

**Executive Board Meeting held on Thursday 19th February 2015
SportPark, Loughborough**

MEETING MINUTES

Minutes prepared by	: Martin Lindsey
Circulation	: Executive Board, Senior Management Team, Commission Presidents
Distribution	: From Geoff Allen (Chair)

EB/14-15/60	Directors present and apologies for absence	
	Geoff Allen (GA)	President
	Keith Nicholls (KN)	Vice President
	Delvin Lane (DL)	Marketing Director
	Jefferson Williams (JW)	Playing Director
	John Boughton (JB)	Finance Director
	Rob Cook (RCk)	International Events and Competitions Director
	Will Roberts (WR)	Development Director
	Jim Mutton OBE (JM)	Non-Executive Director (HE/ FE)
	Brian Treadwell (BT) (part meeting, arrived during item EB/14-15/69)	Non-Executive Director (Legal)
	Tracy Watkinson (TW)	Non-Executive Director (Change Management)
	Lisa Wainwright (LW)	Chief Executive
	Martin Lindsey (ML)	Business Director
	Rohan West (RW)	Participation Director
	Audrey Cooper (AC)	Technical and Talent Director
	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England
	Sophie Stephenson (SS)	Deloitte
	Apologies:	
	Richard Callicott OBE (RC)	Honorary President
	Steve Matthews (SM)	Technical Director

In **bold** – voting members

The meeting commenced at 11:00

GA gave a brief introduction and thanked all for the tremendous amount of work that is going on. GA welcomed Sophie Stephenson from Deloitte who would be observing the board meeting in preparation for the Board Development Programme.

KN sought clarity on the items sent for info only as he felt that these contained items that should be discussed by the board. GA stated that anything specific that needed to be brought to a meeting should be requested to be placed on the agenda or discussed as AOB.

EB/14-15/61 Approval of Minutes

- 46.1 The following adjustments to the minutes were agreed:
1. Page 3: Volleyball England Foundation – capital gains should be changed to personal tax.
 2. Page 6: FIVB World Congress – Insert FIVB before President on fourth paragraph. Change industries to companies on final paragraph.
 3. Page 8: Actions – 54.1 change Foundation to Federation.
- 46.2 The Minutes for the Board Meeting held on 15 November 2014 were approved as a true and accurate record of the meeting with the adjustment of the above.

EB/14-15/62 Matters Arising

47.1 AC presented the current composition of the Performance Commission for ratification, the members presented were ratified. A couple of positions were still outstanding and would be brought back to the next meeting.

47.1 GA asked JM to clarify that the staff benefits had been reviewed and there was nothing outlandish included. JM confirmed he had reviewed the benefits for staff and they are suitable for their purpose.

47.1 RW confirmed that the the position of itsu Head of Marketing was vacant, but the activation programme was being continued with the Marketing Managers of both itsu and Metcalfe Foods.

47.1 It was confirmed that Gordon Neale OBE had resigned from the Volleyball England Foundation for personal reasons. A new President is to be appointed by the trustees.

47.1 The English Volleyball League is on the agenda for discussion.

50.1 A draft Strategy 2024 publication was circulated at the meeting. A video is currently being produced to bring the strategy to life.

52.1 The Risk Management Policy has been finalised and a report included in the Chief Executive report.

54.1 This item has been communicated to the BVF.

58.1 The response to the UK Sport consultation has been submitted. No feedback has been received or indication of dates for next steps.

59.2 A membership report was circulated to the board at the meeting. Feedback was requested from the board as how this could be improved.

EB/14-15/63 Conflicts of Interest

48.1 None.

EB/14-15/64 Board Development Programme

49.1 Sophie Stephenson from Deloitte gave an overview of the Board Development Programme that has been funded by Sport England. The programme will incorporate 3 stages:

- Stage 1 (2014-15 funding year) – Conduct a skills/development review and analysis of all board members both individually and as a group. Identification of any gaps in skills or knowledge across the collective board. This will be conducted through surveys and individual representative interviews.
- Stage 2 (2015-16 funding year) – Build board effectiveness and cohesiveness through facilitated group sessions and individual developmental sessions.
- Stage 3 (2015-16 funding year) – Development of support tools that provide an ongoing framework for the development and assessment of effectiveness of the board. Development of a framework and support tools for a robust mechanism for succession planning for the board.

EB/14-15/65 Chief Executive Report

- 65.1 LW gave an overview of the Chief Executive report. Information from the NGB CEO forum was circulated at the meeting.
- 65.2 DL asked how the NGB CEO forum work was funded. LW confirmed that each NGB had contributed to this, our investment was agreed by the board.
- 65.3 KN asked how many board members had attended a Volleyball Voice. RW confirmed that there had been representation at 2 of the 3 Volleyball Voices to date. John Boughton – SW; Tracy Watkinson – LO.
- 65.4 JM asked if a direct replacement was being sought for the Young People Manager, it was confirmed that the job description had been reviewed and advertised; JM's input was welcomed.
- 65.5 JB highlighted that the Volleyball Voice was very good but we need to make sure that the right people are attending. Few clubs were present in the SW Volleyball Voice even though the Membership and Funding Officer had called all clubs personally.
- 65.6 LW/RW/ML delivered the presentation to be given to Sport England in relation to missing APS targets. The board gave a number of recommendations that will be taken on board and amended.

LW/RW/ML

65.7 RW gave a presentation on proposals for a new kit supplier. The recommendations were accepted by the board. RW to present timeline for implementation to the next board meeting.

RW

EB/14-15/66 Finance

66.1 JB gave an overview of the finance paper including the Q3 reforecast and budget for 2015-16. JB stated that SMT were working to return to target reserves levels by the end of this financial year.

The Q3 reforecast and 2015-16 budget were approved by the board.

EB/14-15/67 Communications Update

67.1 RW gave an overview of the Communications Update paper. Clear guidance and timelines for the Communications strategy will be presented at the next board meeting.

RW

EB/14-15/68 Leadership Team Meeting

68.1 GA asked for thoughts on what we do next with the Leadership Team.

KN suggested we address some of the issues in the mid-term reports.

DL said as a new collective we should address the shared vision and a/b list behaviours.

WR proposed that the group should consider succession planning.

JB recommended that we focus on the development of togetherness.

It was proposed that Deloitte combine their work with the next Leadership session.

Dates to be reviewed for the next Leadership Team meeting and the Board to contribute to the agenda for the day.

EB/GA

EB/14-15/69 English Volleyball League Proposal

69.1 KN gave an overview of the papers circulated in relation to the English Volleyball League proposal. KN stated that the papers were circulated so that individuals on Commissions or Regions who have heard rumours about the idea do not feel excluded or only get half of the message.

69.2 RCK stated that the board agreed the concept at the last board meeting and that a working group was to be formed. RCK was disappointed that the papers were circulated to Commissions against the wishes of two directors. RCK suggested that the EVL proposal should be brought in to the competitions review group.

KN responded that the papers were circulated as directed in the November Board minutes.

69.3 It was agreed that the scope of work was greater than that of the competitions review group and a separate working group should be formed.

It was agreed that the group would be composed of:

KN, RW, ML, TW and a representative from the Competitions Review Group.

Working Group

The group will develop a project plan for the proposal and report this back to board.

EB/14-15/70 British Volleyball Federation Report

70.1 GA gave an overview of the British Volleyball Federation report. It was agreed that the SMT would research how much resource would be required to assume the responsibilities of the BVF, whether that resource was available, and then report back to the Board.

GA/ML

RCk, JM and JW left the meeting.

EB/14-15/72 Governance

72.3 Transforming Volleyball England – ML and BT gave an overview of the Transforming Volleyball England paper. The recommendations to implement three advisory groups as proposed in the paper as board appointees were agreed. It was agreed that the Terms of Reference for the groups would be finalised by the working group and positions advertised for. It was agreed that the working group would consider the formation of any further advisory groups in the future and seek Board approval for such groups.

ML/RW

72.4 2015 AGM Process – ML presented the paper on the 2015 AGM process. The recommendations in the paper were approved by the board as follows:

- Revised timeline and procedures agreed
- Composition of Nominations Committee accepted
- Consideration for online voting to be investigated for 2016

ML

EB/14-15/73 Board Protocols

This item was deferred to a later date.

EB/14-15/74 AOB

AC confirmed that an expression of interest was to be submitted to Sport England for additional funding from the Reward and Incentive fund.

The meeting finished at 15:30

The next meeting is scheduled for Saturday 16 May 2015, 11:00 – 15:00, at SportPark, Loughborough.

ACTIONS

		Deadline	Action
65.6	Sport England APS presentation to be updated in line with recommendations from the board.	May 2015	RW
65.7	Timeline for implementation of new kit supplier to be developed.	May 2015	RW
67.1	Detailed guidance and timelines for the Communications strategy to be developed.		
68.1	Date and agenda for next Leadership Team meeting to be agreed.	March 2015	PA/GA
69.3	Working group for English Volleyball League Proposal to be formed and project plan developed.	May 2015	KN/RW
70.1	Proposals for Volleyball England to take on the responsibility for BVF to be developed.	July 2015	GA/ML
72.2	Communication to be sent to Lenny Barry confirming that his position on the Competitions Commission for 2015-16 has not been ratified by the board.	March 2015	GA
72.3	Terms or Reference for the proposed Advisory Groups to be finalised and positions advertised.	March 2015	ML/RW
72.4	Revised procedures for AGM to be implemented.	July 2015	ML