

MINUTES

Minutes approved at 15 July 2020 Board meeting



Meeting **BOARD**

Location Virtual meeting via Google Hangouts
Date / Time Wednesday 13 May 2020, 1 – 4pm

Present: Mark Davies (Chair)
 Kate O’Sullivan
 Liz Behnke
 John Hinnigan
 Nick Hubble
 Theo Huckle
 Laura Lion
 Andy Parkinson (CEO)
 Simon Reeves
 Jonathan Vickers
 Karena Vleck

In attendance: S. Lightman (Company Secretary), Maureen O’Brien (Minute secretary),
 Tatiana Doncaster (Finance Director)

1	CHAIR’S INTRODUCTION The Chair welcomed all to the meeting. The meeting was conducted “virtually” using Google Hangouts. An update and discussion item regarding coronavirus has been added to the agenda. A number of items have therefore been removed from the agenda for this meeting and will be circulated via email for decision after the meeting.
2	APOLOGIES FOR ABSENCE and quorum The meeting was quorate with no apologies.
3	DECLARATIONS OF INTEREST There were no declaration of interest, with the exception of Jack Beaumont being conflicted for item 8.1
4	APPROVAL OF MINUTES from the Board Meeting on 25.03.20 The minutes were noted and approved as an accurate representation of the Board meeting and will be uploaded to the British Rowing website.
5	MATTERS ARISING (not otherwise covered on the Agenda) Diversity Action Plan: The Chair to work on this paper with Susan Lightman (SL). Carry forward this action to July meeting. Diversity & Equality Paper: SL to table a paper at the July Board

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	<p>Love Rowing: The option presented in the budget to provide a grant to British Rowing's 'Love Rowing' Charitable Foundation as this was not included in the full budget.</p>	AP
6.1	<p>COVID-19 UPDATE & DISCUSSION/DECISION ITEMS</p> <p>The Board considered the papers prepared by the CEO and his team which included information on Recovery Strategy, a financial update, commercial risks and opportunities for club initiatives. The CEO stated that the first priority was to protect the staff and ensure their wellbeing. He highlighted that both the Hammersmith office and the National Training Centre site at Caversham were closed with all staff working from home and all athletes training from home.</p> <p>The Board expressed their gratitude for the regular updates from Andy and asked that these continue. The Board also congratulated the CEO and the Directors' Team on effort made so far to stabilise the organisation and to provide considered advice to the rowing community at a time of great uncertainty.</p>	
6.2	<p>Revised Strategic Priorities 2020-21</p> <p>Prior to the COVID-19 crisis and in order to establish a proposed budget for 2020/21, the Directors' Team agreed strategic priorities for the corresponding financial year. The priorities reflected the evolution and ongoing delivery of the strategic priorities agreed for 2019/20, and align with our Strategic Plan 2015-2024, more recent discussion on a revised Vision and commitments made with both major funding partners (i.e. Sport England and UK Sport).</p> <p>The Board noted the paper and agreed that they would consider the position further once things were clearer, noting that they felt there were too many priorities and that every effort should be made to streamline the mid to long term objectives.</p>	AP
6.3	<p>Revised Budget 2020-21</p> <p>The Board noted that the 2020/2021 Budget has been amended due to the prolonged COVID-19 lockdown.</p> <p>The Board agreed that:</p> <ul style="list-style-type: none">• The current position of British Rowing remains stable and is on track to achieving a break-even budget position• As the current situation is volatile, the Board will revisit the Budget at the next Board meeting, when more accurate data is available.	

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6.4	Back to Rowing Planning The Board noted the paper which set out key steps being taken to manage a return to rowing as current restrictions are lifted and commended the committee of staff and volunteers for the hard work they had undertaken.	
7	DECISION	
7.1	Major Event bids The CEO updated the Board on plans to bid for both the World Rowing Indoor Championships and the World Rowing Coastal Championships and Beach Sprint Finals, and confirmed that the support of UK Sport for the World Rowing Coastal Championships and Beach Sprint Finals meaning the risk to British Rowing would be greatly lessened for this event. He underlined the excellent work carried out by Rachel Dulai in getting matters to this stage. He stressed that nobody knows for certain what will happen as a result of COVID-19. He asked the Board if, based on the current status of both bids, British Rowing could submit final bids to FISA. British Rowing will be asked to underwrite each bid. Decision: The Board agreed that the bids could be taken through to the next stage and asked the CEO to report back as required.	AP
7.2	Official Sportswear Partner 2021-25 The Board considered the proposal that British Rowing, in order to maximise both the value of a commercial partnership in the sportswear category and provide the GB Rowing Team with a credible and quality kit partner, should extend its exclusive partnership with Mizuno UK for 12 months. Decision: The Board agreed an extension of British Rowing's exclusive partnership with Mizuno UK for until to 31 December 2021 on the same terms as currently.	KB
7.3	Affiliations & Resignations Decision: The Board noted and approved the affiliations, resignations and club changes.	
8	DISCUSSION	
8.1	Performance Programme Culture Because this item dealt with confidential matters the Board decided to consider it in private at the end of the meeting. A separate meeting minute reflects these discussions.	

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8.2	<p>Senior Management Performance Related Pay Process</p> <p>The Board considered the paper from the CEO, where the CEO stated his intention to waive his performance related pay for 2019/20 given the COVID-19 situation and where he sought advice from the Board as to how to treat performance related pay for a limited number of senior staff. There were mixed views around the table and the Board informed the CEO that they would support him in whichever way he wishes to take the matter forward. The CEO advised that he would report back at the next meeting.</p> <p>In addition, it was agreed that the CEO to work with the Chair of the Finance Committee on Performance Related Pay Process for 2020/21.</p>	<p>AP</p> <p>AP/JH</p>
8.3	<p>FISA Coastal Rowing in Great Britain</p> <p>The paper assessing the opportunities related to Coastal rowing, previously tabled at the March 2020 meeting, was tabled again. The CEO explained that British Rowing would need to determine resource requirements for this discipline of the sport in the future and sought the Board agreement on the direction suggested in the paper.</p> <p>Decision: The Board agreed with investing resource in this area, subject to developed plans in the future.</p>	
8.4	<p>Director Appointment Process</p> <p>Susan Lightman updated the Board on the vacancies which would arise over the next 6 months and confirmed she would circulate a paper on this subject.</p>	SL
8.5	<p>Home Nations Board Input</p> <p>The Board noted Theo Huckle's paper.</p>	
9	REPORTS & INFORMATION	
9.1	<p>CEO REPORT</p> <p>The Board received the CEO's report on operational matters covered since the last meeting, including:</p> <ul style="list-style-type: none"> • Management Accounts • Sport England End Of Year Reporting 2019-20 • UK Sport Feedback On Phase 2 Paris Submission 	

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9.2	Training for the Board The Board noted the training programme through to the end of the year.	
10	ANY OTHER BUSINESS There was none.	
11	DATE OF NEXT MEETING Wednesday 15 July 2020, 12.30pm for a 1.00pm start, via Google Hangouts.	

The meeting ended at 4.00pm