**MINUTES**

**General Meeting**

**Thursday 5th March 2020**

Venue: Hilton, Warwick

Start Time: **10:00**

|  |  |  |  |
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| **Item** |  | **Action** | **Appendix** |
| **1** | **Chairman’s Welcome and Apologies** | Chair |  |
|  | Apologies were received from Wayne Brown, James Kesslar, Maxine Higgins, Augustus Mitchell, Gary Miller, Ron Sergiew. |  |  |
| **2** | **Licence Report** |  |  |
| **BTC Member Organisation** | **Registered Members** | **Voting Status** | **BTC Member Organisation** | **Registered Members** | **Voting Status** |
| **Full:** |
| UK ITF | 3644 | Full | GTUK | 1312 | Full |
| TAGB | 20000 | Full | UKTA | 1832 | Full |
| BTF | 1579 | Full | UKTDC | 1022 | Full |
| BITF | 1061 | Full |  |  |  |
| **Provisional:** |
| TTA | 548 | Not applicable | ETF | 605 | Not applicable |
| BTMA | 422 | Not applicable | TTF | 417 | Not applicable |
| AETA | 951 | Not applicable | UKTI | 217 | Not applicable |
| BITF, having reached 1000+ licences for 3 months continuously, the Treasurer proposed that BITF be designated as a Full Member. ETF have failed to reach 1000 members for a period of 3 months and so need to be reverted to Provisional Members.Proposed: TreasurerSeconded: TAGBFor: Unanimous |
| **3** | **Approval of Minutes** |  |  |
|  | Minutes of meeting held on 5th December 2019 to be checked for accuracy and content and agreed as a true and accurate record:Proposed: GTUKSeconded: ETFFor: UnanimousThe Vice Chair requested that BTC Ltd part of these minutes referenced any views the Council may have had when being presented. | Chair |  |
| **4** | **Matters Arising** |  |  |
| 4.1 | **BTC Tournament** |  |  |
|  | UKTA agreed to source venues that might be fit for purpose for a BTC Tournament to be held in 2021. These venues to be presented to the Council at the next General Meeting. | UKTA | 09/07/2020 |
| **5** | **Secretary General’s Report** | Sec Gen |  |
|  | See BTC Ltd report. |  |  |
| **6** | **Treasurer’s Reports** |  |  |
| 6.1 | **Insurance** | Treasurer |  |
|  | The Treasurer informed that the BTC are in receipt of a number of proposals from various companies. Negotiations are on-going. Our current insurers will be removing the Low Claims Bonus as are all insurance companies. Whilst they reflect a £1600 increase in premium, our current providers are offering the best value for money.It was reiterated that if an instructor has no First Aid certificate, their professional indemnity insurance is void. | All Member Organisations | 09/07/2020 |
| 6.2 | **Finance** | Treasurer |  |
|  | The Treasurer had circulated all reports prior to the meeting. There being no queries, the reports were accepted:Proposed: UKTASeconded: ETFFor: UnanimousThe Treasurer once again confirmed the price for a new instructor is £100, a renewal is £75, Indemnities £70. |  |  |
| **7** | **ITF / Independent Liaison Officers’ Reports** |  |  |
|  | * **Independent Liaison Officer**
 |  |  |
|  | Absent. |  |  |
|  | * **ITF Liaison Officer**
 |  |  |
|  | Absent. |  |  |
| **8** | **Matters Arising – BTC Ltd** |  |  |
| 8.1 | **The Safeguarding Code in Martial Arts** |  |  |
|  | The BTC Lead Safeguarding Officer to communicate to all clubs via BTC Member Organisations regarding the right to display the NSPCC/CPSU Advanced Standards logo and statement.The CEO and FD updated the Board on the Safeguarding Code in Martial Arts (SCMA). It was agreed that the process for BTC clubs to register for and achieve the Code will be communicated to BTC Member Organisations. Clubs will access the SCMA website via the BTC website to register, SCMA administrators will contact BTC with a list of clubs applying for confirmation that they comply with all BTC requirements, including Safeguarding Officers detailed on their club websites. When BTC confirm and approve compliant clubs, SGMA administration will contact clubs to confirm achievement and add NGB club details to their database and map.  | Safeguarding Lead/CEO |  |
| 8.2 | **Verifiers / Registered Instructors / Coach Development** |  |  |
| 8.2.1 | **Coaching accreditation** | CEO |  |
|  | Final actions required to complete the award have been identified. A tutor/assessor standardisation day to be arranged to facilitate delivery of the initial cohort. ADL/CAVA qualifications will be completed alongside initial L2 Award course delivery.Cost point to be reviewed and agreed; also communications and registration process to engage with learners. |  |  |
| 8.2.2 | **Instructor Training Day** | Coaching Director |  |
|  | It was agreed that a L2 Course be scheduled with the attendance day being offered on 3rd Oct 2020, the date of the next BTC Instructor Training Day. Other sessions are also now planned in. |  |  |
| 8.2.3 | BTC Verifiers Course | CEO |  |
|  | Verifiers Course – new course date in March/April 2020 to be fixed, when updated BTC Registered Instructor Course and PowerPoint has been finalised. Basic Safeguarding Course now separated from BTC Registered Instructor ‘pack’, has its own certificate. |  |  |
| 8.3 | **UK Anti-Doping** | CEO |  |
|  | No updates to report. |  |  |
| 8.4 | **Sport England External Audit (BDO)** | CEO |  |
|  | BDO have completed their activities in reviewing BTC Ltd’s Finance and Governance management and procedures. Draft report has been delivered direct to Sport England and BTC Ltd have not yet seen the draft.BTC Ltd have acted on the initial recommendations and reviewed/updated:* Gifts & Hospitality Policy
* Skills Matrix
* Board Appraisals summary
* Actions Tracker
* Risk Register
* Procurement Policy
* Selection process for Board appointments
* Expense claims to be supported by receipts

The Board felt that the external audit has been a useful exercise.**Service contracts:**The Board reviewed direct and indirect charging for BTC service contracts. GCI contract due for renewal in April 2020. 3 tenders will be invited for IT support for BTC Ltd. |  |  |
| **9** | **Any Other Business**  |  |  |
| **9.1** | TAGB presented emails from ITC (International Taekwondo Council) inviting our members to join their organisation. Within these emails they purport to be a governing body. The Secretary General has sent a letter to Sport England with regard to this misrepresentation and await a response from them. | Sec Gen | 09/07/2020 |
| **9.2** | Within the KPIs of BTC Ltd’s funding criteria is a target of Female Participation against Male Participation of 41%. BTC is currently running at 39% and will be running a new campaign along the lines of the This Girl Can and Touch Gloves programmes. | All Member Organisations | 09/07/2020 |
| **9.3** | The Chair is concerned that the BTC Facebook presence is still very poor. To improve this, the Chair and UK ITF Representative have offered assistance. J Kesslar to forward access codes to both parties. | J Kesslar, Chair, UK ITF Rep | 10/03/2020 |
| **9.4** | The BITF have raised is there a need to be represented on a Scottish Taekwondo board. If the BTC as it is is both recognised and provides all the necessary policies and administration that they require, the Chair responded that he was in agreement of his statement to agenda the item at the next meeting. The question to be asked is should the BTC be represented on the Scottish Taekwondo board as one member, if at all? | Sec Gen | 09/04/2020 |
| **10** | **Next Meetings**2020 dates: 9th July 3rd December Thursdays, 10am start, Warwick Hilton |  |  |

**General Meeting**

**Thursday 5th December 2019**

**SUMMARY OF ACTIONS**

|  |  |  |
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| **What** | **Who** | **When** |
| 051219, 8.1; 050320, 8.1: | Safeguarding Code in Martial Arts – update and next steps. Report on Association Safeguarding Officers update training April 2020 | Safeguarding Lead/CEO | 090720 |
| 051219, 8.3 | Update on BTC Verifiers Course and delivery of BTC Basic Safeguarding Awareness presentation | BTC Ltd | 090720 |
| 051219, 8.3.1 | Coaching award and qualification of BTC tutor/assessors – update | BTC Ltd | 090720 |
| 051219, 8.5 | Sport England External Audit (BDO) – update | BTC Ltd | 090720 |
| 051219, 9.4 | Reintroduction of Taekwondo to the GCSE National Curriculum – update when progress has been made | BTC Ltd | 090720 |
| 051219, 9.5 | BTC Ltd Minutes to be circulated to BTC Council members | BTC Ltd | 050320 |