

**Executive Board Meeting held on Saturday 17<sup>th</sup> May 2014  
SportsDock, University of East London**

**DRAFT MEETING MINUTES**

<b>Minutes prepared by</b>	: Alex Henderson
<b>Circulation</b>	: Executive Board, Senior Management Team, Commission Presidents
<b>Distribution</b>	: From Marzena Bogdanowicz (Chair)

<b>EB/14-15/01</b>	<b>Directors present and apologies for absence</b>	
	<b>Steve Matthews</b> (SM)	Technical Director
	<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)	Playing Director
	<b>John Boughton</b> (JB)	Finance Director
	<b>Delvin Lane</b> (DL)	International Events and Competitions Director
	<b>Jim Mutton OBE</b> (JM)	Non-Executive Director (HE/ FE)
	Lisa Wainwright (LW)	Chief Executive
	Martin Lindsey (ML)	Business Director
	Audrey Cooper (AC)	Technical and Talent Director
	Rohan West (RW)	Participation Director
	Apologies:	
	<b>Brian Stalker</b> (BS)	Vice-President
	<b>Janet Inman</b> (JI)	Development Director
	Richard Callicott OBE (RC)	Honorary President
	Gordon Neale OBE (GN)	Board Advisor (Disability)
	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England

In **bold** – voting members

The meeting commenced at 12:50pm

**EB/14-15/01 Apologies**

- 1.1 Apologies noted from Brian Stalker, Janet Inman, Richard Callicott OBE, Gordon Neale OBE and Jilly Holroyd.
- 1.2 Following Wayne’s resignation from the Board, Brian Stalker announced that he has agreed to take on the role as interim President until the AGM in July.

**Action**

Brian added that following the AGM he will be reducing his commitments in volleyball with immediate effect. He has informed CEV of his resignation as an International Referee and Technical Delegate and will take no further roles with CEV. He has also withdrawn from the CEV Beach Volleyball Continental Cup in June this year and will be stepping down from the Referee Commission. He will continue to observe matches.

1.3 Brian thanked everyone for all their support and friendship over the years, through great times and at many different events and activities.

1.4 Lisa personally thanked Brian for all the support he has provided. Brian has been a constant in terms of support and advice not just to her, but to all Head Office staff. Thanks very much Brian!

#### **EB/14-15/02 Approval of Minutes**

2.1 The Minutes for the 14<sup>th</sup> February Board Meeting were proposed by DL and seconded by SM. They were approved.

#### **EB/14-15/03 Matters Arising**

3.1 Delivery Plan 2013-14 – AH to send to Board for info.

**AH**

3.2 Commissions – Code of Conduct – Existing Code of Conducts for each Commission to be used to create one document. ML to lead and circulate to Board.

**ML**

#### **EB/14-15/04 Conflicts of Interest**

4.1 LW reported a conflict of interest on the Board Membership – Executives item.

#### **EB/14-15/03 Board Membership – Executives**

3.3 This item was discussed without the presence of the CEO and Senior Management Team.

3.4 The Board agreed with the principle of the CEO being a formal Director of the Board, with the Directorship being attached to the Role of CEO and not the individual. Further clarification would be needed in a number of areas, and a paper should be provided in advance of the July Board meeting with the full detail for the Board to make a final recommendation and taken to the membership at the EGM that is planned in September if deemed appropriate. (Note this item is separate to the Governance items that will be discussed at the EGM).

3.5 Additional clarification needs to be sought on

- The impact on the current CEO's terms of employment
- The exit strategy should any issues arise
- Any other legal issues which may arise

JM to coordinate additional requirements above in conjunction with BS and BT

**JM**

**EB/14-15/05 Individual Registration**

5.1 The Board approved the report in principle but advised that the operational delivery requires more clarification.

5.2 DL was approved as the project lead. RW to produce a Communications Timetable and circulate to the Board.

**RW**

5.3 The Board approved recommendations 1 and 2. RW to revise the wording of recommendation 3.

**RW**

**EB/14-15/06 Finance**

6.1 Draft Management Accounts 2013-14  
The Board noted the report. No comments or questions were raised.

6.2 Reserves Policy  
ML advised that he has made a slight amendment to the policy to clarify the wording. ML to recirculate to Board for final approval.

**ML**

6.3 Finance Committee will create the application process and criteria for approval of spend against surplus reserves.

**EB/14-15/07 CEO Report**

7.1 Sport England – Amendment to Award Outcomes (Talent)  
LW advised that Sport England has confirmed new outcomes with no changes to the level of funding and no additional conditions.

7.2 Staffing Committee – Revised Terms of Reference  
Staffing Committee has approved the revised Terms of Reference. The Board noted the changes and asked ML to clarify how the staff representative joins the Committee. ML advised that they are nominated by the staff and will revise the Terms of Reference accordingly. Subject to this change the Board approved it.

**ML**

**EB/14-15/08 Board Priorities**

8.1 Improving Governance and Leadership – Portas 8/9  
A Focus Group will be set up to add more detail into the Policy document and Terms of References.

8.2 This Group will comprise:  
Brian Treadwell  
Martin Lindsey  
Brian Stalker  
Richard Harrison  
Charlie Orton

8.3 BT / AH to arrange the first meeting for mid-June.

**BT / AH**

**EB/14-15/09 BVF Update**

9.1 LW advised that the BVF Board met in February for a strategy

discussion. They agreed to support the Sitting Squads in fundraising.

9.2 The Board nominated BS as the Volleyball England representative on the BVF Board.

9.3 **Post-Meeting Note**

BS agreed to take on this role in the interim, to the AGM.

**EB/14-15/10 Commission updates from 14<sup>th</sup> February to today**

10.1 **BVAG**

AH to circulate the notes from the meeting on 25<sup>th</sup> January 2014. MB stated in light of her stepping down from the Board, her role within BVAG will also cease and she will inform BVAG. The key role of BVAG has been to create the integration of beach into all other commissions and areas. This is being achieved with integration into Performance, Refereeing, Coaching etc. This should continue.

**AH**

10.2 **Referees Commission**

SM advised that the budget signed off by the Board is not sufficient for the Referees Commission to carry out the work for the year. AC, Louise O'Reilly and Steve Evans will meet to discuss the Referee Development Plan and an update will be provided at the next meeting.

**AC / SM**

10.3 **Competitions Commission**

RW gave an update on the recent meeting. It was a standard end of season agenda with NVL teams being discussed. Some were approved, some rejected and some teams were asked to provide more information. An update was also given on the rules and regulations for the upcoming season.

10.4 Following a conversation with Steve Evans, DL advised the Board that there has been a dramatic increase in bad behaviour within the sport including fights, abuse to referees, multiple red cards in a single match and negative updates on social media.

10.5 Data is held centrally on NVL players but not regional and local league players. RW to pull together a report on NVL players' red cards, match bans, etc. DL to speak to Charlie Orton to pull information together at a regional level.

**RW  
DL**

10.6 AH to place on next Leadership Team agenda. ML to recirculate the Social Media Policy previously approved by Board.

**AH  
ML**

**EB/14-15/11 Any Other Business**

11.1 AGM – AH to obtain a list of Regional AGM dates. Board members to contact their respective region to relay key messages before the AGM. ML advised that the AGM Working Group have met and will give updates to the Board.

**AH  
BOARD**

11.2 The Board confirmed that the date of the AGM would be Saturday 26<sup>th</sup> July at 12:30pm at Loughborough.

11.3 Sport England Audit – LW to circulate the Report only received on

**LW**

Thursday from Sport England, hence not in Board packs.

**The meeting finished at 14:50**

**The next meeting is scheduled for Saturday 26<sup>th</sup> July at SportPark, Loughborough at 10am.**

### **ACTIONS**

	<b>Deadline</b>	<b>Action</b>
Foundation – Only Kath Brewer wishes to continue. BS to advertise for new Trustees.	May 2014	<b>BS</b>
BVF Equipment – LW to check status with WJC.	May 2014	<b>LW</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>
Financial focus amongst staff – To go on Staffing Committee agenda.	July 2014	<b>ML</b>
Staffing – Staffing Committee to put together a set of incentives to retain staff.	July 2014	<b>ML</b>
Commission Members Skills Matrix – Board members to approach their relevant Commission President to provide skills mapping information (skills and competencies) of their proposed Commission members. The following are outstanding: Competitions Commission Coaches Commission Performance Commission	May 2014	<b>DL SM JW</b>
3.1 Delivery Plan 2013-14 – AH to send to Board for info.	May 2014	<b>AH</b>
3.2 Commissions – Code of Conduct – ML to create a single Code of Conduct and circulate to Board.	July 2014	<b>ML</b>
3.4 Board Membership – JW to coordinate clarification with BT and BS and circulate a Report before the next Board meeting.	July 2014	<b>JW / BT / BS</b>
5.2 Individual Registration – RW to produce a Communications Timetable and circulate to the Board and to revise the wording of recommendation 3.	May 2014	<b>RW</b>

6.2	Reserves Policy – ML to recirculate revised policy to Board for final approval.	May 2014	<b>ML</b>
7.2	Staffing Committee – Revised Terms of Reference – ML to revise wording as agreed.	May 2014	<b>ML</b>
8.3	Portas 8/9 Focus Group – BT / AH to arrange the first meeting for mid-June.	May 2014	<b>BT / AH</b>
10.1	BVAG – AH to circulate the notes from the meeting on 25th January 2014.	May 2014	<b>AH</b>
10.2	Referees Commission – AC, Louise O'Reilly and Steve Evans to discuss the Referee Development Plan and provide an update at the next meeting.	June 2014	<b>AC / SM</b>
10.5	Competitions Commission – RW to pull together a report on NVL players' red cards, match bans, etc. DL to speak to Charlie Orton to pull information together at a regional level.	July 2014	<b>RW / DL</b>
10.6	AH to place on next Leadership Team agenda. ML to recirculate the Social Media Policy previously approved by Board.		<b>AH / ML</b>
11.1	AGM – AH to obtain a list of Regional AGM dates. Board members to contact their respective region to relay key messages before the AGM.	July 2014	<b>AH BOARD</b>
11.3	Sport England Audit – LW to circulate the Report received from Sport England.	May 2014	<b>LW</b>