

# BRITISH BASEBALL FEDERATION

The National Governing Body of Baseball



Board Meeting #2 Minutes

30.11.2021

Meeting of the Board of Officials

7:45pm-10:00pm

#2

Approved: Approved for Publish

## Attendees:

Tom Thornhill (TT) President, Christian Carter (CC) Senior Affiliated Leagues Commissioner, Erik Gustafson (EG) National Teams Programme Official, Lee Manning (LM) Development Official, Earl Dix (ED) Secretary

## Apologies:

Kent Boswell (KB) Youth Affiliated Clubs League Commissioner

### 2.1 Chair's welcome, introductions and apologies

TT welcomed the attendees to the meeting.

KB sent his apologies in advance of the meeting to the Board.

President TT welcomed Chris Deacon as the co-opted Officials Commissioner and the rest of the Board. This was his first meeting with the current Board following the recent Annual General Meeting (AGM) and he asked the Board to update him on the current issues.

**Action** – CD to resolve the budget to prepare to declare to the membership.

### 2.2 Declarations of interest

No interests were declared by the attendees.

### 2.3 EGM and AGM Actions, Minutes and Release

#### 2.3.1 Update of Constitution

KB has completed a draft of the minutes of the 2021 Extraordinary General Meeting and Annual General Meeting. TT asked that the whole Board looked at them and come back with comments/amendments/deletions in preparation for the next Board meeting.

**Action** – EG to update the Constitution.

**Action** – All Members to read AGM minutes and come back to next meeting.

**Action** – CD to resolve the budget and declared to the membership.



## 2.4 Financial

### 2.4.1 New Bank Signatories

The Board discussed which members should be added to the Metro Bank authorisation mandates. EG summarised the delay in adding KB and himself to the bank mandate. Metro had asked that EG provide a Biometric Residence Permit first (which EG has applied for) before the bank would process their approval of both KB and EG. Should this delay continue, EG would inform Metro Bank that the approvals should be undertaken for just KB.

**Action** EG to update the Board as and when the bank mandate should be updated and how.

### 2.4.2 Budget Review

It was agreed that the 2022 budget needs to be finalised and declared to the membership by CD.

CD discussed the budget and proposals for insurance. EG summarised a meeting with BSUK that discussed BSUK's insurance offer to its chartered clubs, but that BSUK confirmed that it would not offer insurance to any chartered members that are also members of the BBF.

The BBF insurance expires on the 6<sup>th</sup> December and EG will be contacting Howden about the renewal terms for the placement of the 2022 insurance for the BBF clubs.

**Action** – CD to finalise budget for review and approval by the Board. Once approved, CD will present this to the membership for approval.

**Action** – EG to liaise with Howden to obtain the 2022 renewal quote.

### 2.4.3 Accounts

CD said he would update all the financial records and hope to get all accounts up to date by end of financial year.

**Action** – CD to update all the financial records for the previous financial year.

## 2.5 Culture and Communications of the Board

### 2.5.1 Meeting and Timings/Culture

TT discussed how the Board will go forward and how the Board should operate. The Board discussed meeting frequency. It was decided that the board should aim to have official meetings every two months and sub meetings every month. It was also suggested that some in person meetings would be potentially possible.

A further discussion about Board culture ensued. EG pointed out that the content of all BBF Board discussions should be confidential and not disclosed to any third party unless otherwise agreed by the Board.

### 2.5.2 Format of Minutes and Agendas

*This item was not discussed.*

### 2.5.3 Internal Communication Channels (Slack) (WhatsApp)

ED discussed channels of communications and that he would like to see clear consistent channels.

The Board discussed different options for communication which included the use of Slack. It was agreed to set up a Slack channel for internal BBF communication.

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**Action** - CC to set up a Slack channel for BBF comms.

**Action** – all to consider efficient communications channels and to discuss at next meeting.

### 2.6 Committees

Under article 5.18, the Constitution states that two standing committees must be established. These include the Finance and National Teams. The Board then discussed the makeup of the two committees which was still a work in progress. EG agreed to take National Teams committee forward.

ED to suggest range of committees going forward including a committee or working group to take forward voting reform forward and a variety of other BBF responsibilities.

**Action** - ED set up proposals for potential working groups and sub committees for the next meeting.

**Action** - EG to take the National Teams Committee forward

### 2.7 IT

#### 2.7.1 Domain Name

The Board agreed to discuss the issue of the domain name, file storage and email use of the British Baseball Federation at the next meeting.

**Action** - All to consider use of new domain name.

#### 2.7.2 File Storage

*This item was not discussed.*

#### 2.7.3 Email Use

*This item was not discussed.*

### 2.8 Ongoing Work/Issues

*This item was not discussed.*

### 2.9 Date of Next Meeting

*This item was not discussed.*

### 2.10 AOB

#### 2.10.1 2022 Season Preparations

ED suggested that the Board should make a start on setting up the 2022 season. CC stated that he is prepared to send out invitations and communications for the season in January 2022.

- *End of Meeting* -