

BRITISH BASEBALL FEDERATION
The National Governing Body of Baseball



BRITISH BASEBALL FEDERATION

Minutes of Board Meeting #3
SATURDAY | 18 Feb 2023
In Person



BRITISH BASEBALL FEDERATION

Minutes of Meeting #3 of the 2023 Board Officials

18th February 2023 14:15

House of Sport, 190 Great Dover St, London SE1 4YB

Board Officials Present

Tom Thornhill - President (TT)

Lee Manning - Development Official (LM)

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)

Richard Evans - Marketing & Communications Official (RE)

Guest Present

None

Apologies for absence

Earl Dix - Secretary (ED)

Gavin Marshall - National Teams Programme Official (GM)

Minutes Written by

Tom Thornhill - President

Approved by the Board on:

Meeting #4

Meeting Length:

2:45



<u>No.</u>	<u>Topic & Decisions</u>
	Meeting Commences at 14:15
3.1	<u>Chair's Welcome, Introductions and Apologies</u> TT welcomed the Board members to the meeting and thanked them for making the trip to London. TT informed the Officials present that apologies have been received from ED and GM.
3.2	<u>Declarations of Interest</u> The following declarations were made with modifications to CD's association with Legends Baseball that no longer exists and the Kent Buccaneers merger with Hurricanes Baseball for CC: TT - associated with Norwich Iceni Baseball Club and EEBL, LM - associated with LYBL and Herts Baseball, GM - none CC - associated with Kent Buccaneers & Hurricanes Baseball Club, MH - associated with Long Eaton Storm Baseball, RE - associated with Bristol Baseball Club & SWWBL, PR - associated with Northants Baseball & EEBL,
3.3	<u>Approval of Previous Minutes</u>
3.3.1	<u>Meeting #1 & #2</u> The Board agreed unanimously to approve the minutes.
3.4	<u>Review of Action Points from Previous Meeting</u> <u>2.7 Bank Account Mandate Changes</u> Action: CD to make mandated changes to Bank signatories (Action Completed) <u>2.8 BBF Multi Currency Bank Account</u> Action: CD to set up the new account (Action Rolled Over to Meeting #4)



2.9 2023 BBF Ad Hoc Committees

Action: Chairs of committees to review their initial terms of reference and return with any proposed modifications at the next Board meeting. **(TT to resend initial Terms of reference of BBF committees)**

Action: TT to send over templates for Volunteer contracts to be signed by members of the committees. **(TT completed Template sending, ED to ensure Volunteer contracts are signed by members of the committees)**

2.10 Modification to Disciplinary Procedures

Action: MH to review procedures and to proposed modifications at the next meeting. **(MH has been in contact with a colleague and ED to propose new procedures)**

2.11 Modification to Board Roles and Responsibilities

Action: TT to update document and publish online **(Action Completed)**

2.12 Development Vision Consultation Draft

Action: RE to add CD's amendments to the draft. **(Action Completed)**

Action: LM to send final draft of the document to BaseballSoftballUK. **(Action Completed)**

Action: RE to send document to members with survey on Thursday in advance of Christmas. **(Action Completed)**

2.14 Risk Management - Health & Safety Policy

Action: The finance committee to take the policy forward **(Action Rolled Over to Meeting #4)**

2.15 Insurance Cover - Additions to Existing Policies (Cyber and Abuse)

Action: MH to fill out the cyber security questionnaire and work with CD to assess whether cyber cover is a necessity. **(Action Completed, MH updated the Board that we do not meet the criteria)**

Action: TT to draft a GDPR Policy **(Action Completed, TT updated that our privacy policy looks to be sufficient, MH to review)**

Action: CD to enquire further about abuse cover with our insurers **(CD informed the Board that safeguarding measures were needed, Board to propose new safeguarding lead)**

2.16 British Baseball Federation Merch

Action: RE to get samples of product quality from PR's proposed supplier. **(Action Completed)**

Action: RE to enquire with proposed new supplier and will return to the Board if the Marketing and Communications committee deem the new supplier. **(Action Completed)**

2.18 Next Board Meeting

Action: TT to put a more detailed proposal to the Board in advance of February. **(Action Completed)**

2.19.1 AOB TT Earl Dix Appeal

Action: TT to take the decision offline and ask the Board formally to approve the ToR for an appeals committee containing GM and MH. **(Action Completed)**



2.19.2 GM Drew Spencer Contract

Action: GM to draft letter of the Board's review. (Action Completed)

Outstanding Actions Summary

2.8 BBF Multi Currency Bank Account

Action: CD to set up the new account

2.9 2023 BBF Ad Hoc Committees

Action: TT to resend initial Terms of reference of BBF committees

Action: ED to ensure Volunteer contracts are signed by members of the committees

2.10 Modification to Disciplinary Procedures

Action: MH to review procedures and to proposed modifications at the next meeting.

2.14 Risk Management - Health & Safety Policy

Action: The finance committee to take the policy forward

2.15 Insurance Cover - Additions to Existing Policies (Cyber and Abuse)

Action: TT updated that our privacy policy looks to be sufficient, MH to review

Action: Board to propose new safeguarding lead



3.5	<u>Ratification of Offline Votes</u>
3.5.1	<u>Use of WBC Prize money for Travel & Donor Event (January 27th 2023)</u> The Board agreed to the potential use if required of the WBC prize money to part fund the travel expenses of Board members to support GB Baseball in Phoenix.
3.5.2	<u>EG Expenses Reimbursement Approval (February 2nd 2023)</u> The Board agreed to fully expense Erik Gustafson for expenses incurred in 2021 and 2022.
3.5.3	<u>Belgrade WBC Europe Congress, Second Delegate Nomination of Gary Anderson (February 9th 2023)</u> The Board agreed to nominate Gary Anderson and John Boyd as the second and third baseball delegates for the British Baseball Federation at the 2023 WBC Europe Congress.
3.5.4	<u>Approval of Spend relating to Clothes and Apparel for WBC (February 9th 2023)</u> The Board agreed to subsidise any additional expenses relating to the creation of BBF apparel for Officials in attendance in Phoenix at the WBC. It was noted that the majority of attendees are paying for their own clothes and apparel and that this approval was only primarily a fronting of the cost of the order.
3.6	<u>Board Report</u>
3.6.1	<u>President's Report</u> TT had nothing to add to his report. There were no questions.



3.6.2	<p><u>Secretary Report</u></p> <p>ED was not present to add to his report.</p> <p>There were no questions.</p>
3.6.3	<p><u>Treasurer/Finance Report</u></p> <p>CD provided an update for the Board on the expenses incurred relating to the pre-tournament camp for GB baseball at the WBC and a pre-tournament camp for none affiliated players.</p> <p>There were no questions.</p>
3.6.4	<p><u>Development Official Report</u></p> <p>LM had nothing to add to his report.</p> <p>There were no questions.</p>
3.6.5	<p><u>National Teams Programme Official Report</u></p> <p>GM was not present to add to his report.</p> <p>TT questioned the implementation of GB coaches' contracts and will request that any draft of GB contracts that are modified from the volunteer template must come back to the Board.</p> <p>Action: GM to return to the Board with draft GB coaches' contracts.</p>
3.6.6	<p><u>Officials Commissioner Report</u></p> <p>CD added that the Officials committee are creating a FINE matrix.</p> <p>There were no questions.</p> <p>Action: CD to get Gabor Erdos to link up FINE matrix.</p>
3.6.7	<p><u>Coaches Commissioner Report</u></p> <p>MH had nothing to add to his report.</p>



	There were no questions.
3.6.8	<p><u>Senior Affiliated Clubs League Commissioner Report</u></p> <p>CC did not produce a report.</p> <p>CC provided a verbal update including the status of registrations, the manager meetings, the Women's league, a proposed new Promotions and Relegations model as well as the latest on the Benn Wood complaints received as part of his joint panel as well as the on-field incidences.</p> <p>Action: CC to forward on proposed new Promotions and Relegations model to the Board. Action: CC, ED & MH to work on transgender and Women's league policies</p>
3.6.9	<p><u>Youth Affiliated Clubs League Commissioner Report</u></p> <p>PR had nothing to add to his report.</p> <p>There were no questions</p>
3.6.10	<p><u>Marketing & Communications Official Report</u></p> <p>RE added that there will be a latest draft of the newsletter to be released shortly and Board members should submit their items for inclusion as soon as possible.</p> <p>There were no questions</p>
	<u>Main Agenda Items</u>
3.7	<p><u>Endorsement of Charlie Truby as Little League District Administrator</u></p> <p>The Board voted unanimously to endorse the appointment of Charlie Truby as the new Little League District Administrator by Little League Europe.</p> <p>Action: TT to inform Charlie of this endorsement</p>
3.8	<p><u>Creation of Little League Bank Account</u></p> <p>As request by Charlie Truby, the Board voted to approve the creation of a new Little League Bank Account.</p> <p>Action: CD to set up the new account</p>



3.9	<p><u>Endorsement of Our Future Vision Strategy</u></p> <p>The Board agreed unanimously to endorse the final draft on the caveat of certain proposed wording changes from CD.</p> <p>Action: CD to propose certain wording to RE regarding the final draft. Action: RE to collate the community feedback into one document with responses to each point. Action: RE to publish a “Published” Version of the document</p>
3.10	<p><u>Endorsement of Organisational Affiliation Model Document for 2023</u></p> <p>The Board agreed to the implementation of the Organisational Affiliation model with certain changes as proposed by MH for individual clubs not involved directly in the BBF south east leagues.</p> <p>Action: TT to contact leagues and require them to fill in forms on behalf of their clubs. Action: TT to update document and forward to the Board Action: TT to contact individual BBF clubs for feedback on proposal</p>
3.11	<p><u>Call Extraordinary General Meeting for approval to admit British Baseball League Team under Tier 2 of the Organisational Affiliation Model</u></p> <p>On the input of a number of members of the community on the constitutional questions of creating a second tier of membership, the Board agreed not to call an Extraordinary General Meeting of the membership to approve (LM only voting for the motion). Instead, the Board agreed to release the Organisational affiliation document along with an FAQ sheet to all current members and enable the BBL and individual clubs not participating in the BBF south east leagues to affiliate for the 2023 season under Tier Two.</p> <p>Action: TT to release Organisational Document & FAQ sheet to all members. Action: TT to update BBL on status of Tier Two affiliation.</p>
3.12	<p>Great Britain Baseball Loans</p> <p>The Board agreed that CD would be required to come back to the Board on a case-</p>



	by-case basis should the need to approve short term loans for GB baseball arises. The Board also agreed to address the need to increase the overdraft limit in the BBF constitution at the 2023 Annual General Meeting of the membership.
3.13	AOB
	- End of Meeting at 17:15 -

- End of Document -