

NI Judo Federation Board Meeting – 28th Feb 2023
7pm at Dunsilly Hotel Antrim

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

Attendees (Staff)-

Attendees (Other)-

Apologies: None

Ref	Detail	Action	Responsibility
1	<u>Present</u> Russell Brown welcomed and thanked all Board Members for coming.		
2	<u>Apologies</u> No apologies		
3	<u>Welcome</u> Russell Brown welcomed attendees.		
4	<u>Declarations of Interest</u> No Declaration of Interest noted.		
5	<u>Minutes from Previous Meeting</u> Gail covered the Board Views from the last Minutes. Head Coach Post – <i>not yet advertised</i> Sport NI notified about Head Coachs resignation – <i>complete</i> Exit Interview for Head Coach – <i>date not yet agreed</i> Gail also mentioned that the minutes from the previous 3 Board Meetings had now been uploaded onto the Website. <i>August and September still outstanding.</i>		Gail Reid
6	<u>Complaints and other issues</u>		Pete Cuckoo
7	<u>Communication</u> Lauren highlighted that more reporting should be visible regarding staff appraisals as to if and when they have been completed. Russell also mentioned that more communication is needed throughout the Board and quicker responses would be appreciated.		All All
8	<u>Financial Report</u> RN outlined the headline figures and exceptional items in each of the four NIJF accounts as follows for Jan 2023 as follows;		Robin Newett

	<ul style="list-style-type: none"> • <u>No. 1 A/C- 789</u> • • <u>No.2 A/C- 411</u> • • <u>Performance Sport A/C- 329</u> • • <u>Office-Travel & Facilities A/C- 482</u> <p>Finance report for Jan 2022 proposed by Pete Cuckoo and seconded by Mark Harris.</p> <p>Robin informed the Board that although the recent Coaching Conference was a great success and was enjoyed by all, the NIJF is at a deficit because of the lack of participants.</p> <p>Robin also highlighted that he was very concerned about the lack of numbers attending the NIJF events.</p> <p>The issue regarding the <i>fees for officials at events</i> was raised and it was agreed that it should remain the same, whereas a set fee is paid according to the qualifications of the official and not for the mileage costs incurred.</p> <p>Lauren requested a breakdown of the funding from last year vs the current years funding.</p> <p>Rebecca mentioned that she was going to get costings on shared drive software options.</p>		Robin Newett
9	<p>Secretary's Report</p> <p><i>Justgo</i> - The JustGo system has progressed as planned and the membership card is currently being tested on the phone digital wallet. I have been able to open the link on my phone and add the membership card (test) to my own phone. It mentioned to 'JustGo' that white text would be preferable and easier to read than the existing black text.</p> <p>The Board were shown an example of the new digital membership card.</p>		Gail Reid

	<p>Changing office arrangements – A new office facility has been made available at the House of Sport. The large portacabin in the carpark has been opened up as a Sports Hub and currently have a desk there for 2 or 3 days per week, whichever is needed. No charge has been mentioned yet but we have been informed that we will have no access to the onsite photocopier/printer which needs addressing.</p> <p>A meeting of the sports clubs is arranged for Friday 3rd March at 2pm to discuss any further issues arising from the new office facility.</p>		
10	<p>Anti Doping Mark Harris clarified that a review was underway.</p>		Mark Harris
11	<p>Sports Systems NI – Pathway Adaptive Russell mentioned that everything was going according to plan.</p>		Russell Brown
12	<p>Safeguarding – Again all going according to plan.</p>		Russell Brown
13	<p>Conducts & Complaints As per no 6.</p>		Pete Cuckoo
14	<p>Governance R Brown advised that the Governance Programme Plan was submitted to Sport NI and that he had met with Christine Rea as planned and very positive feedback was received.</p> <p>Strategic Plan is underway as previously discussed.</p>		Russell Brown
15	<p>AOB</p> <ul style="list-style-type: none"> • Mileage Vs Official Fees – discussed at no.8 • Board Decisions & Clarification – discussed at no 6 • Risk Register – Rebecca to take on. • Terms of reference – to be completely redone. • Mental Health Workshops – Rebecca is going to make contact with Christine • Jim Fergusons – membership deferred for another year. 		
	<p>Next Meeting</p> <ul style="list-style-type: none"> • Next meeting on 18th April at 7pm Coleraine Rugby Club 		Richard to book room

15	Closing <ul style="list-style-type: none">• Russell thanked everyone for attending and closed meeting at 9.40 pm		