

# TOL Board Minutes – 3<sup>rd</sup> April 2020

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**Time:** 09:30 to 10:00

**Location:** Teleconference Call: 08007836753. Meeting code 38782401#

**TOL Board Attendees:**

- Mr Trevor Nicholls - TN (British Taekwondo Council – BTC)
- Mr Kenny Walton - KW (British Taekwondo Council – BTC)
- Mr Matt Archibald - MA (GB Taekwondo - GBT)
- Ms Gemma Biescas - GB (British Taekwondo – BT)
- Mr Kris Murali - KM (Finance Independent Non-Executive Director)
- Ms Joanne Kennedy-Reardon - JKR (Interim Chair)

**TOL Meeting Attendees:**

- Ian Leafe – IL (British Taekwondo – BT CEO)

**Board Agenda Items:**

1. Welcome, Introductions and Declarations

1.1. Welcome

JKR noted that there was a quorum, and that the board meeting could proceed.

JKR welcomed all meeting attendees and thanked them for the short notice of the meeting.

JKR introduced IL, noting to the Board members that IL is a colleague of GB and is there to assist GB, and contribute on agenda items:

- 2.1 Release by Sport England of funding to BTC and BT
- 2.2 Reporting for the year end for year 3 (2020)

1.2. Declarations of interest

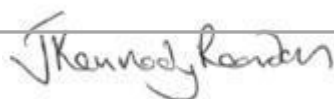
JKR noted that there was an implicit declaration of interest in item 2.1 by KW, TN, GB and IL as recipients of the funding from Sport England.

1.3. Conflicts arising

JKR noted that there was an implicit conflict of interest in item 2.1 by IL as he is in an Executive position as the CEO of BT.

There were no other conflicts perceived or actual declared by the board members.

2. Matters Arising from the Sport England “A United Response to COVID 19 Webinar” – 27th March



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**Company No. 07584566**

2020

JKR noted that together with TN she attended a call with Tomos Watts of Sport England on 18 March 2020 at 17.00 as the first point of discussion on the impact of COVID19 on the delivery of sport on behalf of TOL.

IL presented an overview of the takeaways from the update calls with Sport England (led by Tomos Watts), specially the one attended on 1<sup>st</sup> April 2020 at 15.00 by TN, IL and JKR, where a combined TOL and BT call was requested by Tomas Watts.

IL noted the following aspects of:

1. Timing of the support package outlined by Sport England.
2. The cashflow assistance and the release of Q4 2020 payments
3. The next steps of the funding cycle submission and the creation of a 5<sup>th</sup> year mimicking that 4<sup>th</sup> year of the current funding cycle.

JKR confirmed the points presented by IL.

TN explained that the BTC existing base business plan covers the small Executive team and is it not envisaged that they will be part of the furlough scheme (which has not yet been finalised).

MA noted that there was £115m of core funding that will be rolled over into year 5 and confirmed the thoughts and takeaways from the Sport England calls (where GB had a separate call rather than combined with TOL).

2.1. Release of Quarterly Funding for Year 4

JKR tabled the discussion surrounding the release the Q4 funds to BTC and BT that were received on 28<sup>th</sup> February 2020 and the following discussion followed:

1. KM confirmed that the monies were in the bank account of TOL in HSBC.
2. MA noted that the Audit Reports from BDO had not yet been issued.
3. KE and TN confirmed that all of the points raised and issued were already implemented.
4. IL noted that in the audit closing meeting for BT a number of items were raised and these have been implemented and that reporting would be as normal.
5. JKR confirmed that the reporting for Q4 should be by the normal date of 15<sup>th</sup> April 2020.

TN and IL both noted that there was positive support from Sport England and this was echoed by GB.

*KM formally proposed the release of the Q4 2020 funding prior to the receipt of the mandatory KPI reporting from BT and BTC and this was seconded by JKR and MA.*

*JKR formally proposed the release the Q1 & Q2 2021 funding as proposed by Sport England to BT and BTC and this was seconded by MA and KW.*

*Actions*



Approved at the Board on 4 May 2020

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1. KM and JKR to release the Q4 2020 funding to BT and BTC as soon as practically possible.
2. KM and JKR to release the Q1 & Q2 2021 funding to BT and BTC as soon as practically possible after receipt of funds from Sport England.

2.2. Reporting for the Year End 3

A short discussion was led by JKR on the year-end reporting for year 3 (2020)

*Actions*

1. BT and BTC to report for Q4 2020 to TOL as soon a practically possible.
2. TOL to report year 3 (2020) as soon as possible as soon as practically possible after the templates are released by Sport England.

3. AOB

3.1. GB update from MA and noted that:

- international competition had been suspended
- talent search is still envisaged as Paris has not yet been cancelled

3.2. A general discussion followed on the commercial impact of COVID19:

- IL noted that there is a change in the way of working and engagement of partners and encouraged regular contact with colleagues
- KM confirmed that the social care sector that he is working in has been severely impacted

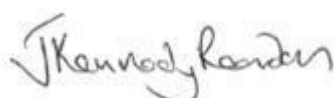
3.3. JKR proposed that there was an agenda item on the next Board to consider the role of the interim Chair and NED requirement at TOL. MA noted that corporate governance was an important item to cover.

*Actions*

1. JKR to include corporate governance as an agenda item on the next TOL Board.

4. JKR closed the meeting (and KM left the call during the closing formalities) and thanked all attendees for their availability and pragmatic decision making.

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Approved at the Board on 4 May 2020