



Minutes of the British Disability Fencing Board meeting held on
Friday 15th May 2020 at 19:00 by video conference

Present:

- 3 elected Board members,
- 1 Appointed Board member
- 2 independent Board members

Apologies for absence - Nil

Decisions from the Board meeting

Ref	MINUTE	ACTION
309.1	<p>Matters Arising</p> <ul style="list-style-type: none"> • Abridged minutes to be posted on the website • Draft Policy documents to be reviewed by Board members. • Project – identify how many frames, boxes, spare weapons, face masks and fencing clothing are needed. • Kit audit to be completed – check with Wheelpower. • Kit storage – where and cost. • Communications – emails, website, WhatsApp to be arranged. • Further ‘Away-Days’ to develop BDF Strategy – 26th June & 3rd July • Reserves Policy needed. 	
310	<p>Finance Sub-Group Decisions</p> <ul style="list-style-type: none"> • BDF to be more proactive with finances. • Budget will be planned in advance. • Funds expenditure must be approved in advance. • Activities must be costed in advance. • Apply to companies that gave before to acquire more funds. • Finance Sub Group to become the Finance Sub-committee. 	
311	<p>Contingency for Finance Director’s absence Complete as much work as possible before the FD leaves Arrangements are needed with the bank for the Secretary to pay money into the account and respond to urgent invoices.</p>	
312	<p>Bank Account BDF needs to open a new bank account with HSBC because Santander can’t provide a business account for BDF. Agreed by the Board.</p>	

313	Update from PMB and BPA. Concern for health and safety of athletes travelling to competitions. IWAS has been contacted and a reply is awaited. BPA is trying to get an agreement from its corporate partners to provide funding through to 2025. UKS are currently in discussion with the all the main partners of amateur and professional sport in the UK, and in liaison with UK Government to co-ordinate a return to training and sporting activity.	
314	IT Contract Agreed to accept the contract with ADOMedia to take over the management of the website and the BDF email addresses using the charity rate offered by Microsoft. Contract to last for 12 months, when it will be reviewed.	
315	Strategy and Structure of BDF Board members agreed the draft strategy. The membership needs to be consulted and feedback sought.	
316	Approval of Annual Report The Board approved the narrative of the Annual Report	
317	Approval of BDF Policies Board members to complete their personal review of policies by Monday 18th June 2020.	
318	Skills Matrix/Conflict of Interest Register Board members required to complete their entries in the two documents.	
319	AOB Information from a Governance Webinar that AGM's can be held via video conference but not the voting, where a confidential vote is required.	
320	Next Meetings Strategy work – 26 th June 2020 and 3 rd July General meeting for members – 25 th July 2020	
	Close The meeting closed at 21:11	