



Minutes: BTC Ltd Board Meeting

Meeting Date: Thursday 17th March 2022





Location: Zoom

Time: 10:00-11:00

Attendees: Meeting Chair: D Oliver
 Independent Non-Executive Director (Voting): T Humphries
 Non-Executive Directors (Voting): M Brunger, R Sergiew
 Executive Directors (Non-Voting): K Beddows, T Nicholls, K Walton

Apologies: L Heyes, M Prewett


Guests: None

No	Meeting Notes and Agreed Actions	Lead	Due Date	Supporting Documents
WELCOME AND INTRODUCTIONS				
	The Chair welcomed Directors attending and advised of the apologies received.	Chair		 BTC%20Ltd%20attendance%20register.doc
Declarations of Interest				
26	Directors attending confirmed that there were no updates required to the Register of Interests.	Chair		 DOI FPP SM Register 041219.pdf  6.8 BTC Ltd Declaration of Interest
Minutes of Last Meeting				
27	Minutes of the BTC Ltd Board Meeting held on 10 th February 2022 were checked for content and accuracy. Proposed: K Walton Seconded: D Oliver For: Unanimous	Chair		 BTC%20Ltd%20Minutes%201002222.docx




ACTIONS ARISING				
8	<p>BTC Ltd Articles of Association</p> <p>The CEO advised the Board that we still await confirmation of the roll-over award, although a letter has reportedly been sent to TOL detailing approval of Apr 22-Mar 23 funding in the amount of £94K, plus the additional £30K Yr 2 requested.</p> <p>The CEO reminded Directors that BTC is not fit for receipt of SE funding and sought clarification of the decision to merge BTC Ltd and BTC. This will be achieved by including the BTC Constitution into the BTC Ltd Articles of Association, reducing salaries to stay within budget, a clear understanding of how the Board will be constituted and operational manage the Board.</p> <p>There will be significant change to the BTC Ltd Board has several of the current Directors have completed their terms of office. D Oliver (TAGB), M Brunger (UK ITF) and T Humphries (INED) will remain on the Board, all other Directors whose terms of office have expired will have to elect another representative in line with the policy that groups with 1000+ members will have a seat on the Board, with smaller groups collectively electing a representative to a seat on the Board. K Beddows, T Nicholls and K Walton will form the Executive Team, responsible for operations and report to Board. Directors will be nominated as England, Scotland, Wales and Northern Ireland representatives. The current BTC activities will operate under the Executive Team as Membership Services. The succession plan and changes will be confirmed by September 2022. The current Board need to agree and implement the updated Articles of Association, expiring directors leave board and new Directors take up their roles on 1st April 2022. There will be a £30K reduction in salaries required, TN -£15, KB -£18K, KW -£10 K.</p> <p>Proposed: K Beddows Seconded: T Humphries For: Unanimous</p>	CEO	Sep 22	
9	<p>TANI</p> <p>The Board were advised that BTC and BT clubs are recognised by Sport NI and have access to funding, without being in TANI.</p>	CEO		









13	<p>Risk Management</p> <p>BT and BTC Ltd to be added to the Risk Register – NGB status should changes required to comply with the new Code of Governance not be agreed and implemented.</p>	MP / FD	Mar 23	 BTC%20Ltd%20Risk %20Register%20Mar
23	<p>BTC website</p> <p>The CEO shared with Directors the new dynamic page the Development Officer (AN) has prepared. Contributions from Member Organisations was requested to populate the page. It was suggested that the Facebook poster about the benefits of BTC membership produced by Chris Davies FB be included. <u>It was agreed</u> to move this project forward.</p> <p>The Finance Director requested that all Member Organisations submit data to AN to update the accreditation details for all BTC Registered Instructors.</p>	DO	May 22	
SELF ASSESSMENT – CODE OF GOVERNANCE				
28	<p>Code of Governance</p> <p>Discussed under 8 above.</p>	CEO		
29	<p>Service contracts</p> <p>No contracts due for review.</p>	FD		
30	<p>Risk Management</p> <p>Discussed under 13 above.</p>	MP		
31	<p>Policies and Procedures</p> <p>No updates at this meeting.</p>	CEO		



STRATEGY UPDATE				
32	CEO Report Current membership numbers were provided.	CEO		 BTC Report 2021.pdf
33	Safeguarding The annual audit will be conducted on 28 th April. NGB status can only be retained if the standards are achieved. BTC have delivered courses by Zoom, more are planned. The Child Exploitation course last weekend was thought-provoking and well received. BTC are sharing our courses with other martial arts, demonstrating our commitment to being inclusive and willing to share good practice. No SG referrals throughout pandemic, 8 reported – non BTC (some ex-BTC).	FD		
34	Safeguarding Code in Martial Arts The Finance Director reported that M Dew had supported the use of the Safeguarding Code in Martial Arts. BTC have a simple application form and encourage clubs to become registered on the Sport England scheme and included on their map as an additional opportunity for promotion as safe NGB clubs. NWT have succeeded Educare in overseeing the SGMA. The CEO advised that SGMA seemed to give authority on the ability of TKD instructors rather than the club and that the Code should have applied to any sports club, not just martial arts, but it is useful to highlight that a club in an NGB is the best recommendation. No other martial arts have NGB status, and a coloured flag for NGB clubs would only apply to BTC.	FD		
35	UK Anti-Doping No updates to report.	CEO		
FINANCIAL REPORT				



36	<p>No loss, accounts accrued show a deficit of £16K, actual is £16K in bank.</p> <p>Reductions in expenditure of £40K+ derived from salary cuts, significantly reduced meetings and travel costs, savings on stationery, etc.</p> <p>The Financial Director advised that going forward some meeting and travel expenses will be increased due to required attendance by designated Directors/Executive Team to two annual Sport England NGB meetings per year.</p> <p>The Coaching Director advised the Board that recruitment for the Board will include INED and INEC, and that Joanne Kennedy-Reardon, current TOL Chair, is willing to interview for the INEC role. She will support BTC and BT through transformation, so is unavailable until TOL is dissolved.</p> <p><u>Financial reports were accepted</u> by the Board and had been circulated prior to the meeting.</p>	FD		     
TOL UPDATE				
37	Both BT and BTC going through transformation, BT progressing well. BT may well be set up before the end of the year extension.	TOL Reps		
AOB				
	None.			
DATE OF NEXT MEETING				
	Frequent ad hoc meetings will be convened by Zoom to review the development of the new Articles of Association.			