



**SPORTS DISPUTE RESOLUTION PANEL LIMITED (Trading as Sport Resolutions (UK))**

**Company number: 03351039**

**Summary minutes of the Annual General Meeting of the Sports Dispute Resolution Panel Limited held at 1 Salisbury Square, London EC4Y 8AE on Wednesday 27 September 2017 at 1.30 pm.**

**Present:**

|                   |   |
|-------------------|---|
| Edwin Glasgow Q.C | Independent Non-Executive Director/ Chair                     |
| David Rigney      | Independent Non-Executive Director/ Chair of FHRC/ Vice Chair |
| Richard Harry     | Chief Executive   |
| Margot Daly       | Independent Non-Executive Director/ Chair of MSDC             |
| Tracy Harrison    | Independent Non-Executive Director                            |
| Keith McGarry     | Northern Ireland Sports Forum- Representative Director        |
| John Kerr         | Scottish Sports Association - Representative Director         |
| Simon Barker      | Professional Players Federation- Representative Director      |
| Warren Phelops    | European Sponsorship Association- Representative Director     |
| James Allen       | Sport and Recreation Alliance- Representative Director        |
| Chris Smith       | British Athletes Commission- Representative Director          |

**Apologies received from:**

|                   |   |
|-------------------|---|
| Jo Sheppard       | Independent Non-Executive Director                      |
| John Palmer       | Independent Non-Executive Director                      |
| Elaine Battson    | British Paralympic Association- Representative Director |
| Richard Hendicott | Welsh Sports Association- Representative Director       |

**Also in attendance:**

|                 |   |
|-----------------|---|
| Ross Macdonald  | Business Manager/ Company Secretary       |
| Catherine Pitre | Head of Case Management                   |
| James Muncer    | Marketing and Service Development Manager |

## **1. Minutes**

The minutes and summary minutes of the Annual General Meeting held on Thursday 29 September 2016 were signed as a true record of the meeting.

## **2. Report and Financial Statement**

The Report and Financial Statements of the Company (Full Accounts) for the year ended 31 March 2017 were considered. The accounts were audited by Venthams and recommended by the Chair of the Finance and Human Resources Committee (FHRC). The accounts were unanimously adopted by the Members.

The Letter of Representation was considered and approved for signing on behalf of the Board of Directors.

The Management Letter was acknowledged by the Members of the company.

## **3. Directors Report of Activities**

i) The Chair advised the Board that the Annual Report would be circulated to all members shortly.

The Chair thanked the directors and secretariat for all of their contributions and hard work in ensuring another successful year at Sport Resolutions. Chris Smith was welcomed to the Board as the new Representative Director for the British Athletes Commission.

ii) The Chair of the Finance and Human Resources Committee (FHRC) gave a verbal update on the activities of the committee to the Members. The Chair of the FHRC reassured the Members that the business has excellent financial procedures and robust policies, including risk management. The Committee reviews the monthly management accounts, cash-flow, reserves, risk register and staffing on a quarterly basis and all company policies are reviewed on an annual basis.

iii) The Chair of the Marketing and Service Development Committee (MSDC) gave a verbal update on the activities of the committee to the Members.

iv) The Chief Executive gave a verbal update on the activities of the Panel Appointments and Review Committee (PARC). The Members were advised that the current three-year terms for Sport Resolutions (UK) panel members ends on 31 March 2018. The application process for new panel members opens in November 2017 with diversity and geography being an important consideration. PARC will appoint new Panel Members for the period 01 April 2018 to 31 March 2021.

#### **4. Strategic development and future plans**

The Chief Executive presented his annual report to the Members.

The Executive will produce a quarterly bulletin in order to improve engagement with the wider Board so that they are aware of opportunities in which they can assist.

#### **5. Appointment of Officers to the Boards and Committees**

The Board made the following resolutions.

##### **Chair:**

Edwin Glasgow is re-appointed as Chairman until the 2018 AGM.

##### **Deputy Chair:**

David Rigney is appointed as Senior Independent Director until the 2018 AGM.

##### **Management Board members:**

Elaine Battson, Keith McGarry and James Allen be appointed to the Management Board in their capacity as Member directors. Keith McGarry, Member Director and Margot Daly, Independent Director, be re-appointed to the Management Board for a second term of four years, ending at the 2021 AGM.

##### **National Anti-Doping Panel Board**

It was resolved that NADP Board business would continue to be undertaken by the Management Board.

##### **Finance and Human Resources Committee**

David Rigney (Chair), Keith McGarry and Elaine Battson be re-appointed to the Finance and Human Resources Committee.

##### **Marketing and Service Development Committee**

Margot Daly (Chair), John Kerr and John Palmer be re-appointed to the Marketing and Service Development Committee. Tracy Harrison and James Allen be appointed to the Marketing and Service Development Committee.

##### **Panel Appointments and Review Committee**

Margot Daly and James Allen be re-appointed to the Panel Appointments and Review Committee. Warren Phelops and Simon Barker be appointed to the Panel Appointments and Review Committee. Jo Sheppard be appointed in absentia and subject to later acceptance. In addition, an external expert will be co-opted to assist in appointing to the new Sport Resolutions (UK) Panels.



**Company Secretary**

Ross Macdonald was appointed as Company Secretary until the 2018 AGM.

**Equality Champion**

Keith McGarry was appointed as Equality Champion until the 2018 AGM.

**Safeguarding Champion**

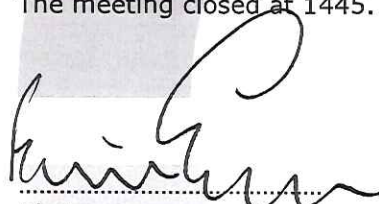
David Rigney was appointed as Safeguarding Champion until the 2018 AGM.

**8. Appointment of Company's auditors**

Venthams be re-appointed as the company's auditors until such time as new auditors are appointed.

**9. Any other business**

The meeting closed at 1445.

  
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Chairman

Date:

7.12.17