

Overview of Board of Directors' Meeting

Held on Wednesday, 15 February 2023, 9:30 am to 1:00 pm via Zoom conference call

Directors in attendance: Dr Ibrahim Akubat (Sport and Performance Division Chair), Dr Lindsay Bottoms FBASES (Physiology and Nutrition Division Chair), Prof Zoe Knowles FBASES (Chair), Dr Kiara Lewis FBASES (Physical Activity for Health Division Chair), Dr Helen Rippon (Non-Executive Director), James Tugwell (Non-Executive Director), Susan Went (Non-Executive Director), Ian Wilson (Executive Director).

Attending: Dr Kotryna Fraser, Chair, EDI Advisory Group (item 5); Emma Forsyth, MarComms Manager (item 6); Lisa Phillips, Professional Development Manager (item 7).

Minutes: Jane Bairstow (Senior Admin Officer).

Apologies: Greg Koral (Non-Executive Director) and Dr Adam Gledhill FBASES (Psychology Division Chair), (both of whom, prior to the meeting, had provided input into the agenda discussion items) and Dr Andrew Mitchell (Biomechanics and Motor Behaviour Division Chair).

1 **Welcome and opening remarks.**

ZK welcomed everyone to the meeting, introducing HR who was attending her first Board meeting as a new Non-Executive Director. ZK noted the current strike action within HEIs may affect business continuity for those Officers and Volunteers working in HEI. The 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. IW and JB would step out of the meeting while the Staff Salary Benchmarking discussions took place. There were no other declarations of interest.

3 **Minutes of the previous Board meeting (held on 14 November 2022)**

These were accepted as a true record of the meeting.

4 **Matters arising:**

Board considered a proposal for a Rework Project (redefining development and employment expectations for sport and exercise science). An updated paper will now be prepared, following queries posed in the meeting.

Board agreed to support a notional budget for BASES' presence at 2023 Partner / industry conferences/events.

As part of a wider review of current policies, the Board approved the Professional Disciplinary Policy action plan.

Board agreed to co-fund a fixed-term role to drive forward the work of the CEP-UK and the opportunities it would afford BASES and its members.

Board noted, that as agreed at the Board Call on 15 December 2022, £100 donation was made to Crisis at Christmas.

Board noted the ongoing discussions taking place regarding Student membership numbers.

Board noted the BASES' application for core participant status for the Public Inquiry into COVID-19 was submitted in December 2022, but was rejected by the Inquiry solicitor.

Board noted a submission was made in January 2023 to the DCMS Inquiry on Women's Sport.

The Board formally approved the new BASES Rep on the International Confederation Sport and Exercise Science Practice Board.

ZK and LB provided an update from the BASES' Fellows' meeting, held 17 January 2023.

Board continued discussions around celebrating 30 years of BASES in 2023, for which members had received notification on 2 February 2023.

Board acknowledged the recent feedback to the supplement company who had been in touch regarding possible future member benefits, noting that further talks would not be advanced at this stage.

5 **BASES Equity, Diversity and Inclusion Advisory Group**

Dr Kotryna Fraser attended this item and provided an overview of the work of the Advisory Group and the goals and projects for 2023. A discussion took place, and the Board supported the paper and actions.

6 **Marketing, Communication and Commercial**

Emma Forsyth attended this item and shared the BASES Marketing, Communication and Commercial Plan. A discussion took place, and the Board supported the paper and actions.

7 **Professional Standards and CPD**

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.

8 **Applied Practitioner of the Year Award and Applied Practitioner Development Grants**

Board considered a proposal from IA to increase the amount of the current Applied Practitioner Award, and to consider a new pot of money to award Applied Practitioner development grants. The proposal was supported and the new criteria, timelines and process will be finalised and communicated to members.

9 **2024 Student Conference bids**

Board acknowledged the strong submissions that had been made and agreed to award the 2024 Student Conference to Manchester Metropolitan University, thanking the other institutions that had also applied.

10 **Responding to the BASES Member Survey 2022**

Board reviewed the responses included in the recent member survey. The Action Plan that has been developed will be actioned, with members to be updated on progress and changes, as appropriate. Details of the 2022 Survey will be included in TSES Summer'23.

11 **Stakeholder Management Framework**

Board reviewed the updated version, discussing next steps. Board agreed the Framework will be reviewed annually.

12 **2022 - 2023 Operational Plan Q3 report.**

IW provided an overview on the Green and Amber deliverables, noting some good work continues on some deliverables over the first three Quarters.

13 **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.

14 **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 & Performance

Human Resources, Remuneration & Appointments Committee. IW and JB left the call while the remainder of the Board discussed the Committee's proposals regarding the recent staff salary benchmarking exercise.

Finance & Risk Committee, noting good performance against surplus for Q3. The Board approved the 2022-23 Q3 Management Accounts.

Governance Committee

Learning and Development Committee, including a discussion on the merits of combining both Student Conference and Annual Conference and a discussion on revisions to the Expert Statement Grants process

Professional Standards Committee. Board acknowledged the hard work of the HE Endorsement Scheme Advisory Group for developing a new Postgrad Criteria proposal. Responses to the queries posed by the Advisory Group will be fed back so the documentation can be finalised, and a pilot undertaken.

Stakeholder Committee

15 **Any other business**

Board approved the recent application for a new Skill Acquisition Interest Group (SAIG)

Board discussed and agreed in principle to create a new Volunteer award which could be launched in early June to coincide with Volunteers' Week 2023.

Dates of next meetings:

Board Call:

Thursday 23 March 2023, 9 am to 10 am

Board Meeting:

Monday 24 April 2023, 1 pm to 4:30 pm.

Prof Z Knowles FBASES

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