



DRAFT

THE BRITISH JUDO ASSOCIATION ('BJA') ('ASSOCIATION')
MINUTES OF THE MEETING OF THE
ANNUAL GENERAL MEETING

HELD ON SATURDAY 3 NOVEMBER 2018

AT 1.00 P.M.

IN THE HAMPTON & WINDSOR ROOM, CROWNE PLAZA, NOTTINGHAM
WOLLATON STREET, NOTTINGHAM, NG1 5RH

Council:

Dr Colin Draycott, Senior Vice President, Chair
Richard Barraclough, Vice President
Mick Leigh, Vice President
Rowena Birch, Vice President
Alan Stanbra, Yorkshire/Humberside Area
Dave Stanley, Southern Area
Dave Allen, Western Area
Darren Dean, Welsh Judo Association
Denise Oates, Eastern Area
David Rance, Northern Home Counties
Jim McKenzie, Army Judo
Harry Holt, North West Area
Garth Illingworth, Northern Area

Board:

Ronnie Saez, Chair
Peter Blewett
Bill Taggart
Claire Lish

In Attendance

Andrew Scoular, Chief Executive
Colin McIver, Technical Director
Nigel Donohue, Performance Director
Sajid Hussain, Financial Controller
Joyce Heron, Technical Manager
Leigh Butler, Executive Assistant (note taker)

Other Attendees:

Neil Fletcher	Laura Edmonds
Adam Spencer, BJA Membership	Cath Clark
Andy Scott	
Chris Scott	
Martin French	
Graham Turner	

Clubs Represented 26

Budokwai Chichester Ronin Dowty Judo Club Drake Judo Club Edinburgh Judo Club Exmouth Vikings Judo Club Higashi Judo Kwai Iinkai Judo Club Ippon Judo Club	Kendal Judo Club Kumo Judo Club Manchester University JC Northampton Judo Club Oxford City Judo Club Oxford University Judo Club Pinewood Judo Club Portland Judo Club Procoach Judo Club (Newbury)	Pudsey Judo Club Rainhill Rockets Judo Club Renzoku Judo Club Shinsei Judo Club Southlands School Judo Club Swanley Judo Club Urmston Judo Club Windsor Judo Club
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1. Welcome

Colin Draycott (CD), Senior Vice President, advised the meeting that due to illness, George Kerr was unable to attend the AGM and therefore, the meeting would be chaired by himself.

He welcomed and thanked everyone for attending the British Judo Association's 2018 Annual General Meeting.

2. Apologies

CD informed the meeting that apologies had been received from:

- Dr George Kerr, President
- Graham Campbell, BJA Board
- Ryan Wilkinson, BJA Board
- Malgorzata Grzyb, BJA Board
- Fred Prosser, BJA Board
- Alex Slade, BJA Board
- Andrew Haffner, BJA Board
- Paul Tansey, Croxteth Judo Club
- Steve Parlor, RAF Judo
- Tony Sweeney, Vice President, Universities Representative
- Roger Houston, Midlands Area
- John Thacker, Royal Navy Judo

3. Respects for Friends and Colleagues who have Passed Away

The meeting was advised that the following persons had sadly passed away during the last 12 months. CD expressed sincere condolences to their family and friends, they were extremely respected and fantastic contributors to the sport and the BJA.

John Cornish
 John Ritchie
 Barry James

Malcolm Collins
Jim Somerville
Phil Maybury

4. **President's Address**

CD addressed the meeting by again thanking everyone attending. He made mention of the amount of time everyone devotes to the sport throughout the year and acknowledged that although it can often be a thankless task, efforts from the volunteers are very much appreciated.

CD also drew the meeting's attention to the work of the Commissions and gave his thanks to everyone who contributes to them; thanks to the Commissions is often overlooked. Special thanks went to Keith Eldridge, BJA Safeguarding Manager who puts in an extraordinary amount of work.

It was noted that Membership is slightly increased although not at the level it needs to be.

It was noted that the President's address would be followed by the Chairman's and Chief Executive's reports and a presentation from Nigel Donohue, BJA Performance Director.

5. **Minutes of the Annual General Meeting held on 11 November 2017**

The Minutes of the AGM held on 11 November 2017 were approved subject to the following amendments being made:

Page 1, Council – *David Allen – attended for Exmouth to be amended to Western Area.*

Page 8, point 8.1, Resolution to amend Memorandum & Articles – Point 35 – The Nominations Committee – *Martin French (MF) enquired as to the composition of the Nominations Committee further to the approval at the last AGM to amend the Constitution of the Committee to be compliant with the Code for Sports Governance and the subsequent amendment of the Memorandum & Articles to reflect those changes. AS informed the meeting that the current composition is as follows:*

Chairman of the Association (or Vice Chair as substitute)

3 x Independent Board Directors, one of whom will be the Senior Independent Director

Council Representative

In Attendance: CEO

MF enquired as to who the Council Representative is? AS informed the meeting that Brian Davies is Council Representative on the Nominations Committee. MF advised that whilst the appointment of a Council Representative to the Committee was a process the BJA had to go through in order to comply with UK Sport requirements, the Council Representative should be more representative of the Council as a whole and feels that by appointing Brian Davies, the BJA has missed its diversity target and true representation of the Council.

AS informed the meeting that Brian Davies was appointed by the Council. MF enquired as to whether the appointment could be referred to the Council for consideration of the

election of an alternative individual who would more appropriately represent the entire Council.

The Minutes of 11 November 2017 were:

PROPOSED by: Peter Blewett

SECONDED by: David Edmonds

and were **UNANIMOUSLY AGREED** by all Members present.

6. **Matters Arising from the Minutes of the Annual General Meeting held on 11 November 2017**

There were no matters arising from the Minutes of 11 November 2017.

7. **Reports**

7.1 **Chairman's Report**

- Ronnie Saez (RS), Chairman of the British Judo Association, addressed the meeting by firstly welcoming and thanking all the Members for their continued support and dedication to the sport over the past 12 months.

He went on to explain that

- It has been a landmark year for the British Judo Association both on and off the mat.
- The BJA continues to make great strides as an Association and the future is looking extremely exciting.
- There have been challenging times over the last year but there has also been great success. It hasn't been an easy year for the staff at Head Office with the move from Loughborough to Walsall but RS thanked them all for their hard work and dedication during the transition.
- RS thanked members for their patience and support over the last few months in respect of the minor disruptions to service they experienced during the move and the handover to the new Team.
- During the reporting period, there have been a number of changes at Board Level: Eddie Awford resigned on 22 August 2017, Claire Lish (Independent Non-Executive Director) was appointed 22 August 2017 and Graham Campbell (Scottish Representative) was appointed on 3 October 2017. RS welcomed new Board members and thanked those who have moved on for their service.
- The Board and CEO worked hard to ensure that the Association became compliant with the Sports Governance Code. All targets were met, however, work continues in this area as we need to ensure that a number of objectives are met over the next three years in order to remain Code compliant.
- While we did not host any major events during the reporting period, that time did allow us to lay the foundations for three fantastic celebrations of Judo this year:
 - The Veteran European Judo Championships in Glasgow which was an outstanding success with well over a 1,000 judoka taking part;

- The inaugural ID European Championships at the University of East London's SportsDock and;
- The Glasgow European Open which saw British Judoka take on the best in Europe and the World and gave British fans the chance to see their favourite Judoka in action.
- Over the coming years, we have a comprehensive events strategy that will hopefully see us hosting more international events at all age groups to widen the exposure of Judo across the country and put GB on the map.
- The British Judo Centre of Excellence turns five this year and the World Class Performance Programme is reaping the benefits of training in a centralised location with consistent success at all levels. Performance Director, Nigel Donohue reported on this in more detail later in the meeting.
- RS gave mention to Nekoda Smythe-Davis, two-time World medallist on her recent success in Baku, Natalie Powell on achieving the World No.1 ranking last year and Sally Conway on winning the Paris Grand Slam in February.
- RS wished every success to the GB Judo VI team who will be fighting at the IBSA World Judo Championships in Portugal later this month.
- The Association has continued to build upon its finances over the past couple of years following the loss of key personnel.
- The Chief Executive and Senior Leadership Team continue to manage the budgets and expenditure throughout the Association to ensure that our reserves continue to increase and provide more financial strategy as well as provide for the development and growth of the Association.
- We have retained a strong portfolio of sponsors on the books of the Association. We have recently renegotiated our contract with Cimac and the new deal will provide even greater value for members and for the Association.
- RS informed the meeting that 'it gives me great pride that I can call myself the Chairman of the Association, one which stands by its morals and values, and one that comes together as one as a "judo family"'.
● To close RS gave a huge thank you to our excellent volunteers, referees and officials who are the 'back bone' of the Association. Without them, we would not be where we are today. Their contribution cannot be thanked enough.

Questions:

Peter Holme – Kendal Judo Club – mentioned RS' comment around thanking the staff at Walsall and enquired as to the thanks to the staff at Loughborough for all their hard work, dedication and excellent job right up until the end of their contracts when they left the BJA. PH made mention of Nicola Burlingham-Hall who was tireless in her help to membership. RS replied that his thanks was to all staff, old and new.

7.2 Chief Executive's Report

AS gave a presentation summarising the key areas of activity:

- Leadership and Governance
- Operations

- Sport Directorate
 - Membership
 - Reaching potential
- Finance
- Performance – Nigel Donohue, Performance Director Presentation

AS reminded the meeting of the BJA's

- Vision: British Judo is a world-leading Judo nation that is inclusive, accessible and ethically driven.
- Mission: deliver excellence in all aspects of Judo governance, inclusion, participation and performance for the benefit of members.
- Corporate Objectives: increase participation to 50,000 members by 2021, produce a minimum of 4 Olympic and Paralympic Medallists in 2020 and establish robust systems of governance at every level of the sport in accordance with UK Governance standards.
- Values: Respect, Unity, Excellence, trust, Integrity.

Leadership and Governance

- **New Directors** - the BJA has recently appointed 2 new Directors: Alex Slade, Independent Non-Executive Director and Neil Fletcher, Elected Non-Executive Director. Neil was elected by the Membership during the recent elections. In line with the provisions of the BJA Articles of Association, Neil's appointment was to be ratified later in the meeting.

Governance Plan

- **Area Development** – one of the key elements of the Governance Action Plan was to establish a series of Membership engagement days. AS is currently developing the timing and context of this. It is anticipated that this exercise along with a number of other initiatives provide a fresh impetus and platform for increased activity and membership growth at Area level.
- **Training Plans** - training for all Board directors is ongoing and perpetual in order to ensure currency of knowledge. Statutory training is required to ensure that directors meet any legislative duties. Mandatory training is an organisational requirement to limit risk and maintain safe working practice.
- **Chair and Director Reviews** – annually, all directors undertake an appraisal with the Chairman of the BJA. It was noted that all but one Board Conversation has taken place to date, this to be arranged in the near future. Chair's appraisal - it was noted that in her role as Senior Independent Director, Malgorzata Grzyb is responsible for ensuring an annual performance review for the Chair which this year will take the form of a 360-degree performance appraisal and is due to commence imminently.
- **Review of Induction Process** - all new directors partake in an induction programme. The induction process has been refreshed and the two new directors will attend their induction sessions shortly.

- **Review of Governance Review Action Plan** - the CEO has reviewed the actions/recommendations from the Governance Review carried out by Jonathan Hall in October 2016 and laid this out in a table in order to be able to clearly identify and demonstrate what has been implemented and what still needs to be done. The report demonstrates that we have delivered the majority of the recommendations and for those not completed, we have timescales in place.

Following on from this, the CEO and Chairman met with our Senior Governance Manager from UK Sport on 4 October 2018 as part of our annual review and to formally review progress.

This meeting was very positive and it was confirmed that UKS regard the BJA as being 'on track' in respect of the implementation of our Governance Action Plan.

- **Area Review** – we are currently reviewing a number of Area constitutions and are in the process of drafting a standard Constitution so that the Areas are in line with the BJA and the Code for Sports Governance.

Review of Financial Controls

- **Audit Feedback** - Tom Wilson from our Auditors, haysmacintyre attended the Audit & Risk Committee meeting on 10 September 2018 and the Board Meeting on 11 September 2018 and gave an overview of the Audit Findings Report for the year ended 31 March 2018. Despite the office move, change in BJA staff, the identified backlog inherited from the previous finance and membership teams and the lack of written processes and procedures for the management accounts, haysmacintyre were comfortable with how the audit went. A degree of work is required in some areas but haysmacintyre are confident that with the steps that have been put in place subsequently these will be rectified for the 2018-19 audit.
- **New Finance Team** - the new finance team, headed up by Sajid Hussain, Financial Controller has worked tirelessly through a very challenging time to clear 6 months' worth of management accounts backlog. The management accounts are now up to date and are completed within 10 working days after the month end. Timely and accurate information is supplied to each department and we now have much improved financial reporting in place which is carefully monitoring expenditure and related income. On behalf of himself and the BJA Board, AS wished to record thanks to the finance team for all their hard work, effort and continued support.

GDPR

- We have engaged RADCaT Limited our Data Protection Consultant on an annual contract which now includes: regular audit checks, training, telephone or email support help desk for staff and clubs, an internal audit after 6 months with a report to the BJA, support with any data breaches etc., all which is in addition to the current support provided.
- RADCaT will also act as Data Protection Officer ('DPO') for the BJA. This will ensure that we are fully GDPR compliant and supported going forward.

Operations

- **Rebranding** – the rebranding and introduction of the new BJA logo has gone well. Feedback is that the rebranding was well received overall with very few negative comments.
- **New Office** – the new Head Office in Great Barr is working well. Staff have ‘gelled’ and are working collaboratively as a team to the point that various individuals are now also helping out across different departments as and when appropriate and when resource allows. Having all Head Office Staff in one location has definitely been beneficial to the organization.
- **Staff Performance Culture Development** – the BJA working group; the Performance Management Steering Group (‘PMSG’) and the People and Culture Committee (‘PCC’) are working well together to progress improvements in the culture of the organisation.
- There is a lot of engagement and energy within the PMSG, headed up by Joyce Heron. Claire Lish’s and Malgorzata Grzyb’s roles within the PCC are to be the link between the PMSG and the Board and a PCC Update is included as a standing agenda item on the Board meeting agenda.

Events

- **European Veterans** - the 2018 Veteran European Championships were hosted by the BJA in June at the Emirates Arena in Glasgow and attracted a record entry of 1030 competitors representing 35 European nations. The tournament was highly successful, with numerous medals being won by British Judoka. In addition, we provided the Masters competitors with the highest quality sporting experience. The EJU Event Report received on the event was overwhelmingly positive.
- **1st European ID Championships** - the first European ID Championships (for athletes/judoka with intellectual disabilities) was held on 22 -24 August 2018 at SportsDock, University of East London, which was a great success especially with some fantastic support from the judo volunteers.
- **European Open** - the 2018 European Open Championships were hosted by the BJA in October at the Emirates Arena in Glasgow and attracted an entry of circa 380 competitors representing 25 European nations. The tournament was highly successful with numerous medals being won by British Judoka, this resulted in Great Britain achieving second place in the medal table behind France who were represented by more than 80 Judoka.
- **Awards Dinner** – the annual Awards Dinner will be held during the evening of 3 November 2018 at the Crowne Plaza, Nottingham. It promises to be another fantastic celebration of all that is good within the British Judo community. From referees to volunteers, club officials to performance judoka, all levels of British Judo will be recognised during the evening.
- **Regional Event Support** – there is still a lot of work to do in this respect.

CRM

- The launch date is anticipated during week commencing 5 November 2018. Staff training has been ongoing and there have been various ‘teething’ issues but feedback on the new system is positive.

International Relations

- **UK Sport Support** - the International Relations Influence Commission meets twice a year; the next meeting will take place in December 2018. The UK Sport IR Advisor – Clare Barrell, sits on this commission and is extremely supportive of the BJA.
- During the World Championships in Baku, the BJA hosted an evening reception for the delegations from Commonwealth Judo nations who were attending the World Championships. This event, which was attended by 25 nations and by representatives of the IJF, was an opportunity to provide an introductory presentation regarding the Birmingham 2022 Commonwealth Games Judo Competition and to have some preliminary discussions regarding the future development of the Commonwealth Judo Association (CJA). The main conclusion of these discussions was a proposal that RS be supported in a bid to be elected to the position of General Secretary and Treasurer of the CJA at their forthcoming congress to be held in Jaipur, India in early November.
- **Commonwealth Judo Development** – from 2022, Judo will be a core sport at the Commonwealth Games. Should RS be successfully appointed General Secretary and Treasurer of the CJA, it will assist greatly with the Commonwealth Judo development as it is completely aligned with the objectives of the BJA's International Relations Strategy and has been agreed with and supported by UK Sport.
- **Key Appointments** – Lisa Allan was appointed the first female member of the IJF Executive Committee in August 2017 and in 2016, Jane Bridge was appointed Vice President of the EJU Executive Committee.

Judo Store Revamp – the Judo store will be relaunched in December. It will provide easy access to judo suits and judo branded merchandise.

Membership – Membership is a major focus for the Association as a whole with various initiatives in place and changes to be made to the criteria and procedures for club registration.

Sport England – SE has signed off the year 1 end-of-year review. The year 2 funding includes a scheduled reduction of £100k plus a re-forecast with SE.

Participation – growing participation is a major priority.

English Membership – Membership at 31 July 2018 is 32,508, up 435 on the same period of the previous year but down 622 on our baseline of 33,130. We are seriously challenged to meet our end-of-year target of 35,500.

English Gradings – Gradings to 31 July 2018 is 12,374, up 1,481 on the same period of the previous year. The increase in gradings is mainly accounted for by the Destination@BritishJudo.

Destination@BritishJudo – Year to date participation is growing but is still a constant challenge. Participation growth rate in the new hubs needs to improve. Hub expansion has been put on hold until March 2019. Priority for this year is to consolidate the programme.

Sport Directorate – the new staff structure/organisation chart was shared with the meeting.

World Class Performance Programme Update - Olympic and Paralympic Judo Overview 2017 - 2018

Nigel Donohue (ND), Performance Director took the meeting through his presentation:

The Centre of Excellence is now 5 years old, ND took the meeting through the journey so far from 2012 to 2017. Important milestones are as follows:

- Post London 2012 Review
- Performance Director & Coaching Recruitment March 2013
- Centre of Excellence Facility Tender Process April 2013
- Centre of Excellence opens part-time
- Staff Recruitment January 2014
- CofE opens full-time January 2014
- Full centralisation achieved January 2017.
- Combined Olympic and Paralympic programme in place established at the National Training Centre base where athletes train under one roof
- Full-time training and competition programme with:
 - Individual Athlete Plan
 - Coaching Support
 - Sports Science and Medicine
 - Career development
 - UKCC Level 2
 - College
 - University
 - Individual CPD
 - Work Experience

The main focus up to 2016 was Rio 2016 but primary focus now is on preparation for Tokyo 2020, however there is a clear strategy in place for 2024 and beyond. In 2017, the BJA achieved incredible results at our milestone target events. 2018 has seen another successful year as mentioned under the Chief Executive's Report above.

Males and females train together but attend separate camps. Males require improvements. Practice is an issue from a certain age – the men especially are not afforded the quality of practice required which means they go through their career often not achieving their full potential. Plans are in place to improve this going forward.

ND informed the meeting that he is confident on the technical programme which is making progress but the physical and tactical elements are a concern.

One way to address and push the quality of training has been the opportunity for Athletes on the British Judo World-Class Performance Programme to learn from Giorgi Vazagashvili, Olympic bronze medallist and former National Coach of the Georgian National Team and gain insight into Georgian Judo and their technical grappling style.

Giorgio is the third 'Pool Coach' for GB Judo in 2018 after visits from 2008 Olympic champion Ole Bischof and 2016 Olympic champion Haruka Tachimoto which gives Programme judoka and coaches the opportunity to learn first-hand from a world-class athletes and coaches.

Five years ago, UK Sport did not rate the BJA however, huge strides have been made and achieved and the trust and respect of UK Sport is returning.

The BJA's goal is to be the best 'go to Judo'.

"We want to become a flagship sport within the British Sporting System and create a future for British Judo for the next generation of Athletes and Coaches who will continue to be successful on the World Stage".

Questions:

Peter Holme – Kendal Judo Club – *there has been a great deal of Judo success throughout the year, whose responsibility is it to get this into the press? Taekwondo is all over the newspaper. AS responded that Abdullah Mahmood is our Communications and PR Officer, responsible for reporting successes via the website and social media. BJA success is also reported on the BBC Sport website and the BJA was recently featured on Breakfast News with Nekoda Davis giving an interview. The BJA is making in-roads and gaining traction in this regard.*

Ross Taylor – Drake Judo Club – *ND mentioned that males and females train together. From the presentation and looking at the medal successes, it appears that the female team is extremely successful and the men's not so much. ND replied that our female team is one of the best in the world however we need to develop the men's team. They have fewer training partners available to them after a certain age and we need to raise the bar in terms of level of practice. The young males provide good training partners for the female athletes however the more senior males do not have this opportunity. It is the aspiration to have a European Judo base. In order to develop the next batch of players we need to take them to a different environment (one they do not have here in the UK) for a time period of circa 4 – 6 weeks depending on their individual level of capability.*

8. Resolution

Approval of Election of a Director – Elected Non-Executive Director - Neil Fletcher

In line with the provisions of the BJA's Articles of Association, Neil Fletcher's appointment to be ratified at the AGM.

A vote took place regarding above and the results were:

	For	Against	Abstain
Attendees Vote:	25	0	1
Chairman Proxy:	2	0	0
Postal Vote:	25	0	0

It was therefore **APPROVED** to appoint Neil Fletcher to the Board of the British Judo Association with effect from 3 November 2018.

9. **Approval of Accounts**

The British Judo Association Annual Report and Consolidated Accounts for the year ended 31 March 2018 had been circulated. The Accounts had previously been approved by the BJA Board and Council.

The following questions were raised regarding the 2017-18 Accounts:

David Edmonds – linkai Judo Club – enquired as to why when membership numbers are slightly increased by 809 based on last year's figures (page 2 of the report & financial statements) to 33,130 is the membership income down? Sajid Hussain (SH), Financial Controller confirmed that out of the 33,130 members, only 25,000 are paying members which is a decrease in paying membership on the same time last year which has resulted in the drop in income. AS mentioned that accounting for the income is also dependent upon what time during the year individuals join.

David Edmonds – linkai Judo Club – the deficit of £57,000 in Destination Judo is a significant loss, what are the reasons behind this as it was anticipated that Destination Judo would be in surplus. SH advised that the business model for the hubs indicates that too many hubs were set up too soon and that currently only 3 hubs are generating income. It takes circa 12-18 months in order to demonstrate that a hub is viable and reach capacity. AS advised that the BJA is currently looking at a different operational model. No additional hubs are to be set up until the current ones start to generate income which it is believed will not be until the next financial year.

Martin French – Chichester Ronin - enquired as to the structure and set up of the Destination Judo hubs. AS confirmed that the BJA runs the hubs and employs the coaches directly who are managed by the BJA Sport Directorate but that the hubs are responsible for recruiting Judoka, currently 250 members are required for each hub to break even. The hubs are not franchised. Sport England like the concept and have invested significantly.

It was **PROPOSED** that the British Judo Association Annual Report and Financial Statements for the year ended 31 March 2018 be approved.

A vote took place and the results were:

	For	Against	Abstain
Attendees Vote:	25	0	1
Chairman Proxy:	2	0	0
Postal Vote:	25	0	0

10. **Appointment of Auditors**

It was **PROPOSED** that haysmacintyre be re-appointed as the Association's Auditors.

A vote took place and the results were:

	For	Against	Abstain
Attendees Vote:	26 (unanimous)	0	0
Chairman Proxy:	2	0	0
Postal Vote:	25	0	0

The meeting agreed to the re-appointment of the Auditors, haysmacintyre.

11. **Plenary Session**

Martin French – Chichester Ronin – reminded the meeting that members were promised a Commissions report. AS advised that a Commissions meeting took place on 10 September 2018 the purpose of this meeting was to consider whether each current Commission as outlined in the British Judo Association Bye-Laws is fit for purpose and correctly constituted. The Bye-laws will be amended accordingly in line with the outcomes from the meeting.

Martin French also wished his concerns around British Judo Trust delivering to its maximum potential to be recorded.

12. **Close**

CD again thanked all the Club Members/Representatives and Board Members for taking the time to attend the meeting and gave thanks to all the staff from the BJA for all their hard work in making sure that the organisation continues to run smoothly.

There being no further business, the meeting closed at 2.30 p.m.