

**ENGLISH CHESS FEDERATION  
MINUTES OF BOARD MEETING B069, 17<sup>th</sup> March 2013**

B069

**The 69th Meeting of the ECF Board was held at 19.30 on Sunday 17<sup>th</sup> March by teleconference.**

**Present:**

Mike Gunn	MG	Non-Executive Chairman	In chair
Chris Mattos	CM	Director of Finance	
Alex Holowczak	AH	Director of Home Chess	
David Openshaw	DO	Director of International Chess	
Phil Ehr	PE	Director of Junior Chess & Education	
Sean Hewitt	SH	Non-Executive Director	
Jack Rudd	JR	Non-Executive Director	

**In attendance:**

John Philpott	JAP	Company Secretary - (from Item 3)
Chris Majer	CMj	Chairman of the Governance Committee
David Eustace	DE	Minutes

**Apologies:**

Roger Edwards	RE	President
Mike Truran	MT	Chairman of the Finance Committee

**1. Apologies**

Apologies were recorded as above.

**2. Minutes of the last meeting**

The minutes of the meeting of 12<sup>th</sup> January were agreed subject to the following changes:

- i. Item 11. Should refer to the 2011/12 Accounts

**3. Schedule of Actions Arising from Minutes of the Last Meeting**

The schedule of outstanding actions from the previous meetings was reviewed and updated as below and in the attached schedule of previous minutes.

- i. 67.01a. - Manager of Counties Championship. No replies received and the position will be re-advertised. **Action: AH**
- ii. 67.14. - IRO. Following a discussion on the responsibilities of players and organisers to provide the necessary norm information it was agreed to embed the FIDE regulations on the ECF website and review the position in one month. **Completed**
- iii. 67.17. - Protection of Freedom Act. It was agreed that there needed to be a clear understanding of the requirements for arbiters and others. AH and PE would take action in

## FINAL

their respective areas and MG would review the overall requirements. Outstanding.

**Action: MG, AH, PE.**

- iv. 67.18. - FIDE Delegate vote at Board meetings. It was agreed not to change the composition of the Board as there may be a number of relevant issues. Under current arrangements there is nothing to prevent the FIDE Delegate also being a Non-Executive Director and this may be a way forward. MG to write to NS to explain the Board's view. Outstanding.

**Action: MG**

- v. 67.19. Matters relating to the CEO. Update to ECF website directing matters relating to the CEO to MG.

**Completed**

- vi. 67.15. - 7/8 Names on website. SH will progress to place on website. Outstanding

**Action: SH**

#### 4. Schedule of Actions Arising from Minutes of Previous Meetings

MG reported that he had received two more complaints against SH; these he intends to dismiss. He requested members to consider what proposals the Board should place before Council re the ECF's Code of Conduct.

**Action: All**

#### 5. Budget Proposals

##### 2012/2013

JP reported that he was discussing with individual Directors their financial position would be for 2012/13. He would prepare a forecast to the end of April 2013 so as to be able to compare to the original 2012/2013 budget, and then prepare a statement for the additional 4 months to the new year end at 31st August.

The Strategic Planning Officer had resigned and therefore there was no plan for the Council to consider. JP considered that a plan could be drawn with the following assumptions:

- Continue with the current membership rates
- Agree small adjustments with individual Directors on their budgets
- For membership numbers and games played, use the current data

Action ref.	Responsible official	Details of action	Update
		<b>Business Plan</b>	
69.01	MG/JP	MG is to prepare a Business Plan, supported by JP. A suggestion was for a short document of one page.	

JP suggested that invoices issued recently should cover the requirements over the coming months.

##### 2013/2014

JP reported that with input from Directors the following position is likely:

- Junior & Education budget is close to break even

## FINAL

- The Home budget is close to break even
- Administration costs are under control (2.4 members of staff)
- Interest receivable – there is a large cash balance which should move to a 6 month deposit account.

For the International budget there was a large cost of the European team and Olympiad events. DO proposed that there should be push on seeking donations in order to field our best team. DO agreed to write a paper suggesting that the Board take a more structured approach to financing these events from the ECF budget and donations. A number of suggestions were made on how to finance these events including the World Youth Under 16 Chess Olympiad and British Championships.

Action ref.	Responsible official	Details of action	Update
		<b>Financing International Chess</b>	
69.02	MG/DO	MG to add this item to the April Council agenda.  DO to prepare a motion for this agenda item.	

The budget will have a deficit of £5000 as a contingency. This draft budget was agreed nem con for submission to Council for approval subject to minor changes to be orchestrated by JAP.

### 6. Serious incident at Event

PE reported that a junior player had been found cheating at an event by using a chess program on his mobile phone. PE has already written to the parents of the junior involved. The player has voluntarily excluded himself from competitive chess for a period. PE will recommend sanctions relating to ECF-organised events.

Action ref.	Responsible official	Details of action	Update
		<b>Serious Incident at Event</b>	
69.03	PE	PE reported that a junior player had been found cheating at an event by using a chess program on his mobile phone. PE will recommend sanctions relating to ECF-organised events.	

### 7. Membership Requirements in ECF Events

AH reported that Home Chess was insisting on ECF membership for all events. PE confirmed that all Junior individual events required ECF membership.

Motion: “That people playing in events organised and graded by the ECF must be ECF members.”

**Vote: In favour 4; Against 3**

## FINAL

An amendment to the motion to exempt school team tournaments was not accepted. The new guidance takes effect immediately; however the National Schools Championships currently underway will be graded in the traditional way without requiring membership. The new guidance applies to next year's National Schools Championships and all future ECF-organised graded school team events.

### 8. Junior & Education

PE proposed the following appointments which were agreed:

Reporting to	Post	Appointments
Junior Chess & Education	National Primary School Co-ordinator (South)	Daniel Staples
	Junior Development Assistant	Megan Owens
	Armed Forces and Veterans Liaison*	John Higgs

\*Notes on the Armed Forces and Veterans Liaison role provided by PE after the meeting for members:

- AH and PE have agreed that the function was more educational than working with established home chess
- John Higgs prefers to work within the Junior Directorate
- the role may be better aligned directly with the Chief Executive, or in time transition to the Home Directorate.

Proposed remit:

- promote chess within the Military community
- establish and maintain appropriate relationships with the MOD, veterans charities and military associations
- prioritise education for wounded veterans
- as a first project, explore chess education in recovery hospitals for wounded veterans

### 9. British Blitz

PE raised concerns about the free advertising that the British Blitz receives, a private event, receiving special status on the ECF website. It is not in the "advert area". It has all the appearance of an ECF event or ECF title, with the income going to the Director of Home Chess. This could represent a conflict of interest.

Action ref.	Responsible official	Details of action	Update
-------------	----------------------	-------------------	--------

FINAL

		<b>British Blitz and British Rapid Play</b>	
69.05	MG	To review the status and advertising of the British Blitz and the British Rapid Play in relation to the ECF for the 2013/2014 season.  NB. AH had offered to cancel these events.	

**10. Junior Coaching for the British Championships**

PE made the point that he was not consulted on the selection of the junior coaches for the British Championships. In future he would wish to be involved.

**11. Any Other Business**

- i. Richard Haddrell's appointment expires at the end of March. It was agreed that this should be extended. Update Report on Charitable Status to the Finance Council
- ii. Update on the Charitable Status proposals to Council

Action ref.	Responsible official	Details of action	Update
		<b>Update Report on Charitable Status</b>	
69.06	CM	1. Full proposal for the October 2013 meeting  2. If Council agree to proceed with proposals, implementation in 2014.  * See more detailed note below provided after the meeting.	

\*Note:

CM provided this extract from the latest consultation document for clarification:

"Council members are therefore invited to send comments and suggestions regarding section 3 of this paper to the ECF, either to the office or direct to the Director of Finance, by 30 June 2013. Responses will be taken into account in formulating a detailed proposal at the AGM in October 2013 with a view of allowing a vote on this matter, together with the utilisation of the PIF Trust funds, at Finance Council in April 2014 with any agreed changes taking affect from 1 September 2014."

- iii. Office. There is a personnel issue in the office as a result of the amount of work on certain activities (membership) and this is causing underlying friction.

The meeting closed at 22.49.

FINAL

Approved.....

Mike Gunn

Chairman

Date.....

FINAL

**SCHEDULE OF OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

<b>Action ref.</b>	<b>Responsible official</b>	<b>Details of action</b>	<b>Update</b>
60.8	PE	<b>Players Panel, Coaches and Arbiters List</b> Review and report on the method for checking references for the Accredited Coaches List. (Includes former Action 60.09 – Review of the Necessity for a Players Panel.)	14.04.12 – Analysis being made by BC Championship  12.01.12 - outstanding
60.14	PE	<b>Junior &amp; Education</b> Recovery of Insurance Payment Write a formal letter seeking recovery of the ECF portion of the costs...	14.04.12 Letter sent seeking recovery of costs. PE advises that this may have to be written off. 12.01.13 - outstanding
62.04	CM	<b>ECF Equipment</b> It was agreed that the ECF should have a definitive list of its own equipment. GC was actioned to discuss with David Welch how a definitive list could be produced. CM now responsible.	08.08.12 - on-going 12.09.12 – progress made; further details, part. On electronic boards to be gathered. 12.01.13 - outstanding
63.05	JAP/MG	<b>Bank Mandate</b> Proposal for Mike Gunn, Mike Truran and Andrew Walker (up to £500) to be added to the list of Bank signatories.	In progress - 12.01.13 CM to be added to the list of signatories.
63.13	JAP	<b>Accounts for 2012 British Championships</b> AR would request Lara Barnes to produce these as soon as possible. JAP now producing the accounts and should be available at the next Board meeting.	JAP to visit Office to review cheque books etc  Outstanding - 12.01.13
64.15	JAP/CM	<b>BCF 2011/2012 Accounts</b> Gerry Walsh is to be asked to try to contact Geoff Steele re last years and this year's accounts. JAP to now take responsibility for this issue.  CM advised that HMRC were chasing for a tax item; CM was dealing with it.	12.01.13 - outstanding
64.20	Marketing & Membership Director - SH	There was agreement that more original content was needed. A suggestion to offer Gold membership to GM's for annotated games or articles. SH to write to all GM's in the country.	12.01.13 - outstanding
64.21	MG	MG will contact John Nunn and John Saunders to pursue the idea of producing of a booklet on the last 100 years of the championships.	13.10.12 – outstanding John Saunders contacted – not interested. Positive response from Chess & Bridge group. John Nunn still to be contacted. 12.01.13 - outstanding

FINAL

66.02	AH	Adjudication Service AH to contact Philip Clemow re the current system and advise that this service will be disbanded next year	Outstanding - 12.01.13
66.03	DO	International Senior Selection and Personnel Committees – ascertain if current members wish to continue. DO thought that the ISC may not be operating properly and he will seek new members if required.	Outstanding – 12.01.13
66.04	RE/MG	Awards - to ask Stan Goodall and Bob Jones if they wish to continue. Plus Director of M&M ad one other. John Wickham had enquired if there been any action on awards for January 2013. MG to progress chases RE on any action.	Outstanding – 12.01.13
66.05	CM/JAP	<b>Closure of 2011/12 Accounts.</b> Obtain any necessary record from Gareth Caller	13.11.12 - CG unresponsive but information obtained from auditors
66.08	MG	“Chess England” website It agreed that MG would make polite enquiries to AR about its use for the ECF.	Outstanding - 12.01.13
67.01a	AH	Brian Hewson had expressed an interest in the post of Manager of the Counties Championship. The Board agreed his appointment subject to him confirming his candidature for the role.	17.03.13 – outstanding. No replies received; post to be re-advertised.
67.01b	PE	It was agreed to add a new post of Junior Clubs Co-ordinator.	
67.03	AH, RE, LB	<b>British Championships.</b> The budget was discussed and it was agreed that a revised one would be produced.	12.01.13 - outstanding. JAP advised that the work is in progress and a revised budget will be available in a week or so.
67.05	MG	Public Liability Insurance of £5m is required by the venue. MG is to investigate whether we are covered.	12.01.13 - outstanding
67.08	PE	<b>Junior Chess</b>  PE advised that the ECF still owes a reply to a request from the Austrian Chess Federation.	12.01.13-outstanding
67.10	MG	<b>CJ de Mooi Investigation</b>  MG to write a suitable letter for Council. Draft to be circulated to Board members before publication.	Outstanding- 12.01.13 Draft letter produced and circulated to members. Possible to pace on website site for Council requirements in order to avoid any time delay.



FINAL

67.15	SH	To speak to Andrew Walker at Office to get 7/8 names added to the FIDE website.	Outstanding -17.03.13 SH will progress to place on website.
67.17	MG/AH/PE	<b>Protection of Freedom Act.</b>  SH advised that it was just a re-branding exercise. AH to speak to PE and DW re this.	Outstanding – 17.03.13 It was agreed that there needed to be a clear understanding of the requirements for arbiters and others. AH and PE to take action in their respective areas and MG would review the overall requirements
67.18	MG	<b>FIDE Delegate vote at Board meetings</b> – this item to be included on the agenda for the next Council meeting.	Outstanding – 17.03.13 It was agreed not to change the composition of the Board as there may be a number of relevant issues. Under current arrangements there is nothing to prevent the FIDE Delegate also being a Non-Executive Director and this may be the way forward. MG to write to NS to explain the Board's view.
67.19	SH	SH to keep a watching brief on a temporary basis for the Membership & Marketing Director role.	Update the ECF website directing matters relating to the CEO to MG. <b>Closed – 17.03.17</b>
68.01	AH	<b>Proposed New Event Registration Procedure</b>  30 Day notice period to be established.  This was approved in principle for implementation in July 2013 subject to the procedure being placed on the website and comments invited (AH to publicise).	17.03.13 - outstanding
68.02	AH	<b>Proposed New Arbiter Regulations.</b>  After comments post on the website for further wider comment.	17.03.13 - outstanding
68.03	CMj	<b>Board Operating Procedures</b>  Draft a proposed set of Board operating procedures.	17.03.13 - outstanding
68.04	MG	<b>ESPCA Letter – Event Calendar Fee</b>  MG will write to Julian Clissold explaining the	17.03.13 – outstanding. PE has written to EPSCA

FINAL

		Board's decision to waive the fee for junior only events.	
68.05.	SH	To publicise the Board's decision on the Event fee, emphasising that the Board had listened to representation and waived the fee for junior only events.	17.03.13 – wording has been drafted and awaiting publication
68.07	MG/SH	PaySubsOnline Membership Integration Issue  SH to provide a temporary Access Database solution.  MG to agree the proposed longer term solution with PaySubsOnline.	17.03.13 – SH reported that Name and Grading input was now possible. The original quote of £2400 plus VAT had been negotiated down to £1800 and with a £1000 rebate from the supplier the net cost would be £800. Invoices for events should be produced weekly. SH proceeding on this basis.
68.09	MG	Discuss with Andrew Walker his requirements for more IT training.	17.03.13 - outstanding
68.09	CMj	ECF Reputation  Review the Code of Conduct and Complaints Procedure, the register of interests and the scope of the Personnel Committee.	17.03.13 - outstanding
68.10	MG	Priorities for 2013  Include in next meeting's agenda.	17.03.13 - outstanding
68.11	MG	Future Meetings  Draft schedule of regular Board meetings...	17.03.13 - outstanding

FINAL

SCHEDULE OF ACTIONS CLOSED AT THE LAST MEETING

Action ref.	Responsible official	Details of action	Update
67.14	SH	Resignation of L. Cooper as IRO. SH to discuss with David Openshaw on how to take this forward.	Following a discussion on the responsibilities of players and organisers to provide the necessary norm information it was agreed to embed the FIDE regulations on the ECF website and review the position in a month. Payment of fee to L. Cooper as IRO agreed. <b>Closed – 17.03.13</b>
67.19	SH	SH to keep a watching brief on a temporary basis for the Membership & Marketing Director role.	Update the ECF website directing matters relating to the CEO to MG. <b>Closed – 17.03.17</b>
68.06	PE	Continue with on-going events	<b>Closed</b>
68.08	MG	<b>Proposal from Stephen Jones</b> Write to Stephen Jones declining to proposed offer.	<b>Closed – 17.03.13</b>