



SPECIALIST INDEPENDENT DISPUTE SERVICE

**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 20 September 2018 at 1.30 pm.**

**Present:**

Edwin Glasgow Q.C	Independent Non-Executive Director / Chair
John Palmer	Senior Independent Non-Executive Director
Richard Harry	Chief Executive
Margot Daly	Independent Non-Executive Director
Tracy Harrison	Independent Non-Executive Director
Johanna Sheppard	Independent Non-Executive Director
Bryn Williams	Independent Non-Executive Director
Keith McGarry	Representative Director – Northern Ireland Sports Forum
Richard Hendicott	Representative Director – Welsh Sports Association
Elaine Battson	Representative Director – British Paralympic Association
John Kerr	Representative Director – Scottish Sports Association
Warren Phelops	Representative Director – European Sponsorship Association
James Allen	Representative Director – Sport and Recreation Alliance
Sam Little	Representative Director (Proxy) – British Athletes Commission

**Also in attendance:**

Ross Macdonald	Business Manager / Company Secretary
Duygu Yetkinan	Marketing and Communications Manager

**Apologies received from:**

Simon Barker	Representative Director – Professional Players Federation
Catherine Pitre	Head of Case Management

## **1. Minutes**

The minutes and summary minutes of the Annual General Meeting held on Thursday 27 September 2017 were signed as a true record of the meeting. The summary minutes will be published on the Sport Resolutions website.

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

The Report and Financial Statements of the Company (Full Accounts) for the year ended 31 March 2018 were considered. The accounts were audited by SBM & Co Chartered Accountants and were recommended for approval by the Finance and Human Resources Committee (FHRC) and the Management Board. 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 presented the Annual Report to the Members of the Company. This included a report on the activities of the company and a report on the activities of the National Anti-Doping Panel.

The Chair thanked the directors and secretariat for all their contributions and hard work. A special mention was made for David Rigney, who resigned as Chair of the FHRC and as Senior Independent Non-Executive Director in June 2018. Bryn Williams was welcomed to the Board as an Independent Non-Executive Director. Sam Little was welcomed to the meeting as proxy for Vikki Aggar at the British Athletes Commission.

- ii) The interim Chair of the Finance and Human Resources Committee (FHRC), Keith McGarry, gave a verbal update on the activities of the committee to the Members. The Chair of the FHRC advised the Members that the company was in a healthy financial position.
- iii) The Chair of the Marketing and Service Development Committee (MSDC), Margot Daly, gave a verbal update on the activities of the committee to the Members. The Members were advised that the committee is concentrating on increasing the profile and knowledge of the company through press-days, panel ambassadorial roles and newsletters.
- 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 PARC has appointed new Panel Members for the period 01 April 2018 to 31 March 2021 and that a Panel Introduction Session has taken place. Members were

advised that individuals with particular specialisms had been appointed to meet current demand and that an International Panel had now been established.

#### **4. Strategic development**

The Chief Executive presented his annual report to the Members.

Members were advised that the number of enquiries and referrals has increased.

The Members were advised that the Management Board would convene in October 2018 for a strategy day which would assess current opportunities and requirements so that new KPI's can be established.

The Chief Executive assured the Members that despite the growth mentioned, Sport Resolutions will stay true to its roots and will ensure it remains accessible to all.

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

The Board made the following appointments until the 2019 AGM.

##### **Chair:**

Edwin Glasgow.

##### **Senior Independent Director (SID):**

John Palmer.

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

All Independent Non-Executive Directors and the Chief Executive (ex-officio capacity) are automatically members of the Management Board.

Elaine Battson, Keith McGarry and James Allen be re-appointed to the Management Board in their capacity as Member directors.

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

It was resolved that the NADP Board would consist of four Independent Non-Executive Directors of the company and that the President of the NADP would be asked to present to the NADP Board once per annum.

**National Safeguarding Panel Board**

It was resolved that an NSP Board would be created, consisting of four Independent Non-Executive Directors of the company and that the President of the NSP would be asked to present to the NSP Board once per annum.

**Audit and Risk Committee (previously the Finance and HR Committee)**

Bryn Williams (Chair), Keith McGarry, Elaine Battson, Johanna Sheppard and the Chief Executive.

**Marketing and Service Development Committee**

Margot Daly (Chair), Tracy Harrison, John Palmer, James Allen, John Kerr and the Chief Executive.

**Panel Appointments and Review Committee**

Johanna Sheppard (Chair), Tracy Harrison, James Allen and the Chief Executive.

**Nominations Committee**

Chair, Senior Independent Director and Chair of the Audit and Risk Committee (fixed).

Up to two additional members best suited to the Board position to be filled.

**Company Secretary**

Ross Macdonald.

**Equality Champion**

Elaine Battson.

**Safeguarding Champion**

Keith McGarry.

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

SBM & Co Chartered Accountants be re-appointed as the company's auditors until such time as new auditors are appointed.

**9. Any other business**

The meeting closed at 1430.

**Member Approval**

  
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Senior Independent Director

Date: 06/12/2018