

### Introduction

1. Since the last National Council meeting one Board meeting has taken place which was on the 2<sup>nd</sup> March 2018.

### Regular Updates

2. **Chairman's update** – Sandra commented on the great success of the Team World cup and thanked all those involved. She also acknowledged what a great venue the Copper Box was however for a number of understandable reasons ticket sales were low for the Nationals. Sandra raised the issue that communications between the organisation and its members could be improved and that frustrations by members were being aired on social media rather than coming to staff, there was also an issue of face to face contact with members and that Board visibility needed to be improved.
3. **CEO report** - The AGM/EGM issues had had an impact both internally on staff and morale within the organisation and externally with stakeholders.  
Sara confirmed that the principle of BTF being made dormant had been agreed and that the relationships with the home nations had never been stronger and they would work collaboratively under a MOU with England representing BTF at the NOC and UK Sport. A Performance Management Group will come together across the home nations.  
Questions were asked about how we would fill the skill gap left by Mark Taffler in terms of commercial matters. SS commented that going forward we would look to work with commission driven individuals (fixers) for a trial period rather than retain an agency.
4. **Head of Operations report** – JB confirmed that they underspend in some programmes where programmes have been affected by the AGM/EGM and related staffing issues.  
The Loop at Work programme has slowed down and we need to revisit strategy which will happen with Keely Armitth returning from maternity leave to head up the Mass team.  
Standing items such as the risk register, finance, governance and complaints were discussed.  
The Board agreed that as a matter of good business practice an open tender for the CRM system should take place with the current contract with TT365 due to end in June 2019. TT365 would be invited to tender. An external expert company Hart Square would assist with the tender and evaluation process.
5. **National Council Update** – The recent episode of unacceptable behaviour and personal attack on the Treasurer was discussed. Board members would like to think the majority of National Councillors also found it unpleasant so it was disappointing that there had not been any 'self policing' to prevent these behaviours and encourage mutual respect. The Board acknowledged that this was not representative of the majority of Nationals Councillors, many of whom they enjoy working closely with. On a more positive note, the afternoon session with the IRP had reportedly gone well and valuable insight had been collated.

## Dashboard and Decision papers

6. **Dashboard/Operation Plan** – The operation plan was presented, and each Department reported against both progress and issues.

The main discussion took place around staffing issues – after a tumultuous 6 months since the AGM/EGM in respect of staff turnover the team has settled down and were moving into a better area.

Two best practice guides have been introduced and are available on the website and had been circulated at the last National Council meeting.

Following on from the Chairman's opening comments ticket sales for the Nationals had been low. In previous years we have a good take up from 2015 to 2016 however last year we saw a drop off and again this year. This will be considered in the wash up after the event and suggestions such as smaller venue and schools promotions will be taken on board.

## Papers for Discussion

7. **IRP Update** – Marc Mazzuco joined by Skype from Glasgow. Jonathan Hall joined the meeting in person. Jonathan Hall gave a presentation on the IRP workings to date, the consultation process and the 'first cut' recommendations noting that compliance with the Code of Governance is mandatory in order to receive public funding. The first phase will review the structure and underpinning governance framework of the National Governing Body, Table Tennis England.

Stages:

TBC – Draft IRP report to Board

21 April – National Council meeting and presentation

7 June – Board Meeting

7 July – Annual Conference final recommendations of Phase 1

It was discussed and agreed in principle that we should deliver a series of roadshow meetings to members to present the IRP draft recommendations, not just to National Council.

The Board welcomed the IRP's work to date and discussed some feedback

8. **AGM Timelines** - The next Annual General Meeting will take place on Saturday 7 July 2018 at Jurys Inn Hinckley Island, Watling Street, Hinckley LE10 3JA commencing at 1400hrs.

Timetable for submitting propositions is:

- 1) Submission propositions by 7 April
- 2) Distribution of propositions to the members by 27 April
- 3) Submission of amendments to propositions by 21 May
- 4) Distribution of AGM notice by 8 June

The format is as follows:

1100-1300 Annual Conference – IRP report and recommendations

1300-1400 Lunch

1400-1500 AGM

1500-1600 Awards

The AGM to include:

- Presentation of the accounts
- Appointment of Auditors

- Resolutions, Special Resolutions and Amendments
- Affiliation Fees

9. **Appointment of Nominations Committee** – Members of the Nominations Committee were confirmed and a conference call arranged.

10. **GDPR Update** - General Data Protection Regulations come into force on 25 May. With that in mind an audit was undertaken by Sytorus across the business and Sheridans have reviewed certain legal documents on how we manage data. As a membership organisation the management of personal data is paramount.

A number of staff have been training and a register has been created which will form the action plan for GDPR implementation. The report and the plan were provided to the Board in the papers and the Board should familiarise itself with both documents. An update to Board and Governance Committee will be made at each meeting and guidance to members and clubs is being developed

The meeting on 27 February with TT365 to discuss GDPR (and the need to enter into a Data Processing Agreement) did not take place and needs to take place as soon as possible.