by AP.</p> <p>The agenda will then have a regular structure to enable the Board to focus on the priority and strategic issues.</p> <p>It was agreed that any operational decision taken out of the Subcommittee reports would be listed in the CEOs report.</p> <p>It was agreed that an agenda item for delegates representing England Boxing on international committees should be provided so reports to the Board can be made on the outcomes, matters arising or key decisions being taken from the meetings.</p> <ul style="list-style-type: none"> <li>AP discussed the finance reports and the following items were raised;</li> </ul> <p>The reports have been streamlined, for ease of reporting and understanding. It was agreed that a month on month report needs to be developed by finance.</p> <p>Budget work continues and will be shared with the Board, once Sport England have confirmed the Funding Award.</p>	D D A



	<ul style="list-style-type: none"> <li>Each home nation is working on their own rule book. It is important that any AIBA rule changes would still need to be communicated separately and in real time.</li> <li>It was approved that a boxer can be permitted to wear national representational vests at EB Championships.</li> <li>It was reported that Richard Cawthorne has written an excellent document on the tasks required to run a boxing tournament. It was requested that this should be circulated to the Board.</li> <li>It was agreed that a boxer must have been a member of EB for 3 months before entry to an EB Championship would be permitted this would be implemented, implemented from 1<sup>st</sup> January 2018.</li> <li>It was requested that further detail be provided to the Board before any decision can be made regards how many competitive bouts a female boxer must have before entering into an EB championship.</li> <li>It was highlighted the amount of work and support provided by the subcommittee members. However, it was explained that some of the work being undertaken was done without any insight by the office. This creates an exposure in the event a member leaves, becomes unavailable or potential issues over intellectual property. It was agreed that MN to advise the subcommittee that the information is required to be forwarded to the office including for appointments and competition draws.</li> </ul>	D A D A D
	<p><b>Audit</b></p> <ul style="list-style-type: none"> <li>No Recommendations</li> </ul>	
	<p><b>Communications</b></p> <p>HL overviewed the Communications report to the Board and the following items were outlined as key pieces of work the subcommittee is carrying out;</p> <ul style="list-style-type: none"> <li>Communication with each club should continue throughout the affiliation period until they re-affiliate. Short communications will be more effective than one long email to maximise the chance of people reading the entire message.</li> <li>We should consider communicating directly where appropriate with non-EB affiliated clubs to invite them to join or re-affiliate with England Boxing. This is being led by the Chairman. <b>APPROVED</b></li> <li>Communication plan to be implemented as soon as possible subject to availability of resource within the operational team.</li> <li>In regard to the full strategy document it was reported that it should be a concise and clear document, written in straightforward language that will engage the membership and be a clear statement of intent for all stakeholders and the wider public audience.</li> </ul>	D
	<p><b>Coaching</b></p> <ul style="list-style-type: none"> <li>HL gave an overview of the Coaching Courses and it was agreed that further development would be postponed until all standards and a comprehensive syllabus were in place for the courses and specifically the level one courses.</li> <li>HL to draft a communication for regions regarding the current position.</li> </ul>	D A

	<ul style="list-style-type: none"> <li>TG and HP to provide detailed information on how many courses and delegates have taken the Level 1 course and the difference in revenue to regions since EB moved in house.</li> <li>It was agreed that the Executive would look into external courses being run with so called England Boxing endorsement with a view of coming forward with a policy.</li> </ul> <p><b>Office</b></p> <ul style="list-style-type: none"> <li>It was approved that a secretary or registrar can request to be an observer at any subcommittee meeting to the Chair of the subcommittee. The decision as to whether they can attend would rest with the SC chair. Attendance would not be permitted to the Compliance and Audit committees.</li> <li>It was agreed that once the medical module was in place that any boxer who loses their BCR1 can ask the doctor who carried out their medical (within one year) to issue a new BCR1 at no cost to the boxer.</li> <li>LM to supply a paper to the Board to outline regional affiliations fees which are additional to EB fees to clubs to establish if this can continue to be processed and added to the England boxing affiliation in the same way.</li> </ul>	<p>A</p> <p>D</p> <p>D</p> <p>D</p> <p>A</p>
<p><b>Item 9</b></p>	<p><b>Risk Register:</b></p> <p>DC overviewed the Risk Register</p> <ul style="list-style-type: none"> <li>A copy of the updated risk register was provided to the Board. The main items discussed were: <ol style="list-style-type: none"> <li><b>Subcommittees to feed into Risk Register after every meeting</b> – Only Audit and Talent Subcommittee reviewed and details allocated into the risk register.</li> <li><b>Risk Owner to be clearly identified</b> – Columns D/E have been changed to allow for this; Staff Organogram restructure will provide for a further review &amp; update when completed.</li> <li><b>Risk register to be reviewed and key risks to be identified and actioned</b> – All risks elements reviewed in full – See detail below for full breakdown. <ol style="list-style-type: none"> <li>Top five risk Office/Snr Management working on are listed at top of register (highlighted in yellow) – These are not necessarily the highest risks, but certainly those that have impact to the Strategic, reputation and operational elements.</li> <li>Closed risk is currently within their own tab at foot – this will evolve further so that we can then capture trends within the relevant risk areas also.</li> <li>Initial and Residual risks have all been critically revaluated – matching risk likelihood against severity more thoroughly.</li> <li>Petals page is now a more realistic picture of the real risk levels held within EB.</li> <li>Tracking status is up to date – 3 x risks have review progression dates, would suggest that these go to Dec 17 allowing for the CEO sufficient time to review fully. This will also bring the tracking status to Green/Yellow and fully up to date.</li> </ol> </li> </ol> </li> <li>DC will maintain the master copy.</li> </ul>	

<p><b>Item 10</b></p>	<p><b>Talent and Performance update:</b></p> <p>DC updated the Board on the following items;</p> <ul style="list-style-type: none"> <li>• Sport England contractual outcomes</li> <li>• Programme leadership and staffing</li> <li>• International competitions update: <ol style="list-style-type: none"> <li>1. EUBC Women’s Youth &amp; Junior Championships, Bulgaria – 10 boxes selected and eight medals won.</li> <li>2. Youth Commonwealth games, Bahamas – 10 boxers selected – 7 medals won</li> <li>3. EUBC Schoolboys championships, Romania – 12 Boxers entered – 6 medals won.</li> </ol> </li> <li>• The board again acknowledged how well the team had done with medal return at the above events.</li> <li>• It was agreed that other media channels should be investigated for promoting the successes of the team.</li> <li>• Letters are now being sent to the boxers and clubs to congratulate and thank them after events. Example to be provided to the Board.</li> <li>• It was reported that the CEO based in his previous experiences was looking at sending the coaches and team managers on awareness courses to help with their overall CPD and development and in order to ensure the training environment was appropriately conducted.</li> </ul>	<p>A</p>
<p><b>Item 11</b></p>	<p><b>Commonwealth Games:</b></p> <p>DC updated the Board on the Commonwealth Games progression the following items were discussed;</p> <ul style="list-style-type: none"> <li>• Selection process for the games entry had been published on the England Boxing website. It was reported that the number of male and female categories had yet to be confirmed.</li> <li>• Queens Baton relay returns to the UK on the 16<sup>th</sup> August when it lands at Brize Norton. DC to be in attendance.</li> <li>• Zeus management programme for registering athletes and team members was up and running.</li> <li>• Gold Coast design concept approvals for sport specific wear had been produced</li> </ul>	
<p><b>Item 12</b></p>	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• It was reported that GB are considering bidding to host the 2020 Olympic qualifier. It was agreed that the CEO could explore the options and implications with GB boxing (as it would be England Boxing who had to formally present the bid to AIBA) and report back to the Board.</li> <li>• Potential dates for the AGM were discussed with a look to it being held on a Sunday in November with a reserve date set for the following Sunday.</li> </ul> <p>There being no further business the meeting closed at 3.30pm.</p>	<p>A</p>



<b>Item 13</b>	<b>Future meeting dates:</b> Tuesday 17 <sup>th</sup> October in London Tuesday 5 <sup>th</sup> December in London	
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Action Points from Meeting

<b>Item</b>	<b>Details of Actions to be taken</b>	<b>Who by?</b>	<b>When by?</b>
4	The Articles of association need to be updated on the website and circulated to members	LM	15 <sup>th</sup> August
4	Electronic voting on The Vault should be explored	LM	15 <sup>th</sup> September
5	Competitions subcommittee to report to Board on suggested updates for Elites	MN	30 <sup>th</sup> September
6	Events structure/costing to be presented at October Board	TG	30 <sup>th</sup> September
7	HR, Legal and Compliance subcommittee to write process to be approved by the Board for eligibility to join EB	LS	30 <sup>th</sup> September
8	Comparison of regional revenue and EB revenue generation for level 1 courses	HP/TG	30 <sup>th</sup> August
8	Information on regional association fees to be made available to the Board	LM	30 <sup>th</sup> September
8	Event manager document to be supplied to Board for review	LM/GB	30 <sup>th</sup> August