

Overview of Board of Directors' Meeting

Held on Tuesday, 16 July 2024, 9:30 am to 12:30 pm, via Zoom conference call

Directors in attendance: Prof Zoe Knowles FBASES (Chair), Chris Davison (Non-Executive Director), Dr Mitch Finlay (Sport and Performance Division 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), Ian Wilson (Chief Executive Officer).

Attending: Sue Watson, BASES Partnerships Manager (item 5); Lisa Phillips, BASES Professional Development Manager (item 6).

Minutes: Jane Bairstow (Senior Admin Officer).

Apologies: Dr Amy Whitehead (Psychology Division Chair), who provided input into the agenda discussion items prior to the meeting), and Dr Lindsay Bottoms FBASES (Deputy Chair and Physiology and Nutrition Division Chair) (parental leave).

1 **Welcome and opening remarks.**

ZK welcomed everyone to the meeting. Brief introductions took place for the two new Directors, CD and MF. 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 3 April 2024)**

These were accepted as a true record of the meeting.

4 **Matters arising:**

Noted that BASES Medal of Achievement was launched on 23 April 2024 but that no nominations were received. This Award will be promoted again in 2025.

Noted that BASES was advised by the Privy Council Office on 23 May 2024 of the successful grant of Charter status. Members were advised on 17 June 2024 about this great achievement, for which several members have extended their thanks for the hard work undertaken for this prestigious accolade.

Noted that members engaged with the 2025-2028 Strategy, providing feedback over the summer window. The next iteration of the document will be discussed by the Board in September before bringing the direction of travel to the 2024 AGM.

Noted that the Volunteer of the Year award was launched on 1 June 2024 and nominations will close 19 August 2024.

Noted that the members were advised on 7 June 2024 of the Chair serving a second term.

Noted that Dr Martyn Morris had recently been appointed as new Heads of Department Advisory Group Chair.

Noted that there was currently an open advert for new PA4H and P&N Division Chairs, with a closing date of 16 August 2024.

Noted that planning discussions continue re a combined conference, to take place at Manchester Metropolitan University over 2 – 4 June 2026. A communication will be issued to members once more details are known.

5 **BASES Partnerships**

Sue Watson attended this item and provided an update regarding new and existing stakeholders, new and existing relationships, including HEIs and performance sports, and memoranda of understanding and partnership agreements. A longer-term vision over the next year or so was shared. A discussion took place, and the Board supported the paper and direction of travel.

6 **BASES Professional Development**

Lisa Phillips attended this item and provided an overview of the work of Professional Standards and CPD, including a status update, focus and vision for the next six months, and a longer-term vision over the next couple of years. A discussion took place, and the Board supported the paper and direction of travel. Noting that Lisa Phillips will be leaving BASES in August, the Board thanked her for her hard work and support since joining BASES in March 2022, wishing her well in her new role.

7 **CEO Report: 2024 - 2025 Operational Plan – Q1 update.**

IW provided an overview on the status of the Q1 operational plan, noting some good work has taken place on some deliverables over Q1.

8 **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.

9 **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

Division Committee – Sport and Performance

Human Resources, Remuneration & Appointments Committee.

Finance & Risk Committee, including sign-off by the Board of the 2023-24 Q4 management account and approval of the 2023-24 year-end draft accounts.

Governance Committee

Learning and Development Committee

Professional Standards Committee, including a discussion over a name change of BASES *Certified Exercise Practitioner* (CEP) to BASES *Exercise Science Certified Practitioner*. This was supported by the Board and will be communicated to members.

Stakeholder Committee

10 **Incorporation as the Chartered Association of Sport and Exercise Sciences – logo change**

Directors discussed the pros and cons of a logo change (minor vs major) to mark the prestigious granting of Royal Charter. It was decided that a new logo will be developed, to reflect on the Association's past and our legacy, and to look to the future as a new incorporated body. The new logo will retain what is good of the identity (history) but will be more modern. New visuals will be brought to the September Board meeting and a new logo will then be shared at the 2024 AGM / Annual Gala Dinner, when we look to commemorate being awarded Royal Charter status.

11 **CEP-UK update**

ZK and IW provided an update on the Clinical Exercise Physiology role over the next 10 months and the plans to grow members and seek income from the various projects to be driven by the three new sub-groups; Standards and Education, Advocacy and Practitioner working group.

12 **Any other business**

Nil

Date of next meeting:

Wednesday 4 September 2024, 9:30 am to 3:30 pm

Prof Z Knowles FBASES

17 July 2024

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