

**The Chartered Institute for the Management of Sport and Physical Activity 8th
Annual General Meeting**

Wednesday 15 September 2021, 10:30am

Board Members	Facilitators
Tara Dillon (TD) CEO	Spencer Moore (SM)
Marc Woods (MW) Chair	Phill Wright (PW)
Lisa Forsyth (LF)	Nish Bilan (NB)
Malcolm McPhail (MM)	Jess Melling (JM)
Dr Jon Argent (JA)	Ashlee Alexander (AA) Minutes
David Monkhouse (DM)	

1. Chair’s welcome and introduction

MW welcomed the committee to the virtual meeting.

2. Minutes from the last meeting

MW stated that no feedback or amendments had been received in respect of the minutes of the 2020 AGM. MW asked for a member in attendance of the AGM to motion the approval of the minutes and one member to second.

PW motioned to approve, and DM seconded the approval of the 2020 AGM minutes.

ACTION 15/09/2021(1): Secretariate to review the actions and highlight any that require CIMSPA member’s attention in the agenda for the next AGM.

ACTION 15/09/2021(2): Approval required for CIMSPA’s 2021 AGM

3. CEO Update

TD presented to the members 2021 in review; an update on CIMSPA’s activities since the last AGM, including information on membership, partnerships, and finance.

The presentation will be available online from October 2021.

ACTION 15/09/2021(3): AGM recording and presentation slides to be made available for members to view on CIMSPA’s website.

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4. Appointment of two elected board trustees

MW informed the members that applications were received from Gareth Morgan, David Monkhouse, Glenn Nightingale, Mark Deeming, Jennifer Lambkin, Dr Jon Argent and Mark Laws. CIMSPA thanked the applicants for their applications.

MW noted that CIMSPAs last few calls to action for members to express interest have come in high volumes and it is good to see such high numbers and willing participants to join CIMSPAs board.

CIMSPA are thankful to everyone that showed interest and particularly to the high calibre of members and that they would all have been great assets to the CIMSPA board.

Members have voted and for the purpose of the minutes, through electronic voting, members have approved David Monkhouse and Dr Jon Argent to be their board trustee members for the next 3-year term.

5. First look at CIMSPA's revised member code of conduct

JM presented the revised code of conduct to members. JM extended her thanks to all the members that took part in the revision process of the member code of conduct. JM stated the feedback received was invaluable.

The presentation will be available online from October 2021.

ACTION 15/09/2021(4): Revised member code of conduct to be made available for members to view on CIMSPA's website.

6. Member Agenda Items

MW updated that CIMSPA has not received any agenda items from its members.

7. Any Other Business (AOB) / Q&A

No AOB was raised at the end of the meeting, however, the following questions were asked by CIMSPA members.

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Question and answers made throughout the AGM:

Carl Bennett asked, "Does Equality, Diversity & Inclusion include the objective of ensuring not only the Board of CIMSPA but the various sub-groups and the CIMSPA workforce is representative and provides a voice for all."

Marc Woods response to Carl Bennett, "CIMSPA's aim is to best serve society. The Board of CIMSPA plays a part within this, as do all our subgroups and employees. We are constantly looking to improve the variety of lived experience we can draw upon within all of our work."

Carl Bennett followed up with, "thanks Marc. Do I assume there is a commitment to actively identify, support and develop people upstream of being appointed (actively listening involves actively supporting potential) and that there is a plan, based on Sport Governance Code, that has clear, time led objectives that have owners who are responsible and accountable for their success/failure? Is this written down? Keen to see how this is communicated, 'heard' and then responded to through action and success."

"Understood Marc. Keen to see where it's written down and how CIMSPA is developing people. Pleased to see this being discussed and ultimately addressed."

Carl Bennett also asked, "Might there be a move to reintroduce local face-to-face meetings with peers and colleagues?"

James asked, "How much influence does CIMSPA have with SportScotland and Scottish Government and local authorities in terms of policy and priorities?"

David Monkhouse offered, "useful context for James and others <https://youtu.be/hBhO-ckScII> panel interview with CIMSPA, SportScotland and Public Health Scotland."

Dr Zrinka asked, "What about supporting the careers of disabled coaches for example I am deaf?"

Tara, "So we have again we have a, an active partnership, a relationship with Activity Alliance, and something we're very keen to grow, not shrink. I apologise, yesterday we had a signer and tomorrow we have a signer, but we were unable to get someone today to support this session. However, we do have the captions available."

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“So, it's as much a part of our inclusivity work as anything else. So just to reiterate, you know relentless emphasis on inclusivity.”

I can tell you categorically how strongly our chair feels about that area of work, Marc perhaps you just like to add to our supporting people with disabilities in the workforce.

Marc, well, I think it's critical that we are able to support all elements of our society and, to Carl's point value around our diversity inclusion is, we're here to support society as a whole.

So, it's critical that we have the knowledge and understanding and experience within our organization within our workforce to best support the community so.

Anybody who can help us move the dial and be involved, actively involved in this working group that I've learned alluded to, you know, it or several working groups.

We don't want to make assumptions about impact. We want to hear where we can have the greatest impact.

And so, this active listening phase is probably the most essential part with the formulation of our written down policy that has been alluded to. We don't actually want to write anything down here, we want to know that what we're going to do is going to change things, it's meaningful.

We're keen to embark on an active listening process first, before making any sort of carte blanche assumptions about where we can or cannot impact. MW requested the amendments to Code for Sports Governance to be added to AOB.

CIMSPA must submit an action plan that includes compliance to the Code for Sports Governance. MW and RS volunteered support wherever required.

MW thanked everyone for their contribution during the meeting and extended his thanks to the team at CIMSPA.
