

Overview of Board of Directors' Meeting

Held on Wednesday, 3 April 2024, 1:00 to 4:30 pm at Manchester Metropolitan University and via Zoom conference call

Directors in attendance: Dr Lindsay Bottoms FBASES (Deputy Chair and Physiology and Nutrition Division Chair), Prof Zoe Knowles FBASES (Chair), Prof Kiara Lewis FBASES (Physical Activity for Health Division Chair), Dr Andrew Mitchell FBASES (Biomechanics and Motor Behaviour Division Chair), Dr Helen Rippon (Non-Executive Director), James Tugwell (Non-Executive Director), Susan Went (Senior Non-Executive Director), Dr Amy Whitehead (Psychology Division Chair), Ian Wilson (Chief Executive Officer).

Attending: Dr Adam Grainger FBASES, Chair-Elect, Conference Planning Group (item 5); Dr Andy Smith FBASES, Chair, Public and External Affairs Advisory Panel (item 6)

Minutes: Jane Bairstow (Senior Admin Officer).

Apologies: Nil

1 **Welcome and opening remarks.**

ZK welcomed everyone to the meeting, thanking Manchester Met for kindly providing the meeting room and facilities. She explained she had just delivered the welcome address to the 2024 Student Conference, for which there was a healthy attendance. ZK advised of the recent resignations of Greg Koral as Non-Executive Director and Dr Ibrahim Akubat FBASES as Sport and Performance Division Chair and Director of the Association. She thanked both for their hard work for BASES and our members over their tenures. Recruitment for both vacancies is underway. The meeting's priority focus areas for discussion were outlined by the Chair.

2 **Declarations of Interest**

Directors were reminded of the need to declare their interest in any items and to remove themselves from such decision making when required. There were no declarations of interest.

3 **Minutes of the previous Board meeting (held on 6 February 2024)**

These were accepted as a true record of the meeting.

4 **Matters arising:**

Noted that the Board had discussed the BASES Medal paper at the Board Call on 21 March 2024.

Noted that at the Board Call on 21 March 2024, the Board had discussed Board succession planning regarding those Directors concluding terms in Nov'24 and that the Chair wished to serve a second term. The Board approved the appointments of Dr Lindsay Bottoms FBASES as Deputy Chair and of Susan Went as Senior Non-Executive Director for a further year.

Noted those Directors now Chairing and serving on respective Standing Committees.

Noted that the Privy Council Office had updated BASES on 22 February 2024 regarding our Charter petition.

Noted there were two Fellows' meetings held on 26 March 2024 which were engaging and informative, with thanks extended to those Fellows who were helping to drive forward key projects for the Association.

5 **BASES Joint Conference**

Dr Adam Grainger FBASES attended this item and provided an overview of initial plans for a pilot of a joint conference (student and annual). The concept was supported, and a discussion took place regarding the frequency of conferences and the best timelines for a pilot event. The Board thanked Adam and Dr Dan Bailey for their ongoing efforts.

6 BASES Public and External Affairs Advisory Panel (PEA-AP)

Dr Andy Smith FBASES attended this item and provided an overview of the policy work so far of the PEA-AP and the achievements to date. A discussion took place, and the Board thanked Andy for his tenure as PEA-AP Chair and thanked the PEA-AP for their ongoing hard work. Recruitment for the PEA-AP Chair will commence soon.

7 2024 – 2025 Operational Budget and 2025 – 2028 Financial Planning Tool.

Board considered the draft operational budget for 24/25 and projected plans for 25/26 and 26/27, discussing the risk items and assumptions based on maintenance vs growth. Discussion took place over the 2025 annual conference budget and associated ticket pricing. There was a discussion around the reserves policy.

8 2025 – 2028 Strategy Development

Further work took place on the new strategy around the Strategic Objectives, Outcomes and Focus. Noted all members will be emailed over the summer, asking for thoughts and feedback into the respective documents which will then be reviewed and collated by the Board so that a direction of travel for 2025-28 can be shared with the membership at the 2024 AGM, ready for implementing from April 2025 onwards.

9 2023 - 2024 Operational Plan Q4 report and Annual RAG report

IW provided an overview on the Green and Amber deliverables, noting some good work has taken place on some deliverables over Quarter 4 and across 2023 – 2024. The Board discussed plans to finalise the Year 4 measures.

10 KPI dashboard

The Board reviewed this reporting tool, which visually shows actual performance versus trajectory. Discussion took place over a number of the KPI graphs.

11 Updates were provided for the following Standing Committees:

Division Committee - Biomechanics & Motor Behaviour

Division Committee - Physical Activity for Health

Division Committee - Physiology & Nutrition

Division Committee – Psychology

Human Resources, Remuneration & Appointments Committee.

Finance & Risk Committee

Learning and Development Committee

Professional Standards Committee

Stakeholder Committee

12 Annual declaration

All Directors were to review, complete and return the Register of Directors' Interests and the Registration of Gifts and Hospitality.

13 Any other business

Nil

Dates of next meetings:

Board Calls:

Thursday 16 May 2024, 9 am to 10 am

Thursday 13 June 2024, 9 am to 10 am

Board Meeting:

Tuesday 16 July 2024 9:30 am to 1 pm

Prof Z Knowles FBASES

4 April 2024

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