

BRITISH BASEBALL FEDERATION
The National Governing Body of Baseball



BRITISH BASEBALL FEDERATION

Minutes of Board Meeting #2

TUESDAY | 13 Dec 2022

Online



BRITISH BASEBALL FEDERATION

Minutes of Meeting #2 of the 2023 Board Officials

13th December 2022 19:15

Online

Board Officials Present

Tom Thornhill - President (TT)

Lee Manning - Development Official (LM)

Gavin Marshall - National Teams Programme Official (GM)

Chris Deacon - Officials Commissioner (CD)

Mike Hayward - Coaches Commissioner (MH)

Chris Carter - Senior Affiliated Clubs League Commissioner (CC)

Paul Rance - Youth Affiliated Clubs League Commissioner (PR) (*after 2.6.1*)

Richard Evans - Marketing & Communications Official (RE)

Guest Present

None

Apologies for absence

None

Minutes Written by

Tom Thornhill - President

Approved by the Board on:

18th February 2023 Meeting #3

Meeting Length:

3:30



<u>No.</u>	<u>Topic & Decisions</u>
	Meeting Commences at 19:15pm
2.1	<p><u>Chair's Welcome, Introductions and Apologies</u></p> <p>RE was greeted to the meeting by TT, who congratulated him on his appointment as Marketing and Communications Official.</p> <p>TT welcomed the new Board members to the British Baseball Federation and thanked them for volunteering and assuming their posts.</p> <p>TT informed the meeting attendees that PR will be arriving as soon as possible.</p>
2.2	<p><u>Declarations of Interest</u></p> <p>TT stated to the attendees that it was critical that we declare our affiliations to the membership:</p> <p>TT - associated with Norwich Icenis Baseball Club and EEBL LM - associated with LYBL and Herts Baseball, GM - none CC - associated with Kent Buccaneers Baseball Club, CD - associated with Legends Baseball MH - associated with Long Eaton Storm Baseball RE - associated with Bristol Baseball Club & SWWBL PR - associated with Northants Baseball & EEBL (declared after 2.6.1)</p>
2.3	<u>Approval of Previous Minutes</u>
2.3.1	<p><u>Meeting #10</u></p> <p>The Board agreed unanimously to approve the minutes.</p>
2.3.2	<p><u>2022 Annual General Meeting Minutes</u></p> <p>The Board agreed to postpone the adoption of the minutes until the next Annual General Meeting information pack was released.</p>



2.4	<p><u>Review of Action Points from Previous Meeting</u></p> <p><u>10.3 Review and Approval of Minutes of the previous Board meeting(s)</u> Action: Board members to have a final 48-hour review of the minutes. (Action Completed) Action: TT to publish minutes on the British Baseball Federation website (Action Completed)</p> <p><u>10.6 Board Official Reports</u></p> <p><u>10.6.2 Finance/Treasurer Report</u> Action: CD to set up a separate BBF currency Wizz account (Action no longer applicable) Action: CD to add TT as a bank signatory (Action no longer applicable)</p> <p><u>10.6.3 Senior Affiliated Clubs League Commissioner Report</u> Action: CC to set up a meeting between TT and the Senior Leagues Committee. (Action Completed)</p> <p><u>10.7 2022 Annual General Meeting</u></p> <p><u>10.7.1 Approval of 2023 Budget & Timeline for Accounts</u> Action: CD to set up a meeting for the Board to review and approve the 2023 Budget and Accounts (Action Completed)</p> <p><u>10.7.2 Invite list of external contacts</u> Action: TT to draft letter to be sent as an invitation (Action Completed)</p> <p><u>10.8 Marketing & Communications Volunteer</u> Action: TT to send Marketing and Communications Volunteer Agreement to Richard Evans (Action Completed) Action: CC to add motion to modify the BBF constitution to the Annual General Meeting Pack (Action Completed)</p> <p><u>10.9 New British Baseball Federation Policies</u> Action: TT to publish and announce the new British Baseball Federation policies and procedures. (Action Completed)</p> <p><u>10.10 Board Roles and Responsibilities</u> Action: TT to publish document on the British Baseball Federation Website. (Action Completed)</p> <p><u>10.11 British Olympic Association Membership & Memorandum of Understanding Review</u> Action: TT to sign the document and create a Board resolution document to reflect the decision taken at the meeting. (Action Completed)</p> <p style="text-align: center;">No Resulting Actions</p>



2.5	<u>Ratification of Offline Votes</u>
2.5.1	<u>BBF Board Withdraw Motion 6 from AGM (11th November 2022)</u> The Board agreed in advance of the Annual General Meeting to withdraw Motion 6 from consideration at the Annual General Meeting.
2.5.2	<u>BSF, BBF and BSUK Letter Invite to WBSC Europe Board (15th November 2022)</u> The Board agreed to the proposed joint draft letter to be sent to the WBSC inviting them to host a WBSC Europe Board meeting in London in advance of the London Series games.
2.5.3	<u>Approval of BBF 2022 Accounts and 2023 Budget (10th November 2022)</u> The Board agreed to the final copies of the accounts and budget to be included in the final version of the AGM pack that was sent to members on the 10 th of November 2022.
2.6	<u>Board Report</u>
2.6.1	<u>President's Report</u> <i>PR Joins the Meeting and makes declares his interests.</i> TT had nothing to add to his report. CD stated that he will be asking Sports Resolutions for an update before Christmas to inform the Boards and UK Sport. Action: CD to update the Board and UK sport on the status of the Sports Resolutions Investigation into the Drew Spencer complaint.
2.6.2	<u>Treasurer/Finance Report</u> CD had nothing to add to his report. There were no questions.
2.6.3	<u>Senior Affiliated Clubs League Commissioner Report</u> CC had nothing to add to his report. There were no questions.



2.6.4	<p><u>Development Official Report</u></p> <p>LM had nothing to add to his report.</p> <p>There were no questions.</p>
2.6.5	<p><u>Verbal Reports from Additional Board Members</u></p> <p>GM provided an update to the Board on his activities. GM has convened the National Teams committee and is now in regular communications with Drew Spencer and Gary Anderson.</p> <p>MH provided an update to the Board on his activities. He stated that he is working closely to deliver regional player and coaching clinics as well as is looking to establish his committee and form a coaching association. MH stated that he has developed a good relationship with Gary Anderson and Colin Barrett.</p> <p>RE provided an update to the Board on his activities. RE stated that he has formed the Marketing and Communications committee and has been establishing some additional online tools for the BBF to utilise including email marketing and social media management.</p> <p>PR provided an update to the Board on his activities. PR is looking to form his committee as soon as possible as he has been a bit snowed under with professional and personal matters since the AGM.</p>
2.7	<p><u>Bank Account Mandate Changes</u></p> <p>The Board approved the following Officials to be authorized signatories on the BBF bank accounts held at Metrobank:</p> <p>Signatories on all bank accounts will be: Earl Dix, Secretary Christian Carter, Senior Affiliated Clubs League Commissioner Chris Deacon, Officials Commissioner</p> <p>Action: CD to make mandated changes to Bank signatories</p>
2.8	<p><u>BBF Multi Currency Bank Account</u></p> <p>The Board voted to approve the creation of a new British Baseball Federation multi-currency account</p> <p>Action: CD to set up the new account</p>



2.9	<p><u>2023 BBF Ad Hoc Committees</u></p> <p>The Board voted to approve the creation of seven ad hoc committees alongside the two standing National Teams and Finance/Risk committees.</p> <p>This includes Governance, Officials, Youth, Development, Coaches, Senior League and Marketing and Communications.</p> <p>TT also added that it was his preference that each committee should consist of members that have signed up to a volunteer agreement.</p> <p>Action: Chairs of committees to review their initial terms of reference and return with any proposed modifications at the next Board meeting.</p> <p>Action: TT to send over templates for Volunteer contracts to be signed by members of the committees.</p>
2.10	<p><u>Modification to Disciplinary Procedures</u></p> <p>The Board agreed to postpone the consideration of these modifications until MH, with his knowledge in this field, had a more comprehensive examination of the documents and timelines.</p> <p>Action: MH to review procedures and to proposed modifications at the next meeting.</p>
2.11	<p><u>Modification to Board Roles and Responsibilities</u></p> <p>The Board agreed to modify President Section of Roles and Responsibilities to include international representation, add in a Marketing Official Section of Roles and Responsibilities and remove “Executive” and replace with “Board” from the title and content of the document.</p> <p>The Board did not approve the modification to the Coaches commissioner role which included the responsibility of the role to head up the Coaching Association.</p> <p>Action: TT to update document and publish online</p>
2.12	<p><u>Development Vision Consultation Draft</u></p> <p>The Board agreed to approve the document with the revisions made by CD. One abstention from CC.</p>



	<p>MH suggested that, in the interest of collaboration and transparency, we email the document to BaseballSoftballUK before distributing it to the membership.</p> <p>Action: RE to add CD's amendments to the draft.</p> <p>Action: LM to send final draft of the document to BaseballSoftballUK.</p> <p>Action: RE to send document to members with survey on Thursday in advance of Christmas.</p> <p><i>For the remainder of the meeting, CC was unable to speak and requested that his votes be counted as abstentions.</i></p>
2.14	<p><u>Risk Management - Health & Safety Policy</u></p> <p>The Board agreed unanimously to adopt the policy that requires clubs to conduct risk assessments on their playing facilities.</p> <p>Action: The finance committee to take the policy forward</p>
2.15	<p><u>Insurance Cover - Additions to Existing Policies (Cyber and Abuse)</u></p> <p>According to MH, unless there is a monetary risk, cyber insurance will most likely not be required. The Federation's primary concern, according to MH, is the potential GDPR responsibilities. TT agreed to write a GDPR policy. MH offered to assist CD in completing the insurance questionnaire.</p> <p>The Board agreed to pursue abuse cover.</p> <p>Action: MH to fill out the cyber security questionnaire and work with CD to assess whether cyber cover is a necessity.</p> <p>Action: TT to draft a GDPR Policy</p> <p>Action: CD to enquire further about abuse cover with our insurers</p>
2.16	<p><u>British Baseball Federation Merch</u></p> <p>RE has recommended that the Federation pursue a contract NuOla. NuOla could offer a monetary return for the Federation whilst also providing excellent customer service.</p> <p>The Board agreed to go with NuOla unless the proposed supplier from PR has any merit.</p>



	<p>Action: RE to get samples of product quality from</p> <p>Action: RE to enquire with proposed new supplier and will return to the Board if the Marketing and Communications committee deem the new supplier</p>
2.18	<p><u>Next Board Meeting</u></p> <p>The Board agreed to host the next Board meeting and an expanded congress day for all the BBF committees at the House of Sport on Saturday the 18th of February.</p> <p>TT also noted that BaseballSoftballUK have also offered to part fund some of the meeting rooms for the day.</p> <p>Action: TT to put a more detailed proposal to the Board in advance of February.</p>
2.19	AOB
	- End of Meeting at 22:42 -