



**Executive Board Meeting held on Saturday 23rd July 2016
SportPark, Loughborough**

MEETING MINUTES

Minutes prepared by	: Tracey Norwood
Circulation	: Executive Board, Senior Management Team, Melissa Bennett
Distribution	: From Geoff Allen (Chair)

EB/15-16/56	Directors present and apologies for absence	
	Geoff Allen (GA)	President
	Keith Nicholls (KN)	Vice President
	John Boughton (JB)	Finance Director
	Jefferson Williams (JW)	Playing Director
	Jim Mutton OBE (JM)	Non-Executive Director (HE/FE)
	Tracy Watkinson (TW)	Non-Executive Director (Change Management)
	Steve Matthews (SM)	Technical Director
	Richard Callicott OBE (RC)	Honorary President
	Martin Lindsey (ML)	Business Director
	Apologies	
	Lisa Wainwright (LW)	Chief Executive
	Rob Cook (RCK)	International Events and Competitions Director
	Melissa Bennett (MB)	Sport England
	Delvin Lane (DL)	Marketing Director
	Will Roberts (WR)	Development Director
	Rohan West (RW)	Participation Director
	Brian Treadwell (BT)	Non-Executive Director (Legal)

In **bold** – voting members

The meeting commenced at 10:00

EB/15-16/74 Approval of Minutes

The amendments sent through from Melissa Bennett were agreed, TN to add to minutes.

TN

The Minutes of the Executive Board Meetings of 21st May 2016 were agreed.

EB/15-16/75 Matters arising from minutes 26th February.

60.5 GA asked if anyone had a response to the request for foundation trustees, none have been forthcoming. He asked for suggestion - TW suggested to advertise with Women on Board, which was agreed

TW

A discussion was held to see if there is a need to be doing anything now to cover the foundation governance currently?

It was agreed that SM, JM, JB will step in for now. ML agreed to arrange completion of the paperwork.

ML

6.5.2.g A discussion was had for the need for a push to encourage people to be involved on the Board to get different backgrounds, skill sets/knowledge

TW agreed to lead using Delloittes with JM, RC although it was noted that it was still down to membership to vote for Board members membership. It was also recognised that we will lose funding if we don't comply with governance. ML stated that LW attended the CEO meeting 20th July 2016 with Tracey Crouch and she drove that message home.

TW

This was agreed to be the major agenda item at the November meeting.

73.1 SM agreed to lead board induction on 17th Sept and will share the Board values with the new members.

SM

81.0 ML told the Board that the comms team have arranged for a video to be shown at the AGM for a 'Story of the Year'.

82.0 GA was in the office on Friday 22nd and spoke to staff. He will try to attend a team meeting.

86 AOB ML agreed to complete the leadership notes as soon as possible.

ML

The Board wished to Thank ML for all his hard work over the past few months.

EB/15-16/87 Conflicts of Interest

GA raised a potential conflict in relation to BVF matters

RC raised a potential conflict in relation to Sporting Equals and BVF matters

EB15-16/88 CEO Discussion (Confidential)

EB15-16/89 CEO Report

Staffing

There was a discussion around the Technical and Talent Director role secondment as SM and JW felt this had not been communicated effectively with them. ML reassured the Board that they had been informed 5 weeks prior to the Board meeting but reassured them that they would be kept in the loop.

- 1) FIVB/CEV Development centre
ML informed the Board that there had been no news yet on the funding. The Board agreed that the Talent and Technical team should go ahead and put together a two-year program to put forward.
- 2) Samworth Brothers Sports Opportunity Fund
The Board wanted to send a big Thank you to all staff involved.
- 3) Safeguarding
GA questioned the wording in the communication around suspension of clubs if they have not achieved the criteria for CWO as being too strong and not achievable by all clubs. He asked whether a member of staff had the power to threaten a club with suspension before going to the Board. ML responded that any recommendation for suspension would need to come to the Board.
- 4) JM recommended that the importance of complying with this process be reiterated at the AGM.

ML informed the Board that Rob Payne is looking at wording.

EB/15-16/90 Future Sport England investment

ML gave a verbal overview of the meeting with Sport England held on 11th July 2016. They advised that we will be able to submit for funding from the 'Core market' investment program. Bidding for other investment programs could occur later when the guidance documents become available.

The Talent program will be run on a four-year program.

The core cost definition has been given: back room costs that support delivery programs, currently this is 28% but will fall to 20%. However, Sport England want this to fall to 10% in the medium/long term.

RC talked through the 3 stages:

- People who do not participate in sport – will receive 50% funding
- People who go in and out of sport
- People who will always participate in sport – will receive no funding

It was agreed by the Board that this should be the main topic at the September Board / Leadership meeting to discuss 'creative ideas'. The Board need to decide who will be involved / engaged in the discussions and whether there could be a ½ day engagement day held at the National Volleyball Centre.

ML stated that the next meeting is arranged for the 15th August where discussions will be around mapping costs. After a discussion on the process, it was agreed that ML and RW would attend and send an update to the Board.

ML/RW

EB/15-16/91 British Volleyball Federation report

RC gave a verbal update on the Tokyo submission. The submission has been made and will wait until October to hear back – indication of funding levels will be made in December 2016.

RC reminded the Board that the BVF still need to hold the AGM and stated that the best possible time could be during the School Games. This will be arranged when Kevin Carpenter returns after 26th July.

EB15-16/92 Finance report

JB highlighted that the accounts have not been audited, this will be conducted after Dirk and Sandra are back from holiday. This has been caused by problems and learnings due to the new system, new coding and the VAT returns. Members will be informed of any changes post AGM.

It was asked why the coaches commission has made a loss, ML will investigate.

ML

ML stated that a review will be held with each manager to discuss the bottom line.

The referee commission was discussed; JM has agreed to act as a mediator.

JM

EB15-16/93 Commissions update

GA raised concern that the proposed value of £30k didn't seem appropriate for the domestic competitions partner and wondered if it was worth more. He also asked what costs Volleyball England would incur.

A discussion around Help for Heroes took place – they are looking for volleyball teams to play. KN agreed to pass on details to ML.

KN

EB15-16/94 AGM

ML described the AGM process, it will be the same as in 2015. There will be 29 votes which means there will be a need to ask for a vote for every vote.

EB15-16/95 AOB

GA asked for a 10-minute board meeting after the AGM to discuss the current issues.

KN asked what is meant by the additional member categories. ML explained that these are not new categories, just rewording.

GA requested that the next Board meeting in September start on the Friday evening as there is a number of issues to discuss – this will be taken offline.

ALL

TN passed around profile and pecuniary forms for the Board to complete and return.

TN

There being no other business the meeting was closed at 12:50