

# PENTATHLON GB

## BOARD MINUTES

PGB Board Meeting – University of Bath and Microsoft Teams

Monday, December 9th, 2024: 12:00 – 17:00

### Board Members

**In Person:** Diana Hunter (DH), Emma Dowden (ED), James Burton (JB), and John Mayock (JM)

**Microsoft Teams:** Nicola Robinson (NR) Mike Townley (MT), and Craig Anthony (CA)

**Apologies:** Claire MacLellan (CM) & David Langridge (DL)

**Guests in Attendance:** Mark Boote (MB); Maria Parkes (MP) (Finance), Georgina Harland (GH) (Performance), and Sam Curry (SC).

#	Agenda Item	Actions
	<p><b>Introductions / Welcome.</b></p> <p>DH opened the meeting at 12:10.</p> <p>DH outlined the work being done to give confidence to UK Sport around our funding. We receive confirmation from UK Sport of our final funding figure on Friday, December 13<sup>th</sup>. It was also confirmed that Sport England have also indicated that they intend to share in a similar timeframe, but we do not have a meeting scheduled for this.</p> <p>DH outlined that we are now fully compliant with the Sports Governance Code after confirmation from UK Sport. JB to ensure all policy review dates are documented in a single spreadsheet.</p> <p>DH also outlined that Will Brown had accepted the role of CEO, and a contract would need to be sent subject to positive news on UK Sport funding.</p> <p><b>Conflict of Interest</b> – no conflicts of interest were declared</p>	JB
1.	<p><b>Management Update</b></p> <p><b>1.1 October Minutes</b></p> <p>The October minutes were approved.</p> <p><b>1.2 Board Action Log</b></p> <p>The Board action log was reviewed.</p> <p>JB updated everyone that the BDO audit had been deferred to March 2025 and the review of team operations was still required and outstanding.</p> <p>JB also raised that access to SharePoint was still needed for DH &amp; ED, and AP, DH, EM, and CA all require access to Teams.</p>	



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	<p>GH confirmed that international athletes were making financial contributions to gain training support from PGB. GH was tasked with sharing her priorities for performance spend with the HR Committee. This would be dictated by the new PD, but the board felt it important to gain insight from GH into this as well.</p> <p>DH acknowledged the significant contribution of GH to Pentathlon GB as part of her secondment.</p> <p>GH left the meeting.</p>	<p align="center">GH</p>
<p><b>3.</b></p>	<p><b>Membership feedback</b></p> <p>JB shared the membership feedback paper. It was acknowledged that there was work to do to move PGB to a positive net promoter score.</p> <p>It was agreed that the membership forums had been positive, and these should continue in 2025.</p> <p>It was agreed that a plan of action based on the feedback should be completed and presented at the next member forum in January.</p> <p>The board discussed the need to increase and highlight the perceived value of membership.</p>	<p align="center">JB</p> <p align="center">JB</p>
<p><b>4.</b></p>	<p><b>Finance</b></p> <p>SC re-joined the meeting.</p> <p>MB and MP joined the meeting.</p> <p><b>4.1 October accounts</b></p> <p>The October accounts were reviewed and no issues raised.</p> <p><b>4.2 H2 Forecast</b></p> <ul style="list-style-type: none"> <li>• The status of the H2 forecast was reviewed.</li> <li>• While some areas of the income plan had improved since the last board meeting, there has been limited progress on sourcing general sponsorship income.</li> <li>• It was collectively agreed that the income numbers outlined on the forecast were at red overall and not amber.</li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• The board requested a clear plan to address any income shortfall before the Xmas break.</li> <li>• JM was asked if he required any additional support to convert opportunities with DHL, Huub, and Polar. JM confirmed he didn't need any additional support and would be looking to convert in January.</li> <li>• JB to share current Kukri contract with JM</li> </ul>	<p align="center">JB</p> <p align="center">JM</p> <p align="center">JB</p>

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	<ul style="list-style-type: none"> <li>• JB to discuss Activator course with NR</li> </ul> <p><b>2025/26 budget</b></p> <ul style="list-style-type: none"> <li>• The 2025/26 budget was discussed given the likely reduction in overall funding. It was agreed that work on this would need to start in January.</li> <li>• The cost of the office at Bath University was also flagged. It would need to be determined what the on-cost is of being remote as a head office.</li> </ul> <p>MB, and MP and AP left the meeting.</p>	<p>JB</p> <p>JB JB</p>
5.	<p><b>2025 Board Meetings</b></p> <p>The following 2025 board meeting dates were agreed.</p> <p>Wednesday, February 26<sup>th</sup> – Strategy Day (Bristol)  Thursday, March 27<sup>th</sup> – Pre-Budget Board Meeting (Online)  Tuesday, May 20<sup>th</sup> – 2024/2025 Board Meeting (Bath University)  Tuesday, July 22<sup>nd</sup> – Q1 Board Meeting (Bath University)  Tuesday, October 28<sup>th</sup> – Q2 Board Meeting (Bath University) - Date Tentative  Tuesday, December 16<sup>th</sup> – AGM &amp; Board Meeting (Bath University)</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• JB to work with the new CEO to gather insight and recommendations from athletes, staff, and members in advance of the strategy day.</li> <li>• JB to ensure these dates are booked in calendars</li> <li>• Andrew to book Finance Committee meetings for the year.</li> <li>• Mike to book Risk &amp; Governance Committee meetings for the year.</li> <li>• Emma to book HR Committee meetings for the year.</li> </ul>	<p>JB</p> <p>JB AP MT ED</p>
6.	<p><b>Risk Register Review</b></p> <p>The risk register was reviewed and approved as an accurate reflection of status.</p>	
7.	<p><b>AGM plan</b></p> <p>The AGM script and AGM presentation were reviewed.</p> <p>It was agreed that members do not have the right to raise resolutions at the AGM itself under the current articles of association. However, the current language within the articles need improvement to provide clarity for members. It was also important to clarify who was a voting member.</p> <p>It was agreed to create a log of suggested changes to articles to be discussed at the February 26th strategy day.</p>	<p>JB</p>
8.	<p><b>AOB</b></p> <p>SC raised a potential mentorship programme. It was agreed that SC should produce a plan for how this would work, and the support and funding required. It</p>	<p>SC</p>

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	was noted that we may be able to apply for funding from UK Sport to manage the project and costs.	
	The meeting closed at 16:15	