



Committee Meeting Minutes

Date: Sunday 7th March 2021 9.30 – 13.00

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) Constitution: CM updated the committee as to progress of the working group (CM, GP, LCW). A revised draft version of the constitution was shared, with the proviso that the rules & regulations still needed to be completed.

Main Points discussed

- 1) Rules & Regulations/ disciplinary process: these need to be drawn up separately and help was requested. **CM**
- 2) Welfare Policy: the committee agreed that such a policy should be in place. It was suggested that the team reach out to some of our members who were experienced in this field and link up with the British Fencing (BF) welfare officer. **CM**
- 3) Clarification was sought on a few points. These included: the exact nature of the relationship between BVF and BF and amendments to wording regarding the three year committee post rotation. **CM**
- 4) Roles for committee members other than Chair, Secretary and Treasurer will not be defined in the constitution. It was it would be more agile to allocate responsibilities to committee members at committee level.

A huge amount of work has gone into the Constitution and the document was praised for its clarity. Focus now needs to be on the Rules & Regulations and organising an EGM as the new constitution will need to be voted on by BVF members.

2) Treasurer's Report: PB. No notable financial transactions have taken place. Membership renewals have been coming in. John Mason & Gillian Aghajan have been removed as bank signatories, and PB's application to have access to the bank account is progressing. Online access to the bank account is proving problematic but PB is resolving this direct with his local NatWest branch. **PB**

PB had been asked to report on money that had been spent on Medals. Our stock is currently with the supplier and stands at 1600 individual medals. Suggestion was made to draw down the medal stock by offering the medals to other Veteran competition organisers. This was partly to limit our liabilities in case the supplier goes under given the uncertain times we are in, and also seemed prudent should members vote to change the name of BVF.



3) Status of BVF as an unincorporated sports association: PB had been asked to investigate if BVF should look to become an Ltd. company and a small team of NH, NF and PB was set up to work on a risk register so we could assess the liabilities of the organisation.

Main Points discussed

- 1) The team produced a risk register to access BVF liabilities. It was felt that if we followed the guidelines set out in this document we should be well covered in respect to potential liabilities. Specific mention was made in respect to making our competition entry form stronger in respect to fencers participating at their own risk in respect to medical issues. It was also felt that Risk assessments should be carried out at venues – specifically mentioned was the risk of theft if competitors had to leave bags in public areas. **LCW**
- 2) PB looked to investigate why sports clubs become limited and what the financial implications of this were combined with time implications.
- 3) NH mentioned British Disabled Fencing had become limited for two main reasons. One was for sponsorship reasons the other due to them wanting to be incorporated under BF
- 4) Areas of Insurance were discussed. PB to research if committee members are covered via their BF membership insurance and if as an organisation, we can take out independent insurance to cover us for liabilities and also damage to property etc. PB to check with BF whether BVF is an associated body of BF. **PB**

4) Website Update: LCW reported that for both personal and technical reasons the site is slightly behind schedule However the general design of the site is now complete. Several points still need to be discussed and agreed.

Main Points discussed

- 1) Forum: we had considered having a member's area whereby members would have their own log in detail to access the forum and have debates with other members. The web designer advised against a Forum due to administrative reasons and suggested we use FB for general discussions. Whilst we appreciate not all members choose to use FB the committee unanimously voted not to have a forum.
- 2) Membership Management: for reasons of security the committee were looking for a third party to manage the collection of membership fees and keeping contact data on members to allow for notification of when membership is due. This still needs to be addressed. Other software systems were discussed including 'Love Admin' and Sports 80. LCW to investigate the best way forward. **LCW**
- 3) The competition entry system and ongoing maintenance arrangements are also still to be agreed. LCW to investigate the options. **LCW**

LEW has agreed to help LCW if necessary to resolve any issues it is hoped that the new website will be with us soon.

4) TopKit: NH the committee was re-approached by Topkit to discuss their relationship with BVF. A relationship had been established for the European Team Championships in



Medway in 2016, when Topkit designed and sold a new GBR Tracksuit for BVF Topkit also provided an instant printing service for a range of items featuring their ET16 designs. BVF formed a relationship with TopKit whereby a range of BVF kit is offered and on which BVF receives a royalty based on sales.

Not all committee members were aware of the relationship BVF had with Topkit and it was the first time the new committee had discussed branding and merchandise.

Main Points discussed:

- 1) Royalties from Topkit were sub £100 between 2017-2019
- 2) It was felt that we should consider a new tracksuit design every 4/5 years. Questions were raised about the design and quality of the last tracksuit. It was therefore agreed that a tender process should be undertaken when we next decide to change our tracksuits.
- 3) A general conversation was had around branding, a BVF mascot, and timing of newly branded merchandise especially if BVF members vote on a name change.

It was concluded that we should revisit Topkit, branding and merchandise after an EGM has been held in respect of a name change.

6) **Newsletter:** NH. Following Gillian's resignation BVF lost the editor of the newsletter. NH volunteered in the last meeting to take on this role and discussed with the committee her progress.

Main Points discussed:

- 1) Objectives of the newsletter were discussed and general discussions were had over content being gathered.
- 2) A discussion was had in respect of making the newsletter interactive with the website and allowing readers to follow links that would lead to articles on the website
- 3) The newsletter and LCW's emails will complement each other when communicating to our members.
- 4) A one-off fee was agreed should NH need help in putting the newsletter in a pdf file with a view to finding a volunteer from the membership to help us in future.

LEW and LW volunteered to join NH in helping produce the newsletter. **NH/LCW/LEW**

7) **Guildford:** KA. Has appointed Mike Robinson as DT, Pete Huggins as Amourer and John Crouch to help with the running of the competition. This year we are all three weapons for the EVF circuit. It is still unclear if this competition will go ahead but KA is putting everything in place.

Main Points discussed:



- 1) Trying to secure local SE based referees.
- 2) Concerns that some age groups may not have had a first and or second vaccine.
- 3) Decision to be made at the end of April based on guidance from Government and BF.
- 4) GP discussed making Guildford a selection event for the worlds 2021 as FIE are suggesting that the worlds will go ahead in Florida this October.

8) Domestic Competitions to include BVF Championships: LEW has been working hard to ensure our domestic competitions go ahead to include the BVF Championships and The Winton Cup. Dates have been suggested for 4/5/6 September for the BVF and Winton Cup 25/26th September.

Main Points discussed:

- 1) Concerns were raised that if the BVF Championships were to be held in Manchester the venue may not be large enough to cater for the social distancing that may be needed.
- 2) Concerns were raised about holding 2 competitions in one month and cost implication for members, also mentioned was that the Hampshire was booked in for September.
- 3) It was felt the Nationals could be used for selection purposes for the worlds however September is too close to the event. LEW is going to look into running the Nationals later in the year as restrictions may be lifted by then. **LEW**

9) Zoom AGM Survey: LCW shared results on the survey (see Appendix) It was positively noted that 30% of those on the Zoom call were attending their first AGM.

10) AOB

The Winton venue has been booked, discussions to be continued as to whether to have a formal meal this year or offer an alternative more affordable option.

Next Meeting to be held on Saturday 24th April 2021 9.30am



APPENDIX

Zoom AGM Feedback 2020

Survey completed February 2021

40 respondents

Thinking about the recent AGM

1. Did you attend? Y: 98% N: 2%

2. How was the technology?
 - a. I couldn't register so couldn't attend 0%
 - b. I couldn't get the link to work so couldn't attend 0%
 - c. My technology failed during the meeting 0%
 - d. My technology failed so I couldn't vote 0%
 - e. The technology was unfamiliar but I managed 15%
 - f. I had no problems 75%
 - g. I didn't wish to attend 10%

3. Which best describes your attendance at BVF AGMs?
 - a. I usually attend the BVF AGM 58.97%
 - b. This is the first time I have attended a BVF AGM 30.77%
 - c. I never attend the AGM 7.69%
 - d. I couldn't make the date 2.56%

Thinking about Virtual and Physical AGMs

4. Do you prefer a Virtual or a Physical AGM
 - a. Prefer Virtual 60%
 - b. Don't mind either way 17.5%
 - c. Prefer Physical 22.5%

Thinking about Virtual AGMs

5. When would you prefer a Virtual AGM to take place?
 - a. Weekend morning 53.85%
 - b. Weekend afternoon 7.69%
 - c. Weekend evening 17.95%
 - d. Weekday evening 20.51%

6. How should questions about AGM items be dealt with?
 - a. In a separate 'open forum' meeting some time before the AGM 12.82%
 - b. In a separate 'open forum' session before the AGM? 30.77%
 - c. In a separate 'open forum' session after the AGM? 7.69%
 - d. Using the chat during the AGM? 23.08%
 - e. In writing only and answered at the AGM 25.64%



Thinking about Physical AGMs

- | | |
|-----------------------------------------------------------|--------|
| 7. When is the best occasion to hold a Physical AGM? | |
| a. At the Age Groups | 10.26% |
| b. On Friday night at the British Veteran Championships | 17.95% |
| c. On Saturday night at the British Veteran Championships | 15.38% |
| d. At the Winton | 43.59% |
| e. At a neutral time and venue | 12.82% |