



**ANNUAL GENERAL MEETING
Held on 9th December 2017
At Sports Dock, University of East London
Starting at 12pm**

Present

- Board members:** Jon Smith – Independent Chair (JS)
Jonny Cowan (JC)
Sarah Jennings (SJ)
Mike McKenzie (MM)
Said Khelwatty (SK)
- Ex-officio:** Shirley Stapleton - Acting Chief Operations Officer (SS)
Daniel Saoul – Legal representative (DS)
- Apologies for Absence:** Paul McKenzie (PM)

Chairman's Welcome

JS thanked everyone for attending. Financially we have put ourselves in a strong position and also have made lots of positive changes to the year in this financial year. Briefly introduced the rest of the committee and team. Informed the AGM that CEO, Mark Abberley (MA) had left the company – reiterating a thank you to him.

1. Approval of minutes of the previous AGM, 26th November 2016

The Board identified a number of versions of the minutes which had been part prepared by the former CEO and that the one published was the final version for approval. It was agreed that those present would review the minutes and would vote at the end of the AGM.

2. Financial Statements for year ending 31st March 2017

3. Appointment of Company's Auditors for year ended 31st March 2018 and delegate agreement of their remuneration to the Board.

It was proposed to reappoint Thomas Coombes as the Auditors. It was advised they are coming up for their 4th year as Auditors, so will be looking to change for the next Audit. All were in favour, 127 votes unanimous.

4. Update on Business

SK highlighted that British Taekwondo Poomsae has had a very successful year. Huge part of the success was due to the restructuring of the delivery with 6 coaches coaching the national squad in much smaller groups than before. The first major championship of the year was the European Championships in Greece, which was part funded by British Taekwondo for the first time and this was a huge positive, translating to a very successful result – 6 players medaling. The same results were duplicated at Portugese International Open, despite a self-funded trip for the athletes. The team returned as overall winners for Dan and Kup grades – bringing home the biggest medal haul ever for Poomsae at an international event. In terms of development, juniors and cadets training introduced and looking to duplicate this for the current year.

Our Para Poomsae athletes did exceptionally well at the World Para Taekwondo Championships.

International Poomsae Judges were invited to the National Poomsae Championships to increase the capacity and give everyone a chance to compete at the national level. As a result, National Poomsae Championships were the largest to date with over 60 clubs and in excess of 750 entries.

MM gave an overall picture of a challenging year but successful also. He explained that technical seminars are no longer a compulsory requirement for Dan grade promotions. In addition, clubs have the option to conduct their own Dan grade promotions. As a result, more Dan grade applications have been processed than previously.

The processing of Kukkiwon certificates, worked well for the vast majority. One issue we have is many instructors do not have the right Kukkiwon certificate for their grades. MM explained that relations with the Kukkiwon have improved and as a result British Taekwondo will be planning to conduct and host courses and skip Dan grade promotions with Kukkiwon.

Positive communication has been had with World Taekwondo to get more British referees into the world competitions with Usman Dildar's help. MM further highlighted that we want to increase referees at the local, national and international level, including referees at the larger world / olympic scale.

MM stated it has been great working with SS. An example of better systems and practice was the processing of payments/expenses being paid efficiently.

JC updated the floor about the Customer Relationship Management (CRM) project – marketing and commercial lead. The CRM project will reduce paperwork and look to try and have more readily available data on our members to help instructors manage and aligning with Sport England who are mainly moving towards the digital remit. The Hub was built off the back of this. Stuart Chamberlain also here to take any queries outstanding at the moment for technical queries. Phase 1 of the Hub launch has gone live – team explained including Clare and Graham who are used to the older system. Perhaps some oversight in the needs and requirements – but looking to make ongoing fixes. Dan grading coach documentation and event management will be offered in phases 2/3/4. JC further revealed that we are trying to grow our membership and build promotion and scheme to get the name of Taekwondo out there in the more mainstream as well as to engage in social media – facebook/twitter – can speak to Adam to get

him to help with designs, etc for social media pages. Trying to bring external partners into British Taekwondo.

SJ gave a brief update about the activities surrounding the British Taekwondo Cadet Programme. GB Taekwondo withdrew engagement with the Cadet Development Programme. She highlighted that we had 4 months to prepare for the European Cadets Championships. A selection competition was held. 21 athletes, 6 staff and got the trip fully funded. Would have liked more time before the competition. Key aim is positive experience, which is what we achieved through the trip. Want British Taekwondo to be involved in the input into what is most important for our Cadet. An instructor forum will be held on the 7th January in Manchester to discuss with all instructors the matters relating the development of the programme.

SJ went on to mention about Caroline Facer Award, which was established in her memory and someone within our membership to receive the award, someone who had the same attributes to be selected by Caroline's husband and family. Will look to do this every year going forward. The award to be presented at the National Championships is a trophy and a bursary of £1000.

5. To approve by way of ordinary resolution, the appointment of the following as Non-Executive Directors of the Company for an initial term as defined by the Articles of the Company;

Said Khelwatty

Vote - 135 for; 5 against – motion approved

6. To approve by way of ordinary resolution, the appointment of the following as Vice president, for an initial term as identified by the Articles of the company;

Usman Dildar

Vote - 135 for; 5 against – motion approved

1. AOB 2017

- i) What to do with the membership fees? As the insurance should be value for money to be part of British Taekwondo?

We are reviewing this cost as we are looking to give value for money. Small amount of the membership cost is insurance. We are looking to review the membership fees, especially within particular age brackets. We would try and avoid bringing costs down but give better value for money. The plan to do this is to look for more investment in equipment / PSS and getting that in. IT would be key to know where that money goes. We are looking at ways to make things more efficient – e.g. Kup grade certificates and MATT seminars which have been scrapped to be more efficient and bring costs down, in the same way as we are for this membership fee. No firm tactical plan in place yet but is priority. We want the instructors to give ideas to how the money is spent. The Board is happy to look at ideas to try and see how to reduce spend or how to spend the money we have.

- ii) The publicity on the Hub mentions the £22 for the membership fee on the Hub is an issue with the clubs who add an admin fee. **ACTION remove the fee from the Hub website**

- iii) What is the vision of what British Taekwondo is meant to be – a strategic vision?

The Board has had the aim of financial and general stability. We want to take Taekwondo into the mainstream lifestyle and sport. We are looking to introduce a Taekwondo Bachelors course into the UEL. The Board has been letting everyone down with the communication – so management service should be better going forward. Early part of 2018 we should be able to service the members and clubs properly. Chair and Board intention is to raise the profile of Taekwondo in the same way as it has been done for Football. Was necessary to have the organisational skills and financial stability for this. Can we do the written down plan which sets out the value of the membership through the vision. **ACTION to do this.**

ACTION – strategic vision statement in 3 months time / action plan / 3 year / 5 year / high level plan in place by January, to be followed by a fully analysed strategic plan.

- iv) Why are we paying £10 for the membership fee for clubs? **ACTION – Board to review why are we paying this for giving people to do this.**

ACTION – working group from instructors to talk to each other to share ideas about membership growth and retention with the support of the Board.

- v) If Poomsae is National Championships – should it not be done by the national governing body? Rather than using NTC who profited from it – was the question not asked by the Board or previous CEO on using a non NGB for this?

British Taekwondo Sparring Nationals was run by GB Taekwondo. The Board doesn't recall this being discussed. Historically has been run by them, which was the reason this carried on in the same way. Observation made around the judging and just having enough on the day to meet what was expected.

- vi) Why is there one person who has the authority to make these decisions without the Board knowing?

Going forward the Board has split the CEO role and part of the wider restructure, including addressing those who were overworked, causing a safeguarding issue. These have now been addressed as part of the wider organisational work done through 2016/17. JS

- vii) How can the lack of transparency demonstrated in the past – i.e. the one person in power who can make decisions on a solo basis – be addressed going forward? How will SS / MM be held accountable for what does or doesn't happen?

Strategic plan will have KPI's in place to help track this, and also the change of structure to make it flatter. The system will wrap around the CEO to mitigate the singular powerful individual issue. SS is here to take the current business processes and change them to ensure that they are fit for purpose, have good practice, include financial controls, business processes, budgets, etc.

- viii) Is there any decision made on reviewing the voting procedure based on number of members or clubs?

Memorandum would need to be amended by special resolution if a change was decided but the review can take place at any stage. Voting rights is a big issue for the club – this will need to come into the strategic review when it takes place – the Board invites members to come forward with ideas – fed into MM.

- ix) British Sparring Nationals moving from September to February. Prior year Nationals had issues with PSS/volunteers. Some issues also with location – where can people travel up / down – some discussion around having one north and one south. Forum of instructors looking to set up a calendar for 2018 – this was unanimously agreed by the team who was there, 7 of the top ten clubs at Nationals agreed with this. British Taekwondo felt they had a remit to do this based on the agreements taking place – likely to be a better competition with a good venue/setup. GB Taekwondo told British Taekwondo nearer the time that they had a Korean camp which affects a lot of the high performing athletes – juniors / cadets
- x) Why do the larger clubs get consulted and the smaller clubs not get an input? Difficulty in logistics of getting a consultation from everyone. Difficult to get people to make it (the Nationals) after Christmas in terms of weights etc. Summer makes it difficult for people to train which is another reason for it to move away from September. Back end of the year to round the year off and far enough away from September after summer holidays is another suggestion. Huge proportion of clubs are younger members – around exam times – not enough time for the Nationals. Mid – end of November would work best, after exam period and rounds off the time well and plenty of preparation time to get the fighters ready. Agree last Nationals was bad and don't want that to be the standard going forward.
- xi) The PSS system to be bought for Nationals, where would it be used after?

All British Taekwondo sanctioned events, it would be available to be used for this, not for training or anything else other than events.
- xii) The floor raised the following questions in relation to the accounts/finances:
 - a) Instructors insurance this year – between cost of sales and instructors insurance showed some disparity – why is there a difference?

Total income we had last year was split across income. Auditors agreed that total looked right last year for income but the split this year is more accurate. As a proposal with Paul and Thomas' support – can we revert with a specific response to this after doing the underlying analysis on this – a week – publish this through the website.
 - b) How many instructors do we have at the moment?

Difficult to say at the moment with the transition to the Hub.
 - c) Current membership – do we have it at the moment?

At the moment is in transition with the Hub so at the moment we don't have the right numbers.

d) What does a healthy reserve looks like?

Reserves are there to cope with fluctuations / money for expenditure. In comparison to other not for profit organisations – 3-6months of income is comparable but dependent on risk appetite.

e) Is it normal to audit and do the accounting?

External company (outside this audit team) gets the figures in place by way of trial balance. i.e they compile – not book keep. SO is a level of independence.

f) Auditors happy to sign off the accounts as a clean and accurate view of the financial position and results.

g) Disciplinary costs up from last year to £22k – why?

Safeguarding Officer and how involved she has been in this year

TOTAL NUMBER OF VOTES IN THE ROOM IS 137

1. British Taekwondo Nationals vote – do we want to keep the date as February?

For – 47

Against (moving to a preferred date of November) – 67

Will use our best endeavours to adapt to the will of the vote and use this to engage with everyone in next 7-14 days.

2. Minutes for prior year – Adopted.

Unanimous - 29

3. PSS – cost of both is £60,000, authorise PSS and Poomsae equipment?

Unanimous

For – 114

Against – 0

Signed:

Dated:

AGM Proxy Forms -AGM 9.12.17

Name	Total
Gemma Biescas	12
Pete Adamsons	4
Sivakumar Ramasamy	3
Graham Preece	1
Davoud Etiminani	17
Diego Solarte	1
Chan Sau	1
Darrell Carrington	1
Seyit Bozdog	2
Tom Stammer	19
Ian Lennox	33
Phil Payne	2
Mani Sunwar	2
Bill Darlington	5
Mike McKenzie	2
Paul Jones	1
Alan Needham	1
Gary Sykes	1
Gerry Riley	1
Mark Biddlecombe	
Peter Johnson	1
Chi Lai	4
Ali Alipour	3
Scott Coullie	1
kuzey akses	3
Neil Guest	3
Amar	2
Mosy	8

134

Paul Roman	1
Paul O'Brien	1
George Eldrinton	1