

**Executive Board Meeting held on Friday 14th February 2014
SportPark, Loughborough University**

DRAFT MEETING MINUTES

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

EB/13-14/52	Directors present and apologies for absence	
	Wayne Coyle (WJC)	President
	Brian Stalker (BS)	Vice-President
	Janet Inman (JI)	Development Director
	Steve Matthews (SM)	Technical Director
	Brian Treadwell (BT)	Non-Executive Director (Legal)
	Tracy Watkinson (TW)	Non-Executive Director (Change Management)
	Marzena Bogdanowicz (MB)	Marketing Director
	Jefferson Williams (JW)	Playing Director
	John Boughton (JB)	Finance Director
	Delvin Lane (DL)	International Events and Competitions Director
	Gordon Neale OBE (GN)	Board Advisor (Disability)
	Lisa Wainwright (LW)	Chief Executive
	Martin Lindsey (ML)	Business Director
	Audrey Cooper (AC)	Technical and Talent Director
	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England
	Apologies:	
	Jim Mutton OBE (JM)	Non-Executive Director (HE/ FE)

In **bold** – voting members

The meeting commenced at 2pm

EB/13-14/52 Apologies

52.1 Apologies noted from Jim Mutton OBE.

EB/13-14/53 Approval of Minutes

53.1 The Minutes for the 9th November 2013 Board Meeting were proposed by BS and seconded by JI. They were approved.

Action

EB/13-14/54 Matters Arising

- 54.1 If items are no longer on the Actions List they have been completed.
- 54.2 Talent Tracker – ML confirmed that IP protection has been agreed.
- 54.3 Approvals – A proforma was circulated with the Board papers. This will now be used when Board members are asked for approval on expenditure.
- 54.4 Foundation – LW advised there is no money in the bank account.
- 54.5 BVF Equipment – We are awaiting the valuation of assets from Stephen Cook, BVF Treasurer. A discussion is still to be had around the value as Volleyball England do not accept what is currently on the list. WJC to pick up with Alla Main.

WJC

EB/13-14/55 Conflicts of Interest

- 55.1 There were no conflicts of interest.

EB/13-14/56 The Volleyball Voice

- 56.1 It was agreed that a full debrief would be given at the Leadership Team session.
- 56.2 WJC reported that the Volleyball Voice was a significant undertaking for staff and looking at the list of attendees he has questioned if it was worth it. It is definitely worth doing, but maybe not on the same scale. It was a huge commitment and thanks to the Board for attending whether it was to present or to support.
- 56.3 DL advised that from a West Midlands club perspective he has received feedback that people didn't realise how much was going on in Volleyball England.
- 56.4 WJC asked JH if other sports are doing a similar thing in engaging with their members on this scale. JH replied that it varies across sports but they are now starting to do more engagement.
- 56.5 LW gave some quick headlines – 163 people attended. The general consensus was that there was not enough time. It was exhausting but invigorating! LW gave a huge thanks to Gerard who did all the driving and heavy lifting!

EB/13-14/57 Finance

- 57.1 Q3 Finance Forecast 2013-14
ML advised that at the end of the December quarter SMT are forecasting a surplus of £18.5k.
- 57.2 JB advised that DBA is still a risk. Money has been spent against this Contract which is unsigned. There are lessons to be learnt here. We must take a serious view as to whether we commit money before Contracts are signed.
- 57.3

- 57.4 LW advised that the MOU with DBA has been signed and Matt (DBA) has given verbal confirmation that the contract would be signed once his solicitor has seen it. This is positive but there is still a nervousness around it.
- 57.5 The Board agreed that if the signed Contract is not received by the end of March then all budgets must be reviewed and reforecast.
- 57.6 Aside from DBA, JB is comfortable with where we are at the moment. JB applauded SMT for continuing to make savings and encouraged even more savings.
- 57.7 As a general point, WJC suggested that each project should have a Board member involved so there is a process for feedback. The Project Sponsor should be appointed based on their skill sets. The Board agreed.
- 57.8 Recommendations:
1. The Board noted the risks associated with the current forecast.
 2. The Board approved the Q3 forecast for 2013-14.
 3. The Board approved the 2014-15 budget.
- 57.9 LW advised that the GB Women's Sitting Squad have qualified for the World Championships later this year in Poland. The deadline for entry is today. SMT recommend that they are entered and a £20k contingency is put aside if the DBA Contract is not signed. For clarity, it would be a £20k contingency to be spent in the next financial year. £37k has been committed this year. The Men's Squad has not been operational for the last six months and will not be entered.
- 57.10 The Board agreed and delegated to SMT to reforecast the £20k from within current budgets. JB advised he is happy with this as SMT have shown the ability to recover this level of expenditure in the past.
- 57.11 TW suggested that as this spend links directly to an outcome there could be a case to use reserves.
- 57.12 Use of Reserves
There is currently £440k in reserves. It was reported that this will cover 3-6 months of operation if all funding is withdrawn.
- 57.13 JH advised that if there is any reduction in funding from Sport England they do have to serve a three month notice. JH added that our funding situation is similar to many other sports as all who receive funding from them are extremely reliant on that money.
- 57.14 The Board asked for clarity of the revised Reserves Policy in terms of what the lowest figure of reserves is that cannot be used. If there are surplus reserves over this figure then the Reserves Working Group will be tasked with approving the spend against nominated projects.
- 57.15 WJC summarised that the Board accept the principles of the revised Reserves Policy but clarity of the wording is required. This can be approved by the Board via email.

**ML / JB
BOARD**

EB/13-14/58 CEO Report

58.1 Sport England Annual Review
JH reported that the Annual Review meeting took place on 29th January and it was very successful. There are a couple of challenges around talent outcomes and a further meeting will take place to go through these. Overall she is comfortable with what has been delivered.

58.2 Delivery Plan 2014-15
The Board have a draft copy of the Delivery Plan. SMT will review and it will be submitted to Sport England by 28th February.

SMT

58.3 Governance Award - £21,400
LW thanked JH for this award to continue with our Leadership Team work.

EB/13-14/59 Board Priorities

59.1 Improving Governance and Leadership – Portas 8/9
The following actions and next steps were agreed:

- 59.2
- Terms of Reference to be defined – LW and ML to pull together. Richard Harrison and Charlie Orton to support BT.
 - Who is in the infrastructure already (expertise)?
 - Who do we need to recruit?
 - Key individuals to be identified/ targeted

LW / ML

59.3 An update will be given at the next Board meeting.

EB/13-14/60 BVF Update

60.1 WJC referred to his report and the following points were made:

- 60.2
- The SLA is now null and void.
 - If Scotland vote for independence a discussion will have to take place around SVA's involvement in the BVF.
 - LW has worked with UK Sport to secure £6k for Alla's involvement as President.
 - LW asked the Board to note that at the moment BVF is taking approximately 1 day a week of LW's time which is having an impact on Volleyball England.
 - WJC added that this is largely due to the significant work that has recently taken place in the form of appointing new NEDs, support for new President and provision of information. He agreed that this level of support cannot continue.

60.3 AC advised that as there is now no funding for any senior squads beach volleyball has been put back on the agenda for the Performance Commission.

60.4 MB asked if the open letter placed on the BVF website has been sent to all athletes? AH/ LW to check.

AH / LW

EB/13-14/61 Commission Members – Skills Matrix

- 61.1 WJC advised that we have the skills matrix from the Referees and Schools and Youth Commission. The others are outstanding.
- 61.2 It was noted that we may not require a list for Regional Commission due to the elective process of that Commission.

EB/13-14/62 FIVB Beach Event London 2014 / Major Event Strategy

- 62.1 WJC referred to his report and confirmed that the FIVB Beach Event will not be taking place this year. We are now looking at 2015.
- 62.2 Our relationship with FIVB is still very positive however there will be an impact from the decision to delay to 2015 as we are getting closer to Rio. There is no timescale as yet but discussions must be re-opened with FIVB.
- 62.3 The Board agreed DL would be the project sponsor.

EB/13-14/63 Commissions updates from 9th November to today

- 63.1 BVAG
MB to circulate the notes from the last meeting. MB advised that it makes sense to split to BVAG and incorporate beach into the other Commissions, however she does not want to lose the expertise currently on the Group. **MB**
- 63.2 Regional Commission
JI advised that there has not been a meeting since Summer 2013. A meeting is being planned for March to discuss the Volleyball Voice and the actions that have come out of it.
- 63.3 Competitions Commission
DL advised that the Events Strategy needs to be updated and DL is meeting with the Competitions team and RW tomorrow. **DL**
- 63.4 School and Youth Development Commission
This group has been dormant for some time. Maria has been recruiting members and the first meeting took place last weekend. JI to circulate the notes. **JI**
- 63.5 Coaches Commission
A note was circulated for information.
- 63.6 Referees Commission
This was deferred to the next meeting.
- 63.7 Performance Commission
The Commission met for the first time under Andrew Pink in January. There is a lot to be done but a set of actions has already been produced and people are delivering those.
- 63.8 SVAG
A discussion took place around GN's paper. WJC proposed that the

group stays as it is but does not meet on a regular basis and is only convened at the request of a Board member or Commission. The Board agreed.

63.9 General

LW asked what the process is to deal with unacceptable behaviour from appointed Commission members. BS advised that each Commission has a Code of Conduct. WJC suggested that there should be a single Code of Conduct for all Commissions with some specific additions for each one, and that the Leadership Team should deal with any issues, not the Board. It was agreed that that this would be raised at the Leadership Team session tomorrow.

ALL

63.10 LW also advised that the minutes of each Commission meeting must come to the Board for information and approval and if there are any issues to be raised they must be discussed by the Board.

63.11 The Board agreed. All minutes will now come to the Board meetings and any issues will be highlighted. Additional updates can be provided as a "For information only" update to the Board.

EB/13-14/64 Any Other Business

64.1 AC advised that as volleyball is no longer part of UK Sport funding we have lost access to programmes such as coaching. LW asked AC to do a review of all UK Sport programmes and draft a note to go to them requesting access.

AC

64.2 Individual Registration – LW advised that RW, ML and Gerard are working on the proposals. JI will continue to be the project sponsor.

64.3 Board Membership – Executives – MB advised that SMT pull together numerous reports for the Board and then have no authority on decision made and suggested that the CEO and SMT should be made legal Directors of the company with liability on decisions made. This would require a change to the Articles. MB to produce a report for the next meeting.

MB

The meeting finished at 18:15

The next meeting is scheduled for Saturday 17th May at SportsDock, University of East London, Docklands Campus, University Way, London, E16 2RD at 12:30pm.

ACTIONS

		Deadline	Action
58.2	Delivery Plan 2014-15 – SMT to review and submit to Sport England by 28 th February.	Feb 2014	SMT
63.9	Commissions – Code of Conduct – WJC suggested that there should be a single Code of Conduct for all Commissions with some specific additions for each one, and that the Leadership Team should deal with any issues, not the Board. It was agreed that that this would be raised at the Leadership Team session tomorrow.	Feb 2014	ALL
59.2	Improving Governance and Leadership – Portas 8/9 – LW / ML to pull together Terms of Reference and send to BT.	Mar 2014	LW / ML
60.4	BVF Update – AH/ LW to check if the open letter placed on the BVF website has been sent to all athletes.	Mar 2014	AH / LW
63.1	BVAG – MB to circulate the notes from the last meeting.	Mar 2014	MB
63.4	School and Youth Development Commission – JI to circulate the meeting notes.	Mar 2014	JI
	September 2014 Board Meeting – Board Members to let AH know if there are any dates in September 2014 you are <u>NOT</u> available.	Apr 2014	BOARD
	Foundation – Only Kath Brewer wishes to continue. GN / BS to sort out an advert for new Trustees.	Apr 2014	GN / BS
57.15	Use of Reserves – ML / JB to revise wording of Reserves Policy. Board to approve via email.	Apr 2014	ML / JB / BOARD
64.1	Access to UK Sport Programmes – AC to review all UK Sport programmes and draft a note requesting access.	Apr 2014	AC
63.3	Competitions Commission – DL to meet with Competitions and team and RW to discuss Events Strategy.	May 2014	DL
	Financial focus amongst staff – JB / ML to discuss.	May 2014	JB / ML
	Staffing – JI to work with BS on a set of incentives to retain staff.	May 2014	JI / BS
	Commission Members – Board members should approach their relevant Commission President to provide skills mapping information (skills and competencies) of their proposed Commission members. Some are outstanding	May 2014	BOARD
	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	ML
54.5	BVF Equipment – WJC to pick up with new BVF President Alla Main.	May 2014	WJC

64.3	Board Membership – Executives – MB to produce a report for the next meeting.	May 2014	MB
	Honorary Vice-Presidents / Life Members – BT to pick this up as part of the Portas 8/9 Working Group.	Ongoing	BT