

**Executive Board Meeting held on Saturday 9<sup>th</sup> November 2013  
SportPark, Loughborough University**

**DRAFT MEETING MINUTES**

<b>Minutes prepared by</b>	: Alex Henderson
<b>Circulation</b>	: Executive Board, Senior Management Team, Commission Presidents
<b>Distribution</b>	: From Wayne Coyle

<b>EB/13-14/37</b>	<b>Directors present and apologies for absence</b>	
	<b>Wayne Coyle</b> (WJC)	President
	<b>Brian Stalker</b> (BS)	Vice-President
	<b>Janet Inman</b> (JI)	Development Director
	<b>Steve Matthews</b> (SM)	Technical Director
	<b>Jim Mutton OBE</b> (JM)	Non-Executive Director (HE/ FE)
	<b>Brian Treadwell</b> (BT)	Non-Executive Director (Legal)
	<b>Tracy Watkinson</b> (TW)	Non-Executive Director (Change Management)
	<b>Marzena Bogdanowicz</b> (MB)	Marketing Director
	<b>Jefferson Williams</b> (JW) (part)	Playing Director
	Lisa Wainwright (LW)	Chief Executive
	Martin Lindsey (ML)	Business Director
	Audrey Cooper (AC)	Technical and Talent Director
	Apologies:	
	<b>John Boughton</b> (JB)	Finance Director
	<b>Delvin Lane</b> (DL)	International Events and Competitions Director
	Gordon Neale OBE (GN)	Board Advisor (Disability)
	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England

In **bold** – voting members

The meeting commenced at 10:05am

**EB/13-14/37 Apologies**

- 37.1 Apologies noted from John Boughton, Delvin Lane, Gordon Neale OBE and Jilly Holroyd.

**EB/13-14/38 Approval of Minutes**

- 38.1 WJC welcomed AC to her first Board Meeting. WJC also congratulated JM on receiving an OBE in the recent Queen’s Birthday Honours list for services to education.

**Action**

- 38.2 The Minutes for the 20<sup>th</sup> September Board Meeting were proposed by MB and seconded by BS. They were approved.

**EB/13-14/39 Matters Arising**

- 39.1 General point – WJC asked for all reports to Board to be marked if they are for decision or for information.
- 39.2 Honorary President – WJC was delighted to advise that Richard Callicott OBE has verbally accepted this role. We must still go through the formal process of acceptance.

**ALL**

**EB/13-14/40 Conflicts of Interest**

- 40.1 WJC reported a potential conflict of interest if the Competitions Review is discussed as his company Podium Projects is supporting the development of the review.

**EB/13-14/41 Talent Tracker Presentation**

- 41.1 LG joined the meeting to give a presentation on the Talent Tracker system.
- 41.2 LG advised that the system has been created on a totally bespoke basis and ML is looking into IP protection. LG added that we control the permissions so access to personal data will be restricted.
- 41.3 Denise Austin has provided a list of things to be added from a Beach perspective and there is the opportunity to expand into Sitting and Club usage as long as the proper training is delivered alongside this, and it is working effectively for initial purpose first.
- 41.4 AC added that a Project Plan must be completed in terms of next steps. Phase 1 is currently live and Coaches are being asked to test the system and report back with any ideas/ comments.
- 41.5 WJC thanked LG for her presentation and wished her well in her new role with English Institute of Sport.

**ML**

**EB/13-14/42 Finance**

42.1 Q2 Finance Forecast 2013-14

ML advised that at the end of the September quarter SMT are forecasting a surplus of £15.1k. This figure would have been higher but SMT were asked to allocate additional funds to the President's role (£5k), FIVB Beach Event planning costs, (£4k) and NEVZA, (£4k).

- 42.2 There are some opportunities around savings for staffing due to some new staff starting later than anticipated.
- 42.3 ML reported no significant risks. JM referred to Appendix 3 of the Q2 Finance Forecast and noted that the cash and bank variance figure was quite high. ML replied that this was due to the timing of the Sport England payment cycles, which are every six months. This forecast was

produced before the last Sport England payment came in which also included back payment of the additional £500k. ML to include a rolling 12 month cashflow to the next Finance Report.

**ML**

- 42.4 WJC referred to Appendix 1 of the report and asked for the income column to be colour coded to show where money is coming in from. MB also asked for Appendix 1 to be reformatted to show income against expenditure so we can see what items are income generators and what items cost us. ML to action.

**ML**

#### Expenses

- 42.5 ML advised that the Finance team is updating the Financial Procedures Manual. A draft has been produced and is currently being reviewed.

- 42.6 The expenses policy is included in this and we are looking at introducing limits for hotels, subsistence, etc.

- 42.7 The Manual will be signed off by Finance Committee in mid December with implementation in early 2014.

#### Use of Reserves

- 42.8 TW asked the following questions of the current reserves policy:

1. The reserves fund currently stands at £422k. How much do we need to have in the reserves fund and why?
2. How do we invest the funds?
3. What is the procedure for utilising some of the funds?
4. What happens if the funding is cut?
5. What happens if the funding is removed?

- 42.9 LW advised that the Government must give three months notice to implement a cut in funding. ML added that we do not have many long term commitments and that there are break clauses in all of our contracts every year.

- 42.10 SMT / JB to complete a piece of work to determine how much we actually need in the reserves fund to cover contracts and staffing redundancies should Sport England funding be removed. The report should then go through Finance Committee and come back to the Board meeting in February 2014.

**SMT / JB**

N.B. JB could not attend but sent comments to all board members prior to the meeting for consideration.

- 42.11 As a result of the report, if the Board agree that there are funds that can be used then a process must be set up to determine what we spend those funds on. An e-mail project group will be set up to produce a framework. The group will be ML, JM, TW and Dirk.

### **EB/13-14/43 CEO Report**

- 43.1 LW gave a presentation on our recent achievements and invited any questions on the CEO Report.

- 43.2 There was a positive discussion around the HEVO Conference and LW agreed to circulate the report once it has been signed off.

**LW**

## EB/13-14/44 Board Priorities

- 44.1 Improving Governance and Leadership – Portas 8/9  
BT presented a timeline and Action Plan:
- 16<sup>th</sup> November – A policy document and questionnaire would be circulated to the membership for response by 30<sup>th</sup> November
- 7<sup>th</sup> December – Report to Board
- 14<sup>th</sup> December – Portas 8/9 Working Group – Second Meeting
- 28<sup>th</sup> December – Circulation of documents for presentation to the membership
- 22<sup>nd</sup> January 2014 – First roadshow
- 44.2 It was agreed that this would be discussed further at the first meeting of the Portas 8/9 Working Group which would take place later in the afternoon.
- 44.3 Senior Indoor Squads Update  
Senior Team Entry to 2015 CEV European Championships – A discussion took place around whether or not to enter this competition and it was decided that at this time as there are no senior teams in place we should not enter. The financial risk was also deemed to be too high as it would have been a minimum of £8.5k and a maximum of £108k if the teams had made it to stage 2 and if we had been asked to host the competition.
- 44.4 Andrew Pink is putting together a new Performance Commission and the first meeting will take place before Christmas. A key topic of discussion will be around reigniting the senior teams. Recommendations will then come back to Board in February.
- 44.5 Beach Programme funded by UK Sport  
AC advised that the first Mission 2016 Review meeting took place with UK Sport on 6<sup>th</sup> November. On 4<sup>th</sup> November Zara and Lucy made us aware of their decision to retire from the programme.
- 44.6 The meeting with UK Sport went very well and was positive in terms of results to date and targets hit. We will now have to consider if we can replace the players, if UK Sport will allow this in view of the credibility of the athletes. There are various processes to go through and we will present our case to UK Sport on 13<sup>th</sup> December.
- 44.7 WJC advised that a note has gone to the BVF Board and Richard Callicott OBE as Interim BVF Chair. A statement will be produced and sent to Board once signed off.
- 44.8 The UK Sport Board will meet on 31<sup>st</sup> January 2014 to decide if they will allow us to replace the girls with two new athletes or if they will close the programme.

**EB/13-14/45 Membership Project Plan**

- 45.1 JI to produce a summary of the minutes of her telephone conference with Gerard, Charlie Orton and Steve Kerr and circulate to Board. **JI**
- 45.2 This will be discussed further at the Leadership Group meeting later in the afternoon. **JI**

**EB/13-14/46 BVF Update**

- 46.1 The BVF has now been through the process of appointing Independent Non-Executive Directors. Two out of three positions have been appointed to and the third position will be readvertised. Once the Board is complete a Chair will be selected at the next meeting on 16<sup>th</sup> January 2014. Richard Callicott OBE is the interim Chair.
- 46.2 The issue of equipment is still outstanding. WJC to raise it at the next BVF Board on 16<sup>th</sup> January 2014. BS / WJC to resolve. **BS / WJC**

**EB/13-14/47 BVAG Update**

- 47.1 MB referred to her report and invited any questions. There were no questions.

**EB/13-14/48 FIVB Beach Event London 2014**

- 48.1 WJC referred to his paper and invited any questions. There were no questions.
- 48.2 WJC/ LW and the promoter 4Sport will attend a meeting at FIVB's office on 15<sup>th</sup> November to present the current position and seek a response on whether or not to proceed.

**EB/13-14/49 Performance Management Programme**

- 49.1 ML gave a presentation on the new Performance Management Programme which included a video on how the system will operate and its capabilities.
- 49.2 ML advised that it will cost £3.60 per member of staff per month. WJC added that this was presented to the Board as it links directly back to the Portas recommendation number 14 "Implement performance management with clear expectations and consequences."

**EB/13-14/50 Commission Members Recommendations**

- 50.1 WJC's report which listed recommendations for Commission members from the Commission Presidents was accepted on an interim basis.
- 50.2 Board members should approach their relevant Commission President to provide skills mapping information (skills and competencies) of their proposed Commission members. This should be produced for the next Board meeting. **BOARD**

**EB/13-14/51 Any Other Business**

- 51.1 CEV Meeting update – WJC provided an update report on his meeting with CEV.
- 51.2 Give and Win Lottery – LW advised that the Gambling Commission is reviewing their licensing regulations and as a result this is currently on hold.
- 51.3 Polish, French, Italian (PFI) – LW introduced a new scheme that is being piloted as a way to increase participation within the Polish, French and Italian communities in England. A small amount of money is being put into it with the potential to drive large increases. Gerard is leading this for us as a pilot.
- 51.4 September 2014 Board Meeting – LW advised that she would like to hold this meeting in Poland, at the Men's World Championships if the Board were in agreement. This would give the Board a superb opportunity to see volleyball at the highest level and provide inspiration for our new 2024 Strategy. Details to be advised in terms of dates and costs etc. We will work with the Polish Volleyball Federation and contacts in both England and Poland to keep costs to a minimum. Dates will be confirmed once the calendar and competition schedule is clear and ticket availability. Could all Board Members please let AH know if there are any dates in September you are **NOT** available.
- 51.5 Groups list – AH / LW to amend the list of who sits on which group to add the objectives of each group.

**BOARD**

**AH / LW**

**The meeting finished at 13:20**

**The next meeting is scheduled for Thursday 13<sup>th</sup> February at SportPark, Loughborough at 10am**

## **ACTIONS**

		<b>Deadline</b>	<b>Action</b>
39.1	Board Reports – WJC asked for all reports to Board to be marked if they are for decision or for information.	Dec 2013	<b>ALL</b>
41.2	Talent Tracker – ML to look into IP protection.	Dec 2013	<b>ML</b>
43.2	HEVO Conference – LW to circulate report once signed off.	Dec 2013	<b>LW</b>
45.1	Membership – JI to produce a summary of the minutes of her telephone conference with Gerard, Charlie Orton and Steve Kerr and circulate to Board.	Dec 2013	<b>JI</b>
51.4	September 2014 Board Meeting – Board Members to let AH know if there are any dates in September 2014 you are <b><u>NOT</u></b> available.	Dec 2013	<b>BOARD</b>
51.5	Groups List – AH/ LW to amend the list of who sits on which group to add the objectives of each group.	Dec 2013	<b>AH / LW</b>
	Approvals – ML to produce a proforma so when Board members are asked for approval the relevant background information is also included. TW and JH to send through examples of what they use in their current jobs.	Dec 2013	<b>ML / TW / JH</b>
	Foundation – Only Kath Brewer wishes to continue. GN / BS to sort out an advert for new Trustees. LW to check how much money is in the account as a potential Award could generate some interest.	Dec 2013	<b>GN / BS / LW</b>
46.2	BVF Equipment – BS advised he has not received a letter from Kenny to confirm BVF would like to transfer the assets to Volleyball England. Stephen Cook (SC) to check it has been written out of their accounts and SC will then write the letter. JB asked if a letter from the Treasurer was sufficient or does it need full BVF Board approval? WJC to raise at next BVF Board meeting. LW advised the letter should come from the BVF President.	Date of next BVF Board 16.01.14	<b>WJC</b>
	Financial focus amongst staff – JB / ML to discuss.	Jan 2014	<b>JB / ML</b>
	Staffing – JI to work with BS on a set of incentives to retain staff.	Jan 2014	<b>JI / BS</b>
42.3	Finance Report – ML to include a rolling 12 month cashflow to the next Finance Report.	Feb 2014	<b>ML</b>
42.4	Finance Report – ML to reformat the Finance Report to show income against expenditure so we can see what items are income generators and what items cost us. The income column should also be colour coded to show where money is coming in from.	Feb 2014	<b>ML</b>

42.10	Use of Reserves – SMT / JB to complete a piece of work to determine how much we actually need in the reserves fund to cover contracts and staffing redundancies should Sport England funding be removed. The report should then go through Finance Committee and come back to the Board meeting in February 2014.	Feb 2014	<b>SMT / JB</b>
50.2	Commission Members – Board members should approach their relevant Commission President to provide skills mapping information (skills and competencies) of their proposed Commission members. This should be produced for the next Board meeting.	Feb 2014	<b>BOARD</b>
	Regional Commission – JI to follow up with Commissions that are not functioning effectively. Commission members must carry out correct conduct whilst working on behalf of Volleyball England. A code of conduct should be considered as part of this.	Feb 2014	<b>JI</b>
	AGM Articles – ML to look at the Articles relating to proxy votes with a view to updating them and communicating this with members.	May 2014	<b>ML</b>
	2013-14 Budget – SMT to try to reduce the deficit to £20k.	Ongoing	<b>SMT</b>
	Honorary Vice-Presidents / Life Members – BT to pick this up as part of the Portas 8/9 Working Group.	Ongoing	<b>BT</b>