

Minutes of EBUA Special Executive Meeting

27th March 2021

Held virtually

Present	Angie Thompson (Chair)	AT
	Greg Brown	GB
	Bernie Hill	BH
	Vic Perry	VP
	Alexander Wilson	AW
	Maxine Groce	MG
	Colin Wilson	CW
	Bob Penny	BP
	Carol Watt Sullivan	CWS
	Steve Alway	SA
Guests	Allan Thornhill (Chair of Constitution Sub-Committee)	A Th
	Jeff Henshaw	JH
	Peter Harris	PH
	John McKenzie	JM
	Charlotte Emanuel	CE
Apologies	Jessie Clark	JC

Minutes

Item	Notes	Actions
1	<u>Welcome</u> AT opened the meeting and welcomed all	
2	<u>Apologies:</u> Jessie Clark	

3	<p>Presentation of Constitution Document and associated Policy documents (A Th)</p> <ul style="list-style-type: none"> • Vote of thanks from A Thornhill to the Sub-Committee Group • Incorporated changes from the previous feedback from the Executive • Proof reading completed by 4 volunteers • Documents and Policies benched marked against other sporting bodies • Policies devised so that these can easily be amended • Timelines included in most documents • Membership Policy – defined categories of membership • Roles and responsibilities defined • Creation of new committees using specialist skills • Uniform Policy – discussion regarding whether this should be separate of included in the Constitution. Definitions kept quite broad. • AGM/SGM scheduling and timescales – much consideration given to this within the Sub-Committee • Safeguarding Policy – in line with National Governing Bodies • Disciplinary Policy produced • Code of Conduct developed • Privacy Policy developed • Health and Safety Policies – in line with National Governing Bodies • Disillusion of the Association • Finance Policy – updated • Health and Safety Policy – in line with the NGB • Diversity and Equality Policy – in line with NGB, some points added to Constitution document • Finance: Clarification of dates, signatories, independent examiners and expenses • Indemnification – some ongoing work in this area (JH) • Acceptance and Declaration at the end of the documents • Policy and Constitution documents to be available in a section on the EBUA website • Timescales considered 	<p>Policy to be placed on the EBUA website, with any relevant updates (CWS and BH)</p>
4	Discussion	

	<ul style="list-style-type: none"> • BP – clarification regarding when membership ceases • BP – what happens to motions at AGM that are not concerning the constitution? • CWS – discussion regarding current Safeguarding Policy • Timescale – one month to go • Executive to decide on the next steps • Documents handed over as a proposal • Privacy Policy – discussion regarding suitable time for adoption • AW: discussion regarding timescales for accounts examination and presentation • Next steps: documents proposed by the Constitution Sub-Committee ready for the AGM in August • New Privacy Policy to be implemented before the AGM • DBS Clearance discussed • Disciplinary Policy – amendments added. Bench marked against other policies • BP – clarification regarding a written complaint • Code of Conduct – some suggestions added to the Policy • Membership Policy – feedback incorporated. AW discussed categories and suggested that this should be incorporated into the Constitution and highlighted at the AGM • Roles and Responsibilities Document – checks made to ensure that these line up with current responsibilities • Next Steps: Process and discuss the information 	<p>All areas to be added to the Agenda and discussed at the next Executive Meeting on 10th April 2021. Action: BH AT: amendment made</p> <p>BH: to be added to the Agenda for the next Executive Meeting</p> <p>BH: Add to next Executive Meeting Agenda Data cleansing – ongoing with Executive members</p> <p>Items for discussion to BH by 5.4.2021</p>
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Meeting closed at 12.27 pm