



DRAFT

MINUTES OF THE ARCHERY GB BOARD MEETING

Saturday, 25th November 2023

held at the Friends House, Euston, London

1.00pm to 5.00pm

Present:	Mark Briegal	MB	Chair
	Victoria Barby	VB	Elected Director
	Helen Bieron	HB	Elected Director
	Kienda Hoji	KH	Elected Director
	Devesh Mangtani	DM	Independent Director
	Scott Smith	SS	Senior Independent Director
In attendance:			
Full Agenda	Arran Coggan Tom Duggan Ruth Hall Wendy Stead	AC TD RH WS	Director of Sport Development Performance Director Chief Executive Director of Finance, Governance and Business Operations
Apologies:	Lizzy Rees Andrew Stanford Steve Tully	LR AS ST	Elected Director Elected Director Elected Director

1. Welcome and Apologies

The Chair welcomed all to the meeting.

Apologies received from Lizzy Rees, Andrew Stanford and Steve Tully were accepted.

2. Membership

2.1 The end of term of office for Lis Bellamy, Independent Director was noted. The Board members wished to note their thanks to Lis for her long commitment to the Board and furthering the objectives and strategic direction of Archery GB.

2.2 Following a thorough recruitment drive and interview process, the Board ratified the appointment of Devesh Mangtani to the Archery GB Board as an Independent Director.

Proposed by Mark Briegal and seconded by Scott Smith.

3. Declarations and Conflicts of Interest

No new declarations were made.

4. Approval of Minutes

The minutes of the meeting held on 22nd September were reviewed with the following amendments noted:

6. Addition:

Action: EK to circulate explanation to members regarding problems arising from Sport 80.

Addition: The AGB Website project was named “Web Excellence Awards, Sports Website of the Year”.

6.1 Addition: the Board wished to note their concerns regarding the leasing arrangements; these were taken forward by the Executive to discuss with Serco.

7.3 Addition: the board asked questions about the level of embeddedness of safeguarding in the organisation; the learnings from the training on safeguarding and planned next steps; and supply of information on the level of concerns raised in relation to safeguarding.

Action: The Board wished to receive the Lower Level Concerns Policy.

The Board agreed RDOs would be fundamental in rolling out the Welfare Officer requirements.

Action: The Board wished to receive information on the follow up actions regarding Welfare Officer requirements.

The Board confirmed that Safeguarding be a priority for the Senior Management Team.

8.1 Addition: The level of financial risk associated with the RDOs was noted. It was agreed that there would be 12 months of embeddedness and then the roles would be reviewed.

8.3 Addition: To note in particular the award the team received and the Board's congratulations.

9.2 Addition: The Board noted concern regarding the sustainability of the budget year on year.

The minutes of the Strategy Day meeting held on 23rd September 2023 were received and noted.

The minutes of the Archery GB Board Meeting held on 22nd September 2023 were approved as an accurate record of the meeting.

5. Matters Arising

The Action Points of 22nd September 2023 were reviewed; the register was updated.

6. CEO Report

Report received.

The CEO updated her report to include the recent visit to Archery NI. The meeting had a positive outcome for both Archery GB and Archery NI; the organisations would work together to recruit to NI's Board vacancies. Andrew Stanford (Elected Director of AGB) would attend the NI Board as an observer and a representative of AGB but would not become a director of ANI.

In addition, the CEO reported on the home nations; Wales Archery (linked to Sport Wales), Scottish Archery and Archery NI, Scottish Archery and Archery NI being separate legal entities. Muckle LLP had reviewed the AGB Articles in relation to the home nations; the recent risks reported, and how they would be mitigated.

The Board noted a query regarding members who held membership with Scottish Archery and Archery GB and how the member would be supported or represented should a dispute or problem arise.

The Board agreed the disciplinary/appeals processes and procedures of the home nation entities should align with those of AGB.

The Board agreed the actions to carry forward would be completed by the executive team, working with Muckle LLP.

The Performance Archery Centre Usage Agreement between AGB and Serco had been reviewed by the Executive with comments and amendments. Muckle LLP had also reviewed the Agreement. The Board noted the clause which detailed 'non exclusive use' to AGB. The Sport England Funding had been secured for the building to include community use; the facility was designated for the exclusive use of Archery, not only for the World Class Programme.

Feedback from the recent Staff Kick Off Meeting held in November reported Staff appreciated the openness of the event and information disseminated; a shorter more focussed meeting would be planned for the future.

7. Finance

Report received.

The Board noted the year end position had come in close to that budgeted for 2023/23, which was good to record.

8. Budget 2023/24

Report received.

At the September AGB Board meeting, financial sustainability was discussed at length. The Board appreciated the clear executive summary and detailed budget presented.

The Board questioned the membership renewal rates used in the proposed budget; the current renewal rate was reported to be 73% in 2022; 88% was considered to be a stretch target. In 2023, 27k renewing members had been recorded, together with 4k new members. These figures informed the proposed target of 80% Membership renewal rate.

Membership revenue was currently reporting £1,170k, against £1,110k the same time in the previous year. To meet budget of £1,414k, £244k would need to be generated from membership revenue between now and September 2024; £175k of membership revenue was generated at the same time last year, therefore the additional £75k would need to be generated (equivalent to 4500 renewing members).

The dashboards used by the executive would form part of the KPI reporting and give clear tracking of revenue, members and income, in future.

Further analysis regarding the reason why members had not renewed would be included in future.

Action: The Membership renewal figures would be reported to include, New, Renewing and Zero Fee Members.

A detailed cost per member was provided, which reported the membership fee did not currently recover costs.

Given the sustainability of the business; the Board agreed to consider the following:

- Reserves held were above the agreed reserve limit; giving the opportunity to the Board to consider investing for a period of time.
- The action would not be sustainable in the long term.
- There were risks attributed to the membership model which could cause membership to decline.
- To maximise the opportunity to grow membership in 2024; an Olympic year.

The 'Pathway to Paris Plan' would detail initiatives such as hubs around the UK. Start Archery Week was planned for May 2024, followed by Beginners Courses commencing in September.

Action: To report the revised figures on membership aligned to the numbers reflected in the budget.

The Board agreed to approve the proposed 2023/24 Budget presented.

The Board wished to meet in the interim before the February 2024 Board meeting.

Action: To arrange a date in January for a remote interim meeting of the Board and executive team to receive the Paris 2024 Plan.

9. Membership

Report received.

The Board wished to note their appreciation for the extensive input in formulating the membership project.

The entire structure of the sport had been considered when proposing and remodelling the membership offer, to define the benefits to members and streamline the benefits offered in counties, regions and clubs to archers. The present structure would be retained and agreed as fit for purpose.

The models presented:

1. Current model; individuals join through their club. The club keeps the record and takes payment, which is then sub divided to AGB, counties and regions.
2. An individual continues to join through their club, in addition would join AGB free of charge. Payment would be taken by the club and sub divided to AGB, counties and regions.
3. Individual joins AGB direct, and also joins club; the information and payment would then transfer from AGB to club, county and region.

A self-assessment tool had been developed together with a draft governance framework for clubs and counties use. The value proposition to members would include safeguarding support and insurance.

Action: The Board requested a risk be recorded: the impact of the new models proposed could result in a reduction in revenue and membership numbers.

The model proposition would be finalised by February 2024.

The Board agreed the Executive should continue testing based on Option 3.

10. Break

11. KPI Report

Report received. A dashboard would be presented at the next Board meeting.

12. Operations

12.1 Sport Development

Report received as previously covered in the agenda.

12.2 Performance

Report received.

The plan remained unchanged. The qualification picture remained the same for the current period. The recent focus had been on LA/2028 submission and the Engagement Panel, working towards the final decision in December 2024.

The Performance Archery Centre has been handed over on 24th November, followed by all athletes being invited to the Centre on 5th December.

The Performance Director and performance programme wished to note their thanks to the AGB Board for their support and perseverance in bringing to fruition the Archery Performance Centre as a facility of excellence.

A public opening event was planned for April 2024.

Penny Healey had recently been nominated for the BBC's Young Sports Personality of the Year which would be aired on BBC on Tuesday, 19th December 2023.

12.3 Communications

Report received.

13. Safeguarding

The Board wished to discuss Safeguarding as an agenda item earlier in the agenda in future, after the CEO Report.

Action: Bring Safeguarding further up the agenda in future.

A 2 day development session for Safeguarding had been held recently; the strategic Safeguarding training action plan had been reviewed, together with the gap analysis. The CPSU Safeguarding Compliance Audit would be conducted on 7th December 2023.

Action: To arrange a separate Board meeting with Justine Hosking, Independent Chair of the AGB Case Management Panel in the new year.

The Board noted the detailed Safeguarding report presented, with thanks. In addition, the Board would welcome the expert opinion from the Chair of the CMP.

14. Audit and Risk Committee Report

The Chair of the Audit and Risk Committee gave a verbal report from the meeting which focused on the proposed Budget 2023/24; the YE position was also discussed.

The final audit fieldwork would be completed in the coming weeks and the close audit memorandum would be completed in December.

15. Board Risk Report

The Board was appraised of all items on the Risk Register and in particular the significant strategic risks. There had been 3 separate SARs; the impact on resource was noted.

The Risk Management Strategy document was reviewed; additional risks such as reputational risk would be added to the document.

The exercise to measure the Board's appetite to risk would be reported in June 2024.

16. Policy Register Review

Transgender Policy. Draft Policy received.

The current policy in place had been reviewed by Inclusive Employers to amend the language used based on feedback received. World Archery would soon update their own policy, which would be considered once received. Advice and guidance to clubs regarding the Transgender Policy was discussed in depth. Research found from reviewing the Transgender Policy of other NGBs had highlighted the criteria used in the sport sector was based on the 'male puberty' model; if the competitor had or had not passed male puberty based on advice from medical professionals. The Board robustly discussed the inclusivity of the two models; 'male puberty' and 'testosterone levels' and at which participation level (non-competitive, recreational or competitive would the ruling be applicable). The Board agreed the policy should represent inclusivity, however, should a competitor reach the selection process, then the World Archery policy would be applied.

The Board agreed that the policy should allow gender self-identification at a recreational level, but that a male puberty model should be in place for all AGB competitions.

Action: To amend the Transgender Policy based on the Board discussion and re-present to the Board.

17. Board Committees and Champions

The following appointments to committees were agreed:

- Nominations and Remuneration Committee
 - o Mark Briegal
 - o Helen Bierton (to move to Audit and Risk)
 - o Devesh Mangtani

- Andrew Stanford
- Audit & Risk Committee
 - Lizzy Rees would soon step down due to the end of her term of office
 - Scott Smith
 - Helen Bierton
 - Victoria Barby
 - Kienda Hoji
- Archery NI Representative
 - Andrew Standford

A Board Champion for Safeguarding would be confirmed after the election to be held in 2024.

18. Election of Archery GB President

Action: RH would make contact with a suggested nomination agreed by the Board.

19. AOB

No AOB items were raised.

20. Date of Next Meeting

3rd February 2023

The meeting closed at 5.00pm.