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**SUNDAY 28 JUNE 2020 AT 09:30 – BY ZOOM**

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**MINUTES****In Attendance:**

John Coyne CBE (JC)	Chair and Independent Director
Mark Bache (MB)	Independent Director
Richard Boreham (RB)	Vice Chair and Independent Director
Stephen Craig (SC)	Director nominated by CANI
Clare Dallaway (CD)	Director nominated by English Forum
Bronagh Kennedy (BK)	Independent Director
Martine Kushner (MK)	Independent Director
Alexandra Lane (AL)	Director nominated by English Forum
Ivan Lawler MBE (IL)	President
Steve Linksted (SL)	Director nominated by SCA ( <i>partial attendance</i> )
Greg Smale (GS)	Director nominated by English Forum
David Wakeling (DW)	Director nominated by Canoe Wales
David Joy (DJ)	CEO

**Also In Attendance:**

Susan Hicks (SH)	Finance Director
Andy Maddock (AM)	Head of Performance Operations ( <i>Partial attendance</i> )
Samantha Rankin (SR)	Head of Membership ( <i>Partial attendance</i> )
Paul Ratcliffe (PR)	Performance Director ( <i>Partial attendance</i> )
Barry Wade (BW)	Head of Digital ( <i>Partial attendance</i> )
Charmaine Gawler (CG)	Executive Assistant to the CEO

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**1. Chair's Welcome and Opening Remarks**

The Chair (JC) welcomed all to the meeting on the Zoom platform. Hosting the meeting virtually had saved members a considerable commute and JC hoped that the technology would support the meeting reasonably well.

JC advised that the meeting was being recorded to assist with the production of the minutes of the meeting.

JC confirmed that several members of the Senior Management Team would join the meeting at various points to present agenda items. Samantha Rankin (SR) and Barry Wade (BW) would join in the morning to present Items 9 and 10 respectively, the Membership Report and Digital Update. In the afternoon, Andy Maddock (AM) and Paul Ratcliffe (PR) would present Items 15 and 16 respectively, the Environment & Sustainability Plan and the World Class Performance Report. CG would manage their arrival so that they were only present for the parts in which they were speaking.

JC pointed to a full and interesting agenda indicating the intention to stick to the timings and conclude by 3:30pm for the closed session, allowing for suitable comfort breaks in between.

## **2. Apologies**

None received.

## **3. Declarations of Interest**

No other declarations were made beyond those previously recorded. JC highlighted the importance of members making a declaration during the meeting if agenda items presented particular conflicts of interest.

## **4. Minutes of FB68**

JC confirmed that the Covid-19 minute had been expanded from the first draft of the minutes to ensure that the minutes captured the depth of the discussion which had taken place in March. The Minutes of FB68 were then approved as a true and accurate record of the meeting.

## **5. Matters arising not covered by the Agenda**

There were no other matters arising that were not already covered in the agenda. JC referred Board members to the Action Log that had been updated in the shared google drive inviting members to raise any specific points either during or after the meeting.

## **6. Response to Covid-19**

JC introduced item 6 and invited DJ to speak to this paper.

DJ referred to the paper circulated in the Board pack that summarised the impact of Covid-19 on British Canoeing and the actions taken in response during March-June 2020. DJ indicated his intention to take the paper as read and to update the Board on the latest position;

- The staff response had been exceptional since March
- We were cognisant not all sports were up and running and were finding the climate extremely tough
- Groups of up to 6 people now able to paddle together
- Some limited activity in clubs and centres
- Elite training back up and running
- The phased approach adopted in response to Covid-19 had worked well
- Return to office planning in process as we wait for Government guidance to give us the green light to adopt a step by step approach with those that feel comfortable.

DJ invited questions from the Board.

The Board congratulated the Executive for the impressive response in dealing with the impact of Covid-19 and the way in which the situation had been handled. The Board highlighted the importance of mental health and wellbeing as a key focus area in preparing for a return to office. DJ confirmed that staff recently completed a wellbeing and workload survey to enable SMT to understand where the pressure points exist and to help provide support mechanisms beyond our own resources.

It was noted that those employees who were struggling the most with working from home were most likely to be living alone, or with a need for childcare commitments or did not have access to an adequate work space at home. DJ confirmed that work was underway to plan for a return to office, but that this would be done in a phased way. CD and BK offered to share resources and help consider the implications of a return to work through the HR Committee.

SH confirmed that British Canoeing furloughed 9 members of staff in April 2020 and were starting to bring back some of these colleagues over the coming weeks.

**The Board approved the report and commended the response to the impact of Covid-19, in particular the quick reaction to changes in policy often at short notice, the excellent communications to members and the positive progress that had been made during this time.**

## **7. CEO Report**

The Board took the paper as read and JC invited DJ to pick out the key areas for discussion.

### ***GB Teams International Travel***

DJ referred to Appendix 1 that had been circulated prior to the meeting which outlined the issues to be considered in determining the appropriateness of entering teams to represent British Canoeing in International Competitions in 2020.

DJ provided context and background to the current position confirming that discussion and consultation with the Discipline Committees and International Panels had taken place. DJ highlighted the key challenges in relation to entering teams into international competition including; being able to guarantee the safety of athletes, coaches and volunteers at large international events, athletes not having the opportunity to train to compete, no ability to host domestic events and therefore selection events, travel insurance restrictions and substantial logistical difficulties.

The views of the Discipline Committees had been broadly consistent in observing that international travel was not desirable in 2020. It was noted that only Wild Water Racing (WWR) had events in the calendar due to take place after September but before the end of the year. It was reported that at the most recent ICF Board meeting, Dragon Boat and Ocean Racing events had been cancelled for 2020.

The Board discussed the recommendation not to enter GB teams into any events prior to the end of September 2020 and then to keep others including the WWR under review and subject to CEO approval.

It was agreed that individuals or teams wishing to enter level 3 or level 4 ICF events individually, or club events, will be entitled to do so independently of British Canoeing (arrangements, liabilities, insurance etc.) and that they will be unable to compete in any domestic event organised under the auspices of British Canoeing for a period of 14 days after returning home. Technical officials appointed to events by ECA or ICF will also be entitled to fulfil this commitment but will need to quarantine from British Canoeing events for 14 days after their return.

It was noted that British Canoeing had been advised that travel insurance would not cover any Covid related cancellation costs for new trips, until further notice.

### ***Commercial Activity***

DJ reported that three new commercial agreements had been secured during the lockdown period. It was also reported that a good response had been received to a tender process to become the Official Energy Partner of British Canoeing.

### ***Sprint Performance Strategy***

This item would be picked up during the World Class Performance Report when PR would be present in the meeting.

### ***Staffing***

A full staff survey had recently been conducted which focussed on workload, wellbeing and our return to office planning. The short survey had shown that the concerns about manageable workload had reduced since the last survey at the end of 2019.

A Board member questioned whether the senior role to replace the position of Head of Strategy & Development should remain on hold, given the improving financial position. DJ confirmed that this would be discussed at a financial planning meeting next week and further considered at the next meeting of the Finance and Audit Committee as part of our reinvestment proposals. The Board urged caution in reinvesting as the impact of Covid 19 on sport and the wider economy is still unknown and likely to have a further impact in 2021.

It was noted that the interim arrangements with Lee Pooley managing the Development team was working well. A new internal operations group consisting of the CEO and Heads of Finance, Communications, Digital and Coaching & Development had been created to ensure teams were optimally connected in these areas of work and that any blockers to delivery were overcome as simply as possible.

A Board member commended the digital work around membership and Go Paddling that had enabled new members to 'find' British Canoeing and join easily.

### ***The Sports Resolutions Report***

DJ advised that discussions were still ongoing with Sport Resolutions regarding payment of the final account.

### ***British Canoeing International***

It was reported that some early thinking was taking place with regards to the feasibility of offering our products and services internationally to other National Federations. This would be presented to a future meeting of the Board.

### ***UK Agreement***

JC reported that a very positive meeting had taken place in April between the Chairs and Chief Officers of the four National Associations to review the UK Agreement.

The discussions addressed some challenges that had arisen and it had been agreed that these were not failings of the UK Agreement per se but rather failings in the execution of the Agreement. All Chairs were in agreement that the new Agreement had worked well for their National Association since its launch in 2019.

### ***Canoe Foundation***

JC highlighted the positive discussions that had taken place with the Licence Authorities and the Canoe Foundation to more closely align to the objectives of the Clear Access Clear Waters Campaign.

**The Board noted and endorsed the contents of the CEO Report and agreed the following;**

- **To approve the recommendations in 2.4 and within Appendix 1 in relation to GB teams international travel in 2020.**

## **8. Finance Report**

JC invited SH to present the report noting that the full set of management accounts were uploaded to the Google drive prior to the meeting.

SH took the paper as read and provided an update on income and expenditure to date.

### ***Membership Income***

- April had seen a 54% drop in membership income
- With the return to paddling announced on 13 May, membership income bounced back to achieve £390k in May
- Membership income for June was expected to exceed the May figure.

### ***Coaching & Club Activity***

- Coaching income had dropped to low levels and was not expected to recover in this financial year
- There was long term concern of Covid-19 impact on the wider outdoor activity market
- Club income was still being adversely impacted by Covid-19 with minimal club activity and competition still on hold.

### ***Commercial income***

- A new 18 month agreement with Jaffa had been established for them to become the Official Fruit Partner of British Canoeing.
- Cotswold had terminated our agreement 6 months early to finish on 30 June.

### ***Expenditure***

- It was noted that tight expenditure controls were still in place across the organisation with only the Finance Director, Performance Director and CEO able to authorise expenditure.

### ***Grant Funded Programmes***

- Sport England funding application for the next 4 year cycle had been deferred until 2021 with the current financial funding extended into Year 5, equal to the grant received in Year 4
- UK Sport funding cycles are yet to be confirmed as they await agreement from DCMS
- The Finance & Audit Committee will meet in September to agree principles for repurposing grant funded income into the core business in the first quarter of the Year 4 funding cycle.

SH reported that income and expenditure in July and August remains uncertain and difficult to forecast.

SH invited questions. The Board made the following observations;

- There could be merit in endorsing a prudent approach now and putting savings into reserves to prepare for the potential of significantly reduced funds in 2021
- There were a significant number of professional people that had suffered as a result of Covid-19 impact and it was important to recognise the potential future impact across the breadth of activities of British Canoeing
- The Board encouraged a review of expenditure to seek further organisational efficiencies based on learnings from the lockdown period
- The Board asked that there be a review of the impact on the National Association coaching underwrite agreements prior to January and this to be communicated to National Associations as soon as possible
- Important to embrace the new disciplines, such as SUP, sit-on tops and Ocean Racing and to offer code of conduct and safety advice to new participants
- Explore approach to online retailers who are maybe enjoying commercial growth to replace the Cotswold agreement
- Requirement to manage the financial impact on the discipline committees especially into next year when the longer term impact of Covid-19 could be felt with rising costs
- The planning guidance from UK Sport for the Sprint programme was for a 50% reduction in programme funding for the period April 2021-March 2025. This would impact across the whole organisation should it materialise.

The Board congratulated the management team on their positive actions during this period which had resulted in not only positive responses from members but also reflected well in the accounts.

### ***British Canoeing Events (BCE) Ltd***

SH reaffirmed that the ECA 2020 European Slalom Championships and the ICF 2020 Freestyle World Cup had been cancelled and that neither had led to any unbudgeted financial liabilities. The cancellation of the World Cup Freestyle had not incurred any costs.

The decision to cancel the European Slalom Championships was taken early in March, which resulted in savings in excess of £189k against a cancellation being taken in April. The final event accounts had been submitted to UK Sport with a £141k surplus. Of this £123k was returned to UK Sport and the £25k British Canoeing contribution had been reduced by £17k. It was proposed that the £17k surplus should be retained within the BCE accounts to provide a small reserve.

It was reported that the ICF 2020 Freestyle World Championship budgets were still projecting a financial loss but that it was expected to mitigate this further during the next 6-9 months.

### ***Manvers Boat House***

SH outlined the latest position in relation to the Manvers Boat House as detailed in the report. The Board approved that subject to Sport England agreement the master lease should be surrendered to Manvers Dearne Valley Trust.

**The Board noted and approved the Finance Report and agreed the following;**

- **To endorse a prudent approach towards financial planning to best prepare for the full financial impact on the sports industry in 2021**
- **To formally approve the application to Sport England for the removal of the legal charge, and if successful the surrender of the master lease to the Manvers and Dearne Valley Trust.**

## **9. Membership Report**

JC welcomed SR to the meeting who presented an update on the key areas of membership activity between March and May 2020. It was noted that the latest membership figure as at 28 June was 46,559.

The Board commended the work which had resulted in membership growth since 13 May when lockdown restrictions were eased. However, a question was raised in relation to what we need to do now to secure those members for the long term to bolster retention rates. DJ stated that retention rates had improved to 75% year on year. The cohort of new members who had joined during this period were being treated as a special membership group, new to paddling, who were receiving regular and tailored messages now to mitigate against the risk of them not renewing next year. SR confirmed that we can segment these members by location and we intend to further personalise communications based upon their interests.

DJ confirmed that a significant piece of insight work into recreational paddlers had been scoped with a view to commissioning next month in order to fully understand this market and to better inform our plans for membership growth and retention.

SH outlined the summer campaign scheduled to commence on 1 July 2020. SR confirmed that meetings were scheduled with Visit England and Visit Britain in the next few weeks to progress partnership talks.

The Board discussed various initiatives that could encourage members to paddle socially and help them find suitable clubs based on their interests. The Board agreed that there was an

opportunity to collaborate with virtual paddling groups through social media. SR confirmed that the team were intending to work with trade partners to produce content around guidance on equipment, kit, comfort and safety to further improve the paddling experience.

It was agreed to share the slide deck presentation with the Board after the meeting.

**The Board noted the contents of the Membership Report and congratulated the Membership team on all of their hard work during this recent period of growth.**

## **10. Digital Update**

JC welcomed BW to the meeting to present the progress within the digital strategy since the last report to Board in September 2019.

BW highlighted the following four areas of progress in recent months;

- Rapid deployment of home working, systems and process
- Focus on systems to support staff/athletes during lockdown (Staff & Athlete Intranet)
- Readjustment of digital communications media to meet any “new normal”
- Ensure systems augment any post-lockdown paddling bounce

### ***Staff and athlete intranets***

BW presented the work which had been completed to develop separate athlete and staff intranets. These had been developed ahead of plans (scheduled for 2021) due to the Covid situation. Both were now fully operational and being well used and received.

### **Paddlemail**

BW spoke about the development of Paddlemail, an in house emailer system, which allows staff to use templates to develop e-shots and to easily send to groups within our database. It is simpler to use and will make a significant financial saving in a full year.

### ***Go Paddling***

It was reported that there had been 134k unique users on the Go Paddling website as at 28 June, which compared to 117k unique visitors in the whole of 2019. A net promoter score of 69 had been reported within a short survey over recent months. Satisfaction by users of Paddlepoints had been rated at 4.6 out 5.

BW identified the main challenges facing the Digital team were around capacity to keep pace with new developments whilst maintaining those we now have, security and the concerns relating to the British Canoeing website, which is an old site and needs developing.

DJ confirmed that we are exploring the potential to recruit a third developer within the team to help ease those capacity concerns.

The Board discussed the pros and cons of placing discreet advertising on the Go Paddling website.



**The Board noted and approved the contents of the Digital Update and thanked BW for the excellent presentation and work to date.**

## **11. Risk Management**

SH referred to the paper circulated with the Board pack highlighting the most significant risks requiring Board consideration and an update on work to improve risk management within the organisation;

- Financial impact of Covid-19 (although declining at the time of the meeting)
- Covid-19 impact on the Olympic and Paralympic Programmes
- Reduced WCP funding from UK Sport on the Sprint programme impacting on all 3 programmes
- Reduced coaching income
- Capacity within the Governance team
- Places to Paddle sites

JC commended the new format of the paper and proposed that the Places to Paddle risk is considered in detail at the next meeting of the Board after having been identified as an escalating key risk for the organisation.

A Board member recommended that the Covid-19 learnings should be formally recorded in a 'crisis management handbook' to retain the lessons learned in the organisational memory. It was agreed to pick this up through the work of the Governance & Risk Committee and the business continuity plan.

**The Board noted and approved the contents of the Risk Report.**

## **15. Environment & Sustainability Plan**

AM presented the paper which outlined a draft framework of a British Canoeing Environment & Sustainability Plan.

AM highlighted the 5 priority areas identified by the staff group where the most significant progress could be made;

- Transport & Travel
- Energy & Water
- Waste
- Wildlife & INNS
- Environment & Ethical Purchasing

It was noted that environment and sustainability was an important area for our members with the potential for financial advantages too. Lockdown had provided the opportunity to accelerate some of the thinking in certain areas.

AM outlined the recommended next steps for Board consideration including the establishment of a Sustainability Committee/Advisory Group to include members from across

British Canoeing to further develop the plan. Alongside this, a staff implementation group would be created to help drive the plan forward for inclusion and development within the next 4 year strategy.

**The Board noted the contents of the report and approved the draft framework of the Environment & Sustainability Plan and agreed the following;**

- **To recruit expertise from within the membership to inform and drive the plan**
- **To produce a visual one page document to entice interest**
- **To receive a progress report at the next meeting of the Board.**

## **12. Progress Report on Action Plan following Sport Resolutions Report**

DJ presented the paper which outlined progress against the Action Plan which had been developed in response to the Recommendations within the Sports Resolutions Report. The Governance & Risk Committee had already considered this progress and had noted that the actions in sections 1, 4 and 7 had been completed. DJ invited questions from the Board.

There was a discussion around when and how the Board should be informed of confidential Safeguarding matters. It was agreed to ensure the role of Safeguarding lead for the Board, currently held by GS, was aligned with the Governance and Risk Committee. The Board invited the Governance & Risk Committee to consider this matter.

The Board noted that we had reached a high benchmark (highest level of commendation) in the recent annual review of safeguarding by the Child Protection in Sports Unit (CPSU).

**The Board approved the progress against the Action Plan and noted the following;**

- **Noted that the Action Plan was considered in detail at the last meeting of the Governance & Risk Committee on 2 June 2020**
- **That items 1, 4 and 7 in the Action Plan had been completed**
- **That the other matters were all work in progress and most were expected to be completed by September 2020.**

## **16. World Class Performance Report**

JC welcomed PR to the meeting to provide an update on key areas of activity within the World Class Programme since the last meeting of the Board in March.

### ***Lockdown Period***

PR highlighted the positives during this period recognising how the team had worked hard together to support athletes and operate efficiently by innovating smarter and better ways to communicate and engage with athletes. It was noted that some difficult decisions had been made during this time relating to the delayed Tokyo 2020 Olympic Games.

### ***Paris Planning***

Following the Paris Planning Phase 2 feedback from UK Sport, the programme had received an indicative financial planning figure for the Paris cycle. Feedback from Phase 2 for the Slalom and Paracanoe submissions was very strong and the team were now fine tuning the plans in

time for a draft to Board in September in preparation for UK Sport Phase 3 submission in October. Sprint planning was also continuing and would be reported on fully at the end of this item.

### ***Return to Elite Training***

It was reported that the Return to Training had now entered Phase 3 whereby all athletes were returning under strict Covid-19 measures. These measures provided the safest possible environment to mitigate against risk to enable our athletes to return to training with their health and wellbeing paramount. Training in the gym had not yet resumed. It was reported that Dorney would not reopen until September following a recent vandalism incident.

### ***Nomination of athletes for the WCP in 2021 & England Talent Programme***

Following UK Sport's confirmation that athlete status would be unchanged during 2020, we had provided all programme athletes with certainty of their status on the programme until 31 December 2020.

The Board considered and discussed the proposal that current athletes would be nominated for the World Class Programme and England Talent Programme in 2021, given there would be no meaningful racing or competition this season and it would be difficult to either take off or bring on new athletes in this environment. This would of course remain subject to UK Sport funding being in place post April 2021.

The Board recognised this situation was both difficult and delicate but approved the approach as proposed.

**The Board noted the updates within the WCP report and approved the following recommendations;**

- **Subject to UK Sport support for individuals from April 2021, to retain all current programme athletes for the 2021 season, with the next annual review being post Games in line with a policy that will have been published by March 2021.**
- **To extend the current term of those athletes on the England Talent Programme and for all athletes currently within the programme, to be retained until May or June 2021.**

### ***Sprint Strategy Review***

DJ updated the Board on progress so far. A strategy group had been established together with six task & finish groups in each key area. The composition of the groups had been challenged as not having sufficient club engagement. It was noted that IL and DJ were due to discuss further the composition of the task and finish groups and how best to move forward from here. DJ confirmed that the consultation and engagement process would be extensive.

The Board referred to the discussions within the self-formed club group, noting that some good ideas had emerged with positive engagement within the group. The Board discussed how to address the challenge of polarisation within the discipline and recommended that the CEO and/or Performance Director participate in one of these consultation meetings to ensure the range of views are properly listened to. It was also suggested that David Parsons, as Chair of the Sprint Situational Analysis Review Panel should also engage with the group.

There was discussion around the challenge of the funding proposal being required by UK Sport in October and the final strategy not being complete until later in 2020 and how to avoid being tied to UK Sport requirement that did not fit the strategy. DJ confirmed that the UK Sport submission was specific to the Podium and Academy parts of the strategy and these should be sufficiently developed by mid October to inform the submission. The most important part of the submission would be around the What it Takes to Win (WITTW) model and the profiling of athletes against this. He felt UK Sport would welcome the wider strategy work which was being undertaken.

JC highlighted the tight timeframes and encouraged participants to maintain focus and pace within the process. He felt it was a great opportunity to make change, to collaborate together to achieve the shared vision of forming a successful long term Sprint strategy owned by all.

**The Board noted the progress in the Sprint Performance Strategy Review and agreed to the following;**

- **To receive a monthly progress update at the end of July and August ahead of the next Board meeting in September**
- **To attend a group meeting and engage with club members where possible.**

### **13. Revised Annual Plan 2020**

DJ confirmed that the Plan had undergone significant reappraisal as a direct result of the impact of Covid-19. DJ confirmed that the report captured all of the revisions to the 2019/20 Annual Plan and advised that the full plan was available in the Google shared drive for those that wished to see more detail.

DJ reported on progress to June confirming that actions were tracking nicely against the plan with a current completion rate of 21%.

**The Board approved the revised Annual Plan for 2020 and noted the progress towards delivery of the Plan at the half year stage.**

### **14. 2021-25 Strategy**

DJ presented the report which proposed a change to the previously agreed schedule for the consultation and launch of the next strategic plan for British Canoeing. Due to the impact of Covid-19, it was felt that it was no longer appropriate to shape a new strategy this year. DJ referred to the paper that outlined the key reasons for this rationale;

- The consultation planned for March and April had been cancelled and it would be unlikely that face to face consultation would be possible until later in 2020
- Clubs, Centres and Course providers were still unable to operate “business as usual”
- Some targets set for delivery in 2020 had been deferred for a year
- In some areas of the plan, such as coaching and leadership qualification delivery, a year of delivery had been lost
- Sport England had deferred the launch of its new strategic plan for several months and funding agreements were unknown

- UK Sport were in a similar position and had pushed the Tokyo Games into the 'next' 4 year period.

DJ proposed to the Board that the delivery of Stronger Together 2017-21 is extended to March 2022. A revised document would be published later to confirm the priority actions for the next 20 months.

The new strategic plan would be revised to a period of 3 years, from April 2022 to March 2025 and be launched in March 2022. This would allow British Canoeing to return to 4 year cycles aligned with the funding partners. Consultation on the strategy would be undertaken in 2021.

**The Board considered and approved the revised timelines for the introduction of the next strategic plan for British Canoeing for 2022-25 and requested that the members be fully updated and engaged in the Plan.**

## **17. ICF Board and Committee Nominations**

DJ presented the paper which outlined the proposed nominations of several individual members of British Canoeing to become members of the Discipline Committees and the Board of the ICF. These positions would be elected at the next Congress of the ICF. It was also noted that the ICF had recently agreed at their most recent Board meeting to reschedule Congress from Philippines in December 2020 to Thailand in April 2021.

In response to a request for nominations from the ICF to be received by September, British Canoeing had invited all members who may be interested in seeking nomination to ICF positions to self-nominate by completing a nomination form.

The Board reviewed and discussed the nominations and approved the recommendations within the paper.

**The Board endorsed and approved the nominations identified within the report subject to further clarification on the endorsement of the WWR nomination.**

## **18. Committee Reports**

The Committee reports were taken by exception with only the key issues highlighted.

### **18.1. Finance Committee**

No further updates were reported outside of the Covid-19 issues outlined in the Finance Report.

### **18.2. Governance & Risk Committee**

No further updates were reported.

### **18.3. Nominations Committee**

JC noted the vacancy left by James Fry on the Nominations Committee. This would require a Board Member to be appointed. JC agreed to discuss off line with Board members. The Board would then need to approve this appointment prior to the next Nominations Committee meeting on 11 November 2020.

#### **18.4. Scottish Canoe Association (SCA)**

The SCA Board met recently and had decided to serve notice on their office space and revert to full time home working due to its proven success during lockdown. A small office would be made available on premises they manage should it be required. The Executive had produced some wellbeing and risk assessments in order to keep people together in the virtual environment and were currently planning a virtual AGM in October 2020. It was noted that membership figures had dropped slightly during the lockdown period when a 5 mile travel limit had been imposed.

#### **18.5. Canoe Wales**

It was reported that like Scotland, a 5 mile travel limit had also been imposed in Wales during the lockdown. Membership figures had dropped as a result of Covid-19, particularly among female paddlers. Income normally received from the National White Water Centre at Bala remained a significant concern whilst the centre remained closed due to the pandemic.

#### **18.6. Canoe Association of Northern Ireland (CANI)**

It was reported that colleagues had issued information quickly to the community going into lockdown and had reacted well to the complications in coming out of the lockdown. Most members had responded well to the guidance issued. Circa 90% of CANI members renew in January each year so membership figures had not yet been adversely affected by Covid-19. The Executive team were working hard to create a balanced budget and plan for a virtual AGM should social distancing still be in place.

#### **18.7. Safety Advisory Panel (SAP)**

JC referred the Board to the SAP Report included within the Board Pack.

**The Board formally noted and accepted the Committee Reports.**

### **19. Any Other Business**

#### ***National Nominations***

It was observed that there was still room for improvement to the number of nominations for our national honours.

#### ***South Cerney***

There was a discussion around the potential and challenges of the South Cerney site as a national Sprint facility. It was noted that Alan Laws and Ben Seal had both been involved in previous discussions with the site on behalf of British Canoeing. It was agreed that this would

be picked up again through the Sprint Review and also progressed through the development of a facilities strategy, as soon as officer capacity allowed.

***Formal Complaint***

The President and Chair had been in receipt of a complaint received by a parent of a paddler in relation to an alleged lack of inclusivity shown for disability sport within British Canoeing. DJ confirmed that British Canoeing has a real opportunity to improve its equality and diversity work through submitting an application to Sport England's Sector stimulation fund. JC and IL agreed to respond to the complaint in the coming week.

**20. Closed Session with Non-Executive Directors**