



**Minutes of the 110<sup>th</sup> Board Meeting of the English Chess Federation V1 DRAFT**  
**11.30 to 17.30 Friday 17<sup>th</sup> February 2017**  
**IBIS Hotel, 21 Ladywell Walk, Birmingham, B5 4ST**

**Present:**

Chief Executive, Mike Truran	MT
Director of Finance, David Eustace	DE
Director of Home Chess, Alex Holowczak	AH
Director of International Chess, Malcolm Pein (via Skype for final hour)	MP
Director of Junior Chess and Education, Traci Whitfield	TW
Director of Women's Chess, Sarah Longson (via Skype)	SL
Director of Membership, David Thomas	DT
Non-executive Chairman, Julian Clissold	JC
Non-executive Director, Julie Denning	JD
Non-Executive Director, Stephen Woodhouse	SW

**Invited: Observers and Guests**

Chairman, Finance Committee, Tim Herring	TH
Chairman, Governance Committee, Robert Stern (via Skype)	RS
Junior Directorate Finance Manager, Christelle Hafstad	CH
Office Manager and Minutes Secretary, Gary Willson	GW
Chair of council, Mike Gunn	MG

1 Apologies for absence

President, Dominic Lawson; Publicity Manager, Mark Jordan; Junior Directorate Finance Manager, Christelle Hafstad

2 Move to approve the agenda

The agenda was approved, subject to agreement that items may be moved depending on MP's availability. Item 10 to be included within item 15. Items of AOB were submitted and agreed.

3 Move to approve minutes of Board meeting 109 held on 25th November 2016

The minutes of meeting B109 were approved as an accurate record. There were no redactions.

Matters arising: DE gave confirmation that the bank mandates are being updated, and the new sponsorship deal previously referred to as very promising had made little progress since the last meeting.

#### 4 To note E-mail votes taken since the last Board meeting

No email votes have been taken since B109.

#### 5 Appointments

- Directors to update the Board re any appointments of officers for 2016-17

Angus French has agreed in principle to become the Voting Register Officer. The voting register needs to be issued with the notice 21 days ahead of Finance Council.

Tom Thorpe is taking over as controller of the County Championships from Andrew Zigmond from next year.

The U19 National Schools has been taken over by John Swain.

AP 110/01 AH to speak to Angus French, concerning background and mechanics of the Voting Register post.

AP 110/02 DE to identify details of member organisations and pass to Angus French.

#### 6 Update on action points

The following action points were cleared: 103/14, 109/1, 109/2 (overtaken), 109/5, 109/6, 109/7, 109/8, 109/9, 109/10, 109/11, 109/13, 109/14. All others remain ongoing.

#### 7 Finance

- Update on new arrangements re finance team and company secretary (DE)
- 2017 budget process (DE)
- Update on financial proposals to April Council meeting (DE)

With no volunteer coming forward and following discussions with third party providers, the Board agreed for Bruce Wallis to take over the Company Secretary role. Duties will include filing regulatory returns and keeping the ECF updated on relevant legal matters.

RS has confirmed that the proposed move of the office to larger accommodation, to include the housing of the library, needs to be referred back to Council. The lease can begin early May. We will have loft space to use (needs flooring to be completed), and there is an issue with appropriate shelving due to wiring ducts that needs to be overcome.

Our bookkeepers McMath are completing the accounts for last year. Game fee backlog is being caught up. We are aligning VAT year, and staff salary/bonus review with the accounting year.

There are some changes to the five-year plan drawn up in October, to take into account the hiring of third party bookkeeping and company secretarial support, the creation of the Women's directorate, and the movement of grading and the IRO to the memberships directorate.

It was noted that the budget presentation would seek to baseline the basic, on-going costs of the Federation which will include operational costs and the 2015/16 level of support for activities in Junior, International and Home directorates. Additional support for development activities in these areas will be presented separately so Council could see what extra development/investment spend would need to be funded by donations, sponsorship or trust fund drawdowns.

It was agreed that the bi-annual FIDE invoice be agreed by DT.

#### Bank Mandates

It was agreed that for the BCF that David Eustace, Andrew Walker and Christine Carcas should approve on line banking access for the BCF Congress Disbursements Account with David Eustace as the Administrator.

AP 110/03 DE to contact Bruce Wallis to confirm their role as the Company Secretary, and give JC as the main point of contact.

AP 110/04 DE to pass proposed lease to SW in order to check the terms.

AP 110/05 MT/DE to update accommodation/library paper if necessary for Council.

AP 110/06 DE to issue finance templates to directors, to be completed in time for the publication of proposed budgets to Council.

#### 8 Membership

- Game fee proposal (DT)
- Paysubsonline replacement proposal (DT)

The paper previously circulated was discussed and amendments considered. It was agreed that the paper should be published as soon as possible to give members and Council adequate time to consider. Discussion included the non-member fee for juniors, and the impact on the County Championships.

DT has produced the final version of the paper, which includes the technical aspects of the required system. The main problems with Paysubsonline has been bulk updates from MOs and upgrading. It was confirmed that a facility for recurring payments (such as direct debits) be a part of the system, with an aspiration that 80%+ of our members automatically renew.

AP 110/07 DT to edit membership paper and send to GW to put on website.

AP 110/08 GW to write to Council with details of the date and venue, along with membership paper.

AP 110/09 DT to explore an option for direct debits with any new membership system, and to include in the spec for the system.

AP 110/10 DE to discuss direct debit system requirements with NatWest.

#### 9 Junior Academy

- ECF Academy update (TW)
- New Academy appointment proposals (TW)

We have four programmes up and running.

The junior elite programme draws up bespoke learning plans for the strongest juniors with an annual funding of £1K. No sponsor has been found so far. We are considering reducing this programme if sponsorship or trust funding is not available.

The international programme is funded by parents at £400 per annum. We are considering increasing the contribution. It is hoped that Xero will enable us to have real time figures throughout the year. The next prospectus is to be issued in May.

The academy plus programme is run over individual weekends costing the parents £120 each.

The young junior elite programme is looking for funding for our best 6-9 year olds who have clear potential. Five have been identified. At present they are buddied up with an older academy member, but they also need coaching. It is hoped we can support a couple of them through, with the aim of obtaining the GM title by the time they are 18 years old.

AP 110/11 TW to speak to MP re dovetailing the international and junior academy programmes more closely together.

#### 10 Child protection document update (TW)

The Safeguarding Children document needs updating, to reflect new guidance and changes to the links accessed via the website. It was agreed the new document must be in place well ahead of the British.

AP 110/12 TW to review safeguarding policy and refer to DBS.

#### 11 Review of 2017 action plans (All)

It was agreed that discussion on action plans be held over until all had been received and standardised.

AP 110/13 GW to standardise the action plans, and to pull together in a single document with KPIs.

#### 12 Director of Women's Chess update (SL)

SL commented that there are big overlaps with junior, home and international.

The biggest issue is to look at why girls stop playing. It is thought that women only events do not

necessarily encourage players to continue.

Other issues include boosting the number of entrants of the British women's championship, and the dynamics with the women's international team.

SL noted that as a player and coach herself, it is difficult to be hands-on (for example, organising events that she would enter). It was agreed that SL's role be more strategic than operational, and she should look to other directors to assist on operational matters.

#### 13 Director of International Chess update (MP)

A written paper was provided. MP was thanked for his paper.

#### 14 Director of Home Chess report (AH)

The consultation on the changes to the British championship (BCC) was commended. Firm costings are required for 2017 and 2018.

It was agreed that the Chief Executive, Director of Finance and the Director of Home Chess make the final decision about the BCC changes from the ECF's perspective, and that AH takes the final proposal to the March BICC meeting.

Sponsor for this years' championship is looking increasingly positive, and an announcement will be made shortly. It was agreed to issue a tender for the British Blitz Championships.

AP 110/14 AH to provide firm costing for the 2017 and 2018 championships.

AP 110/15 AH to consider BCC on-site commentary, following the meeting to discuss tendering

#### 15 REDACTED

AP 110/16 REDACTED

AP 110/17 REDACTED

#### 16 Arrangements for April Council meeting (GW)

The venue and date are confirmed (22nd April at the IBIS in Birmingham). MG will produce the agenda, allocating times to issues. RS informed the Board that the section on voting reform would need splitting in two, to enable tellers to count votes before the second part. MG indicated that he intended to have a broad running order of finance, voting reform, tea break, voting reform, BCF meeting.

#### 17 Next Board meeting date and venue (GW)

The next Board meeting will be held on Tuesday 14th March in Birmingham.

The Board agreed nem con to expand the criteria of the junior bursary fund to include developmental opportunities.

It was agreed that MP should publicly support the content of the USCF's recent open letter to FIDE.

MP confirmed the BCC sponsor wants to ensure the exposure is maximised. MP agreed to discuss specific requirements with the sponsor, and inform the Board.

MP is cautiously optimistic that Jupiter Asset Management will renew their sponsorship of the international team next year.

SW informed the Board that the terms of the John Robinson Youth Trust (JRYT) indicate no particular constraint on making a capital payment from the funds, but there is no obligation for the trustees to do so either. Consideration would be given to amend the request from Council to the trustees of the JRYT to specifically allow the trustees to pay out capital in appropriate circumstances.