

**Executive Board Meeting held on Saturday 3rd September 2011
Don Valley Stadium, Sheffield**

DRAFT MEETING MINUTES – NOT APPROVED

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

EB/10-11/66	Directors present and apologies for absence	
	Richard Callicott (RC)	President
	John Boughton (JB)	Finance Director
	Keith Nicholls (KN)	Technical Director
	Janet Inman (JI)	Development Director
	Gordon Neale (GN)	Disability Director
	Richard Dobell (RD)	Performance Director
	Wayne Coyle (WC)	International Events & Competitions Director
	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England
	Lisa Wainwright (LW)	Chief Executive
	Emma Fielding	Finance Manager
	Holly Fairclough	Referee Development Officer (Part)
	Apologies:	
	Brian Stalker (BS)	Vice-President
	Marzena Bogdanowicz (MB)	Marketing Director
	Martin Lindsey (ML)	Head of Operations
	Craig Handford (CH)	Head of Technical Development/Excel

In **bold** – voting members

The meeting commenced at 09:30

EB/10-11/66 Apologies

66.01 Apologies noted from Brian Stalker, Marzena Bogdanowicz, Craig Handford, Martin Lindsey.

Action

EB/10-11/67 Approval of Minutes

67.01 The Board Minutes for the 9th July 2011 Board Meeting were approved by Janet Inman and seconded by John Boughton following clarification of a couple of items.

Sand Legacy

Holly Fairclough gave the following update on the Sand Legacy

Four sites have been selected to receive the sand legacy:

- Crystal Palace
- Westminster Academy
- Highbury Fields, Islington
- Leyton SCORE

Due to wider consultation requirements, Highbury were no longer able to accept the donation of sand but chose to stay in the project and partner fund the value of sand for themselves. This made available an amount of sand for a two court venue.

- Richmond
- Tower Hamlets, Victoria Park

A decision was made to support the application in Victoria Park as Tower Hamlets is an Olympic Borough and following the decision by LOCOG that the Olympic marathon course would no longer run through Tower Hamlets.

Tower Hamlets pulled out from the project 36 hours before the first delivery of sand was due to take place leaving a short time frame to prepare another venue to take 480 tonnes of sand.

Following confirmation of availability the decision was taken to transport the sand to the National Volleyball Centre, Kettering at additional haulage costs attributed to Volleyball England.

In total:

- 2274 tonnes of sand were donated to Volleyball England from LOCOG with the awareness that there was a 226 tonne spillage allowance.
- 2500 tonnes of sand were transported to the 3 London sites as well as the National Volleyball Centre.
- This equated to 131 lorries:
 - 36 Crystal Palace, 685 tonnes
 - 51 Leyton SCORE, 959 tonnes
 - 20 Westminster Academy, 380 tonnes
 - 24 Kettering, 460 tonnes

Opening Launch Dates:

- Crystal Palace – 17th/18th September 2011
- Leyton SCORE – TBC
- Westminster Academy – October 2011 along with their Parkour site
- Kettering – November 2011
- Highbury Fields, Islington – November 2011

The 2012 Application process is looking to open in October for initial expressions of interest. The number of projects undertaken will ultimately be determined by whether LOCOG choose to donate the

CH

2012 Olympic sand to Volleyball England or not. The quantity of sand if donated is expected to be in the region of 5000 tonnes.

The Board expressed their appreciation for all the hard work on this project by Craig Handford, Holly Fairclough and Gary Beckford.

EB/10-11/69 Sport England Update

Jilly Holroyd, Adam Blaze and James Radford recently met with Stuart Johnson and Amy Seaman for an update on the Go Spike activities. Following the meeting Sport England have confidence that the campaign is on the right track to target increased adult participation.

SJ/AS

Stuart Johnson is working closely with Sport England reporting on a monthly basis. The Active People Report will be now issued on a quarterly basis instead of six monthly.

SJ

Jilly Holroyd gave a wider understanding of the 2013-17 Eligibility Criteria and Investment Principles reiterating that future investment will not necessarily be given to all NGB's as the criteria will focus on track record and the ability to deliver.

Another key factor for funding will be the NGB's integration of strategic planning, good governance, equity with a Board fully engaged.

ALL

For note – Stuart Johnson with assistance by Martin Lindsey on business matters will be leading Volleyball England's Strategic Planning with the first draft being presented at the 19th November Board Meeting.

SJ/ML

EB/10-11/70 Chief Executive Report

Sport Hall Guidelines

Following the considerable work carried out by Keith Nicholls on the guidelines it would be beneficial if we could be notified earlier of any potential new sports halls being built so advice can be given on the facilities and equipment required for volleyball courts.

KN

The results of the Satisfaction Survey conveyed similar concerns of poor facilities for the game.

Jilly Holroyd agreed to make arrangements for early notification of new sports halls to be passed on at the initial stage.

JH

Indoor and Beach Test Event

Both events went very well and enjoyed by all. The Board expressed their appreciation for the hard work by staff in the planning and running of the event.

The response from attendees and VIPs was very positive with a number of complimentary thank you letters being received.

Delivery Plan

The Board requested that a commentary be included in the CEO Report addressing items categorised red – giving reasons and action to be taken.

LW/ML

Volunteer Leadership Programme

10 candidates have been accepted on the programme with the first session taking place on Saturday 10th September. The Induction Folder, Programme and candidate CV's to be circulated to the Board for information.

MS

Staffing

Leo Tench, Talent Manager has handed in his resignation after being with Volleyball England for 6 years to move back to Brazil.

The remainder of the Chief Executives Report was taken as read.

EB/10-11/71 Finance Report

John Boughton confirmed to the Board that he was comfortable with Volleyball England's financial position and would like to thank Emma Fielding for her hard work in initiating a monthly reporting process and continually monitoring the financial situation.

EB/10-11/72 Budget Setting Process & Budget Contingency Plan

The budget setting process will be similar to last year although with an amended timeline enabling more time to liaise with Commissions.

The process is due to commence October.

The budgets will be fixed to income and targeting to the Business Plan.

Richard Callicott personally thanked the Senior Management Team for their commitment and expertise in setting the budgets.

The Board also recognised that Craig Handford had a considerable workload in the Budget Setting Process and this should be recognised offering additional help.

LW

At the previous Board Meeting in July a reforecast year end position of a £10k predicted deficit was approved by the Board. However, the Board were asked to note the risks associated with this forecast and to support the development of a contingency plan being drawn up by SMT during the second quarter of the year.

Budget holders were asked to re-examine their budgets to identify potential savings or increases to income in order to cover any shortfall in income. Trigger points for implementation of the plan have been identified.

SMT

High risk income was deemed to be the sponsorship income of £65k, however, since then there have been other changes to income that will reduce the impact of this not coming to fruition.

SMT

Should the high risk income not happen and the full contingency plan is implemented then the forecast deficit this year could potentially be turned into a surplus of £14k. However this could impact on objectives and outcomes as discussed in the paper.

SMT

We need to closely monitor the non-grant related income closely to minimise any impact or take action to prevent any issues.

SMT

The lack of potential sponsorship available continues to be a major issue. Richard Callicott confirmed that following conversations with other sports this is a current trend at present. Companies do not have the available cash to sponsor.

On a positive note £10k was donated from Spiral Software to be paid £5k this month and £5k May next year.

All recommendations put forward where approved by the Board.

EB/10-11/73 Delivery Plan Progress Report

The Board requested that a commentary to be included in the CEO Report addressing items categorised red – giving reasons and action to be taken.

LW/ML

EB/10-11/74 Equality, Diversity & Inclusion

A comprehensive draft Equality, Diversity and Inclusion action plan for today and tomorrow has been drafted by Richard Callicott and Maroline Lasebikan which was presented to the Board.

Richard Callicott confirmed that although Volleyball England stands well with the guidelines we do however have to remain mindful as the community becomes more diverse and continue to actively seek to attract players, staff, volunteers and Board members of all backgrounds.

ALL

The intention is to include the final document in 2013 – 2017 Strategic Plan, although to fully adopt the process next year.

ALL

A 2 hour training session will take place as part of the Joint Strategy & Implementation Committee scheduled for Saturday 19th November 2011 which will be attended by Board members, Regional Chairs and Senior Management Team.

A big thank you to Maroline for all her hard work in producing the document.

EB/10-11/75 Regional AGM Overview

All Regional AGM's except for the North East have now taken place. The North East AGM is scheduled for the 9th September with Stuart Johnson attending from SMT.

Some regions have sent in their AGM paperwork with a couple of regions minuting changes to the Constitution.

Regions are being chased for information on their financial position and confirmation of elected officers to enable an overview to be produced.

MS

The South West have published their development plan to develop volleyball in the South West. The Board acknowledged that producing the plan was good working practice and should be adopted by all regions. A note of thanks and appreciation to be sent to Ron Richards.

RC

EB/10-11/76 BVF Report

The women's teams, Dampney & Mullin have already achieved the eligibility criteria for London 2012; they will therefore be selected to take the host nation place for the Games unless Boulton & Johns also achieve the eligibility criteria, in which case the agreed BVF selection policy will be activated; and/or Dampney/Mullin achieve automatic qualification by virtue of their Olympic ranking (currently 32 in the world) – in which case the host nation place will fall vacant for another team to claim.

The teams' performances in the World Championships in Rome in June meant that they missed the milestone target for the year which had been agreed with UK Sport – which was a top ten finish.

2 indoor beach court have been approved at Oakbeach school – opening November 2011.

A review of the beach programme has been planned for 8th September 2011, to determine progress towards the goals for 2012 and to consider funding options at this stage. This review will also consider the position of the men's programme and the case for offering support to one or more of the teams currently competing on the World Tour.

Following on from their first appearance in the Paralympic World Cup, Great Britain men contested the Continental Cup in Kettering in July – the first world-class sitting volleyball event to be staged in this country for some considerable time. The tournament was excellently delivered by Volleyball England, and extremely well received by the ECVD. The athletes were very impressed with the level of support they got from volunteers and staff.

Rob Harding to work with Sue Mott and Promote PR to raise the profile of the women's sitting team.

RH

The issue of eligibility for the Games, given that both men's and women's squad include non-nationals who have been competing under WOVD's somewhat lax regulations, remains ongoing and without final resolution. A vigorous debate continues to be staged in order to ensure that all current players are ultimately deemed eligible to compete in the Paralympic Games, led by Richard Callicott.

RC

EB/10-11/77 Terms of Reference for the Performance Commission

Following a request for feedback on the Annual Report from Richard Callicott the Performance Commission confirmed that they were happy with the Terms of Reference and happy to assist with any mapping exercise regarding future skills and competencies.

RD

EB/10-11/78 Continuation of BVF Post 2012

To take part in the Olympic & Paralympic Games, Volleyball England can only compete as Team GB. Once the games were announced the British Volleyball Federation was formed and it has been agreed by all parties to put forward a request to continue in this format going forward to the 2016 Games in Rio. The Board gave their support for the continuation of the agreement in place.

RC

EB/10-11/79 Sitting Volleyball Posts

Gordon Neale put forward a suggestion that weighted posts can be used in exceptional circumstances for sitting volleyball where fixed posts are unable to be screwed down. This does go against the guidelines that Volleyball England have strived to endorse with suppliers and owners of sports halls. The Board accepted that sitting games do not present the same concerns as standing but were reluctant to agree a formal exception. Gordon Neale and Keith Nicholls to further explore and put forward appropriate wording that may facilitate the use of weighted posts in exceptional circumstance prior to the next meeting.

EB/10-11/80 Safe Guarding

Two safe guarding cases were discussed by Board with both recommendations being confirmed.

EB/10-11/81 AOB

The meeting finished at 12.30

The next meeting is scheduled for Saturday 19th November 2011 – SportPark, Loughborough commencing @ 09.30. Followed by JSIC and Equality, Diversity & Inclusion Training commencing @ 14.00