

**DRAFT**

**BASES ANNUAL GENERAL MEETING**

**WEDNESDAY 8 SEPTEMBER 2004 AT 4.30PM**

**ADELPHI HOTEL, LIVERPOOL**

**Present:** C Williams (Chair), C Mahoney, R Davison, C Palmer, E Winter, V Cox, P Bromley, J Bairstow, L Kass, R Thelwell, A Smith, C Cowel, M Gummer, K Fox, S Biddle, A Daley, M Hughes, T Smith, S Rowell, C Sellars, K Lamb, R Eston, M Gleeson, A Jones, S Dixon, M Deighan, T Devonport, C Harwood, V Vleck, K Masuda, K George, R Godfrey, J Buckley, C Karageorghis, N Mutrie, A Fallone, L Philip, S Faulkner, N Volland, C Morgan, M Dowson, A Duncan, H Weavers, M Turner, S Olivier, D Scott, M Lauder, J Tantawy, S Garland, C Steel, F Yeadon, R Simpson, J Dickinson, N Fowler, L Burwitz, G Howatson, K van Someren, C Pedlar, T Cable, G Whyte, R Shave.

**1 Apologies**

P Cabral, D Weigand, P Boyle, C Brewer, N Webborn, N Smith, A Haase, L Dawson, S Ward, A Pengilly, J Bringer, K More, C Brackenridge, J Watkins, R Cox, S Hardman, K Tolfrey, P Holmes, C Sharp, S Mellalieux, C Williams, J Dabinett, L Johnston, G Peters, A Pilcher, E Fletcher, M O'Brien, M Murphy, G Palmer, A Williamson, C Seheult, S Bird, D Peters, A Minniti, R Tong, H Matheson, D Crone, D Houlston, J Hartshorn, J Lomax, A Dyer, E Stevenson, D Kingsbury, M Williams, G Baldwin, P Glazier, W Winstone, J Lloyd, M Rayson, W Andrews, N Lewis, D Whitby, N Armstrong, M Doherty, A Toogood, J Whitehead, A Balsdon, S Wolfson, P Clarke.

**2 Minutes of the previous meeting**

The Chair welcomed everyone to the meeting. The minutes were accepted as a true record.

L Burwitz asked if the paragraph on SSSC could be amended to read "with support from the Executive" and take out "whereas the committee had been more radical in the past".

**Action:** JB to amend

L Burwitz also asked if progress had been made on honorarium payments for the Executive. CW reported this was still ongoing.

**3 Matters arising**

There were no matters arising.

**4 BASES annual report**

• **Chair's report**

The Chair gave a presentation on looking back and looking at the present for the Association.

The Chair thanked L Burwitz for his excellent overview at the start of the Conference.

*Looking Back*

- BASES have established a partnership with the Nutrition Society and the British Dietetics Association to establish a register of professionals to work in sport and exercise nutrition, which will offer new career opportunities to members of the Association. C Williams also reported on:
- Introduction of UK Sport Internships.

- Progress in the development of high performance Accreditation system that meets the customer needs.
- An update on the Inter-Professional Forum, which plans to invite additional Associations to join.
- Funding for teaching – HEFCE invited BASES to form a small working party.
- Funding for research – Nominations called for the RAE panel and BASES will meet deadline of 15 Sept for nominations.

#### *Looking to the future*

C Williams stated that BASES needs to highlight the expertise and international standing of our membership. The Association needs groups of people who are passionate about the specific topics that fall under the umbrella of sport and exercise science to produce position statements.

S Biddle stated that BASES needs to conduct a survey on what people want from BASES. For instance, why are some main members/ senior sport and exercise scientists not coming to the Conference? The Association needs feedback from them.

L Burwitz said we need to regain the ground for research and move things forward. He also asked for a progress update on the BASES Undergraduate Endorsement Scheme and the World Class Guarantee Accreditation.

The Chair reported that the BASES Undergraduate Endorsement Scheme was presented at the HOD Forum in spring of 2004. The BASES Undergraduate Endorsement Scheme will be launched next year.

Andy Jones reported that a full update will be produced for *The Sport and Exercise Scientist* on WCGA. The pilot phase is nearly complete with 2 outstanding applicants to finish. A review of the pilot phase will then be presented to the Executive Committee and UK Sport.

- **Executive Officer's report**

C Palmer gave an overview of 2003-2004 via a presentation.

#### *Back to Basics*

- Meeting members' needs.
- Building the Association's brand.
- Enhancing cost-effectiveness.
- The BASES website, [www.bases.org.uk](http://www.bases.org.uk) was revamped by Lazygecko. Human Kinetics sponsored the website so this venture was self-financing. News and jobs, consultant and laboratory finders are now available. A Member Area was recently launched, including PDF versions of *The Sport and Exercise Scientist* and online voting. The website is receiving 1,000 hits per day.
- Developed a Heads of Department Forum to look at funding teaching, RAE 2007/8, BASES Undergraduate Endorsement Scheme and ethical issues. 60 people from across the UK attended the last meeting.
- Launching *The Sport and Exercise Scientist*. The Executive Committee conducted a review of BASES World, which costed £31,000 per annum. As a result, it was decided to recruit new type-setters, printers and editorial team. Contributor guidelines and advertising information are now available on the BASES website, [www.bases.org.uk](http://www.bases.org.uk). Advertising is now managed in-house, with the aim for the publication to be self-financing. The new publication was mailed to 270 specialist schools/sports colleges, 120 National Governing Bodies, 36 stakeholders and 50 potential advertisers. Complimentary free copies available from the website.

- The weekly e-mail newsletter goes to members each Thursday. This is regarded as an excellent communication tool, which includes news in brief regular and frequent updates, forthcoming events, job vacancies.
- Launching the new BASES Career Guide, available on the website and sponsored by Human Kinetics. The BASES Annual Report is also available on the website. A free supplement on Sport and Exercise Science went out with *The Independent*. A Course Finder, listing sport and exercise science-related undergraduate and postgraduate courses across the UK, was launched.
- Conferences - on-line abstract submissions will be made available for the 2005 BASES Annual Conference and will be sponsored by Taylor & Francis. Accreditation –
- Re-structure of the Association.

N Mutrie said she was very impressed with what had been developed and asked if NGBs in Scotland and Wales had been sent *The Sport and Exercise Scientist*. C Palmer confirmed that they had along with Northern Ireland.

The Chair thanked C Palmer and J Bairstow for their hard work.

L Burwitz noted a word of caution that all sections should be working together on the SE competencies and that psychology should not be going out alone on introducing the new competencies. C Mahoney explained that the other sections will also be doing likewise.

- **Treasurer report**
  - **Membership increase**
  - **Annual Accounts**

V Cox gave a presentation on the Association accounts and membership.

She reported that BASES had reduced its expenditure by £57,000 but income had decreased by more so BASES had made a net loss. The biggest changes were a decrease in membership, advertising revenue and decline in income from BASES Annual Conference.

V Cox and C Palmer had put an action plan together with the accountants and a series of measures were taken:

#### *Decreasing Expenditure*

- Termination of BASES World and introduction of *The Sport and Exercise Scientist* (projected saving of £30,000)
- Implementation of non-membership renewal procedure
- Reduction of office expenses including p/copying
- Introduction of e-mail communication with members
- Termination of junior admin contract
- Production of annual report as a PDF on website
- Introduction of on-line voting

#### *Increasing Income*

- Increasing advertising rates – improved packages for advertisers
- Developed Course Finder
- Job vacancies page on website

#### *Real costs*

- Introduction of annual fee £40 for Supervised Experience applications/reports
- Introduction of workshop administration fee

V Cox reported that BASES need to make sure that any new or expanding activities are fully financed and informed the members that the UK Sport grant of £20,000 would be stopped in April 2005. It was proposed to increase membership fees to ensure a suitable level of income.

L Burwitz made a note of thanks for the turnaround but stressed that it was important to recruit another member of staff as soon as financially possible.

A Smith suggested extending the accreditation system to include Exercise & Health to generate more income. A Smith asked if we were trading illegally due to lack of funds in reserve. V Cox reported that we were not trading illegally.

F Yeadon did not support an increase in membership fees. He stated that an increase in fees will not necessarily result in an increase in income.

S Biddle/S Rowell/G Whyte suggested looking at including the *Journal of Sports Sciences* with the membership package and asked if we could liaise with Taylor & Francis.

V Cox proposed that new fees should be:

Full - £90, Postgraduate - £30 and Student - £22.

C Palmer asked if members could send their responses on the membership proposals to the BASES office to be voted on at the EGM. C Mahoney welcomed all the comments and agreed to contact Taylor & Francis with this proposal.

A vote took place for:

**Increase membership fees**

4/5 x abstain

1 x No

Majority x Yes

**Include journal with membership package**

7 x No

Majority x Yes

**5 Election of Officers**

The Chair informed members that the new Treasurer would be Dr Richard Davison and Prof Edward Winter would be staying on as Secretary.

**The following section representatives were also elected:**

Biomechanics Chair – Dr Neil Fowler

Biomechanics Secretary - **Vacant**

Biomechanics E & T Rep – Dr Adrian Burden

Biomechanics AFC Rep - **Vacant**

Interdisciplinary Chair – Paul Boyle

Interdisciplinary Secretary – Damian Kingsbury

Interdisciplinary E & T Rep – **Vacant**

Interdisciplinary AFC Rep - **Vacant**

Physiology Chair – Dr Paul Bromley

Physiology Secretary – Dr Mike Price

Physiology E & T Rep – Dr Richard Godfrey

Physiology AFC Rep – Dr Garry Palmer

Psychology Chair – Dr Dan Weigand

Psychology Secretary – Dr Chris Harwood  
Psychology E & T Rep – Ali Dyer  
Psychology AFC Rep – Prof Ian Maynard.

It was noted that the Biomechanics section did not have a Secretary or AFC Representative and the Interdisciplinary section did not have an E&T or AFC Rep.

**Action:** The Chairs of the relevant sections to elect appropriate persons.

## **6 BASES Membership of the Science Council and Chartered Scientist Designation**

P Bromley gave a presentation on the two proposals for BASES to become a member of the Science Council following the route to Licensed Body Status, which would lead to Chartered Scientist designation for more than 50% of accredited members.

P Bromley reported that BASES meets the criteria to join the council and the initial outlay for annual membership would be £1,000 and £2,000 for the application for the licensed body status totally £3,500.

The membership agreed on the proposal. However, C Williams stressed that due to financial status we would have to put this on hold. Any further comments/feedback should be e-mailed to P Bromley/C Palmer.

## **7 BASES Re-Structure**

Two proposals put forward:

1. Restructure the management of BASES by establishing two groups (a Strategic Management Team and an Advisory Board) to replace the existing Executive Committee
2. Hold an EGM on 13 October 2004 at the University of Wolverhampton to decide the future direction and structure of BASES.

The Chair announced/confirmed the date of the Extraordinary General Meeting (EGM) on Wednesday 13 October 2004 at University of Wolverhampton.

Re-structure proposals and voting would be held at this meeting and encouraged all members to attend. Submissions/comments should be sent to the BASES office by 17 September 2004.

The Chair thanked the Executive and the members and passed over to the new Chair Elect Prof Craig Mahoney.

## **8 Any other business**

There was no other business.

## **9 Date of next meeting**

Tuesday 6 September 2005 at Loughborough University  
(Lecture Theatre C0011) at 12.45 – 2.45pm includes lunch.