



**Board Meeting Summary 5<sup>th</sup> March 2021 - all present**  
**Subject to approval of the full minutes**

Agreement of minutes: 10<sup>th</sup> – 11<sup>th</sup> Dec 2020, 20<sup>th</sup> Jan 2021, 28<sup>th</sup> Jan 2021 & 17<sup>th</sup> Feb 2021 - update of actions and decisions made since previous meeting. Each set of minutes were approved and no points of accuracy were raised. All minutes were taken as a true record by the Board as a whole.

**Chairman's Update**

Board members were reminded of the Zoom meeting with National Councillors on 22 March to hear about development work on a new local league product.

There was a discussion about the World Table Tennis calendar and monitoring of any impact to preparation for the Birmingham Commonwealth Games preparation. There was also a discussion about the proposed Commonwealth Championships in September 2021 in India, confirmation of England's participation subject to travel restrictions. CTF need to be aware of changing WTT dates and try to avoid clashes.

**CEO Report**

SS referred to her report which covered matters including stakeholder updates, support for BPTT Euro 2023 bid, Olympic Games and Commonwealth Games updates.

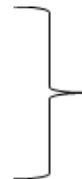
**Head of Operations Report**

The report was taken as read including the minutes of the latest Governance and Risk committee. The Risk Register was deferred as a separate agenda item although the updates were noted.

Rules Committee recommendations on article changes would be forwarded in the coming week.

**Departmental Reports**

- a. CEO
- b. Operations
- c. Performance
- d. Comps & Events
- e. Marcomms and Mass
- f. Development & Volunteering



For information and questions  
should be directed to SLT  
members offline

**Finance Report including 21/22**

Sam Garey reported on the pre-audit meeting. The audit will take place virtually again. The auditors also advised that a 21/22 discount on affiliation fees would have to come from 21/22 income and could not be accrued.

Finance Committee minutes were received including latest year end forecast.

Draft 21/22 budgets which had been reviewed by Finance Committee were approved, noting that the situation will remain fluid and will need to be closely monitored and adapted should income drop.

**MAG update**

Neil Hurford (NH), chair of MAG, joined the meeting and provided the Board with an update on his report and specific projects. Club development report due for June Board meeting. Player Retention/Drop Off project approved in principle (connect with staff already carrying out work/research in this area).



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There was a brief discussion about pipeline of projects and a request that it aligns with Board agreed priorities (whilst acknowledging MAG's independence) to use resources effectively. Everyone acknowledged that the immediate priority for development should be to focus on getting clubs, leagues and members back playing safely.

MAG were asked to consider who they could help with advising the Board on accountability and transparency.

#### **Finance – Affiliation Fee strategy update and associated discussion re 20/21**

The Board referred to their in-principle decision taken at the December Board meeting which had subsequently been shared with National Council and MAG. Following feedback and discussion it was agreed to proceed with a fee freeze for a further year, retaining it at £16 for adult Compete and Club Play will continue to be a free membership category for 21/22. It was also agreed not to proceed with the 3-year strategy and to take it year by year in the current climate.

After considerable discussion it was agreed to offer 20/21 Compete members a 50% discount on 21/22 Compete fee. It was agreed that the risk to the association's income was outweighed by the offering of the goodwill gesture to the membership that had provided their financial support in 20/21. A donation option will also be available should any members wish to 'top-up' to assist specific focus areas.

With the potential for competitive play from May onwards with lockdown restrictions lifting it was agreed to offer lapsed members a 15 month membership from 1 May 2021 – 31 July 2022.

#### **Risk Register**

It was agreed to defer the in-depth review of the register to the next Board meeting and in the meantime to arrange an external provider to deliver some Board training on risk management and risk appetite.

#### **TTE Strategy review**

Following deferral in mid-2020 of consideration of the Mission 2025 review due to the coronavirus pandemic, it was brought back to Board for 'next steps' discussion. It was acknowledged that the crisis from the pandemic has gone on much longer than anyone anticipated and therefore the impact and recovery would take longer to assess. It was agreed to defer for a few more months and to arrange a Board Strategy Day in late June (in person if possible). Consulting with the membership/National Council/MAG will also be discussed at that meeting.

#### **Agree Priorities / 2021/22 Operational Plan**

SS provided an update following agreement of one year investment from Sport England. The SE investment is based on a 'goals' document (draft reviewed by Board in January) which has been agreed. The Operational Plan will be development from the same template.

#### **British TT Performance Programme investment/Committee**

Simon Mills and Matthew Stanforth joined the meeting. SS presented the principles of the MOU to be signed by the Home Nations allowing for TTE to manage the 21-25 British Progression Award from UK Sport as lead nation. A British Committee/structure with Home Nation involved will be established.

#### **Junior Performance Funding**

Simon Mills and Matt Stanforth presented their paper that explained the current investment principles. The paper identified how, due primarily to savings in 20/21 it would be possible to invest more into the junior performance program in 21/22 to reduce parental costs which would be a positive move post covid crisis. It was noted however that the



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increased level of investment would not be sustainable beyond 21/22 without additional financial resource coming in. The agreement in principle would be reviewed along with all organisation spend at regular points during 21/22 financial year and be subject to sufficient unrestricted funds being available.

#### **Board/Membership Discussion**

SD identified three areas for discussion to take forward to Nominations Committee meeting which is to be scheduled very soon: Board membership/vacancies, the criteria of an Independent Director and the process for second term appointments. NomCom recommendations would come back to Board.

It was agreed that an annual appraisal should be completed of each director so if a Board member is not fulfilling their role this can be picked up early and training/support offered if need be.

#### **Elected Director**

The proposed election timetable for the vacancy was agreed.

#### **Centenary Plans**

SS provided an update and presented the proposal to recruit a dedicated centenary project manager. This would be a c12 month contract and would be funded/underwritten from reserves. Main strands of centenary project subject to full feasibility study are coffee table book, digitising archives, gala dinner/reception, fundraising and club/league/participation campaign.

#### **AGM Format**

Discussions took place on the options for the AGM, the risk, the lockdown roadmap and restrictions. It was agreed that the date of 17 July was too soon after the earliest date of lockdown restrictions to manage safely. It was agreed to proceed with the 2021 AGM being virtual. It was also agreed to hold the annual conference a different date to be identified.

#### **Board Only Time & AOB**

DL reported feedback from Hertfordshire that the online training / TTFIT apps have been well received. The issue with coaching / student messaging is being resolved.

Concern that we had observed an increase in potentially abusive messages by and between members over Social Media / Digital Comms. The communications team would consider publishing a reminder to members about expected standards and any serious cases might be considered for referral to the Disciplinary Committee.



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