

**NI Judo Federation Board Meeting – 24<sup>th</sup> Jan 2023  
7pm at Coleraine Rugby Club**

**Attendees (Board Members)-** R Brown, R Newett, R Briggs, P Cuckoo, R Cuckoo, M Harris, L Smythe and G Reid.

**Attendees (Staff)-** Ciaran Ward

**Attendees (Other)-** None

**Apologies: None**

Ref	Detail	Action	Responsibility
1	<b><u>Present</u></b> <ul style="list-style-type: none"> <li>Russell Brown welcomed and thanked all Board Members for coming.</li> </ul>		
2	<b><u>Apologies</u></b> <ul style="list-style-type: none"> <li>No apologies</li> </ul>		
3	<b><u>Welcome</u></b> <ul style="list-style-type: none"> <li>Russell Brown welcomed attendees.</li> </ul>		
4	<b><u>Declarations of Interest</u></b>  No Declaration of Interest noted.		
5	<b><u>Funding Issues</u></b> <ul style="list-style-type: none"> <li>It was acknowledged that Ciaran Wards resignation letter has been accepted by the Board.</li> <li>Ciaran presented his proposal on the NIPP Strategy/Transition and Recruitment.</li> <li>Ciaran stipulated that the priority for the programme was to develop the players to the standard required.</li> <li>He emphasised that the recruitment and the staffing going forward was crucial to getting the athletes to the required level.</li> <li>Ciaran highlighted that Paul Green and Nathon Burns were very well qualified, IJF Academy Undergrads and knew the programme very well and would be the best fit for the position.</li> <li>Ciaran also gave his proposal/opinion on the way his current position should be split between Paul and Nathon and the co-ordinating wage allocation.</li> <li>Pete Cuckoo asked who else may be qualified and might be a possible contender for the position, Eoin Fleming was mentioned.</li> <li>It was noted by Russell Brown that the International Judo Federation Academy Undergrads Course <b><i>was not mandatory</i></b> at this time.</li> <li>Mark Harris, asked the question about the present location of Nathon Burns with regard to travel costs in the future.</li> </ul>		Ciaran Ward

	<p><b>Board Views</b></p> <ul style="list-style-type: none"> <li>• It was mentioned that Nathon Burns does not live in NI and travel costs would be extensive.</li> <li>• It was also agreed that the Post would have to be advertised in line with current Employment Legislation</li> <li>• The Chairman was urged to consider notifying Sport NI officially of Ciaran's resignation (Performance Lead) as soon as possible as Sport NI are key funders of the post and programme.</li> <li>• A possible exit interview should be arranged.</li> </ul>		<p>Mark Harris</p> <p>Gail Reid</p> <p>Lauren Smythe</p> <p>Rebecca Cuckoo</p>
6	<p><b><u>Minutes from Previous Meeting</u></b></p> <p>Gail mentioned that she had not received the redacted minutes from the previous meeting and sought clarification on the way forward with regard to the process. She clarified that both the Minutes from 6<sup>th</sup> December and the 24<sup>th</sup> January 23 would be redacted and uploaded onto the website asap via Mark D.</p>		<p>Gail Reid</p>
7	<p><b><u>Financial Report</u></b></p> <ul style="list-style-type: none"> <li>• RN outlined the headline figures and exceptional items in each of the four NIJF accounts as follows for Dec 2022</li> <li>• Queries raised.....n/a.....</li> </ul> <p>Finance report for Dec 2022 proposed by Russell Brown and seconded by Pete Cuckoo.</p>	<p>R Brown agreed for the outline summary of funding comparing 2022/23 and 2023/24 to be provided to Board members when further work has been undertaken on the figures</p>	<p>Robin Newett</p> <p>Russell Brown</p>

8	<p><b><u>Secretary's Report</u></b></p> <p>The Just Go Membership System –</p> <ul style="list-style-type: none"> <li>• Gail asked the Board for clarification as to whether everyone has happy with the changes about to be made on the upgraded JustGo Membership System, to include progressing to a digital wallet on mobile phones instead of the current printed card and book.</li> <li>• To include changing to automatic yearly subscriptions.</li> <li>• Phasing out of the red belt for new junior members via post.</li> <li>• 1<sup>st</sup> March start date.</li> </ul> <p>All Board Members agreed that they were happy to go ahead with the proposed changes.</p>		Gail Reid
9	<p>Anti Doping</p> <p>Mark Harris clarified that everything was up to date</p>		Mark Harris
10	<p>Sports Systems NI –</p> <p>Pathway</p> <p>Adaptive</p> <p>Russell mentioned that everything was going according to plan.</p>		Russell Brown
11	<ul style="list-style-type: none"> <li>• Safeguarding – Again all going according to plan.</li> </ul>		Russell Brown
12	<ul style="list-style-type: none"> <li>• Conducts &amp; Complaints</li> </ul> <p>Pete gave an update on the email problems that we were currently having, and that a new solution was underway.</p>		Pete Cuckoo
13	<p><b><u>Governance</u></b></p> <p><b><u>Principle 3</u></b> Maintaining Control, Making Effective Decisions and Managing Risk</p>		Lauren Smythe

	<p>Lauren stated that the Board has ultimate responsibility for setting the vision and strategy and overseeing the activities of the organisation. While the board may delegate some of its functions to paid staff, board must regularly review internal controls, risks, performance, policies and procedures by:</p> <ul style="list-style-type: none"> <li>• Developing and monitoring organisational plans and budgets</li> <li>• <b>Evaluating results and assessing impact</b></li> <li>• Ensuring proper arrangements/agreements are in place for partnership working and service delivery.</li> <li>• <b>Understanding and complying with all legal, contractual and regulatory requirements that apply to it.</b></li> <li>• Implementing appropriate up to date internal financial and management controls.</li> <li>• <b>Regularly identifying and reviewing the major risks to which the organisation is exposed including systems to manage those risks.</b></li> <li>• Ensuring the delegation to committees, staff and volunteers (as applicable) works effectively and the use of delegated authority is properly documented and supervised.</li> <li>• <b>Making proper arrangements for the recruitment, remuneration, supervision, support, and appraisal of all staff including the most senior member of staff.</b></li> <li>• Making proper arrangements for managing and supporting volunteers.</li> </ul> <ul style="list-style-type: none"> <li>• R Brown advised that he was meeting Christine Rea, Sport NI Governance Team, on 26<sup>th</sup> January 2023. LS noted her recent email on 8<sup>th</sup> December 2022 outlining that she would be happy to consider the role of Governance and Membership Director on the basis of the Board agreeing and commencing work on a new strategic plan for the organisation and is content to remain as an Independent Director on the Board until work is underway on the new NIJF strategic plan.</li> </ul>		
14	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Funding for Referees/Official Course to run on 19<sup>th</sup> Feb by Averil and Bill was approved by all.</li> <li>• Mark Montgomerys request to use the NIJF Judo Mats for a Self Defence Instructors Course was approved.</li> <li>• Rebecca provided an overview of the Ranking System she was working on to record competition results going forward to tie up with the future Pathway events, highlighting Competitions, Medals, Events and Results.</li> <li>• Russell requested that we ask Averil for a copy of the Terms of Reference for the Events Commission.</li> <li>• Russell also requested that Ciaran remove paragraph two from the second page of the Commonwealth Judo Championship Competition Document. This was requested via email to Ciaran but no response as yet.</li> </ul>		<p>Raised by; Robin Newett</p> <p>Richard Briggs</p> <p>Rebecca Cuckoo</p> <p>Russell/Gail</p> <p>Gail Reid</p>

14	<b>Next Meeting</b> <ul style="list-style-type: none"><li>• Next meeting on 28<sup>th</sup> Feb 2023 at Dunsilly Arms Hotel Antrim at 7pm.</li></ul>		Gail Reid
15	<b>Closing</b> <ul style="list-style-type: none"><li>• Russell B thanked everyone for attending and closed meeting at 9.40 pm</li></ul>		