

CIMSPA Board of Trustees Meeting Minutes

Wednesday, 13 September 2023, 10:00 at SportPark, Loughborough.

In person attendance:	Virtual attendance:
Marc Woods (MW) (Chair)	Joelle Conway (JC)
Rowena Samarasinha (RS)	
Adriano Gaveglia (AG)	
David Monkhouse (DM)	
Elena Portas (EP)	Apologies
Dr Jon Argent (JA)	Malcolm McPhail (MM)
Manos Kapterian (MK)	Jonathan Drakes (JD)
In attendance:	
Tara Dillon (TD) CEO	Kay Simnett (KS) COO
Spencer Moore (SM) CSO	Annette Wade-Clarke (AWC) Director of Marketing and Communications
Hasan Mussa (HM) Head of Governance and Compliance	Sally McGarry (SMc) Executive Assistant
Mentions:	
Colin Huffen (CH)	Catherine Edmunds (CE)
Jonathan Drakes (JD)	Minal Hawkins (MH)

1. Chair's welcome and introduction

MW welcomed the Trustees and CIMSPA team to the Board meeting.

1.1 Apologies and absences

The Chair noted the following apologies: JD and MM.

1.2 Declarations of interest

There were no declarations of interest amongst the Board of Trustees.

1.3 Welfare and Safety

The Board duly noted its responsibilities towards the welfare and safety of its members and people (including but not limited to employees, participants and volunteers) are factored into the decisions it makes.

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1.4 Minutes from the Last Meeting

The meeting minutes, held on 26 July 2023, having been circulated, were taken as read and approved by the Trustees.

1.5 Matters Arising

The meeting noted that all the actions agreed upon at the previous meeting had either been completed or were being progressed.

2. Finance

RECEIVED: The Management Accounts and Financial Narrative were distributed to the Board before the meeting.

SUMMARY: A verbal update was given to the Board on the following matters:

- Current Financial update
- TPP Project
- SE Funding
- Membership and Membership Figures
- Budget

2.1 CIMSPA Management Accounts July 2023

RECEIVED: The CIMSPA Managements Accounts for July 2023 were distributed to the Board before the meeting.

SECTION SUMMARY: Discussed by the Board in Agenda Item 2.

2.1.1 CIMSPA Financial Narrative July 2023

RECEIVED: The CIMSPA Financial Narrative for July 2023 was distributed to the Board before the meeting.

SECTION SUMMARY: Discussed by the Board in Agenda Item 2.

3. CEO update

It was noted by the Chair that TD had also updated the Board within Agenda Item 2.

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3.1 Strategic update

DISCUSSION: A discussion was held on what the Trustees would like to see in the CEO Strategic Update Report.

SUMMARY: The discussion ensured the following topics/metrics to be included in the CEO Strategic Update to the Board:

- Balanced scorecard
- Strategy metrics
- External factors and Risk
- Comparative data from each quarter

Further discussion was had on the Agenda outline and it was mooted:

1. Governance. Risks are then discussed at the top of the agenda.
2. Committee Updates. Discussed at Board level to hold each other accountable.
3. Finance.
4. CEO Strategic Update.

1. **ACTION:** Share useful relevant information with TD for the CEO Strategic Update report.
2. **ACTION:** JA to forward to TD the balanced scorecard and feedback on how well it has been received.
3. **3.ACTION:** Once the information has been received by TD for the CEO Strategic Update from the Trustees, TD to modify the report.

3.2 Feedback from Strategy Presentation

RECEIVED: The Trustees had previously been shown the Strategy by SJM via an online presentation.

SECTION SUMMARY: The Trustees all agreed with the Strategy that was presented to them.

4. ACTION: One page aide-memoire of the Strategy to be distributed to the Trustees by SJM.

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4. Committee Updates

Finance Committee

The FC update was erroneously omitted from the sent Agenda for the Board meeting and was added to Agenda item 4 by the Chair.

AG apprised that Finance had been discussed robustly already within the Board meeting but added that as Charles Scobie is leaving the FC, succession planning for the role is in full swing.

4.1 Audit & Probity Committee

DM updated the Trustees with the following:

- Positive meeting around succession planning and JD attended his first A&P Committee meeting two weeks ago.
- A&P defined that stress testing needs to be done.
- DM congratulated HM and MH on their work around the gamification of the internal audits.

4.2 Membership Committee

RECEIVED: MK had submitted an update for the Board pack but further added:

- Development day for MeC has been postponed.
- The ToRs need to be revisited and this will be done in the development day.
- MeC will work with SJM closely.

4.3 Disciplinary Committee

RECEIVED: JD had submitted an update for the Board pack and the Trustees asked no further questions.

4.4 Appeals Committee

JC confirmed the AC had received no appeals since the last Board meeting and the committee are due to meet in the near future.

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4.5 Youth Panel

DISCUSSION: The Board discussed the YP:

- How can we increase the value proposition for the YP?
- Can the Trustees individually meet with YP members to engage them?
 - The YP are there to be the upcoming voice of the sector.
 - Although the A&P Committee meetings may be too “heavy” for them, MeC have already confirmed that YP members can attend their meetings.

5. ACTION: Trustees to email EP with ideas on how to connect with the YP.

4.6 PDB

RECEIVED: JA had submitted an update for the Board pack and further updated with:

- Recruitment for PDCs is now underway.
- There have been challenges with this, in particular, leisure and operations not attending.
- JA shared that he with CH and Steve Osbourne have joined a leadership group and will meet regularly for discussions. This will be a sounding board and will help with focusing the strategy for the PDB.

4.7 EDI Working Group

RS reminded the Board that the EDI is more of a working group than a Committee so meet more ad-hoc but updated with:

- CE is still new to the role and it is imperative we get the data right from the offset.
- The Board need to fill in the data request, otherwise it skews the data.

SJM said the Strategy needs input from CE’s report so it can be a golden thread that runs through it.

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5. Governance

5.1 Statement of Compliance for SE

RECEIVED: The Statement of Compliance for SE was distributed to the Board prior to the meeting.

SECTION SUMMARY: The Board confirmed that they had read the Statement of Compliance and it can be sent to SE with their approval as being compliant.

AGREED: The Board formally accepted the funding for WFG and Local Delivery project.

5.2 Board OKRs

RESOLVED: A decision was made that the current Board OKRs have become unwieldy. The main headings will include Finance, Operations/Strategy and Governance.

6. ACTION: MW and HM will prepare further details on the updated OKRs at the next Board meeting.

5.3 Board recruitment update

NOTED: Current status of the recruitment for the Board and job descriptions had been defined and circulated at the meeting and each role was discussed.

7. ACTION: KS to modify the Job Descriptions.

8. ACTION: ALL – Notify MW and TD of persons in their networks who may be suitable for the Board roles.

1. Any Other Business (AOB)

No AOB was put forward and the Board meeting was brought to a close.

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MW thanked everyone for their contribution during the meeting and extended his thanks to the team at CIMSPA.

CIMSPA Board of Trustees Meeting Actions

Next Meeting Dates			
Meeting	Date	Time	Location
Board Meeting	Wednesday, 13 December 2023	10:00-16:00	SportPark Loughborough