



Minutes of AGM of the UKBJJA

Time: 14:30

Date: 21 October 2017

Location: Gracie Barra Long Eaton, 1 Leopold Street, Long Eaton, Notts, NG10 4QD

Present:

Richard Martin (chairman)

Dave Coles (secretary)

Francis Lambert (Director)

Lawrence Selby (Director)

James McIntyre

Tim Carden

Gret Zoeller

James Johnstone

Mike Williams

Nathan Johnstone

Meeting Chair: Mike Williams

Minutes Secretary: Francis Lambert

AGENDA

1. Welcome by the Chairman
2. Minutes from previous meeting
3. (Re) election of Board Members and Council Officers
4. Accounts
5. Sport England Update
6. Sponsorship Update
7. CEO report
8. Appointment of new directors
9. A.O.B

Proceedings

1. Welcome by the Chair

2. Minutes from the Previous Meeting

Mike Williams circulated the minutes from the last AGM. These were approved unanimously without change and signed by Richard Martin.

3. (Re) election of Board Members and Council Officers

At this point in the meeting the item on new and re-elected Board and Council members was moved up the agenda.

The meeting proceeded to vote individually for each of the following nominees:

BOARD:					
Name	Current Position	Proposed new position	Vote by those present	Email/postal votes	Total
Richard Martin	Chairman	Chairman	For: 8 Against: 0	For: 22 Against: 0	For: 30 Against: 0
Simon Hayes	Treasurer	Treasurer	For: 8 Against: 0	For: 22 Against: 0	For: 30 Against: 0
Dave Coles	Secretary	Secretary	For: 8 Against: 0	For: 22 Against: 0	For: 30 Against: 0

COUNCIL:					
Name	Current Position	Proposed new position	Vote by those present	Email/postal votes	Total
Nicholas Brooks	Area Officer - England	Area Officer - England	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Tim Carden	n/a	Universities Officer	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Dave Coles	Head Referee / Belt Committee	Head Referee / Belt Committee	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Raphael Dos Santos	Technical Director	Executive Officer	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Jonathan Dunn	n/a	Executive Officer	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Paul Hartley	Northern Area Rep	Executive Officer	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Simon Hayes	Executive Officer / Belt Committee	Executive Officer / Belt Committee	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2

Jimmy Johnstone	n/a	Executive Officer	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Lee Johnstone	Eastern Area Rep	Executive Officer	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Pete Lavery	Area Officer – NI	Area Officer – NI	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Richard Martin	Executive Officer / Belt Committee	Executive Officer / Belt Committee	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
James McIntyre	Child Protection / Equity Officer	Area Officer - Scotland	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Rodrigo Reyes	n/a	Executive Officer	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Mark Tucker	Executive Officer / Belt Committee	Executive Officer / Belt Committee	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Enzo Vullo	Outreach Officer	Executive Officer	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Mike Williams	n/a	Principal Council Officer	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Neil Williams	Area Officer – Wales	Area Officer – Wales	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2
Gret Zoeller	Executive Officer	Executive Officer	For: 8 Against: 0	For: 21 Against: 2	For: 29 Against: 2

NB: postal/email voting results can be viewed at the following link:
<https://www.surveymonkey.com/results/SM-YHWV69GD8/>

In regard to the Council Members Mike Williams proposed that the titles be changed to Executive Officers. This allows people to take on roles best suited to their skillset. The motion was seconded by Richard Martin

Motion carried unanimously

Richard Martin then proposed that the meeting formally acknowledge and thank the outgoing Directors (Kat Hill, Christopher Lambert and Garry Christie) and outgoing Council members for their contribution and efforts toward UKBJJA's on-going success. This was ratified unanimously.

3.1 Board appointments

Richard Martin proposed James McIntyre to take over as Director – Area Officer Scotland (taking over from Garry Christie, who is stepping down). Seconded by Dave Coles. Motion carried unanimously

The board also ratified Mike Williams as CEO. Proposed by Richard Martin, Seconded by Dave Coles. Motion carried unanimously

3.2 Independent Director Appointments

Two new Independent Director appointments had previously been advertised, one for Finance and a second for Safeguarding. From a number of applicants two were shortlisted and proposed to the meeting:

Joanne Birnbrauer (Finance)

Proposed by Mike Williams
Seconded by Richard Martin

- Unanimously approved, pending references.

Catherine Elder (Safeguarding)

Proposed by Richard Martin
Seconded by Mike Williams

- Unanimously approved, pending references.

4 Accounts & Finances

It was noted that the last accounts filed for UKBJJA were for 2016. The meeting agreed that the 2017 figures (due in Jan 2018) should be prioritised and filed as soon as possible. Mike Williams to make contact with the accountants to ensure this is done

Mike Williams presented the current finances for the UKBJJA. It was noted that as @25 September the balance at the bank was £19,834 and the PayPal balance is £1,944. Overall both sets of balances were up on the year to date figures from last year.

Revenue year-to-date is £51,455, a 50% year on year increase.

Mike Williams has introduced new book-keeping software (Xero) to allow for regular management accounts reports (profit/loss, cash flow, balance sheet, budget) to be submitted to the board. Awaiting help from accountant to set up opening balances.

5 Sport England

Richard Martin presented an update on UKBJJA's progress. Richard Martin, Kat Hill and Mike Williams met with Sport England. Overall feedback from that meeting was positive. As well as increased participation at AGMs, the following areas were highlighted as key metrics for Sport England in the UKBJJA offer: Risk Management, Child Protection, First Aid, Instructor Development

Whilst the UKBJJA continues to supply its administrative paperwork in a timely fashion, Sport England has its own processes and it is like that finalising our application will take up to 12 months from our latest submission (September 2017)

6 Sponsorship

Francis Lambert highlighted that Sport England acceptance was impeding progress on sponsorship delivery. Other barriers are our low individual membership (3,000) in relation to total number of participants in the sport (30,000 estimated) and low social media presence.

Francis Lambert has presented a detailed proposal from SimplyCollect. The meeting agreed that the proposal for SimplyCollect sponsorship is to be put on hold until it can be formally integrated with a potential new membership structure. Mike Williams & Francis Lambert to progress.

Francis Lambert presented the Saiko Graphics sponsorship and urged the meeting to progress this in order to build some sponsorship momentum. Tim Carden agreed that Saiko would make a good partner to the UKBJJA. Francis to progress the Saiko sponsorship.

Tim Carden to re-approach previous sponsors for University League, regardless of ongoing other sponsorship leads

The UKBJJA has budgeted £5000 to fund the 2017 top ranked athletes to compete at the IBJJF Europeans in January. Francis Lambert to seek immediate sponsorship deals to cover this expenditure.

7 CEO Report

Mike Williams presented the current state of membership:

	2017	2016	% increase
Individual members:	3009	1475	104%
Member clubs:	193	164	46%

Female members: 383 (12.7% of membership)

Junior/Juvenile members: 581 (19.3% of membership)

Mike Williams drew to the attention of the meeting that as the UKBJJA was growing and indeed his own responsibilities have grown beyond marketing further (paid for) professional help was required. These roles include a Social Media Manager (to be sourced) and a Competition Ranking Points Officer (nominated Lesley Harrison)

The meeting was asked to ratify these hires. Unanimously approved.

8 AOB

A number of items were added to the agenda under A.O.B.

- a. INSURANCE
- b. DATA PROTECTION
- c. WEBSITE RE-DESIGN
- d. EXPENSE POLICY
- e. TRANSGENDER POLICY

f. NEXT MEETING

8.1 Insurance

Richard Martin and Mike Williams met with Towergate Insurance (current provider) and are anticipating a premium increase when the policy is due for renewal in November.

The meeting had been prompted by several potentially serious claims resulting from member injuries. The meeting also highlighted a number of areas of concern around risk and injury management.

There was a discussion around potential confusion amongst individuals over what the policy included with individual membership covers (member-to-member liability only) and whether offering personal injury cover as an add on (perhaps as part of a tiered membership structure) would be of value.

It was unanimously agreed that ensuring all participants have adequate insurance in place is a top priority for the Association.

Mike Williams to report back to the board when the Association receives the renewal proposal from Towergate

8.2 Data Protection

It was noted by the meeting that new Data Protection legislation will be applied from Jan 2018 enforceable from May 2018. The UKBJJA will need to ensure that its policy and procedures comply with the new legislation. Mike Williams suggested one of the Council Officers take on the role of Data Protection Officer to ensure that UKBJJA fully complies with the new changes.

Unanimously agreed

8.3 Website

It was noted that the current UKBJJA website is in need of an overhaul. It is neither user nor mobile friendly. Mike Williams to investigate suppliers in the north that may be able to do the job more cheaply than the existing supplier in London. It was also agreed that all the UKBJJA policies should be made available on the web-site.

Unanimously agreed

8.4 Expenses Policy

Until now the UKBJJA had exercised a policy of not paying travel expenses to Council/Directors to stop any form of abuse. However, with new appointments of Independent Directors this is no longer sustainable. It was proposed (Mike Williams) and seconded (Francis Lambert) that reasonable travel and accommodation expenses be covered, provided it is pre-authorized by board members. Mike Williams to draft and circulate new expenses policy and purchasing policy.

Unanimously agreed

8.5 Transgender Policy

Gret raised this topic because of the high levels of attention the matter is drawing on social media which indicates practitioners remain unclear of the UKBJJA stance. It should be noted there is an interim policy already in place (written by Richard Martin) but it is not widely available. The main point of issue seems to be of practitioners transitioning from male to female have an unfair advantage in that category and represent a potential safety risk. It was noted that with the help of Transgender Charity (Gendered Intelligence) Gret has drafted a more permanent policy which subscribes to the Boxing Board of Commission Policy that practitioners Transitioning from Male to Female cannot compete in the female category. Gret will complete the new policy and circulate it to the members of the Board of Directors for approval

Unanimously agreed

8.6 Next Meeting

It was agreed that the Board should meet more regularly. James will circulate some suggested dates, times and locations for the next meeting .

There being no other business the meeting was concluded at 16:40