Overview of Board of Directors' Meeting
Held on Friday 4 September 2026, 9:45 am to 3:45 pm, at Meeting Room 2, Virgin Money, 138 New Street, Birmingham, B2 4NS, and virtual (Teams*).

Directors in attendance: Prof Zoe Knowles FCASES (ZK) (Chair), Dr Daniel Bailey* HonFCASES (DB) (Physical Activity for Health Division Chair) (part), Chris Davison* (CD) (Non-Executive Director) (part), Dr Mitch Finlay MCASES (MF) (Sport and Performance Division Chair and CASES Deputy Chair), Dr Trish Jackman FCASES (TJ) (Psychology Division Chair), Prof Mel Leggate (ML) (Teaching and Learning Enhancement Division Chair); Dr Andrew Mitchell HonFCASES (AM) Biomechanics and Motor Behaviour Division Chair), Dr Helen Rippon (HR) (Non-Executive Director), Dr Alan Ruddock FCASES (AR) (Physiology and Nutrition Division Chair), James Tugwell (JT) (Non-Executive Director). Susan Went (SW) (Senior Non-Executive Director).

Attending: Ian Wilson (IW), Chief Executive Officer (all); Dave Levine (DL) and Steve McQuaid (SM), Consultants (item 8).

Minutes: Jane Bairstow* (JB), Senior Admin Officer.

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1 **Welcome and opening remarks:**

ZK welcomed all to the meeting. 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. There were no declarations of interest.

3 **Minutes of the previous Board meeting (14 July 2026):**

These were accepted as a true record of the meetings.

4 **Matters arising:**

- Recruitment: Chair-Elect. Following open recruitment, members were advised in late August of the application from Prof Zoe Knowles FCASES. Board unanimously voted to accept the application, and the membership will ratify this at the AGM in November
- Recruitment: Chair of BMB Division. Following open recruitment, one application was received which the Board unanimously accepted. A member announcement will be issued soon.
- Board discussed some targeted projects that could increase membership and make good use of the reserves.
- Board will be developing the next CASES strategy (from April 2028 onwards) from this autumn.
- Board confirmed the Panels to review (i) Applications for Volunteer of the Year Award, (ii) Bids to Host 2028 Conference, (iii) Nominations for CASES Distinguished Contribution to Sport and Exercise Sciences Medal, (iv) CASES Position Stand on Academic Standards.

- Seven Fellowships were awarded in August.
- The deadline for the 2026 Volunteer of the Year was 1 September with six nominations for four members received.
- Nominations for the CASES Distinguished Contribution to Sport and Exercise Sciences Medal will close 30 September
- The 2025-2026 Annual Report will be issued later this month
- [EHRC Code of practice for services, public functions and associations]() – published 5 August.

5 **CASES Distinguished Contribution Award*:***

Earlier this year, the Board introduced a new Distinguished Contribution Award, which is granted to an individual who has made sustained, significant and important contributions to the Association through volunteer roles. Tangible impact of the contribution must be visible and seen to influence that of the broad membership and business of the association, demonstrating reach, innovation and leadership. This Award is determined by the CASES Board. The Board considered 12 members this year, of which the standard was outstanding, and agreed on two recipients. All 12 members will be written to, to acknowledge this recognition, which will be embargoed until the 2026 AGM, at which the winner will say a few words about their contribution.

6 **Review of programme related fees:**

Board considered a paper about CPI as of March that year being added to accreditation/endorsement and training programmes annually, from the following January. This inflationary rate (3.3%) was approved. A slide will be prepared for the 2026 AGM, to outline the decision and what the new fees will be from January 2027

7 **2027 membership fee increase:**

Board agreed to a modest 3.3% indexation rate (based on Consumer Prices Index (CPI) at March 2026) to be applied from January 2027. Members will be informed of this at the 2026 AGM, with an email reminder issued after the AGM.

8 **Internal Board Effectiveness Review project:**

The Board commissioned this Review and, following a procurement process, appointed independent facilitators to support an objective assessment of Board effectiveness. Three research instruments were used and triangulated to identify the themes. The tools were (i) a Board Effectiveness Questionnaire, (ii) a Board Skills Matrix covering twenty-four competencies, rated from Awareness to Expert, and (iii) a number of reflective conversations with a cross section of the Board. DL and SM attended this item and facilitated good discussion and debate, exploring what the Board wants to protect, strengthen and change, and identifying the key priorities and next steps arising from the Review. The Board will continue advancing this project.

9 **Finances:**

The Board approved the 2026-2027 Q1 Management Accounts. Discussion took place over the 2026-2027 budget 3+9. The Board agreed to a dedicated in person Board meeting to brainstorm ideas to increase membership, and how the reserves can be used to support key projects.

10 **Biennial member survey:**

The Board reflected on the low response rate to previous biennial member surveys, noting the number of questions and overall survey length may be prohibitive. It was agreed to split the traditional member feedback into two surveys; one about customer service and membership (marketing, comms, enquiries, systems, pricing, benefits, brand), and another about CPD, accreditation, endorsement and ambitions. The timing of the surveys and how staggered they are will be confirmed.

11 **The future of professional membership:**

The Board considered a paper that outlined the challenges of individual member retention, the value of membership to younger audiences and the importance of a Professional Body. Discussions will continue when developing the new strategy.

12 **Member loyalty programme:**

The Board considered a paper on the engagement of members to various Committees and Advisory Groups and how they could gain credits per hour expended on the Group work that could be converted towards annual membership fees or towards conference registration. Further work to take place on how to recognise the contribution of our volunteers.

13 **Any other business**

None

Dates of next meeting:

Board Call:

Thursday 15 October 2026, 9:15 am – 10:15 am

Annual General Meeting:

Wednesday 11 November 2026, 4:30 pm – 5:30 pm

Board Meeting:

Wednesday 18 November 2026, Teams, 9:30 am to 1 pm

Prof Z Knowles FCASES

5 September 2026