



Committee Meeting Minutes

Date: Sunday 17th Jan 2021 10.00 – 13.00 continued Thursday 21st 16.00-18.00

Location: Zoom

Present: Carl Morris (CM), Nicola Hull (NH), Paul Baillache (PB), Kola Ayanwale (KA), Lindsay Watkiss (LEW), Lucy Wright (LCW), Beth Davidson (BD), Nick Fihosy (NF), Graham Paul (GP).

1 i) Constitution: CM updated the committee as to progress. The team working on the constitution consists of CM, GP and LCW. A draft version was shared.

Main Points discussed

- 1) The team have looked to shorten the document and have proposed we should have an accompanying Rule Book.
- 2) Disciplinary Process. Presently we do not feel that we have a Disciplinary Process to rely on. The committee discussed accessing BF policy in the event of Gross Misconduct. However, it was felt prudent that a BVF procedure be drawn up for lesser offences.
- 3) AGMs Online. If this continues, thought needs to be given to the AGM procedure. The rules in the Constitution need to be re-written, and certain aspects of voting need to be given consideration. It was felt that the higher number of members attending the AGM on zoom was an important consideration and probably seen to be more democratic.
 - a) Voting on posts was discussed, as too was the possibility of the whole committee being voted out at any AGM. The result of this would be the total loss continuity and experience which could have harmful consequences. A rolling 3-year term was debated for committee members.
 - b) It was suggested that due to the complications of voting members on to the Committee in specific roles that, apart from the usual three officer positions of Chair, Secretary and Treasurer, that members should simply apply to be on the Committee with positions allocated later. Consideration could be given to posts other than the chair, secretary and treasurer being filled by the membership voting on line prior to the AGM as per British Fencing.
 - c) The timing of the AGM was discussed with a view to aligning it more closely to the end of the financial year (December). Providing that the accounts can be audited in time it is proposed that AGMs should be held within the first quarter of the year.
 - d) Also debated was ensuring members understood what the purpose of the AGM was for, and consideration was given as to how discussions with members could be held prior to the AGM so people could debate and discuss in advance what



items they may be asked to vote on at the AGM. Mention of a website forum was made.

- 4) Other Constitutions have a contingency to deal with the unlikely situation of a committee being unable to function. The position of a Vice President was suggested to cater for this eventuality.
- 5) Discussion on name change to Masters. It was felt that an EGM should be called so members could vote on the new constitution and the name change in the same meeting. Out of courtesy, PB mentioned talking to BF about name change.
- 6) GP suggested renaming 'Chair' to 'President' and committee to 'board'. PB sought clarification on the voting rights of the Life President,

Actions: CM to discuss relevant areas with BF. The subgroups next task is to finalise the constitution and develop the accompanying rule book. Work in Progress.

ii) Confidentiality agreement: NH It was felt that the confidentiality agreement and GDPR documents need to be re-written. This will be actioned for inclusion in the new website as proposed changes to the website and storage of members' details by a third party may mean that a 'data controller' is no longer required. Discussions also took place regarding the need for member's addresses and the usefulness of a membership map.

Action: Ongoing to be rewritten for the new website

2) Name Change: CM /LCW. Plans were discussed for an EGM to take place following announcement of intentions of a name change made in the Dec newsletter.

Action: It was decided that we have one EGM to vote first on the constitution and then on the name change. The membership would be contacted prior to the EGM with details of the constitution and name change so they have all the facts before the meeting. GP to look at setting up a forum or using Facebook so members can discuss items prior to the EGM

3) Website: LCW updated us as to progress. The new website should be ready for launch in February/March 2021.

Main points discussed.

- 1) Webmaster. This role will need to be reviewed as the website will be looked after by a third party. A role will need to be created for updating communication on the website.
- 2) Competition management and entry fee portals discussed including Sports 80 and All Entries.
- 3) Hosting to be continued by Chris Green via his company. Note made to send him correct invoice address and check what hosting service he will provide.



- 4) Members details will no longer be kept on the website data base but securely stored by a third party. This will alleviate the committee of some risks associated with storage of data.

Action: Ongoing LCW to continue discussions with Mike Swiffin and confirm hosting arrangements with Chris Green.

4) Participation / ladders: BD to update on the ease of maintaining an Excel ladders system.

Main Points discussed

- 1) Progress has been made towards a ladder based on using an Excel spreadsheet.
- 2) Multipliers were discussed based on age of fencer, position in competition, number of fencers in competition however debate still ongoing as to how we can have a multiplier that rewards participation.
- 3) Discussion on which competitions should be included. It was suggested that as this was based on participation, as many competitions as possible should be included, with the exception of the Worlds as this is not an 'open' competition that everyone can attend.
- 4) Topics to be resolved include how results come in; and how fencers can get the correct information to the ladders organiser; finding someone who will be responsible for the running the ladder; if it is a European competition, are we ranking people based on how they performed in the competition overall or just amongst their fellow Brits?

Action: BD to have further conversations with colleague in respect to multipliers and ease of administrating a system. Ongoing discussions as to if a participation ladder will add value to our members and encourage more fencing.

5) Newsletter: subsequent publications NH/LCW

Main Points discussed:

- 1) No one from the membership responded to the request in the last newsletter to help with its publication. However, the committee felt that it would help communicate with members alongside the continuation of emails.
- 2) No one on the committee felt that they had the skills to publish a newsletter however BD suggested researching word templates.

Action: NH will look to oversee the publication of a newsletter 4 times a year with the first one due in Easter. She will run content ideas to the committee, gather content and obtain help as to its editing. LCW will continue to send out BVF emails.



6) Feedback on AGM Zoom: CM

Main Points discussed:

- 1) Sue Brooks has suggested sending out a questionnaire to members to get feedback on holding the AGM via zoom. The questions to be asked were discussed.

Action: It was felt this would be a good way to engage with members. LCW to finalise questions to be asked and survey to be sent out. LCW to action.

7) Guildford : KA updated the committee as to action taken so far with the proviso that a decision will be made at the end of March as to if the event will go ahead in July.

Main Points Discussed:

- 1) 30 hotel Rooms provisionally booked for referees and officials. Doubles to save costs although COVID may prevent sharing.
- 2) Talking to BF/EVF and taking guidance from FIE as to what provisions need to be in place if we are allowed to run a competition.
- 3) Looking into insurance costs and costings in insurance for foreign fencers
- 4) Three days will be needed to run all weapons.
- 5) Vaccine implications – will it be compulsory for all attending to have had the vaccine, will CAT 1 have had the vaccine?
- 6) Agreement that all competitors should pay online in advance not on the day
- 7) Discussion had around which organisers to be appointed in respect to Armoury, DT and events committee.

Action: It was felt unlikely that the event would take place but wise to prepare for it. KA to liaise with BF & EVF predominately so a call can be made as to if the event will go ahead at the end of March

8) Accounts: PB updated the committee and presented draft accounts at the end of November. He was complimented for making everything so clear.

Main Points discussed:

- 1) Savings made by having committee meetings via Zoom
- 2) Medals fund - can we find out what this fund equates to in respect of actual medals?
- 3) Entry fees collected for cancelled age groups.

Actions: PB to investigate which medals can still be claimed against our original investment



9) Status of BVF as an unincorporated sports association: PB had been tasked with investigating if member's liability should be limited by becoming a limited body and presented a preliminary report

Main points discussed:

- 1) Briefly touched upon areas which may leave members liable, and why some sports clubs set themselves up as limited organisations.
- 2) There would be increased costs and legal responsibilities if BVF became Ltd.

Actions: a new sub-committee to include PB, NF, and NH established to investigate the seriousness of potential liabilities so a decision can be taken whether to take this forward or not.

10) BVF Publicity: CM updated the committee following his conversation with Malcolm Fare. Malcolm is happy to continue as BVF publicity officer and it was felt the committee should not only update him with results but liaise with him about helping promote events prior to them taking place.

11 i) FIE & EVF Meetings: NH advised that the FIE would meet by Zoom June/July time and the EVF May/June

Action: NH will liaise with Caryl Oliver and update the committee as appropriate.

ii) Update on contact with BF CEO. CM reported that he had a brief discussion with GU covering the possibility of increasing participation by getting fencing parents involved in the sport. Plus they started to discuss the topic of a procedure for disciplinary issues. A further conversation on this issue to take place on 28/1.

This also led to a conversation about a Welfare Policy also being needed and mention of liaising with BF equality officer Liz Behnke.

Action: Ongoing CM to continue conversations re Welfare and update as to further conversation with BF

12) Team Manager Role: A discussion took place on the advisability of having a backup for Gillian in the case of emergencies. A number of people may be prepared to act as a backup but it is a specialised role needing specific knowledge. BD advised that BF run Event Managing seminars.



Action: CM to follow up on this.

13) Competition Calendar: LEW updated the committee. Mention made that we should postpone the Veteran Nationals until later in the year due to COVID

Action: to be discussed in next meeting

14) Marcia Stretch request: the committee were pleased to hear that Marcia is still willing to assist with events and will be grateful to make good use of her experience in helping to run certain competitions. However where this assistance is requested, in order to ensure insurance conditions are met, it was agreed to subsidise her BF membership.

Action: NH to liaise with Marcia regarding her continued involvement and ensuring she is covered by Insurance.

15) AOB

Referee Course: GP to organise a free zoom webinar for BVF members on the current decision-making philosophy used by referees in sabre and foil.

Selection Committee: GP held a zoom meeting with the 6 members of the new selection group and reported that they had discussed, in detail adopting a robust method underpinning a transparent discretionary selection should it become necessary. BD mentioned a system that Sue Hanney and Stephen Domek had put in place for seniors and suggested GP investigate it further.