

## **DRAFT MINUTES**

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### **In Attendance:**

#### **Voting Members:**

Professor John Coyne CBE                      Chair of British Canoeing

#### **British Canoeing Events Board Members:**

Jon Long (JL)                                      Chair & Independent Director  
Vivien Blacker (VB)                              Independent Director  
Susan Hicks (SH)                                 Director nominated by British Canoeing  
David Joy (DJ)                                      Director nominated by British Canoeing

#### **Staff Members in Attendance:**

Gemma Wiggs (GW)                              Head of Events & International Affairs  
Charmaine Gawler (CG)                         Executive Assistant to the CEO  
Nancy Squires (NS)                                Head of Governance  
Keir Worth (KW)                                  Incoming Director of Paddlesport, British Canoeing

#### **Apologies**

Phelan Hill MBE (PH)                              Independent Director

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### **1. Welcome by Jon Long, Chair, British Canoeing Events**

The Chair (JL) welcomed all attendees to the meeting on the Zoom platform. He particularly welcomed Professor John Coyne, Chair of British Canoeing as the single shareholder and representative of British Canoeing.

JL noted that Mark Bache and Rosie Williams were no longer members of the Board. Mark retired from the British Canoeing Board in March and Rosie had moved overseas to take up a new role. JL recognised that it was David Joy's last meeting on the Board as he was due to depart from his role as Chief Executive of British Canoeing in May.

Apologies were noted from Phelan Hill (PH).

### **2. To adopt the minutes of the 2<sup>nd</sup> Annual General Meeting held on 20<sup>th</sup> April 2021**

JC as the sole shareholder of BCE Ltd, approved the minutes as a true and fair record of the meeting.

### **3. To consider matters arising from the minutes of the 2<sup>nd</sup> Annual General Meeting**

There were no questions or matters arising.

#### **4. To adopt the accounts for the Financial Year 1.11.20 to 31.10.21**

The Chair confirmed that the Financial Accounts had been circulated as a separate document within the AGM papers and invited SH to briefly present the accounts.

SH highlighted that there had been no significant financial activity within BCE over the period due to no events having being held. The annual bank and audit fees had been covered by reserves. SH reminded the Board that members had previously approved the accounts by email in February.

There were no questions or further discussions on the accounts.

JC as the sole shareholder of BCE Ltd, approved the accounts.

#### **5. To appoint 'Haysmacintyre' as the Auditors for the financial year 1.11.21 to 31.10.22**

The Chair advised that the Board proposed to re-appoint Haysmacintyre as the Auditors for British Canoeing Events Ltd. The Chair endorsed this motion and invited comments.

JC noted that British Canoeing at its last Board meeting agreed to appoint Haysmacintyre as their accountants and that it would therefore be helpful to have synergy between the two companies in this regard. JC confirmed that British Canoeing will be tendering for accounting services before the next AGM of both organisations in 2023. The Board showed unanimous support for this approach.

JC, as the sole shareholder of BCE Ltd, approved the motion to appoint the auditors.

#### **6. To adopt the 3<sup>rd</sup> Annual Report of British Canoeing Events for 2021**

The Chair thanked executive colleagues for producing the Annual Report that was circulated with the AGM papers. JL noted the tremendous ongoing support shown from the British Canoeing team both in terms of decision making processes and in their hard work to keep projects moving without any events having been delivered. JL looked forward to hosting the 2022 Freestyle World Championships and the ICF Canoe Slalom World Championships in 2023.

JL acknowledged those retiring Board Members that had contributed as founding Directors of BCE, namely Mark Bache, Rose Williams and David Joy, who have all made fantastic contributions since the inception of BCE.

JL invited JC to update on British Canoeing in the context of events and the new strategy.

JC extended his appreciation to the Board for the work undertaken during another challenging and uncertain period. He noted that it was now exciting to look forward to the Freestyle World Championships and wrap around paddling festival in late June/early July.

JC remarked that British Canoeing is in a strong position with a record year in terms of scale of operation, membership figures and team performances in returning to competition.

He noted that it was also a period of great transition for British Canoeing with DJ leaving his position as Chief Executive on 12 May to be replaced by Ashley Metcalfe on 1 June. JC confirmed that four new Directors also joined the British Canoeing Board in March and that he anticipated that the new Chair of the Finance & Audit Committee, Nick Donald, would take the place of Mark Bache on the BCE Board to maintain the financial link between the two companies, subject to the Board agreeing the nomination.

JC stated that British Canoeing had recently launched its new strategic plan, Stronger Together 2022-26, which had much in common with the previous plan but instead focused on rapid evolution, rather than revolution. He reaffirmed that British Canoeing's appetite to host events is not in any way diminished within the new strategy and that they are keen to look at opportunities as they arise. He stated that British Canoeing looks forward to working with BCE over the next period at our events.

The Annual Report had been proposed by the Board and JC, as the sole shareholder of BCE Ltd, approved the Report.

The Chair, on behalf of the BCE Board, thanked JC for the positive comments.

## **8. Final remarks**

The Chair in closing the meeting, thanked everyone for their attendance and contribution and for their continued work as part of British Canoeing Events Ltd. He also recognised the work of the British Canoeing Board, staff and volunteers during the past 12 months.