

Overview of Board of Directors' Meeting

Held on Monday, 14 November 2022, 1:30 pm to 4:30 pm at the King Power Stadium, Leicester City FC and via Zoom conference call

Directors in attendance: Dr Ibrahim Akubat (Sport and Performance Division Chair), Dr Lindsay Bottoms FBASES (Physiology and Nutrition Division Chair), Prof Zoe Knowles FBASES (Chair), Greg Koral (Non-Executive Director), Dr Kiara Lewis FBASES (Physical Activity for Health Division Chair), Dr Andrew Mitchell (Biomechanics and Motor Behaviour Division Chair), James Tugwell (Non-Executive Director), Susan Went (Non-Executive Director), Ian Wilson (Executive Director).

Attending: Prof Helen Jones (item 5).

Minutes: Jane Bairstow (Senior Admin Officer).

Apologies: Dr Adam Gledhill FBASES (Psychology Division Chair), (who, prior to the meeting, had provided input into the agenda discussion items); Vinny Leach (Non-Executive Director).

1 **Welcome and opening remarks**

ZK welcomed everyone to the meeting, The priority focus areas for discussion were outlined. The Board noted the recent sad passing of Prof Louis Passfield FBASES, who had previously served on the Appointments and Remuneration Committee and the Journal of Sports Sciences Editorial Board. The Board noted he would be greatly missed by the sport and exercise sciences community, for which BASES extends condolences to his friends and family.

2 **Declarations of Interest**

Directors were reminded of the need to declare their interest in any items and to remove themselves from such decision making when required. ZK declared an interest in item 5 and would take part in those discussions. There were no other declarations of interest.

3 **Minutes of the previous Board meeting (held on 14 September 2022)**

These were accepted as a true record of the meeting.

4 **Matters arising:**

Final discussions took place regarding options to utilise the reserves. Division Chairs to consider any suitable partner / industry conferences or events that BASES should have a presence in 2023 and a list will be collated.

Board approved the Disaster recovery matrix – responsibilities, whose purpose is to set out how existing critical operations are reallocated in the event of an individual becoming incapacitated in some form.

Division Chairs had considered the BASES Postgraduate SEPAR Endorsement Scheme for discipline Masters' degrees and the potential for developing this.

Board had previously approved awarding the BASES Values' visual tender to UK Coaching Solutions. The Membership is in receipt of an update paper and accompanying visuals and will look to support the proposal to accept the new values, behaviours, and commitments within the AGM on 16 November 2022.

Board noted that Andy Peart, Partnerships Manager (Maternity Cover) had left BASES at the end of October 2022 and supported the plans proposed until Sue Watson returns from maternity leave in April 2023.

Board approved the schedule for the 2023 Board Meetings and Calls.

Board approved the plans for the BASES Outreach Project Team 2023 school competition project.

5 **CEP-UK Proposal: Consideration of a Knowledge Transfer Partnership application**

Prof Helen Jones attended this item and gave an overview of her paper to bid for funds for an Advocacy and Professional Development Manager within the Knowledge Transfer Partnerships scheme, to support, promote and advocate for Clinical Exercise Physiologists. Board to collate feedback and share with HJ.

6 **Rework Project - Redefining development and employment expectations for sport and exercise science.**

IA gave an overview of his project justification paper which prompted discussions and questions. IA to share with a few Committees / Advisory Groups and collate the feedback received.

7 **BASES Member Survey 2022**

Board provided final amends to the draft survey, which will go live at the end of November 2022 and will be open for five to six weeks for members to provide feedback.

8 **Non-Executive Director (NED) tenure proposal**

Board supported the recruitment schedule for when the tenures of current NEDs conclude.

9 **2024 Student Conference bids**

Requests for hosting bids went live at the end of October 2022, with a deadline of 27 January 2023. Board agreed a sub-group to review and assess all bids that are received to host the 2024 Student Conference.

10 **Stakeholder Management Framework**

Board reviewed the current version, discussing those most important stakeholders. Updates will be made to the stakeholder contacts and further work will then take place regarding key discussions and the best approach to be considered so as to advance each relationship. Board agreed the Framework will be reviewed annually.

11 **2022 - 2023 Operational Plan Q2 report.**

IW provided an overview on the Green and Amber deliverables, noting some good work continues on some deliverables over Quarters 1 and 2.

12 **KPI dashboard**

The Board reviewed this reporting tool, which visually shows actual performance versus trajectory. Discussion took place over a number of the KPI graphs.

13 **Updates were provided for the following Standing Committees:**

Division Committee - Biomechanics & Motor Behaviour

Division Committee - Physical Activity for Health

Division Committee - Physiology & Nutrition

Division Committee – Psychology

Division Committee – Sport & Performance

Human Resources, Remuneration & Appointments Committee

Finance & Risk Committee, noting good performance against surplus for Q2. The Board approved the 2022-23 Q2 Management Accounts. A discussion took place over the current finances for the 2022 annual Conference and the need to invest further reserves.

Governance Committee – Board noted the ongoing work of the planned review of all BASES policies, including the Disciplinary Policy.

Learning and Development Committee, including a discussion on exploring expectations of contributions to *The Sport and Exercise Scientist* of those winning awards/prizes at the Annual Conference.

Professional Standards Committee

14 **Register of Directors' Interests and Registration of Gifts and Hospitality**

As part of the annual declaration, it was agreed that all Directors will complete and return the Register of Directors' Interests and the Registration of Gifts and Hospitality each April, to align with the financial year.

15 **Any other business**

ZK explained that all was in place for the 2022 Annual General Meeting, taking place on 15 November 2022, both in person at the King Power Stadium, Leicester and remotely via WebinarJam.

ZK explained that all was in place for a full and varied annual Conference, our first face to face event since November 2019, taking place at the King Power Stadium, Leicester, 15 to 16 November 2022.

Board was reminded of the [current vacancies](#) and was asked to encourage Division members to submit an application of interest by the deadline.

Dates of next meeting:

Board Calls:

Thursday 15 December 2022, 9 to 10 am.

Thursday 12 January 2023, 9 to 10 am.

Board Meeting:

Wednesday 15 February 2023, 9:30 am to 1 pm.

Prof Z Knowles FBASES

22 November 2022