

CIMSPA Board of Trustees Meeting Minutes

Wednesday, 15 February 2023, 10:00 on Microsoft Teams.

In attendance	Apologies
Adrian Gaveglia (AG)	Elena Portas (EP)
David Monkhouse (DM) (Acting Chair)	Malcolm McPhail (MM)
Dr Jon Argent (JA)	Jonathan Drakes (JD)
Eleanor Udall (EU)	
Joelle Conway (JC)	
Manos Kapterian (MK)	
Marc Woods (MW) (Chair)	
Rowena Samarasinhe (RS)	

Also in attendance
Tara Dillon (TD) CEO
Spence Moore (SM) CSO
Kay Simnett (KS) Director of Finance and Resources
Ashlee Alexander (AA) Industry Policy and Development Coordinator
Hasan Mussa (HM) Interim Head of Governance and Compliance
Mairead Ladbrooke (ML) Board and Committee Coordinator

1. Chair’s welcome and introduction

DM welcomed the Trustees and CIMSPA team to the meeting.

1.1 Apologies and absences

It was noted that there were the following absences: EP, MM, JD

1.2 Declarations of interest

There were no declarations of interest amongst the Board of Trustees.

1.3 Minutes from the Last Meeting

The meeting minutes held on Wednesday 14 December 2022 having been circulated, were taken as read and approved by the Trustees.

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1.4 Matters Arising

The meeting noted that two pending actions were in the agenda and two were still yet to be completed rolling on to the next board meeting.

2. Finance

2.1 Management Accounts

KS and AG gave a joint verbal presentation surrounding the past year's budget. MK also expressed concern over dipping into CIMSPA's reserves to balance out the amortisation cost of Wattle. KS reassured these concerns and explained dipping into reserves was intentional as that is what the designated reserves from 2021/22 were for. AG highlighted the need to forecast and budget for amortisation next year.

The management accounts were approved by the Trustees.

2.2 Delegated Authority

KS addressed the Board about the updated version of the delegated authority section in the pack.

The Trustees approved all changes.

2.3 Budget 2023/24

TD gave a verbal update in which she explained to the Board that the budget has been written, however, needs to be circulated and approved by the finance committee and Sport England (SE) so therefore cannot be presented on this occasion.

3. CEO Update

3.1 CIMSPA's OKRs

TD referenced the strategy report included within the board pack and asked if the Trustees had any questions regarding CIMSPA's OKRs. The Trustees had no questions.

3.2 Sport England (SE) Update

TD gave a verbal update covering three key current areas of interest into the SE relationship.

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The first two were regarding the two different funding pots CIMSPA has applied for (National Skills Academy and Workforce Governance) and the third area of interest was the risk management surrounding the relationship with SE and funding.

TD gave an outline of figures for the funding pots and the core funding arrangement (the Revenue grant) and explained how this year's distribution of the Revenue Grant had been front loaded. This has been agreed by SE due to the delay of the agreed amount intended to develop the National Skills Academy. This amount, though approved by SE's board is being slowed down by SE's internal processes.

TD asked for approval from the Board regarding underspend, which was approved. TD also requested a letter be written from the Board to the SE Board or Tim Hollingsworth regarding the issues of communication, support, and finance, with Workforce Governance.

JA agreed with the suggestion of MW, which was for MW to have a conversation with Tim Hollingsworth about the Board raising the relationship with SE as a growing risk.

DM added that he would be happy to add a paragraph within the letter from an audit and probity perspective as the chair of that committee.

Action 15/02/2023 (1): TD/KS to draft a budget to the Board.

Action 15/02/2023 (2): TD to circulate and draft a letter to the Board regarding SE communication, support and finance surrounding Workforce Governance.

Action 15/02/2023 (3): MW to potentially meet with CEO of SE and discuss Workforce Governance and funding.

4. Membership Fees increase

TD outlined the fact that CIMSPA is increasing fees. Membership will rise by 20% in April. TD pointed out how even with the 20% increase in membership fees, CIMSPA still charges lower rates than the majority of membership bodies.

KS explained how predicted increase for membership have been added into the budget.

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DM asked for a view of the recovery process members go through when they leave, and explained that when members leave, CIMSPA needs to make sure they have the best leaving process possible.

MK asked KS if the finance committee had been able to model what the number of members who leave may look like. KS explained the finance committee had not got the numbers but had worked out various potential percentage increase/decrease. KS said it would be possible to give MK the model number of members.

RS agreed with the reasoning behind rising prices but emphasised the importance of communication. RS suggested a webinar as an opportunity for members to ask questions.

TD firstly agreed with DM regarding the recovery process but then went on to outline the risk produced by the energy crisis and how it may result in employer partner associated redundancies, which would impact CIMSPA membership attrition. The rearranging of the membership team, aims to mitigate this potential attrition risk by dedicating a part of the team purely to proactive membership experience engagement.

Action 15/02/2023(4): A view of the recovery process of members leaving needs to be shared with the board.

5. Committee Updates

5.1 Audit and Probit Committee (A&P)

DM informed the Board of A&P's two new committee members. A&P discussed budgets for Workforce Governance, as well as CRM risks, and risks with SE. Terms of reference (TOR) were going through the process of amendment and discussions occurred of how they could be achieved.

5.2 Finance Committee

AG spoke about the tenure's of Barinder Dale and Charles Scobie coming to an end. Discussions about recruitment also took place with agreement on acting fast with good candidates. TOR were also discussed.

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5.3 Membership Committee (MeC)

MK acknowledged that MeC is to take place the day after the Board meeting, however, in the previous meeting, the following was discussed: membership price increase, success of the performance coach pilot. MK stated that the next MeC would cover chartered applications and tenures and elapses and the Board will be updated in May.

5.4 Disciplinary Committee (DC)

HM started with an outline of current complaints in order to preface DC. There are less complaints in this quarter, however it does reflect the volume seen in the previous year. None have progressed to the DC so there has not been a reason to meet.

HM then discussed the introduction of a larger DC, as well as a more diverse committee. Currently the DC is male dominated and lacks diversity in gender, race, background and experience. DC needs to be reflective of the sector, so reasonable and fair decisions can continue to be made.

5.5 Appeals Committee

JC gave a verbal update regarding AC and stated AC had no reason to meet, but are looking to put something in the diary.

5.6 Youth Panel

EU gave an update explaining YP had met before Christmas and have a meeting in late February. EU explained that tenure needs updating as EU is too old to participate in YP and Parie Patel is also potentially stepping down. EU stated that the future of YP regarding improvements going forward will be discussed at the next meeting. KS stated that CIMSPA will shortly be advertising for YP chair and other recruits.

5.7 Professional Development Board (PDB)

JA updated the Board about the PDB meeting. Though he was personally absent, the PDB reviewed TOR and the purpose of PDB and aimed to align this to the CIMSPA strategy. TD added that CIMSPA is recruiting for a Welsh PDB and that the Scottish PDB is to take place in

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less than a week. SM added that PDB is bringing on three new individuals, who will aim to support and drive PDBs between meetings.

5.8 Equality, Diversity and Inclusion (EDI) Working Group

TD announced CIMSPA's new EDI lead; Cat Edmunds, who was previously consulting, will be joining the team permanently. Work has taken place on the EDI action plan and this will progress in conjunction with the wider SMT. At the next EDI meeting RS will meet Cat Edmunds and the EDI sub group will discuss the action plan further.

5.9 Remuneration Committee

Remuneration committee was discussed with the Trustees in confidence.

6. Governance Update

6.1 Board OKRs

HM explained that OKRs for Board are being reviewed and re-established into more relevant OKRs. Once they are drafted and approved, HM will be able to give quarterly updates which can be provided to the Board in order to stay on track. It is for this reason HM decided not to bring the current OKRs to the board.

MW asked if the SE report following the recent Finance and Governance audit by BDO on CIMSPA will be considered when writing the OKR's. HM, TD, and KS all confirmed that it would be. KS explained that the official finalised report was still yet to come through.

6.2 Policies for Board Approval

HM brought forward policies for the Board to approve or change. A shared tracked changes document was being used as a way to implement this for the A&P committee.

6.2.1 Finance Committee Terms of Reference

No amendments. Approved.

6.2.2 Chair of a sub-committee roles and duties

No amendments. Approved.

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6.2.3 Youth Panel Terms of Reference

No amendments. Approved.

6.2.4 Treasure Roles and Responsibilities

No amendments. Approved.

6.2.5 Nominations Committee Terms of Reference

No amendments. Approved.

6.3 Tenures and Elapse

HM gave a verbal update and explained that AA is in the process of a handover to ML. This includes the management of tenures and elapse dates. The new aim is to ensure when a tenure is coming to an end, it is on the agenda for the meeting. Notifications of ending tenure and elapse shall be brought to the board at approximately 6 months prior with the recruitment for new members to start 3 months prior.

7. Any Other Business (AOB)

MK asked how many board meetings a year. TD responded that there should be five board meetings a year and requested the board for a face-to-face meeting in May.

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

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Next Meeting Dates

Meeting	Date	Time	Location
Board Meeting	Wednesday 17 May 2023	10:30 to 14:30	Virtual/SportPark, Loughborough – TBC
Board Meeting	Wednesday 19 July 2023	10:30 to 14:30	Virtual/SportPark, Loughborough – TBC
Board Meeting	Wednesday 13 September 2023	10:30 to 14:30	SportPark, Loughborough
AGM	Wednesday 13 September 2023	14:30 to 16:00	SportPark, Loughborough
Board Meeting Lite / Development Day	Wednesday 13 December 2023	10:00 to 16:00	SportPark, Loughborough – TBC