

BRITISH BASEBALL FEDERATION
The National Governing Body of Baseball



BRITISH BASEBALL FEDERATION

Minutes of Board Meeting #4

TUESDAY | 02 May 2023

Online



BRITISH BASEBALL FEDERATION

Minutes of Meeting #4 of the 2023 Board Officials

02nd May 2023 19:00

Online

Board Officials Present

Tom Thornhill - President (TT)

Earl Dix - Secretary (ED)

Lee Manning - Development Official (LM)

Chris Deacon - Officials Commissioner (CD)

Mike Hayward - Coaches Commissioner (MH)

Chris Carter - Senior Affiliated Clubs League Commissioner (CC) (Delayed)

Richard Evans - Marketing & Communications Official (RE)

Guest Present

None

Apologies for absence

Gavin Marshall - National Teams Programme Official (GM)

Minutes Written by

Tom Thornhill - President

Approved by the Board on:

Meeting #6

Meeting Length:

2:50



No.	Topic & Decisions
	Meeting Commences at 19:05
4.1	<p><u>Chair's Welcome, Introductions and Apologies</u></p> <p>TT welcomed the Board members to the meeting.</p> <p>TT informed the Officials present that apologies have been received from GM.</p>
4.2	<p><u>Declarations of Interest</u></p> <p>The following declarations were made with no modifications:</p> <p>TT - associated with Norwich Iceni Baseball Club and EEBL, LM - associated with LYBL and Herts Baseball, GM - none ED - none CC - associated with Kent Buccaneers & Hurricanes Baseball Club, MH - associated with Long Eaton Storm Baseball, RE - associated with Bristol Baseball Club & SWWBL,</p>
4.3	<u>Approval of Previous Minutes</u>
4.3.1	<p><u>Meeting #3</u></p> <p>The Board agreed unanimously to approve the minutes.</p>
4.4	<p><u>Review of Action Points from Previous Meeting</u></p> <p><u>2.8 BBF Multi Currency Bank Account</u> Action: CD to set up the new account (Not Complete. For the moment we will proceed with the money that will received from WBC will go to BSUK US Dollar Account. CD has reached an agreement as to how it will be authorized by the BBF. The BBF's own account will still need to be set up)</p> <p><u>2.9 2023 BBF Ad Hoc Committees</u> Action: TT to resend initial Terms of reference of BBF committees (Action Completed) Action: ED to ensure Volunteer contracts are signed by members of the committees (Not Completed, Action Rolled over)</p> <p><u>2.10 Modification to Disciplinary Procedures</u> Action: MH & ED to review procedures and to proposed modifications at the next meeting. (Not</p>



Complete, updated draft to be proposed from ED (Grammar) and MH (Deadlines inclusion)

2.14 Risk Management - Health & Safety Policy

Action: The finance committee to take the policy forward (Not Completed, rolled over)

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 (NOT COMPLETED)

Action: Board to propose new safeguarding lead (Action Completed)

3.6.5 National Teams Programme Official Report

Action: GM to return to the Board with draft GB coaches' contracts. (Not Completed, rolled over)

3.6.6 Officials Commissioner Report

Action: CD to get Gabor Erdos to link up FINE matrix. CD to investigate what this means (Not Completed, rolled over)

3.6.8 Senior Affiliated Clubs League Commissioner Report

Action: CC to forward on proposed new Promotions and Relegations model to the Board. (Not Completed, rolled over)

Action: CC, ED & MH to work on transgender and Women's league policies (Action Completed)

3.7 Endorsement of Charlie Truby as Little League District Administrator

Action: TT to inform Charlie of this endorsement (Action Completed)

3.8 Creation of Little League Bank Account

Action: CD to set up the new account (Action Completed)

3.9 Creation of One Organisation Ad Hoc Committee and its ToR

Action: TT to take the committee forward. (Action Completed)

3.10 Endorsement of Our Future Vision Strategy

Action: CD to propose certain wording to RE regarding the final draft. (Action Completed)

Action: RE to collate the community feedback into one document with responses to each point. (Action Completed)

Action: RE to publish a "Published" Version of the document (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: ED to ensure Volunteer contracts are signed by members of the committees

2.10 Modification to Disciplinary Procedures

Action: ED and MH to propose updated draft on procedure rules assessing grammar and time frames.



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 privacy policy

3.6.5 National Teams Programme Official Report

Action: GM to return to the Board with draft GB coaches' contracts.

3.6.6 Officials Commissioner Report

Action: CD to get Gabor Erdos to link up FINE matrix. CD to investigate what this means

3.6.8 Senior Affiliated Clubs League Commissioner Report

Action: CC to forward on proposed new Promotions and Relegations model to the Board.

4.6.1 President's Report

Action: TT to forward on copy of the latest London Legacy "bible" to the Board.

4.6.3 Treasurer/Finance Report

Action: CD to create written copy of the BBF's P&L and Balance sheet when available.

4.7 Decision on Application to Become Member of BaseballSoftballUK

Action: CD to send TT articles of association and the members agreement

Action: TT to return to the Board with a draft letter of application.

4.8 Great Britain Baseball Strategy

Action: TT to set up Board meeting on Friday 5th May and include GM

4.9 Approval to Advertise for Commercial Manager Role (Non-Board Role)

Action: ED, RE and LM to take forward application process and return to the Board with a suitable candidate for ratification.

Action: MH to put group in touch with his commercial contact that will be useful for negotiating commercial contract.

Action: RE to reach out to David Becker for advice on recruitment strategy.

4.11.1 MH – Sponsorships

Action: MH to upload sponsorships to the G Drive

Action: Board members to review sponsorships.

4.11.2 LM - BBF Apparel at Events

Action: Board members to order their own Zipped tops from NuOla

4.11.3 CD - Monthly Catch Up Meetings

Action: ED to set up Board catch up meeting on the 5th June.



	<p>4.11.4 CD - 8th May Kings Cup Game Action: LM to make a decision on whether the event goes ahead by 12pm on May 9th</p> <p>4.11.5 CD - Hispanic Comms from the BBF Action: CD and MH to reach out to Spanish contact before progressing with developing the Federation's ability to process comms in the language.</p>
4.5	<u>Ratification of Offline Votes</u>
4.5.1	<p><u>Approval of Letter to be sent to Drew Spencer on behalf of the BBF Board addressing Coaching Award Proposal ToR (March 4th 2023)</u></p> <p>The board approved draft of a letter to be sent to Drew Spencer on behalf of the BBF Board addressing Coaching Award Proposal (March 4th 2023)</p>
4.5.2	<p><u>Nomination of Earl Dix as BBF Safeguarding Lead (February 22nd 2023)</u></p> <p>The Board agreed to nominate Earl Dix as the Safeguarding Lead</p>
4.5.3	<p><u>Approval of new BBF Trans and Non-Binary Policy (April 28th 2023)</u></p> <p>The Board agreed to the new Trans and Non-Binary policy that will primarily be applied to the Women's Baseball League.</p>
4.6	<u>Board Report</u>
4.6.1	<p><u>President's Report</u></p> <p>TT had nothing to add to his report. CD requested more information on the London Legacy activities.</p> <p>Action: TT to forward on copy of the latest London Legacy "bible" to the Board.</p>
4.6.2	<p><u>Secretary Report</u></p> <p>ED had nothing to add to his report.</p> <p>There were no questions.</p>
4.6.3	<p><u>Treasurer/Finance Report</u></p> <p>CD provided a verbal update for the Board on the expenses incurred and the current balance. The bank accounts have been inaccessible for the last week.</p> <p>The Board requested a written copy when available.</p>



	<p>Action: CD to create written copy of the BBF's P&L and Balance sheet when available.</p> <p>There were no questions.</p>
4.6.4	<p><u>Development Official Report</u></p> <p>LM had nothing to add to his report.</p> <p>CD queried the connection of primary school activities from MLB's first ball program with Youth Clubs. LM to receive and update from Jon Rye (The London Legacy Manager at BSUK) shortly.</p> <p>There were no questions.</p>
4.6.5	<p><u>National Teams Programme Official Report</u></p> <p>GM was not present to add to his report.</p> <p>There were no questions.</p>
4.6.6	<p><u>Officials Commissioner Report</u></p> <p>CD had nothing to add to his report.</p> <p>There were no questions.</p>
4.6.7	<p><u>Coaches Commissioner Report</u></p> <p>MH had nothing to add to his report.</p> <p>TT asked what the schedule of future webinars would be. MH responded stating that he is already in talks with Chad Miller on further deliverable webinars.</p> <p>There were no questions.</p>
4.6.8	<p><u>Senior Affiliated Clubs League Commissioner Report</u></p> <p>CC did not produce a report.</p> <p>CC provided a verbal update and answered a number of questions from Board members relating to this year's disciplinary cases.</p> <p>Action: CC to produce a full meeting #4 written report</p>



4.6.9	<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>
	<p><u>Main Agenda Items</u></p>
4.7	<p><u>Decision on Application to Become Member of BaseballSoftballUK</u></p> <p>The Board voted unanimously to submit an application of membership to BaseballSoftballUK.</p> <p>Action: CD to send TT articles of association and the members agreement Action: TT to return to the Board with a draft letter of application.</p>
4.8	<p><u>Great Britain Baseball Strategy</u></p> <p>The Board agreed to meet on Friday and include the National Teams Programme Official in the discussion. The Board express their need to have more oversight and governance of the GB arm of the Federation.</p> <p>Action: TT to set up Board meeting on Friday 5th May and include GM</p>
4.9	<p><u>Approval to Advertise for Commercial Manager Role (Non-Board Role)</u></p> <p>The Board voted unanimously to approve the creation of a new Commercial manager role.</p> <p>Action: ED, RE and LM to take forward application process and return to the Board with a suitable candidate for ratification. Action: MH to put group in touch with his commercial contact that will be useful for negotiating commercial contract. Action: RE to reach out to David Becker for advice on recruitment strategy.</p>
4.10	<p><u>GB player debts - restriction from GB participation</u></p> <p>The Board agreed unanimously to the process proposed by CD.</p> <p>There were no resulting actions</p>

