**MINUTES**

**General Meeting**

**Thursday 7th February 2019**

Venue: Hilton, Warwick

Start Time: 10:00

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| **Item** |  | | | | **Action** | **Appendix** |
| **1** | **Chairman’s Welcome and Apologies**  No apologies received. | | | |  |  |
| **2** | **Licence Report** | | | |  |  |
| **BTC Member Organisation** | | **Registered Members** | **Voting Status** | **BTC Member Organisation** | **Registered Members** | **Voting Status** |
| **Full:** | | | | | | |
| UK ITF | | 3852 | FULL | GTUK | 1445 | FULL |
| TAGB | | 20268 | FULL | UKTA | 1491 | FULL |
| BTF | | 771 | FULL | ETF | 654 | No vote |
|  | |  |  | UKTDC | 625 | No vote |
| **Provision:** | | | | | | |
| TTA | | 436 | Not applicable | ITUK | 440 | Not applicable |
| BTMA | | 464 | Not applicable | BITF | 771 | Not applicable |
| AETA | | 789 | Not applicable | TTF | 376 | Not applicable |
| TKDNI | | 67 | Not applicable |  |  |  |
| **3** | **Approval of Minutes** | | | |  |  |
|  | Minutes of meeting held on 11th October 2018 to be checked for accuracy and content.  Approved- TAGB  Seconded- GTUK  Augustus Mitchell- made clear he would be staying with the BTC. Formed new organisation (UKTI) aligning with other remaining UKTC members (Submitted constitution/ committee/ COC/ Rules and regulations which was embedded in the agenda).  BTC transfer process from UKTA to UKTI to be resolved- UKTA were disappointed that some of their instructors were actively involved and training with UKTI before the formal BTC transfer policy and procedures being completed. The BTC reiterated that at no time can any instructor be accepted into another BTC Member Organisation without the formal agreement of both parties. UKTI confirmed that they wish to be fully compliant and will do whatever is necessary to ensure a harmonious relationship with UKTA. | | | |  |  |
| **4** | **Matters Arising** | | | |  |  |
| 4.1 | **SCoT**  UKTC Facebook and social media displays GTUK as a member of the newly formed organisation headed by Peter Harkess. GTUK wished it minuted that GTUK are not in membership of that organisation and have no connection with them and that the statement is false.  A meeting to discuss and achieve a statement regarding BTC as a recognised and accepted National Governing body with Scotland is yet to be convened. However it should be noted that any recognised NGB by any national sports council and/or UK Sport is respectfully recognised by all other representative bodies, ie BTC is recognised by Sport Scotland, SCoT will be recognised by Sport England.  Chairs meeting to be convened and reported at the next BTC Meeting. | | | | Chair |  |
| 4.2 | **BTC Tournament**  Event to be held in Worcester (Sept/Oct date to be confirmed). Independent ITF Officer reported that he had heard back from ITF Independent only regarding supporting/organising the event. UK ITF confirmed that they had responded with interest to help and support, which the Independent Officer accepted.  More information to be released following on from the general meeting. | | | | Independent Officer,ITF Officer, BTC Member Organisations (UK ITF) |  |
| **5** | **Secretary General’s Report**  TKDNI only register 40 members not 250 by end of the year period they will be asked to join a new group within the BTC or remove themselves as a member of the BTC | | | | Secretary General |  |
| **6** | **Treasurer’s Reports** | | | |  |  |
| 6.1 | **Insurance**  The Treasurer updated members that the insurance for 2019-20 has been negotiated. We are awaiting the final costings but at this time we do not expect any increases.  The travel insurance will not be taken out for 2019-20 and advise all Member Organisations to obtain their own. | | | | Treasurer |  |
| 6.2 | **Finance**  The Treasurer advised members that there will be no increase to the licences. The Executive will review the audited accounts for the year 2019-20.  The loss of income for the 11,000 members moving to SCoT will have an impact but we will look to streamline services to cover the loss. | | | | Treasurer |  |
| **7** | **ITF / Independent Liaison Officers’ Reports**  All groups within the BTC should advise their BTC Representative of events, results and achievements obtained by the organisation allowing them to present at General Meetings. Independent organisations to contact R Sergiew and ITF organisations to contact G Miller. | | | |  |  |
| **8** | **Matters Arising – BTC Ltd** | | | |  |  |
| 8.1 | **Safeguarding**  The basic safeguarding awareness course will now be delivered separate to the BTC Registered Instructor Course. Further plans and resources to be agreed and will be presented at the next Council Meeting.  The Financial Director will present the BTC Ltd Advanced Standards to a CPSU Assessment Team on Monday 13th May. Some of the reporting procedures and actions have changed and will be included in the new standards. | | | |  |  |
| 8.2 | **Clubmark**  Update: Double signature on account no longer mandatory to achieve Clubmark and subsequentially access to support/funding.  BTC Ltd Assessors are continually attending webinars, updates, etc. that prove more time-consuming than delivery of assessment and uptake by clubs to the accreditation. The CEO’s report to TOL did touch on the possibility of BTC Ltd having its own club accreditation aligned with the units of Clubmark and then adding CSP-specific requirements. This suggestion to be tabled at the next meeting. | | | |  |  |
| 8.3 | **Verifiers / Registered Instructors / Coach Development** | | | |  |  |
| 8.3.1 | **Coaching accreditation**  The BTC Coaching award is now nearing completion. A briefing session with awarding partners to be held in Manchester for the final touches, with a view to having a PowerPoint presentation ready for the next meeting. | | | |  |  |
| 8.3.2 | **Instructor Day**  The Coaching Director is looking for venues and dates to host another BTC Training Day, preferably before July/August. | | | |  |  |
| 8.4 | **UK Anti-Doping**  A policy with regard to attendance by UKAD representatives at BTC Member Organisation events has been drafted by the BTC Board and forwarded BTF for review, comment and any possible additions. At the next meeting of the BTC Board will finalise the document and make it live. | | | | BTF |  |
| **9** | **Any Other Business**  The Council will fully enforce the Transfer Procedure. All members must refer to the transfer policy document and ensure that the policy is adopted in all instances when regarding the transfer of Instructors/Club from one organisation to another. | | | | All Member Organisations |  |
| **10** | **Next Meeting dates**  Thursday July 11th, 10am start, Warwick Hilton, followed by AGM  Thursday Dec 5th, 10am start, Warwick Hilton | | | |  |  |