



Agenda: Badminton Wales Annual General Meeting

Date: 11th September 2024 – 18:30-19:30

Venue: Via TEAMS online

TOPIC		Minutes																										
1	WELCOME AND APOLOGIES																											
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2	DECLARATION OF INTEREST
2.1	<ul style="list-style-type: none"> PH – Voting will take place during this AGM for another term as Governance Director – Senior Independent Director (JA) will Lead Agenda item 7. <p>House Keeping</p> <ul style="list-style-type: none"> Meeting to be recorded for minute taking purpose.
3	MINUTES OF LAST ANNUAL GENERAL MEETING
3.1	Minutes circulated within the AGM papers.
	Accepted as accurate record - Charles Dalton – seconded by Huw John
4	CHAIR WELCOME
	<ul style="list-style-type: none"> Welcome from PH – first year of our new Strategy. What progress has been made against our KPIs? more detail in next Agenda item Sub-Committees up and running with reports included within the Annual Report Work behind the scenes from the Board and operational TEAM. Thank you to Board Director Robyn Fisher for your work over the past 5 years – term will end at this AGM. Thank you to the Board Director Sian Elvis who stood down during the year. 2 New Directors joining Badminton Wales Board of Directors <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>LEANNE BROWN</p> <p>EDI DIRECTOR</p> <p>EDI manager for Badminton England.</p> </div> <div style="text-align: center;">  <p>RAY MARLEY</p> <p>SAFEGUARDING DIRECTOR</p> <p>An experienced retired police officer.</p> </div> </div> <ul style="list-style-type: none"> Thank you to the Board for all their efforts.
5	ANNUAL REPORT PRESENTATION
5.1	Annual Report Video
	<p>CEO</p> <ul style="list-style-type: none"> Alot has been achieved together in the last 12 months - important to remember that it's the Badminton Wales community – we are all delivering the vision together.

Roles & Responsibilities

Board Sub-Committees Operational TEAM	Membership
<p>'To lead, inspire and influence the development and growth of a vibrant, diverse and multi-talented Badminton Wales Community'</p> <p>'To organise and deliver inspirational national and regional opportunities, within all aspects of Badminton, for current and future generations'</p>	<p>'To organise and deliver inspirational local and county opportunities, within all aspects of Badminton, for current and future generations'</p>

VISION

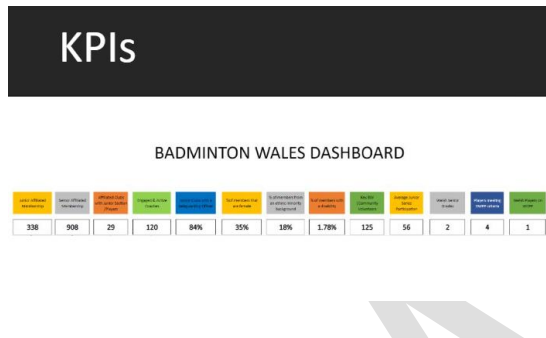
A vibrant, diverse and multi-talented Badminton Wales Community working together with a shared passion for the sport and a commitment to pass it on to future generations



BW Community = Board | Sub-committees | Operational TEAM | Members

Our 3 aims are to guide our focus – inspire & grow | safe & inclusive | enjoyment & potential

KPIs



KPI	2023 Actuals	2024 KPI	6-month check point - June 24	Stretch Targets 2024
Junior Affiliated Membership	338	450	338	450
Senior Affiliated Membership	908	1000	908	1000
Affiliated Clubs - with Junior Players Section	29	30	29	33
Engaged & Active Registered Coaches	2140	3050	2911	4030
% of Safeguarding Officers in Clubs with Junior Members	80%	100%	84%	100%
% of members that are female	36.65%	40%	35%	50%
% of members from an ethnic minority background	36.02%	40%	18%	50%
% of members with a disability (working through with DSW)	1.61%	2%	1.78%	5%
Key BW Volunteer Workforce	132	150	125	230
Average Junior Series Participation (U15)	55	40	56	80
Welsh Senior Grades (average no. of players)	2	2	2	2
Player meeting DSW criteria	4	4	4	8
Welsh Players on WCP	1	1	1	1

13 KPI measures to track progress against the 3 aims. Updated annually in Dec ahead of Jan Workshop. Mid-year check point - June

2023 actuals followed by 2024 targets. RAG rating (against 2024 targets) based on data from mid-year check point followed by 2024 stretch targets.

- Overall membership has increased by over 200 members.
- RCMs have been in post for 12 months and the engagement within their regions has seen an increase in club affiliations.
- We have included the 2 numbers – 29 BWF Level 1 | 91 Community Coaches within regions has increased the number of engaged coaches.
- Increase in the % of Safeguarding officers at clubs with Junior members which continues to be the priority over the coming months. A Safeguarding audit will be carried out early next season to support the clubs on their safeguarding journey.
- % of Female is down however female registration is up as is overall membership.
- The number of members with a reported disability has remained at just under 2%. And conversations continue with DSW regarding the way the membership system asks questions to the membership.
- Duplication of volunteers have now been removed – so the data we have is more accurate data through Sport80 system.
- Junior series participation averages at 56 players per event
- The number of senior Grades remains at 2.
- Player's meeting Performance Programme criteria remain at 4.
- Welsh players on a World Class Programme remain at 1 - Jack Wilson sits on confirmation on the GB WCP based in Sheffield.

Business Support Officer

- Managing Sport80 system and onboarding clubs and player to the new system
- The window is open for the coming season – currently 51 of the 65 clubs are registered and renewed – auto renewal has helped.
- RCM will liaise with the clubs to remove the barriers of those struggling to renew.

- The past 12 months BW have further developed the system.
 - Entry into international tournaments
 - The email communication module is now active (greater efficiency)
 - Data from the system is used to measure growth against KPIs.

Performance

- Jack Wilson – Para athlete based in Sheffield. Gained experience completing first Paralympic qualification – learning throughout the process to reset his goals to LA 2028
- 2 Players participating in World Junior Championships in China – first time in over 15 years to have Welsh representation at this event.
- Wales will also be represented at the upcoming Junior European Championships
- BW have increased coaching presence at domestic and international tournaments – more contact time with BWPP players and working closely with parents who are supporting their children to compete in tournaments – Thank you.
- New project – application will be open for a small cohort of coaches across Wales – increasing the quality of coaching being delivered across the pathway at community and performance level.

Major Events


- Events in Wales – International – National and Series events to cater for all levels.
- Regulations are being reviewed to maintain a professional standard at BW events.
- Rescheduled Senior National – 28th September in Wrexham
- The aim is to have the National Championships staged the same – more professional look and feel.
- 2025 onward – we want the BW calendar to be set for certain events throughout the year – to enable all to plan.
- Utilising the Sport80 system to bring everything together & Sportity App – all event information will be housed here.
- TEAM events – Celtic Challenge – Bangor Uni 28th-30th March 2025
- Bid in process to host 4Nations Para International – proposed date 21st-27th July 2025
- Welsh Technical Official have been represented internationally – an area of development with the help and support of Chris Taylor (Technical Official Coordinator – TOC) we will be working on.


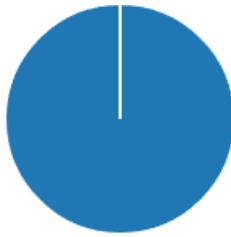
RCM – South-East

- Coach Development – big focus to support and develop our coaching network across all levels in the community.
- Shuttletime – a teacher-based programme to deliver within schools. Youth Leaders – engagement with young people to get involved in coaching, administration, and technical officiating. Community Coaching Courses – a BW enhanced programme for clubs that currently is no additional cost to the club – BWF certified with coaches then able to help support in running clubs.
- BWF Level – 2 per year and we are delivering our first BWF Level 2 this year.
- Aspire – youth development scheme – 16-20 yr olds focused on coach development and other aspects of Sport administration. This group also works within the youth council who support BW with a young person’s voice on policy development.
- Coaching Collective – a hub to find and discuss relevant information to develop and enhance community coaches.
- Coaching Register – to be re-launched shortly.
- DBS – each registered club is eligible for 2 volunteer DBS checks – Safeguarding of the club.

RCM – South-West

	<ul style="list-style-type: none"> • Club visits across the region - working through our ClwbMark accreditation scheme to support and develop clubs in the region. • National Lead responsibility <ul style="list-style-type: none"> ○ Education <ul style="list-style-type: none"> ▪ 700 pupils from 50 schools at our Shuttletime Competition ▪ Focus on working with new local authorities to strengthen links and develop further. ▪ National School Championships – North & South schools to play off in Mid Wales ▪ Food & Fun Festival – took place throughout the summer – BW provided physical activity alongside the school that was providing nutritious meals – this project will be development further with the support of our clubs and coaches next year. ▪ Launched Partner School scheme – to work closely with schools. ○ EDI <ul style="list-style-type: none"> ▪ Show Racism the Red Card – workshops delivered to the TEAM over 6 months. ▪ Worked closely with ethnic youth support teams in Swansea. ▪ Racket Room – donations are open to support the scheme. <hr/> <p><u>RCM – Mid</u></p> <ul style="list-style-type: none"> • Focus on Juniors – minimal Senior Clubs in Mid-Wales • Working closely with Powys County Council running Junior tournaments which has led to new juniors starting to play Badminton in the Brecon area. • Badminton was present at the Royal Welsh Show and the Hay Festival to raise the profile of Badminton – which has led to some joining clubs across Wales. • National Lead responsibility - Safeguarding • Safer Badminton was launched to highlight Badminton is a Safe sport – pop up banners – little dragons to promote at all BW events. • Club Welfare Officers pack to provide as much information to the Safeguarding officers within the clubs. <hr/> <p><u>RCM – North</u></p> <ul style="list-style-type: none"> • National Lead responsibility – Series Competitions • Graded Series continues to grow (most of the grades have now been split) with the 4Nations Graded International at the end of the year, which continues to be a huge success. • Basic regulations were introduced, will be reviewed, and refined annually. • Junior Series – 3 events with an average of 50+ juniors playing – 5 booked in for 24/25 with the target of 6 to be played. • Thank you to the Tournament Organisers Working Group who continue to review each event to help progress and improve each event. • Club visits – very beneficial – many new coaches in N-Wales + key volunteers promoting and generating new clubs + a junior league.
6	2021 - 22 ACCOUNTS
6.1	<ul style="list-style-type: none"> • BW operates in the financial year from April to March • Two changes to highlight this year. <ul style="list-style-type: none"> ○ The board accepted the Audit and Risk committee's (ARC) recommendation to have an annual audit. ○ Changed accountants - we have been with our previous accountants for 10 years; we decided that a fresh set of eyes would be worthwhile. <p><u>Audit 23/24</u></p>

	<ul style="list-style-type: none"> The feedback from the audit was complementary and they were very positive about the information that BW provided. There were 2 recommendations: - <ul style="list-style-type: none"> formalise communication procedure with the master section of the budget. request a book entry for the cost of unused staff holidays simply because the staff holiday year September to August, the financial year end is the 31st of March. The outcome - the auditors issued a clean report, which is very good for BW, subject to finalisation of our corporation tax position, which they are in correspondence with our previous accountants and with HMRC The aim is to resolve that before our filing deadline of the 31st of December. <p><u>Income Statement</u></p> <ul style="list-style-type: none"> increase in turnover of 97k = 23/24FY increase in SW funding to 295k + 50k carry forward SW funding = 81% of our turnover 19% BW income = membership, coach education, competition, miscellaneous Increase in admin expenditure due to new operating structure – new staff. Investing cash in higher rate deposit accounts <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> The reserves of 161,000 are slightly higher than our policy. Operating plan over the next couple of years sees the reserves running down back to the policy level which is around about 100K <ul style="list-style-type: none"> BW seeking approval of the accounts tonight subject to finalisation of the corporation tax 				
	<p>3. Approve 2023/24 Annual Report Accounts</p> <p>More Details</p> <table data-bbox="311 1205 726 1294"> <tr> <td>● Yes</td> <td>12</td> </tr> <tr> <td>● No</td> <td>0</td> </tr> </table>  <p>Accounts 23/24 formally approved by the membership.</p>	● Yes	12	● No	0
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● No	0				
7	ARTICLES OF ASSOCIATION				
7.1	<p><u>Article change - CEO – Company Director</u></p> <p>small changes to our articles that allow our chief executive - Kelly in this instance, but future chief executives - to become company directors.</p> <p>modern way of doing it that the CEO becomes a board director and becomes very much one of the boards as well as reporting to the board.</p> <p>The CEO remains very much accountable to the board but becomes an equal.</p> <p>It will also help us significantly with our risk management the in future, if the membership is mindful to approve our CEO as a company director, then our CEO can become one of the signatories on our accounts rather than it being the likes of Nick or myself who are that one step removed from the account.</p>				

		<p>1. Approve Article Changes to enable CEO as a BW Companies House Director</p> <p>More Details</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p>● Yes 13</p> <p>● No 0</p> </div>  </div> <p style="background-color: #92d050; padding: 5px;">Changes to the Articles of Association approved by the membership.</p>
7.2		<p><u>BW Nomination Panel Report</u></p> <ul style="list-style-type: none"> • Senior Independent Director – Jon Austin led this agenda item. • The nominations panel met on 26th of June. • Recommendation to the Board <ul style="list-style-type: none"> ○ 2 new independent directors, Leanne Brown, and Ray Marley –Board approved these appointments. ○ PH to continue as Board Director with responsibility for governance. • in line with the articles - the membership vote for Badminton Directors (from within the sport) <p>3. Approve Governance Director - Peter Hybart</p> <p>More Details</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p>● Yes 10</p> <p>● No 0</p> </div>  </div> <p style="background-color: #92d050; padding: 5px;">Peter Hybart approved as Board Director</p>
7.3		<p><u>President</u></p> <ul style="list-style-type: none"> • Thank you to David Shore for his 3-year tenure as BW President. • David steps down at this AGM • BW received no application for the role therefore the president's position will remain vacant for next year. • The role is a ceremonial position therefore the Board will discuss the plan for the upcoming year with an option to divide and cover the various duties during this time.
8	CLOSE	
	The AGM closed at 19.53	

DRAFT