

**Summary Notes of a meeting of the Board of Directors of British Eventing
Held (virtually) on 20th October 2020 via Microsoft Teams at 10.00am**

DIRECTORS PARTICIPATING:

Fiona O'Hara (FOH) Chairman
William Cursham (WC)
Louise Jack (LJ)
Jude Matthews (JM) – CEO
Gary Parsonage (GP)

Jane Peters (JP)
Les Smith (LS)
Chris Tattersall (CT)
Nigel Taylor (NT)

APOLOGIES:

None

IN ATTENDANCE:

Wendy McGowan (WM) – Company Secretary & COO

Alexandra Bright (AB) - minutes

Reference documents provided to Directors in advance of the meeting for their review:

- *Finance Report*
- *Management Accounts.*

1	Welcome & apologies
	No apologies. LJ would join at 10.30.
2	Declarations
	<p>1) Conflicts of Interest None declared.</p> <p>2) Safeguarding, Equality & Diversity WM updated the Directors.</p> <p>3) Risk Register Reviewed and updated by the Finance, Commercial & Technology Committee.</p> <p>4) Information Security Nothing to report.</p>
3	Consent
	Minutes of previous meeting approved.
4	Review of outstanding actions
	Ongoing.
5	Unaffiliated Market Working Group (UAWG)
	WC updated the Board on the progress of the UAWG. Areas for further investigation and consideration had been identified and data was being compiled for analysis.
	BE Advisory Group (BEAG)
	BEAG recommendations had been discussed with the Stakeholder Representatives' Group (BEOA, EHOA, ERA). Member communication to be prepared. Consultation with stakeholders to continue as appropriate.
6	Contingency planning for another Covid-19 situation next year
	<p>Contingency plans for 2020 had been set earlier in the year. Financial targets for 2020 had been met, so it was not necessary to deploy any contingency actions for 2020.</p> <p>Contingency plans and actions for 2021 to be reviewed as the 2021 budget had been revised and further financial modelling would be done as the situation evolved.</p>

7	UPDATE FROM EXECUTIVE: CURRENT POSITION AND PLANS
	<p>JM updated the Board on the following:</p> <ul style="list-style-type: none"> • IT TASK Force • EARS • IT • Sport • Fixtures • Blenheim • BEF • Communications • Commercial <p>WM updated the Board on the following:</p> <ul style="list-style-type: none"> • Membership • Financial Outturn for 2020
8	Any Other Business
	<p>The following additional items were raised and discussed:</p> <ul style="list-style-type: none"> • Blenheim cancellation insurance • Office premises
5	Close of meeting
	<p>FOH thanked the Directors for their time and contributions. Meeting closed at 12.15pm.</p>
	<p>Next meetings: <i>Fortnightly calls removed from 27th Oct onwards; interim calls to be arranged as required.</i></p> <ul style="list-style-type: none"> ➤ 20th October, 12.15pm - AGM Planning Session ➤ 12th November 11.00am - AGM Planning Session ➤ 24th November – 5.00 – 9.00pm – AGM ➤ 9th December – Next Formal Board Meeting