

## Overview of Board of Directors' Meeting

Held on Tuesday, 19 November 2024, 1 pm to 4:30 pm, CBS Arena, Coventry (Godiva meeting room) and via Zoom conference call

**Directors in attendance:** Prof Zoe Knowles FBASES (Chair), Chris Davison (Non-Executive Director), Dr Mitch Finlay (Sport and Performance Division Chair), Prof Kiara Lewis FBASES (Physical Activity for Health Division Chair) (part), Dr Andrew Mitchell FBASES (Biomechanics and Motor Behaviour Division Chair) (part\*), Dr Helen Rippon (Non-Executive Director), James Tugwell (Non-Executive Director) (part\*), Susan Went (Senior Non-Executive Director), Dr Amy Whitehead (Psychology Division Chair) (part), Ian Wilson (Chief Executive Officer).

**Observing:** Dr Daniel Bailey FBASES (Chair-Elect, Physical Activity for Health Division)

**Apologies.** Prof Lindsay Bottoms FBASES (Deputy Chair and Physiology and Nutrition Division Chair); Dr Alan Ruddock FBASES (Chair-Elect, Physiology and Nutrition Division).

\* provided input into the remaining agenda discussion items prior to the meeting

### 1 **Welcome and opening remarks.**

ZK welcomed everyone to the Board meeting. She welcomed, as an observer, DB who has been appointed as the new Board Director and Division Chair for the PA4H Division replacing KL. ZK noted AR, the new Board Director and Division Chair for the P&N Division, replacing LB, was unable to attend to observe this meeting due to teaching commitments.

ZK extended thanks to KL and LB for all their hard work and support within the Board over the last three years, as both will formally conclude their tenures at the 2024 AGM. A small Thank You gift will be presented at the Gala Dinner. The meeting's priority focus areas for discussion were then outlined by the Chair.

### 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. In relation to item 7, IW declared that as a member of staff, he is affected by the Staff Handbook (policies).

### 3 **Minutes of the previous Board meeting (held on 4 September 2024)**

These were accepted as a true record of the meeting.

### 4 **Matters arising:**

Chair noted a recent report revealing how financial issues faced by most universities are even worse than previously thought, with the Office for Students predicting more than a third are likely to have serious cash flow problems. This will be noted in the 2024 AGM.

Noted an MoU with the International Society of Sport Psychology (ISSP) had recently been signed and will be communicated with members.

Noted that the CEO is exploring quotes for cyber security insurance.

Noted the new CASES logo will be shared with the members at the 2024 AGM, along with a short promo video which shows the evolution from the current BASES logo to the new CASES logo. The new logo will then be shared across social media.

Noted that following the recent MarComms Manager recruitment, the successful candidate will start on 6 January 2025.

Noted that the Chair had recorded a member video to explain the move to CASES and the implications for membership categories. Members now have written information from June and the Chair's recording from

November. There is now a new [Royal Charter section](#) on the member-only page, which includes a Frequently Asked Q&A section.

Noted that at the October Board Call, discussions took place about charging for Fellowships in the future. This will be discussed with Fellows at the next online meeting in December.

Noted that at the October Board Call, discussions took place regarding BASES Career Guide and any improvements for the 2026 version.

## 5 **2025 Division Days**

Discussion took place regarding the planning and requirements for the 2025 Division Days. Agreed that the budget to support all five events will be increased in 2025. A meeting of the CPD Reps in December will advance these discussions.

## 6 **Financials**

Board discussed the 2024-25 Forecast Review (6+6), noting the stronger picture than the original budget.

Board approved the Q2 Management Accounts.

## 7 **Staff Handbook**

The HR, Remuneration and Appointments Committee had reviewed and updated the Staff Handbook. Board supported the changes and agreed for the handbook to be shared with all staff, with effect from 1 January 2025.

## 8 **CEO Report: 2024-2025 Operational Plan – Q2 update.**

IW provided an overview on the status of the Q2 operational plan, noting some good work has taken place on a number of deliverables over Q2. The report included highlights, challenges, observations and plaudits.

## 9 **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.

## 10 **Board / Committee vacancies**

Thanks were extended to KL for serving as Board Diversity Champion and to LB for serving as Deputy Chair and a member of a number of Standing Committees. The Board discussed the current vacancies, including Deputy Chair, Board Diversity Champion, HR Remuneration & Appointments Committee – member, Learning and Development Committee – Chair and member, Professional Standards Committee – member, Stakeholder Committee – member. HR was appointed new Board Diversity Champion, DB was appointed new Learning & Development Committee Chair, and MF was appointed to the Professional Standards Committee.

## 11 **Updates were provided for the following Standing Committees:**

Division Committee - Biomechanics & Motor Behaviour, including consideration of inviting one other Division and SIG to join BIG in April 2025.

Division Committee - Physical Activity for Health, including a discussion on Student Reps' roles and links with the Student Advisory Group.

Division Committee - Physiology & Nutrition

Division Committee – Psychology

Division Committee – Sport and Performance

Human Resources, Remuneration & Appointments Committee.

Finance & Risk Committee

Governance Committee

Learning and Development Committee

Professional Standards Committee, including a discussion over the potential revision to BUES application, including EDI and Climate Change / Sustainability, previously presented to the Board.

Stakeholder Committee.

12 **Any other business**

ZK reminded those present at the Conference to attend the 2024 AGM (5:15 pm on 20 November) in person and for those Directors who were not at the Conference to dial in virtually.

Directors are to consider suitable charities for which a modest donation can be made in lieu of sending Christmas cards. Decision to be made at the December Board call.

**Dates of next meetings:**

**Board Call:**

Thursday 12 December 2024, 0900 – 1000

Thursday 9 January 2025, 0900 - 1000

**Board Meeting:**

Wednesday 12 February 2025, Virtual, 0930 – 1300

Prof Z Knowles FBASES

21 November 2024

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