**MINUTES**

**General Meeting**

**Thursday 9th July 2020**

Venue: Teleconference

Start Time: **10:00**

|  |  |  |  |  |  |  |
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| **Item** |  | | | | **Action** | **Appendix** |
| **1** | **Chairman’s Welcome and Apologies**  The Chair advised that apologies had been received from R Oldham and A Kalcutt. | | | | Chair |  |
| **2** | **Licence Report** | | | |  |  |
| **BTC Member Organisation** | | **Registered Members** | **Voting Status** | **BTC Member Organisation** | **Registered Members** | **Voting Status** |
| **Full:** | | | | | | |
| UK ITF | | 2797 | Full | GTUK | 1064 | Full |
| TAGB | | 17479 | Full | UKTA | 1607 | Full |
| BTF | | 1377 | Full | UKTDC | 851 | Full |
| BITF | | 970 | Full |  |  |  |
| **Provisional:** | | | | | | |
| TTA | | 294 | Not applicable | ETF | 537 | Not applicable |
| BTMA | | 300 | Not applicable | TTF | 313 | Not applicable |
| AETA | | 827 | Not applicable | UKTI | 174 | Not applicable |
| **3** | **Approval of Minutes** | | | |  |  |
|  | Minutes of meeting held on 5th March 2020 were checked for accuracy and content and agreed as a true and accurate record (Teams Meeting decision recorded):  Proposed: UKTA  Seconded: TAGB  For: Unanimous  Note: Actions Tracker amended and attached to Agenda. | | | | Chair |  |
| **4** | **Matters Arising** | | | |  |  |
| 4.1 | **BTC Tournament** | | | |  |  |
|  | The Chair proposed that a date be agreed when more of the pandemic outcomes are known. With regard to the support, participation and entries from Member Organisations, it was proposed that every organisation will commit financially to the event and in principle this contribution will be deducted from the Member Organisations’ entries into the competition. £500 per Member Organisation was a suggested financial commitment. The proposal was seconded by UK ITF and agreed unanimously. UKTA, TAGB and UK ITF have agreed to work together on the rules, entries and general wellbeing of the competition. | | | | UKTA, TAGB, UK ITF |  |
| **5** | **Secretary General’s Report** | | | | Sec Gen |  |
|  | The Secretary General raised concerns of a transfer process between BTF and BITF. These concerns were, in principle, around the delay of an agreement by the BITF being given and no reason other than that of waiting for an executive board meeting to take place. The Council have requested that the BTC ITF Liaison Officer bring this matter to a conclusion, certainly within the next 7 days after the Council were assured by the BITF rep that this was achievable. | | | | ITF Liaison Officer | 16th July 2020 |
| **6** | **Treasurer’s Reports** | | | | Treasurer |  |
| 6.1 | **Insurance** | | | |  |  |
|  | The Treasurer updated the Council that the Instructor Indemnity Insurance will be extended by three months at no extra cost to the instructors. The premium has been agreed and paid for 2020-21 and all the insurance documents can be found on the BTC website. All Member Organisations’ students must have a valid membership with their organisation to participate in any online, outdoor or indoor TKD activities. The insurers have not supported a similar extension to member-to-member insurance. | | | |  |  |
| 6.2 | **Finance** | | | |  |  |
|  | The finance report was given and accepted. | | | |  |  |
| **7** | **ITF / Independent Liaison Officers’ Reports** | | | |  |  |
|  | * **Independent Liaison Officer** | | | |  |  |
|  | Nothing to report. | | | |  |  |
|  | * **ITF Liaison Officer** | | | |  |  |
|  | Nothing to report. | | | |  |  |
| **8** | **Matters Arising – BTC Ltd** | | | |  |  |
| 8.1 | **The Safeguarding Code in Martial Arts** | | | |  |  |
|  | No updates.  Links for interested clubs on [BTC Front Page](https://www.tkdcouncil.com/) | | | | Safeguarding Lead/CEO |  |
| 8.2 | **Tutors / Registered Instructors / Coach Development** | | | |  |  |
| 8.2.1 | **Coaching accreditation** | | | |  |  |
|  | The BTC L2 award will be ready to roll-out in October 2020 at the BTC Instructor Training Day.  BTC Tutor/Assessors still working towards achievement of ADL/CAVA award.  New online training materials which may complement coach development to be reviewed. | | | | BTC L2 Tutor/ Assessors |  |
| 8.2.2 | **Instructor Training Day** | | | |  |  |
|  | The Coaching Director reported to the Board that the day would include sessions on safeguarding, first aid, Time To Listen, and the introductory session of the L2 coaching award.  The BTC Lead Safeguarding Officer confirmed that new BTC instructors must participate in face-to-face safeguarding training courses rather than online courses. | | | | Coaching Director |  |
| 8.2.3 | **BTC Tutor Training Course** | | | |  |  |
|  | The CEO confirmed that Tutor Training was delivered online on 2nd and 3rd July 2020. This course, formerly known as the Verifier Course, recredited Tutors from Member Organisations to deliver the 2020 Instructor Course to their members with a recommendation that Member Organisation Safeguarding Officers deliver the BTC Basic Safeguarding Awareness Course. | | | | BTC Instructor Tutors  Association Safeguarding Officers |  |
| 8.3 | **UK Anti-Doping** | | | |  |  |
|  | No updates to report. | | | |  |  |
| 8.4 | **Sport England External Audit (BDO)** | | | |  |  |
|  | The BTC Ltd Board are still yet to receive the External Audit Report from BDO. BTC Ltd, along with TOL, are requesting copies at the earliest opportunity. | | | | CEO |  |
| **9** | **Any Other Business** | | | |  |  |
|  | SCoT update to be reported in December 2020. | | | | Sec Gen |  |
| **10** | **Next Meeting**  Thursday 3rd December 2020, venue/format to be advised. | | | |  |  |

**General Meeting**

**Thursday 9th July 2020**

**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 | Oct 20 |
| 051219, 8.3.1 | Coaching award and qualification of BTC tutor/assessors – update on costing and tutor/assessor training | BTC Ltd | Sep 20 |
| 051219, 8.5 | Sport England External Audit (BDO) – update | BTC Ltd | Dec 20 |
| 090720, 4.1 | BTC Tournament | UKTA, TAGB, UK ITF | Dec 20 |
| 051219, 9.2 | Female participation initiatives | All Member Organisations | Dec 20 |
| 051219, 9.4 | BTC representation on SCoT | Sec Gen | Dec 20 |