Overview of Board of Directors' Meeting
Held on Tuesday 2 September 2025, 10:00 am to 3:30 pm, at Meeting Room 2, Virgin Money, 138 New Street, Birmingham, B2 4NS.

Directors in attendance: Prof Zoe Knowles FCASES (ZK) (Chair), Chris Davison (CD) (Non-Executive Director), Dr Mitch Finlay MCASES (MF) (Sport and Performance Division Chair and CASES Deputy Chair) (part), Dr Trish Jackman FCASES (TJ) (Psychology Division Chair), Dr Andrew Mitchell HonFCASES (AM) Biomechanics and Motor Behaviour Division Chair), Dr Helen Rippon (HR) (Non-Executive Director), Dr Alan Ruddock FCASES (AR) (Physiology and Nutrition Division Chair), James Tugwell (JT) (Non-Executive Director), Susan Went (SW) (Senior Non-Executive Director).

Attending: Ian Wilson (IW), Chief Executive Officer (all). Virtual attendance: Lucy Davies (LD), MarComms Manager (item 6), Dr Nick Smeeton (NS), Dr Vicky Gottwald (VG), and Dr Liis Uiga (LU), Members of the Skill Acquisition SIG (item 7); Dr David Green MCASES (DG), Chair – Laboratory Accreditation AG (item 8), Louis Langdown (LL), Convenor – Performance Analysis SIG (item 9), Prof Jo Hudson FCASES (JH), Convenor – Education and Teaching Special Interest Group (item 17).

Minutes: Jane Bairstow (JB), Senior Admin Officer.

Apologies: Dr Daniel Bailey HonFCASES (DB) (Physical Activity for Health Division Chair), who, prior to the meeting, provided input into the agenda discussion items.

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1 **Welcome and opening remarks:**

ZK welcomed everyone to the first in-person Board meeting since November 2024. Congratulations were extended to TJ for her recent Fellowship award. ZK thanked DB for providing his feedback on the agenda items. The priority focus areas for discussion were outlined by the Chair.

2 **Declarations of Interest:**

Directors were reminded of the need to declare their interest in any items and to remove themselves from such decision making when required. There were no declarations of interest.

3 **Minutes of the previous Board meeting (17 July 2025):**

These were accepted as a true record of the meetings.

4 **Matters arising:**

- Five Fellowship applications were received and awarded in August. Congratulations are extended to Dr Alex Bliss FCASES, Dr Patricia Jackman FCASES, Dr Christopher Kirk FCASES, Dr Jane Lomax FCASES, and Dr Ian Sadler FCASES. ZK has offered to meet with all recipients to discuss their contribution to CASES. Certificates and Fellowship pin badges will be posted to the new recipients, and a special acknowledgment will be made at 2025 AGM. All existing Fellows can request a new CASES Fellow pin badge to replace their BASES badge.
- Board recently approved the ticket prices for the 2026 Conference. This will be added to the Conference website and booking portal, which is planned to go live, along with the abstract portal, in October.

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- Diversity and Inclusion Progression Framework 3.0 report has been received and is currently being reviewed by the CEO, EDI AG Chair and Board Diversity Champion. This will be discussed at the next EDI Advisory Group meeting.
- Technical SIG launch event is taking place at Nottingham Trent University on 4 September. Chair acknowledged the excellent work by Amelia Dingley MCASES and the organising group for what should be a great day.
- Dr Andy Smith MBE FCASES will deputise for the Chair at the Science Council Presidents' Round Table on 25 Sept 2025.
- No applications were received for the recent recruitment for Psychology Division Deputy Chair and CPD Rep.
- The deadline for 2025 Volunteer of the Year was 29 August. Nominations will be reviewed by the Panel.
- Nominations for the CASES Medal of Achievement will close 30 September.
- Division Chairs are to meet to plan for the 2026 Division Days.

5 **MarComms update: Implementing a content strategy to address recruitment and build reputation:**

LD dialled in to this agenda item and provided an update on the CASES open website (non-member/visitor), what it is used for, the importance of content strategy, and the member-only web pages. A wide-ranging discussion took place. The Board thanked LD for the useful update and for her hard work and efforts since joining CASES in January 2025.

6 **Skill Acquisition Special Interest Group update:**

NS, VG and LU dialled in to this item and provided an update since the SIG was formed and the activity to date. The short-term focus and the longer-term vision of the Group were discussed alongside a SWOT analysis. The Board thanked NS for the informative update and for the Group's recent work.

7 **Laboratory Accreditation Advisory Group update:**

DG dialled in to this agenda item and provided a summary of the Group and the recent work to review and update the lab accreditation process. Longer-term plans of the Group were discussed and agreed. The Board thanked DG for the useful update and for the Group's continued hard work with our accredited laboratories.

8 **Performance Analysis Special Interest Group update:**

LL dialled in to this agenda item and provided an update since the SIG was formed and the progress to date. The short-term focus and the longer-term vision of the Group were discussed alongside a SWOT analysis. The Board thanked LL for the informative update and for the Group's recent work

9 **CASES CPD provision:**

The Board considered a paper from SES Ltd on the current CPD consultancy work, plans to develop a CPD strategy, and plans to enhance the current core workshop provision.

10 **Expert Statement policy review:**

Board continued discussions about a policy review around Expert Statements, following the paper by Prof Lindsay Bottoms FCASES at the July meeting. The recommendation was approved and the Expert Statement guidelines will be updated.

11 **Reviewer Fee review:**

Following a review by a sub-group, the Board agreed there were no changes to the reviewer fees for SE, Accreditation and Laboratory Accreditation. The Board agreed to review the structure in three years.

12 **Membership Fee increase:**

Board agreed to a modest 2.6% indexation rate (based on Consumer Prices Index (CPI) at March 2025) to be applied from January 2026. Members will be informed of this at the 2025 AGM, with an email reminder issued after the AGM.

13 **Capacity / Committee vacancies:**

Board briefly discussed the capacity issues with Directors sitting on a number of Standing Committees. A discussion took place around the current Committee vacancies. It was noted that at the June Fellows' Gathering,

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a call had gone out for Fellows with expertise to volunteer to join certain Standing Committees. This will be reiterated in the pending autumn Fellows' update comms.

14 **Developing a CASES position on transgender rights in sport and exercise science practice:**

Board noted that the current member survey closed on 1 September, with over 130 responses. An analysis of the feedback will take place and a plan of action developed around a draft position stand. Members will be updated once the feedback has been reviewed and analysed.

15 **New Education and Teaching Division:**

Board discussed a SWOT analysis for creating a new Education and Teaching Division. A proposal for a new Division will be taken to the 2025 AGM for members' consideration.

16 **2025-2026 Q1 Management Accounts:**

Board approved the Q1 Management Accounts.

17 **AOB:**

Nil

Dates of next meeting:

Board Call:

Thursday 16 October 2025, 9:15 am – 10:15 am

Board Meeting:

Wednesday 19 November 2025, Teams, 9:30 am to 1 pm

Prof Z Knowles FCASES

3 September 2025

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