

Executive Board Meeting held on Friday 28th January 2011
Grange City Hotel, London

MEETING MINUTES

Minutes prepared by	: Marylyn Stephens
Circulation	: Executive Board, Senior Management Team Commission Presidents
Distribution	: From Lisa Wainwright

EB/09-10/72	Directors present and apologies for absence	
	Richard Callicott (RC)	President
	Brian Stalker (BS)	Vice-President
	John Boughton (JB)	Finance Director
	Keith Nicholls (KN)	Technical Director
	Richard Dobell (RD)	Playing Director
	Marzena Bogdanowicz (MB)	Marketing Director
	Janet Inman (JI)	Development Director
	Gordon Neale (GN)	Co-opted Disability
	Jilly Holroyd (JH)	Sport England
	Lisa Wainwright (LW)	Chief Executive
	Martin Lindsey (ML)	Head of Operations
	Craig Handford (CH) In Part	Head of Technical Development/Excel
	Rob Harding (RH) In Part	Head of Marketing, Media and Coms
	Apologies	None

In **bold** – voting members

The meeting commenced at 14.00

EB/10-11/13 Apologies

No apologies given.

EB/10-11/14 Approval of Minutes

- The minutes of the board meeting held on 18th September 2011 were proposed by Brian Stalker and seconded by Richard Dobell as a true and accurate recording of the meeting.

Action

EB/10-11/15 Matters Arising

- i. Keith Nicholls highlighted that the penultimate paragraph in EB/10-11/13 should be rephrased to read – “Following Keith attending a number of VEBT events over the summer Keith Nicholls stated that all players should attend at least one major event other than those in London and the South West and South East”. The Beach Commission to be made aware of this statement. **ML**
- ii. An overview of Sitting Volleyball to be presented to the Board Meeting scheduled for the 26th February 2011. **GN**
- iii. The Board previously agreed that a Proforma should be developed to be completed by Commission Presidents prior to Board Meetings giving updates. Brian Stalker has had difficulty in locating the template which was previously used so a new proforma will be developed. **BS**

EB/10-11/16 Chief Executive Report

International Influence

Following the recent meeting with UK Sport they have now confirmed that Trinidad and Tobago are in the country weekend of 5th & 6th February 2011 and would like them to be hosted at the National Volleyball Centre in Kettering. **SJ**

Volleyball England Secondment Policy

The Volleyball England Secondment Policy has been produced and criteria highlighted in the report and accepted by Staffing Committee.

Facility Technical Guidance

Keith Nicholls and Lisa Wainwright attended a one on one meeting with Charles Johnson, Director of Facilities at Sport England on the 21st December 2010. The Legacy Fund, recently announced, ‘Places, People, Play’ includes a £50m pot of funding for modernised, extended and modified facilities. These will be awarded with grants between £25,000 and £150,000.

The Technical Guidance Notes for “Sand Facilities” have been published and presented to the Board. The purpose of the publication was to show that sand courts can be made relatively cheaply, still following the Volleyball England technical guidelines. The Board thanked Keith for the excellent and well needed publication. Marzena Bogdanwicz in particular praised the publication and requested that it be made available in an electronic format. **KN/RH**

The four approved partners - Weymouth, Worthing, Whitby and Margate selected to progress with capital spend are all on track for completion 31st March 2011. **CH**

Keith Nicholls is in the process of designing prototype posts to be used on sand courts as those presently available are costly. The intention is that the posts will be accredited and comply with Health & Safety guidelines. **KN**

In view of the 20% cut in funding the capital budget from Sport England for the beach development recommendation to target parks specifically in the London area will be reviewed. A programme of development will be produced.

CH

Lisa Wainwright highlighted the benefits of the UK Sport Inspiration Programme.

At the suggestion of Marzena Bogdanwicz a corporate meeting will be scheduled in the Volleyball England Calendar by Rob Harding for Lisa Wainwright to have the opportunity to speak face to face with corporate companies to highlight the concept of sand volleyball courts in parks and wider development opportunities.

RH

Marzena Bogdanwicz to highlight which corporate companies are to be targeted.

MB

LTA have been contacted to clarify that the intention is not to take over all the tennis courts and highlight the benefits for both parties. A meeting is due between Sport England, the LTA and Volleyball England.

LW

EB/10-11/17 Budget Re-Forecast/Budget 2011/12

Emma Fielding, Finance Manager gave a brief update on the financial position as at the end of Quarter 3.

Emma Fielding confirmed that Volleyball England is on track and in a full sound financial position with only a small amount of risk in grant expenditure. A reforecast of accounts will be issued at the 26th February Board meeting.

EF

Where grants and funds have not been fully utilised Senior Managers are meeting to rectify this position to achieve our targets within the Business Plan. These are to be submitted to Emma Fielding by the 9th February so preparation of the budget can be ready for the SMT.

SMT

EB/10-11/18 Board Skills Mapping Matrix

The Board undertook to complete a Skills Mapping Matrix to self assess the skills of the Board.

The Board agreed that it is essential for the individual members to bring their individual skill sets to the Board and that the matrix is a tool to self assess, identify future personal development and recruitment.

Board

Jilly Holroyd to enquire what Sport England's definition is of an "Expert" for information and also to identify what an ideal profile for a NGB board should be from a Sport England perspective.

JH

The Skills Mapping Matrix will be reviewed and updated on regular basis to highlight any further skill requirements.

Board

EB/10-11/19 BVF Report

BVF Sponsorship

4 or 5 individual campaigns and initiatives are running with; Vertex, Fast Track, Sue Mott and David Walsh with also a group of Volleyball England staff volunteers. There are also various organisations, specifically hotel chains lined up for value in kind.

LW

The International Paralympic Day in Trafalgar Square was confirmed to take place on 8th September 2011. More details will be circulated as confirmed.

CH

EB/10-11/20 Continuation of British Volleyball Post 2012

The current arrangement is that we have 4 home countries affiliated to the International Volleyball Federation which does not apply to Sitting Volleyball as it affiliated as Great Britain. Volleyball and Beach Volleyball are separate home country affiliations. Richard Callicott previously negotiated with FIVB whereby we retained our individual memberships of the FIVB but we were allowed to combine as United Kingdom as Team GB in London 2012, similar to the arrangements within Hockey. Basketball are also trying to agree a similar arrangement. Our agreement runs to 2012 so post 2012 we would have to qualify through the existing channels. Richard Callicott to negotiate with the President Mr Jizhong Wei to see if we were able to compete as Great Britain internationally for 2016.

RC

In the meantime, we continue to develop our programme as though we are able to compete in 2016 until we hear otherwise.

The International Volleyball Federation have invited Richard Callicott to try and get Beach Volleyball into the Commonwealth Games for 2018. Richard Callicott has formed a small Steering Group and will make a case to the Commonwealth Games Federation for the inclusion of Beach Volleyball in 2018 Commonwealth Games. Australia has already expressed that they would want to see Beach Volleyball as part of that programme. At present Volleyball is only a recognised sport and to get it into the programme it needs to be an option sport category. This presentation will be made to the CWG in Kaula Lumpa in May this year with the proposal presented by the end of April. The inclusion of Sitting Volleyball is not recognised by the Commonwealth Games and will be dealt with as a separate issue. The Commonwealth Steering Group consists of representatives from South Africa, Nigeria, India, Canada, Jamaica and New Zealand.

RC

A formal paper to be presented at the next Board Meeting highlighting the processes.

RC

EB/10-11/21 Volleyball England Membership Donations

A proposal has been put forward to assist the Women's programme by inviting clubs, members and other affiliated organisations to make a donation. The proposal is to add a line to the affiliation form inviting individuals to donate to the Women's programme 'Keeping the dream alive; - which would be purely voluntary. The Board had no objection to this proposal.

LW

EB/10-11/22 North West Region

Covered in the Commission Overview Section EB/10-11/24

EB/10-11/23 Election to International/European Commissions/Office

Congratulations to John Boughton who is now recognised as a member of the European Finance Commission.

Will Roberts currently working for Youth Sport Trust is now a member of the Youth Working Group for the European Volleyball Confederation.

The sub committee formed to look at international influence consists of; Richard Callicott, Lisa Wainwright, Brian Stalker, Richard Dobell and Ben Caveley, UK Sport or his nominee. The Group will seek to clarify the aims and identify people with the necessary skill sets who can contribute to raising the profile of volleyball both within England, Europe and Internationally.

**RC/LW/BS/
RD**

At present we do not have a representative in the International Federation due to a lack of investment in previous years.

LW to reaffirm the process of any person via nomination and election with an accord drawn up to ensure information gained is reported on and fed back to Volleyball England. All individuals connected with posts related to the International/European Commissions/office will be invited to an International Conference to highlight the requirements of holding such posts.

LW

EB/10-11/24 Club Coach Funding Overview

The original Club Coach Funding Agreement concludes at the end of March which will require a review of the plan. It was reiterated that the funding to contribute to the continuation of this programme was cut by 50% in the new 2009/13 funding agreement, therefore this programme will require a review ready for the final two years of the plan.

The proposed programme will be presented to the Board at the next Board Meeting.

CH

A written Club Coach Funding Overview is to be made available to the Coaching and Performance Commission and Board and must be submitted prior to any Board Meeting alongside other Board papers.

CH

Richard Callicott reiterated that all Board Papers **MUST** be circulated in advance of Board Meetings. Papers will not be accepted on the day of the Board Meeting.

ALL

EB/10-11/25 Commission Overview

On behalf of the Board an extensive review over the last 2 months was carried out by Janet Inman.

Following meetings with various Commission Presidents it was felt that although considerable work and progress had been made with Commissions there was a lack of synergy.

One of the main comments was that communication tends to be problem creating negative vibes and a void between the Commission Presidents and relevant Board Members.

It was pointed out that the Framework document was specifically designed to ensure there was a good working practice amongst all parties and if adhered to there would be synergy. As the Framework document has only been available for a few months it was felt that more time was needed for alignment.

There needs to be better communication between Head Office staff and Commissions with a clear understanding of roles. Commission Presidents will be requested to sign up to a structure of regular meetings and the required commitment.

Richard Callicott requested that the following action were taken.

- Fundamental principles are to be put in place. **JI**
- The relationship between Commissions and professional staff must be improved. **JI/RD/KN/
SMT
SMT**
- Reiterate the staffing structure chart published in the Framework. **Board**
- A review of the Governance Structure needs to take place. **JI/RD/JI**
- The contents of the Framework and Articles needs clarity issuing a document with simplified points of relevance. **JI/RD/JI**
- The relevant senior member of professional staff connected to the Commission to ensure better two way communication. **SMT/JI/RD/
KN**
- Embrace a team working ethos. **ALL**

EB/10-11/26 Disciplinary Structure

The current Disciplinary Structure requires a major review to ensure the requirements to our constitution are met and maintained.

A paper is to be produced with proposals of a new mechanism of disciplinary procedure for volunteers and all other aspects of our organisation. Legal advice will be sort in putting forward these proposals.

RC

EB/10-11/27 Social Media Overview

Amy Seaman, Marketing and Communications Officer presented an overview of the social media presently being used by Volleyball England highlighting the benefits.

EB/10-11/28 Any other Business

The AGM will take place on the 9th July 2011 to coincide with the first week of the Continental Cup at the Kettering Conference Centre

The Awards Evening will take place on the 16th April 2011 at the Kettering Conference Centre. The format of the evening will be more formal as previously at the request of attendees.

The Hall of Fame biographies received to date have been forward to Promote PR. Once all the biographies have been received they will be compiled into a document.

A Facebook Policy to be written as guidance to staff and volunteers.

ML

The mileage rate for professional staff and board members will be increased from 25 pence to 30 pence with effective from the 1st April 2011. The mileage rate for volunteers will be dealt with as a separate issue after consultation with Commissions.

JB/LW

The 2010 latest Equality and Discrimination Act has now become law and a paper is being produced on the implications of the law. The Volleyball England Policy of Equality and Diversity will be the most comprehensive document available and will be fundamental to the business.

RC

The meeting finished at 17.00

The next meeting is scheduled for Saturday 26th February 2011, Kettering.