

**Executive Board Meeting held on Saturday 10th November 2012
National Volleyball Centre, Kettering**

MEETING MINUTES

Minutes prepared by	: Alex Henderson
Circulation	: Executive Board, Senior Management Team, Commission Presidents
Distribution	: From Richard Callicott

EB/11-12/36	Directors present and apologies for absence	
	Richard Callicott (RC)	President
	Brian Stalker (BS)	Vice-President
	John Boughton (JB)	Finance Director
	Janet Inman (JI)	Development Director
	Gordon Neale (GN)	Disability Director
	Lisa Wainwright (LW)	Chief Executive
	Martin Lindsey (ML)	Head of Operations
	Rob Harding (RH)	Head of Marketing and Communications
	Apologies:	
	Keith Nicholls (KN)	Technical Director
	Richard Dobell (RD)	Playing Director
	Marzena Bogdanowicz (MB)	Marketing Director
	Wayne Coyle (WJC)	International Events & Competitions Director
	Craig Handford (CH)	Head of Technical Development/Excel
	Stuart Johnson (SJ)	Head of Development
	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England

In **bold** – voting members

The meeting commenced at 10am

EB/11-12/36 Apologies	Action
Apologies noted from Keith Nicholls, Richard Dobell, Marzena Bogdanowicz, Wayne Coyle, Craig Handford, Stuart Johnson and Jilly Holroyd.	
EB/11-12/37 Approval of Minutes	
37.1 25.11 – Correction – Volleyball doesn't just deliver players it also delivers Officials .	
37.2 27.5 – Correction – Volleyball England and Scotland each have 2 votes and Wales and Northern Ireland each have 1 vote.	

37.3 31.9, 31.10, 31.11 – Correction – It is not a loan. It is funding in advance of the 2012/13 Programme, to be repaid once grants are received in April 2013.

37.4 The Minutes for the 28th September 2012 Board Meeting were proposed by John Boughton and seconded by Brian Stalker. They were approved.

EB/11-12/38 Matters Arising

38.1 23.5 – JI to follow up with SJ on Center Parcs participation figures.

JI / SJ

38.2 23.6 – HE/FE Director interviews will be on 26th November. There are three candidates.

38.3 26.7 – Meeting to be scheduled with BVF in the new year.

AH

38.4 27.8 – MB and WJC will be asked to support the tender process so there is no conflict through RC.

MB / WJC

38.5 29.8 – LW to circulate findings of the Skills and Expertise exercise and highlight where any skills gaps are and then agree role of the third Independent Director subject to EGM approval.

LW

38.6 30.4 – Collecting feedback from people using NVC to be listed as part of the new contract. JB questioned whether feedback should be collected in advance of contract negotiations as this may guide content of the contract. JB raised issues such as noise for others using it for conferences when volleyball events are on.

CH

38.7 30.7 – CH to send Phoenix (Kettering Conference Centre) accounts to JB.

CH

38.8 31.5 – BS (for Beach) and WJC (for indoor) to provide some wording to explain the “missing” legacy equipment.

BS / WJC

38.9 35.3 – A Memorial Event for Dr Don Anthony MBE took place on 8th November at the British Olympic Association (BOA) Offices. It was a fantastic event, well attended – 88 people. There were a number of speeches given by people including long time BOA Secretary-General Dick Palmer and Pierre de Coubertin's great nephew, Antoine de Navacelle. Don's wife Jadwiga and son Marek received the British Olympic Association's Lifetime Achievement Award on his behalf from outgoing BOA Chairman Lord Colin Moynihan.

38.10 35.5 – Games Makers / Volunteers' information – BS to collate and circulate.

BS

38.11 35.6 – The Contract with Promote PR will terminate on 19th January 2013. RH suggested we replace it with a full time member of staff which will provide a saving. Once the funding announcement is made RH will provide a report to the Board with a recommendation. RH advised that MB suggested we approach Sport England to get hold of their press database.

RH

EB/11-12/39 Conflicts of Interest

39.1 As Chair of the BVF, RC reported a conflict of interest over agenda item EB/11-12/46.

EB/11-12/40 Board Meeting Attendance 2011-12

- 40.1 Since the AGM on 9th July 2011 and including today's meeting:
Richard Dobell – Missed 5 meetings (4 consecutively)
Keith Nicholls – Missed 4 meetings (4 consecutively)
Wayne Coyle – Missed 3 meetings (2 consecutively)
Marzena Bogdanowicz – Missed 3 meetings
Brian Stalker – Missed 2 meetings
Gordon Neale – Missed 1 meeting
Janet Inman – Missed 1 meeting
- 40.2 RC reminded the Board how important it is to attend all Board meetings although he recognised that diary commitments, venues and timings do not always allow this.
- 40.3 2012 has been an exceptional year so it is understandable that Directors have been otherwise engaged.

ALL

EB/11-12/45 Board / Commission Resignations

- 45.1 RC has received KN and RD's resignation and proposed the Board accepted them. The Board agreed.
- 45.2 Alex Bialokoz has also resigned as President of the Performance Commission.
- 45.3 RC to conduct exit interviews. LW to assist.
- 45.4 RC advised that there are huge demands placed on Directors and this may be a factor towards why we are receiving resignations. LW added that there is a lack of communication and feedback from Directors to professional staff which is leading to frustrations on both sides.
- 45.5 LW advised that the Governance Structure needs to be reviewed along with the Communications Plan. The Board agreed.
- 45.6 A report will come to the next Board meeting with recommendations.
- 45.7 In the meantime, contacts will be as follows:
Technical – Richard Harrison
Performance – Wayne Coyle

RC / LW

**ML / LW /
RC**

EB/11-12/41 Update on funding applications for Volleyball England and BVF

- 41.1 LW gave an update on the Sport England funding application. A dummy run through of the presentation was conducted with Tim Garfield giving feedback. The actual presentation went incredibly well. Volleyball England represented themselves very well and we were not asked to provide much additional information.
- 41.2 It will go to the Sport England Board in December and we will be given the decision on 10th December.
- 41.3 RC gave an update on the UK Sport funding application and advised that it was very similar and BVF presented very well. The only possible issue is that BVF proposed a 12 year strategy which does not fit in with UK Sport's four year funding cycle. UK Sport's decision will come out on 13th December.

- 41.4 RC added that there will be a public debate on Olympic and Paralympic team sports, both winter and summer that will take place before the funding announcements. RC and LW to attend. **RC / LW**
- 41.5 Volleyball England and BVF also presented to UK Sport for the Sitting Programme which went well and there is a similar timeline as above for UK Sport.
- 41.6 LW added that once the decisions are made we will need to work very quickly to review the delivery plan and staff structure so quick decisions will be required from the Board. These will be obtained via email where necessary. **ALL**

EB/11-12/42 Update on negotiations with CEV / FIVB

- 42.1 The FIVB has a new President, Dr Ary Graça. LW has been appointed on to the FIVB Ethics Committee and Audrey Cooper has been appointed on to the FIVB Coaches Commission.
- 42.2 The CEV will decide on 13th November if they will allow us to compete as GBR in European events. The FIVB will allow it at world events as confirmed by Dr Ary Graça at the FIVB.
- 42.3 The CEV President has not yet formally opened the FIVB Development Centre. Stewart Dunne is now responsible for Development Centres. LW / RC to contact Stewart to see if he is able to assist with urgently resolving this delay. **LW / RC**
- 42.4 WOVD Sport Director Denis Le Breuille has written to Sir Philip Craven in support of the proposal submitted to FIVB by Volleyball England around setting up a working party with FIVB to explore the possibilities for cooperation.
- 42.5 RC / GN to have a conversation around working with other disability organisations. **RC / GN**
- 42.6 JB raised that there has been no CEV Finance Commission meeting this year. RC to raise this with Finance Commission Chair during the CEV General Assembly later this month. **RC**
- 42.7 It was noted that Volleyball England's relationships with CEV, FIVB and WOVD/ECVD are excellent.

EB/11-12/43 Finance Report

- 43.1 JB presented the Finance Report. The latest forecast is on par with the last one. There is a £16-20k potential deficit against the reserves policy but it is still possible to rectify this.
- 43.2 RC asked if there are any more areas where we have overspent or failed to bring in income. JB replied that he has no concerns over this at the moment, although there should be more financial focus amongst the professional staff. JB to discuss with ML / LW about how to achieve this. **JB / ML / LW**
- 43.3 RC added that there were some one off costs this year for London 2012 that will not happen again.

43.4 ML advised that there was a recent VAT inspection and as a result there may be an opportunity to reclaim some money.

EB/11-12/44 Approval of 2013-15 Competitions and Management Control Calendar

44.1 The Board were asked to go through the calendars and approve them and also to ensure they are able to attend all future Board Meetings.

44.2 AH to print on A3 and post to Board for easier reading. **AH**

44.3 BS raised that there are no VEBT dates. ML replied that Sanjib is finalising these and once confirmed they will be added. **ML**

44.4 JB asked ML to try to reduce the accounting timetable in 2014-15. **ML**

44.5 If anyone would like to change a Board Meeting please email ML. ML has overall control of the calendars. **ALL**

44.6 The Board approved the calendars.

EB/11-12/46 BVF Tender process

46.1 RC left the room and the meeting was Chaired by Brian Stalker in his absence and therefore RC was not present for this discussion.

46.2 LW advised that the Board must decide if Volleyball England should submit a tender document. It is a significant amount of work and at this stage funding is uncertain. The deadline is 7th December.

46.3 There was a discussion around how to proceed.

46.4 The Board decided that an Expression of Interest in the form of a skeleton tender will be submitted by 7th December. **CH**

46.5 This must be confirmed with MB and WJC as they were absent for the meeting. **LW / ML**

EB/11-12/47 2022 Strategy Process – Board Members

47.1 RC reentered the room
BS agreed to lead the Finance section. **BS**

47.2 Each Board Member is to review their allocated Strategic Goal and check and challenge if this is strategic and a goal. Also review the outline Objectives to see if they are SMART, and if more need adding etc. Commissions, members and/ or staff can provide assistance.

47.3 Please send to LW before Christmas. **ALL**

EB/11-12/48 Membership Update

48.1 RH gave an update and explained that he has received a lot of queries from the membership and he has tried to address each issue.

48.2 RC commended RH on responding to each individual query.

EB/11-12/49 EGM Logistics

49.1 The logistics were discussed and agreed.

EB/11-12/50 AOB

50.1 RC advised he attended a meeting with UK Sport about the Sports Marketing Bureau. RH replied that he is aware of this and has also attended a meeting and remains to be involved.

50.2 RC advised that the Board will start to receive an increasing number of reports via email; some for information, some for noting, and some for decisions. Reports for information only will not be discussed at Board meetings.

JB asked for the emails to be marked in the subject box with Info, Action or Decision to make it clear for Board Members what the expectation is.

SMT

50.3 LW reported that we have now received all the legacy equipment and it is being distributed this weekend.

50.4 BUCS are advertising for a replacement Chair of the BUCS Volleyball Sports Advisory Group.

50.5 GN and Dan Griffin are piloting a "News and Views" monthly programme feedback sheet to include News from the programme staff with a column Views for feedback from the responsible Board member.

The meeting finished at 12:10

The next meeting is scheduled for Thursday 14th February at SportPark, Loughborough

ACTIONS

38.1 Follow up on Center Parcs participation figures.

JI / SJ

38.3 Meeting to be scheduled with BVF.

AH

38.4 MB and WJC to support the BVF tender process so there is no conflict through RC.

MB / WJC

38.5 Circulate findings of the Skills and Expertise exercise and highlight where any skills gaps are.

LW

38.6 Collecting feedback from people using NVC to be listed as part of the new contract.

CH

38.7 Send Phoenix (Kettering Conference Centre) accounts to JB.

CH

38.8 BS (Beach) and WJC (indoor) to provide some wording to explain the "missing" legacy equipment.

BS / WJC

38.10 Collate and circulate Games Makers / Volunteers' information.

BS

38.11	Produce a report to the Board with a recommendation for replacing the services provided by Promote PR.	RH
40.2	Board Members to attend all future Board Meetings.	ALL
45.3	Conduct exit interviews for KN, RD and Alex Bialokoz. LW to assist if required.	RC / LW
45.6	A report to next Board Meeting with recommendation for revised governance structure and communications plan.	ML / LW / RH
41.4	Attend a meeting on Olympic and Paralympic team sports.	LW / RC
41.6	Board to provide quick decisions once funding announcement has been made.	ALL
42.3	Contact Stewart Dunne to see if he can assist with official opening of FIVB Development Centre.	LW / RC
42.5	Discuss possibility of working with other disability organisations.	RC / GN
42.6	Check with CEV Finance Commission Chair why there was no meeting this year.	RC
43.2	Discuss how to ensure professional staff have a more financial focus in day to day work.	JB / LW / ML
44.2	Print A3 copies of calendars and send to Board.	AH
44.3	Ensure VEBT dates are added to calendar.	ML
44.4	Try to reduce accounting timetable in 2014-15.	ML
44.5	Board to email ML to change calendar dates.	ALL
46.4	Start work on expression of interest / skeleton tender for BVF.	CH
46.5	Confirm with MB and WJC that they are happy to proceed and assist with tender document.	ML / LW
47.1	Lead on Finance item for 2022 Strategy.	BS
47.3	Board to send strategic goals / objectives to LW once reviewed, checked and challenged. Deadline is before Christmas.	ALL
50.2	Label emails to Board in accordance with expectations.	SMT