

# Board Meeting Minutes 6 June 2023



## PRESENT

**Location:** Board Room, TTE Offices, Bradwell Road, Milton Keynes MK8 9LA

**Meeting:** 10am – 3pm

**Board Members:** Susie Venner (SV – Chair for the meeting), Adrian Christy (AC), Steve Kemish (SK) Priya Samuel (PS), Ritchie Venner (RV), Ray James (RJ), Don Parker (DP), Richard Ayers (RA), Jos Kelly (JK), Kwadjo Adjepong (KA)

**Staff Attendees:** Sue Wressell (SW)

**Part Attendees:** Joanna Keay-Blyth (JKB), Sam Garey (SG), Andy Wilesmith (AW), Keely Armitt (KA), Gavin Evans (GE)

**Minutes:** Sue Wressell (SW)

**Apologies:** Sandra Deaton (SD) Chair

Agenda Item	Paper No	Discussion	Decision/ Action	Who	When
1	N/A	<p><b>Welcome</b></p> <p>The Board were informed that SD was extremely unwell and unable to attend the Board meeting. The Board all sent their best wishes and SV agreed to chair the meeting. SV then welcomed everyone to the meeting.</p>			
2	23.06.1	<p><b>Update on actions and decisions made since previous meeting held on 24 March 2023</b></p> <p>The actions were discussed and updated, and it was noted that some of the actions were on hold until the new Head of People joined the organisation.</p> <p>Minutes were approved by the Board on 18 April 2023.</p>			

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3	Verbal	<p><b>Major Event Strategy (WTTTC2026)</b></p> <p>AC provided the Board with an update on the work undertaken so far on the World Team Table Tennis Championships 2026 bid to ITTF and progress regarding the wider major event strategy:</p> <ul style="list-style-type: none"> <li>• Good progress on the documentation for the ITTF (Bid Book) was being made. The Bid Book would need to be submitted by 28 June.</li> <li>• Funding discussions were progressing with UK Sport and the London Mayor’s Office (Greater London Authority). (REDACTED)</li> <li>• The funding application to GLA has been submitted on 2 June and an in-principle decision was expected by Wednesday 7 June followed by confirmation in July.</li> <li>• AC updated on his and SD’s visit to Durban where positive meetings were held with the ITTF. Richard Scruton (RS) had also attended (as the bid technical support) and much lobbying of other Member Associations had taken place.</li> <li>• (REDACTED)</li> <li>• AC and RS had met with Manchester City Council on Monday 5 June to discuss further the opportunity to run a WTT Feeder event in December 2023. They believe that the velodrome is an excellent venue for this event.</li> <li>• AC was working with Nielsen Sports to scope the sponsorship opportunities for the World Team Table Tennis Championships.</li> <li>• AC thanked SD for all her excellent work in Durban while lobbying the Member Associations. It was clear the amount of respect she commanded internationally which really helps the English bid. AC was keen to ask SD to remain as an ambassador for the bid, as soon as she was fit enough to continue.</li> </ul>	<p><b>Decision:</b> The Board approved the work on the bid to continue</p>		
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		<ul style="list-style-type: none"> <li>• It was recognised that SD had worked extremely hard to help with the bid but that it was too much to expect from one person. It was suggested that the workload be spread around more of the Board which would also support succession planning for the future.</li> <li>• The risks were discussed and AC pointed out two main risks: not securing the Championships might reduce the amount of support ITTF were willing to put into the TTE Major Events Strategy, however the ITTF had already asked for more information about Plan B (without the Worlds); the second risk was around money (REDACTED)</li> <li>• AC further updated that discussions had started with the BBC regarding the broadcast of the Championships. AC was also meeting with BT Sport.</li> <li>• The Board were happy for this work to continue and asked if they could see the Bid Book ahead of it being submitted to the ITTF. AC confirmed that the Bid Book was a series of long documents and budget but envisaged an Executive Summary which would be shared with the Board.</li> </ul>			
4	Verbal	<p><b>Competition Review</b></p> <p>RV updated the Board on the first meeting of the Competition Advisory Committee which had been very successful. AC, SD, attended and Gavin Evans (GE), Alan Ransome (AR) and Andy Wilesmith (AW) were also invited for the discussion on the Competition Review.</p> <ul style="list-style-type: none"> <li>• The Competition Review was approved by the Committee to move to Phase 3 and work would now start on fleshing out the implementation of it. It was recognised that this was an evolving piece of work, and the Competition Committee would review it regularly.</li> <li>• The area of Cadet and Juniors was discussed, and it had been proposed to trial the inclusion of overseas players into 4* events and there had been some interest expressed from Spain and Austria. The discussion will continue at the Talent &amp; Performance Committee on 12 June with the final decision left to the Head of Performance Development.</li> </ul>			

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		<ul style="list-style-type: none"><li>• Further areas of the Competition Select Committee report would be discussed at future Competition Committee meetings.</li><li>• Other tournaments were discussed at the meeting, including the Mark Bates Ltd Senior National Championships, which although were recognised as one of the best Championships held, there were areas for improvement.</li><li>• The Committee had reviewed its Tier 2 committees. It was agreed that the Competition Review and the Rankings Committee would be Tier 2 Committees to support the Competition Committee. The British League committee was considered but like other competitions such as County Championships, National Championships, will be considered an operational committee. However, AC spoke of plans to elevate the British League, particularly the Premier Division, and this will continue to be explored which might result in a possible change of the British League governance structure.</li><li>• DP was delighted that the Competition and Talent &amp; Performances Committees would be working together on future projects and felt that this was the best way forward. The next meeting of the Talent &amp; Performance Committee was 12 June and there would be an opportunity to watch the athletes prepare for the European Games that were taking place in Poland at the end of June.</li><li>• PS queried the issue at the Senior National Championships where a medallist did not attend the ceremony. This had been alluded to during the Competition Committee and GE had spoken to the athlete. Additional protocols would be added to the regulations to deal with this in future.</li><li>• JK spoke about the greater lack of tournaments taking place, especially for Under 11s. AC confirmed that one of the roles of the Area Managers was to work with the areas to provide more pre 1 and 2 star tournaments for under 11s, on an area basis, and it was hoped that these would be up and running from 2024.</li></ul>			
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		<ul style="list-style-type: none"> <li>JK also raised the issue of running tournaments for the organisers and software that might help with this. AC confirmed that tournament management software continued to be developed to ensure a more efficient process for players and organisers.</li> </ul>			
5		<p><b>UK Anti-Doping</b></p> <p>The item was deferred to the September Board.</p>	<p><b>Action:</b></p> <p>To agree a new Board Rep for Anti-Doping</p>	Board	September 2023
6	23.3.4	<p><b>Safeguarding</b></p> <p>The item was deferred to the September Board.</p>	<p><b>Action:</b></p> <p>To agree a new Board Rep for Safeguarding</p>	Board	Sept 2023
7	23.6.2  23.6.3	<p><b>1 Governance structure – roles, responsibilities, and expectations</b></p> <p>AC took the meeting through the governance structure, which highlighted the roles, responsibilities, and expectations for the hierarchal structure of the Board and Committees that sit beneath it. Strategy decisions should always be approved by the Board, not Committees. The Board was supportive of the document, and it would be kept under review as the Committees develop.</p> <p><b>2 To approve the Governance Statement agreed by the Governance and Risk Committee</b></p> <p>The Governance Statement was received by the Board and JKB confirmed there were no substantive changes to it. The Board approved the Statement which would be put into the Annual Report.</p>	<p><b>Decision:</b></p> <p>The Board approved the Governance Structure</p> <p><b>Decision:</b></p> <p>The Board agreed the Governance Statement</p>		

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	23.6.4	<p><b>3 To receive the Select Committee report on Premier Club voting</b></p> <p>The Board received the National Council Select Committee on Premier Club voting. AC confirmed that this was a much narrower view of what he asked the Committee to consider, which was to review the current system with an open mind as to future possibilities.</p> <p>TTE’s legal advisor has been asked to review the Articles. AC was keen that the Board should discuss governance reforms and think about what voting structure it believes is right and how best to engage with the Company Members through consultation.</p>			
8	Verbal	<p><b>To approve the proposed candidate for the new Chair</b></p> <p>SK gave an update on the process for the appointment of the Chair that had been undertaken. The Nominations Committee had met earlier in the morning to discuss the two final interviewees for the role of Chair. Following detailed conversations, the Nominations Committee voted (REDACTED), to be the proposed candidate to be put to the Board to consider.</p> <p>A full and frank discussion was held by the Board. Concerns were raised about the table tennis knowledge and time commitment required (REDACTED).</p> <p>It was acknowledged that a Chair like (REDACTED) would require a transition for the membership. The Board were also reminded that the incoming Chair is the Chair of the Board not of the organisation. The running of the organisation was the responsibility of the CEO. It was suggested that a transitional Chair might be better while the members adapt. However, it was recognised that this might potentially cause issues with our governance commitment to the Code and therefore affect Sport England funding. Some Directors felt that there would be a big backlash from the membership if (REDACTED) was appointed, due to his lack of knowledge of the sport and the time commitment some of the membership might expect.</p> <p>SK pointed out that any decision made by the Board needed to be supported by the Board as a whole, even though it might be difficult for some members who might vote against the decision. Otherwise, this could have a detrimental effect to the new Chair.</p>	<p><b>Decision</b> The Board approved the proposal from the Nominations Committee to offer the role of Chair to Nick Phillips</p>		

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		<p>A vote was held and a majority decision of 6 to 4 was in favour of offering NP the role of Chair. Further it was agreed that AC and RA would meet with (REDACTED) as soon as possible to progress towards an outcome.</p> <p>SK raised his awareness of three occasions when people had mentioned the fact that there were two candidates going forward to the final stage of the interview process and that neither had a table tennis background. As this was a highly confidential process, it should not have happened. He could not say whether this was from a leak, or it was unintentional. However, as the Director who had led the process SK wanted to ensure this was investigated so that the same issue did not happen again. This was agreed by the Board.</p>	<p><b>Action:</b> An investigation to be undertaken about potential leaks of information during the process for appointing the Chair</p>	<p><b>AC</b></p>	<p>Following completion of the process</p>
9	23.3.5	<p><b>Table Tennis United – Q1</b></p> <p>AC explained the new system for SLT reporting on the Implementation Plan. The Board were happy with the new system and the content of the report.</p>			
10	23.6.6	<p><b>Finance Report</b></p> <p>The Board received the Finance Report and noted that the final reported position for the 2022/23 year end. The Board noted the variances within the Report.</p> <p><b>Audited Accounts and Audit Findings</b></p> <p>The Board noted the Audited Accounts and Audit Findings. SG informed the Board that the Auditors had not found any material issues. SG was thanked for all her hard work on the accounts and for the positive audit. The Board approved the Audited Accounts and Audit Findings.</p>	<p><b>Decision:</b> The Board approved the Audited Accounts and the Audit Findings</p>		
11		<p><b>1 Vice Presidents</b></p> <p>The Board approved the renewal of the Vice Presidency of Dennis Neale. JKB would inform Dennis. (ACTION: JKB)</p>	<p><b>Decision:</b> The Board approved renewal</p>		

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		<p><b>2 Honorariums</b></p> <p>Following the previous Board Meeting, legal advice had been sought on the Boards consideration of a payment to attend Board meetings to replace the Honorariums, which had now stopped.</p> <p>In consideration of the advice, no payments will be received by Board however a review of its expense policy will take place.</p> <p>AC would prepare a paper for consideration by the Board at its next meeting.</p>	<p>of Vice Presidency to Dennis Neale</p> <p><b>Action:</b> Dennis Neale to be notified of the Board's decision</p> <p><b>Action:</b> A new Board Expense Policy to be prepared and shared with Board</p>	<p>JKB</p> <p>AC/JKB/SG</p>	<p>ASAP</p> <p>September 2023</p>
12	23.6.7	<p><b>AOB</b></p> <p><b>1 Royal Patron request letter</b></p> <p>The Board approved the letter to be sent the Royal Household requesting a new Patron.</p> <p><b>2 Chair of CTF support request</b></p> <p>AC had received a request from TT Scotland to support Phil McCallum in his nomination of Chair of Commonwealth Table Tennis Federation. The Board agreed to support this nomination and for SV to remain as the Deputy Chair.</p> <p><b>3 Nominations for the Deputy Chair of the S+RA Games and Sports Division</b></p>	<p><b>Decision:</b> The Board approved the letter to be sent regarding a Royal Patron</p> <p><b>Decision:</b> The Board agreed to support the nomination for Phil McCallum</p> <p><b>Decision:</b> The Board agreed the nomination for</p>		



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		<p>The Sport &amp; Recreation Alliance had put out election papers inviting their Games and Sports Division to nominate their Chair and Deputy Chair. Karen Tonge OBE is currently the Deputy and has asked if TTE would support her continuing in that role. The Board were happy to approve.</p> <p><b>4 Honour Nominations</b></p> <p>PS asked that when receiving nominations for honours for approval by the Board, that a synopsis of the reasons why someone was being put forward for approval was also provided. This enabled the Board to be fully informed to make the decision.</p> <p><b>5 Transgender Policy</b></p> <p>AC requested that the transgender policy be discussed at the next Board meeting. RJ suggested that it would be prudent to ask the ITTF/WTT and ETTU for advice on their stance. The Board agreed that it would be better to be prepared ahead of any potential case that might come up.</p> <p><b>6 Appointed Director applications</b></p> <p>Due to SD's illness SV offered to accept the Directors' considerations for the top four applications to be interviewed. It was further agreed that the interview date would be pushed back into early July and SW would circulate a doodle poll to find a date and would also inform all the candidates about the date change.</p>	<p>Karen Tonge OBE to remain Deputy Chair of the G&amp;S Division</p> <p><b>Action:</b> Transgender Policy to be reviewed at the next Board Meeting</p>	<p><b>Board</b></p>	<p><b>September 2023</b></p>
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The meeting closed at 2.20 pm.

**Decisions**

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<b>Major Event Strategy:</b> The Board approved the work to continue
<b>Governance Structure – Roles, responsibilities, and expectations</b> The Board approved the Governance Structure
<b>Governance Statement</b> The Board approved the Governance Statement for the Annual Report
<b>New Chair</b> The Board approved the proposal from the Nominations Committee to offer the role of Chair to (REDACTED)
<b>Audited Accounts and Audit Findings</b> The Board approved the Audited Accounts and the Audit Findings
<b>Vice Presidents</b> The Board approved renewal of Vice Presidency to Dennis Neale
<b>Royal Patron</b> The Board approved the letter to be sent regarding a Royal Patron
<b>Nominations</b> <ul style="list-style-type: none"><li>• The Board agreed to support the nomination for Phil McCallum</li><li>• The Board agreed the nomination for Karen Tonge OBE to remain Deputy Chair of the G&amp;S Division</li></ul>