



**Minutes of the Meeting  
of the British Equestrian Federation  
Board of Directors  
held on Monday 30 October 2017  
at 1100 hrs by conference call**

Chair: Ed Warner OBE (EW)


Directors Present: Julie Biddle (JB)  
Christine Blackford (CB)  
Jessica Cook (JC)  
Barry Johnson (BJ)  
Lotte Olsen (LO)  
Tim Holderness-Roddam (THR)  
Deborah Smith (DS)  
Claire Williams (CW)

In Attendance: David Ingle (DI) Interim COO  
Sarah Bunting (SB) Head of Finance  
Maggie Moreton (MM) Head of Secretariat

Apologies: Mark Jeffreys (MJ)  
Jane Nixon (JN)  
Nicki Kavanagh (NK) Interim CEO

		Action by
<b>76/17</b>	The Chair welcomed the Board members to their first meeting and confirmed that these would be held in person in the future. It was noted that a quorum was present, that MJ, JN and NK had sent their apologies. The Chair confirmed he would be arranging individual meetings with each Board member over the next few weeks.	
<b>77/17</b>	<b>Declarations of Interest</b> The Chair confirmed that the Board induction packs would be sent out that week, including declarations of interest forms for completion. This would be discussed more fully at the next meeting. The Board was asked to provide biographies and photographs for publishing on the BEF website if not already done so.	Board
<b>78/17</b>	<b>Board Appointments</b> <i>DS took over chairing the meeting at this point for the Board to ratify the appointment of the Interim Chair – Ed Warner. This was agreed. EW then reverted to chairing the meeting and the following appointments were ratified:</i> Co-opted Interim INEDs (3) – Mark Jeffreys and Deborah Smith + 1 vacant role Nominated NEDs (4) – Julia Biddle, Christine Blackford, Lotte Olsen and Tim Holderness-Roddam Elected NEDs (4) – Jessica Cook, Barry Johnson, Jane Nixon and Claire Williams. It was agreed the terms of office for the NEDs would be decided by	MM

	drawing straws at the next Board Meeting on 21 Nov 17 in accordance with Art.18 of the Articles of Association. The terms of office for the INEDs would not be agreed as the current incumbents were interim appointments.	
<b>79/17</b>	<b>Senior Independent Director (SID)</b> The Chair proposed that as the INEDs were interim appointments, MJ should be appointed SID as the longest serving Board member, and this should be reviewed again when the recruitment of the permanent INEDs was completed. The Board approved this appointment.	MJ
<b>80/17</b>	<b>Interim INED Vacancy</b> The Board was asked for their proposals on suitable candidates for the above vacancy. The Board approved the candidature of Kevan Taylor for this interim role thus completing the composition of the Board. It was agreed he should meet SB before the next Board meeting.	SB
<b>81/17</b>	<b>Publications of Minutes on the BEF website</b> The Chair asked the Board for its preference on the publication of minutes of Board meetings on the BEF website; whether they would prefer redacted minutes (sensitive areas blacked out) or soft minutes (bullet point recording of decisions). The Board opted for soft minutes, but requested that when sensitive issues were debated a confidential note was kept on file for reference.	MM
<b>82/17</b>	<b>Dates of future BEF Meetings in 2017 &amp; 2018</b>  <u>Board Meetings</u> Tuesday 21 November 2017 Monday 18 December 2017 Wednesday 28 February 2018 Wednesday 18 April 2018 Wednesday 18 July 2018 Wednesday 5 November 2018  <u>Council Meetings</u> Wednesday 15 November 2017 ( <i>changed to a Quarterly Meeting</i> ) Wednesday 25 July 2018 Wednesday 21 November 2018	
<b>83/17</b>	<b>Recruitment of Permanent Chair, INEDs and Chief Executive</b> The Chair briefed the Board on the recruitment process for the above permanent roles. The Board populates the Nominations Committee (NC) in accordance with Art. 21.3 including 2 INEDs, 1 Nominated NED, 1 Elected NED and 1 external UKS or SE representative. The Board was asked to inform MM of their interest in being part of the NC. The Board agreed to recruit the INEDs first, followed by the Chief Executive and then the Chair.	Board



**Chair**