

**Executive Board Meeting held on Saturday 20th July 2013  
SportPark, Loughborough University**

**MEETING MINUTES**

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

<b>EB/13-14/15</b>	<b>Directors present and apologies for absence</b>	
	<b>Richard Callicott</b> (RC)	President
	<b>Brian Stalker</b> (BS)	Vice-President
	<b>John Boughton</b> (JB)	Finance Director
	<b>Janet Inman</b> (JI)	Development Director
	<b>Wayne Coyle</b> (WJC)	International Events & Competitions Director
	<b>Steve Matthews</b> (SM)	Technical Director
	<b>Jim Mutton</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)
	Gordon Neale (GN)	Board Advisor
	Lisa Wainwright (LW)	Chief Executive
	Martin Lindsey (ML)	Business Director
	Apologies:	
	<b>Marzena Bogdanowicz</b> (MB)	Marketing Director
	Craig Handford (CH)	Technical and Talent Director
	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England

In **bold** – voting members

The meeting commenced at 10am

**EB/13-14/15 Apologies**

- 15.1 Apologies noted from Marzena Bogdanowicz, Craig Handford and Jilly Holroyd.

**Action**

**EB/13-14/16 Approval of Minutes**

- 16.1 Regional Commission Update – AH / JI to check this section and make any necessary amendments.
- 16.2 The Minutes for the 11<sup>th</sup> May Board Meeting were proposed by Brian Stalker and seconded by John Boughton. They were approved.

**AH / JI**

## **EB/13-14/17 Matters Arising**

- |       |   |                |
|-------|---|----------------|
| 17.1  | RC welcomed Tracy as our newest Board member.   |                |
| 17.2  | 3.2 – Financial focus amongst staff – JB / ML to meet to discuss this. This has been delayed until after the restructure and will be completed once all new managers are in place.  | <b>JB / ML</b> |
| 17.3  | 3.3 – Staffing – JI to work with BS on a set of incentives to retain staff. This has been delayed until after the restructure and will be completed once all new managers are in place, end of September.   | <b>JI / BS</b> |
| 17.4  | 3.5 – Foundation – BS / GN to clarify if remaining Trustees still wish to be involved and to be in a position by the end of August to kickstart fundraising opportunities.  | <b>BS / GN</b> |
| 17.5  | 3.6 – Membership – JI to form a working group over the summer to form an Action Plan with the view to taking a new proposal to the 2014 AGM. Gerard will be the lead staff officer.   | <b>JI</b>      |
| 17.6  | 5.6 – 2013-14 Budget – SMT to make large strides towards recovering this deficit by attempting to halve it to £20k. This will be presented at the next Board meeting on 20 <sup>th</sup> September.   | <b>SMT</b>     |
| 17.7  | 6.5 – 12 year vision – The first meeting of the 2026 Strategy Group has been delayed to 5 <sup>th</sup> October due to workload and annual leave.   |                |
| 17.8  | 6.8 – Commercial Strategy – DP has re-worded this recommendation. AH to send to BS.   | <b>AH</b>      |
| 17.9  | 7.3 – Honorary Vice-Presidents – BS has discussed this with RC. We already have a category entitled “Life Members” and BS sent a proposal round the Board that we use this category instead. A number of the Board responded positively but some want to include this in the wider discussion of the Portas review.           | <b>BT</b>      |
| 17.10 | 9.8 – Leadership Convention – This has been scheduled for 20 <sup>th</sup> and 21 <sup>st</sup> September. Kettering.   |                |
| 17.11 | 11.2 – BVF and Volleyball England SLA and MOU – The SLA has now been signed. The MOU needs to be signed. BS to follow up.   | <b>BS</b>      |
| 17.12 | 12.4 – Beach Volleyball Advisory Group – MB to write a report to the Board outlining the next steps.  | <b>MB</b>      |
| 17.13 | 13.6 – Regional Commission – JI / WJC met to discuss this. WJC advised that we should be looking at and addressing the Commissions that have challenges/issues. Commission members must all carry out correct conduct whilst working on behalf of Volleyball England. A code of conduct should be considered as part of this. | <b>JI</b>      |
| 17.14 | 14.4 – International Transfers – WJC to write a letter to CEV recommending a phased approach. We are starting to gather information from clubs in preparation for this. WJC advised that this issue must be resolved before the next Board meeting.   | <b>WJC</b>     |

- 17.15 14.7 – Sitting Volleyball Potential Name Change – There was a discussion around the name change. There are financial implications relating to a change as there would be marketing costs involved. WOVD is changing its brand name to Para Volley. The recommendation is to retain the name Sitting Volleyball until such time as WOVD requires all Federations to affiliate as Para Volley. BVF are affiliated to WOVD, not Volleyball England, so this issue will also be discussed at the next BVF Board on 5<sup>th</sup> September.

**EB/13-14/18 Conflicts of Interest**

- 18.1 RC reported a conflict of interest over the outstanding BVF debt as he is BVF President.
- 18.2 WJC reported a conflict of interest on the AGM nominations as he is standing for President.

**EB/13-14/19 AGM – Nominations and Procedures**

- 19.1 The following nominations have been received:

OFFICE	NOMINATION
President	Wayne Coyle, John Ballance
Finance Director	John Boughton
Playing Director	None
Technical Director	Steve Matthews
Coaches Commission President	Richard Harrison
Performance Commission President	Andrew Pink
Schools and Youth President	None

- 19.2 LW went through the voting process. The deadline for receipt of proxy votes was 5pm on Friday 19<sup>th</sup> July. As there are two candidates for President, if an equal number of votes are received the Board will ask the current President to continue. If he declines, the Vice-President will be asked.
- 19.3 LW advised that 19 proxy votes this year could be rejected as they do not follow the protocol as listed in the Articles of Association. RC and BT had a discussion and on this occasion RC feels that the Board should accept all proxies received up until this morning. Any additional votes received on the door will be rejected as detailed previously to all clubs/members.
- 19.4 JM asked how we can tighten up this process to ensure it does not happen again. LW replied that it is difficult to do this as our members are volunteers and arranging proxy votes often gets left until the last minute.

RC will mention it at the AGM to say as a goodwill gesture all votes will be accepted this year but it will not happen again.

- 19.5 JB suggested an Action Plan is put in place to engage with clubs so they know what is expected. The Board agreed with this proposal. A major article will go in 3Touch and it will also be mentioned in E-News.
- 19.6 GN asked if it could be mentioned in the Membership Handbook. LW replied that we will not be publishing this again as it is out of date almost as soon as it is printed.
- 19.7 It was agreed that LW and the President will look at the Articles relating to proxy votes with a view to updating them and communicating this with members.
- 19.8 LW advised that the Annual Report has been produced and has been on the website since 5<sup>th</sup> July. It has been sent to all elected members but not members due to the cost, but anyone who would like one can contact Alex Henderson to ask for a copy.
- 19.9 The AGM will be streamed live on the Internet so that members unable to attend can see WJC and John Ballance's presentations. It has also been noted that the Whitefield Tournament is this weekend so some members have been unable to attend the AGM due to that. We will ensure the AGM does not clash with this Tournament again. The proposed date for the 2013/14 AGM has therefore been delayed by a week to Saturday 26<sup>th</sup> July 2014.

**WJC/ LW**

#### **EB/13-14/20 Finance**

##### Accounts – Year ended 31<sup>st</sup> March 2013

- 20.1 The final year end position shows an overall deficit of £4.9k. This is a decrease of £8k on the position presented at the last Board meeting.
- 20.2 The reserves figure is £20k below the target. JB suggested it is worth reviewing the policy as we are getting too far away from the target. JB to monitor and provide recommendations.
- 20.3 JB / ML to add colour coding to make it easy to understand the sources of income.
- 20.4 RC gave thanks to Dirk (DG) for all the work he has done on this.

**JB**

**JB / ML**

##### Pensions Auto-Enrolment

- 20.5 DG's report recommended that RBS and Scottish Widows are tasked with reviewing our pension requirement and presenting their findings. RBS will charge £500, Scottish Widows will not charge for this process.
- 20.6 TW asked what the implementation cost would be. ML replied that when the service provider sets this scheme up they will charge a fee per employee. They will run and manage the scheme on our behalf. Scottish Widows will charge an annual servicing fee. ML advised that we need to be fully implemented by July 2014.

20.7 The Board approved this recommendation and RC requested a more detailed report.

**JB / ML**

BVF Membership Fee

20.8 The proposed membership fees are England £2,500, Scotland £1,500, Northern Ireland £500, Wales £250.

20.9 JB had sent an email to the Board to state that he is not in agreement with the proposed fee breakdown for home nations. RC clarified that a sliding scale has been devised based on income and size of membership /organisation.

20.10 JB advised that he is happy to pay a BVF membership fee but as each home nation is an equal member they should each pay an equal amount. As the lowest fee is £250 for Wales JB would be happy to also pay £250. Volleyball England's funds come from Sport England and a fee of £2,500 would have an impact on our budgets which would in turn affect our Sport England targets.

20.11 BS stated that Volleyball England get more out of BVF than Wales and our fee should reflect that. BS agreed that the weighting may not be correct but advised that BVF still have to monitor the SLA and £250 is not sufficient to be able to do that. BS suggested we accept the £2,500 this year but caveat it to say we will review the situation next year.

20.12 LW advised that the fee would have to be cut from our budget somewhere but that it cannot be cut from Sport England funding.

20.13 JI asked if BVF have produced a budget to show where these funds will be used. RC replied that there is no budget but the £4,750 per annum would go towards admin fees, meetings and expenses. BS added that home nations have been asked to pay their own meeting expenses but this has not yet been confirmed. Independent Directors will still be paid expenses.

20.14 LW agreed with BS's suggested that we proceed with the £2,500 fee this year but only if all other home nations also pay their allocation fee. BS advised that Northern Ireland may not pay. BS to follow this up and let the Board know.

**BS**

20.15 LW added that Volleyball England are also providing other support in kind in the form of admin support for meetings through AH. WJC suggested we keep a note costs for this for our records.

**AH / LW**

**EB/13-14/21 Performance Commission Terms of Reference**

21.1 WJC gave some background to this report. RC advised that he welcomes this paper to give clarity to commission processes and getting the right people in place.

21.2 JI stated that the report references the Coaches Commission but not the Referee's Commission. WJC advised that refereeing not included as it is not part of the Performance Commission remit. Performance for referees

is covered by the Referee Commission.

- 21.3 The Board accepted the recommendations listed in the report. WJC advised that he has not yet spoken to the Coaches Commission about this yet. SM to follow up.

**SM**

#### **EB/13-14/22 Portas 15 Update**

- 22.1 LW advised that we are deferring a lot of pieces of work now to the Portas 15 review and clarified that membership should not be a part of this. We need to clarify what is involved and be clear when we are speaking about Portas 15, which action we are talking to.
- 22.2 BT went through his report. He stated that governance of the organisation should come direct from the Board, not from the Commissions. One of the risks is that the membership may be resistant to this.
- 22.3 RC thanked BT for this work on this and agreed it could be contentious. BS advised it is important how we present this information to the membership as it was not presented correctly last time and as a result the proposal was met with disenchantment.
- 22.4 RC advised that the Board agreed to accept the Portas report but the detail is still up for debate. It is important for commission members to be involved in this process.
- 22.5 WJC advised that we already have the Beach Volleyball Advisory Group (BVAG) which is going through this process. There is difficulty already in delivery and a proposed response has been to drop people on to commissions.
- 22.6 LW stated that separate project groups need to be set up alongside this to link in with BT's work. LW added that we have not yet received an award letter from Sport England for the additional £500k to carry this work out.
- 22.7 Next steps – BT to expand upon his report;  
BT to devise a method for Advisory Boards to be created.  
BT to create a framework of a policy. Detail to be defined by the Board.  
BT to look at the composition of the working group
- 22.8 WJC asked for a draft Action Plan with timelines and a rough framework.

**BT**

**BT**

#### **EB/13-14/23 Any Other Business**

- 23.1 Investment Zones (updated report to note) – LW reminded the Board that this report has already been approved but there have been a few minor amendments. Following approval LW spoke to all 9 zones. The next stage is for the Volleyball Relationship Manager roles to be advertised for all stage 1 zones and Independent Chair roles. Feedback so far has been positive. This piece of work has been flagged as revolutionary by some CSPs and Sport England. LW gave thanks to all those involved.
- 23.2 BVF Equipment – The Board noted this report. BS to confirm a letter will

**BS**

be sent from BVF to confirm they would like to transfer the assets to Volleyball England.

- 23.3 Staffing Update – The Board noted this report. ML advised that we have approached Loughborough University for work experience students to join us over the summer. BS thanked ML for all his hard work recently and all the interviews he has conducted! JI also thanked all the Volleyball England staff for working very hard in a difficult situation.
- 23.4 Dream It, Believe It, Achieve It (DBA) MOU – LW advised that a few questions had been received from MB which have now been answered. The MOU has been approved by DBA lawyers. RC advised that Volleyball England need to sign the MOU with BVF before signing this contract. MOU to be signed off with BVF/Volleyball England. **BS**
- 23.5 National Paralympic Day – GN noted that this is taking place on 7<sup>th</sup> September.
- 23.6 BS stated that as this is Richard's last meeting he wanted to say a huge thank you to RC for his commitment to volleyball and Volleyball England in particular. RC has sacrificed time with his family and his business for us and we are all very grateful to him. RC replied that volleyball is his passion and he will continue to be involved in one way or another – especially in running and expanding Sandwell!

**The meeting finished at 11:55**

**The next meeting is scheduled for Friday 20<sup>th</sup> September at the National Volleyball Centre, Kettering at 10am**

### **ACTIONS**

- 16.1 Regional Commission update – AH / JI to check this section and make any necessary amendments. **AH / JI**
- 17.2 3.2 – Financial focus amongst staff – JB / ML to meet to discuss this. This has been delayed until after the restructure and will be completed once all new managers are in place. **JB / ML**
- 17.3 3.3 – Staffing – JI to work with BS on a set of incentives to retain staff. This has been delayed until after the restructure and will be completed once all new managers are in place, end of September. **JI / BS**
- 17.4 3.5 – Foundation – BS / GN to clarify if remaining Trustees still wish to be involved and to be in a position by the end of August to kickstart fundraising opportunities. **BS / GN**
- 17.5 3.6 – Membership – JI to form a working group over the summer to form an Action Plan with the view to taking a new proposal to the 2014 AGM. Gerard will be the lead staff officer. **JI**
- 17.6 5.6 – 2013-14 Budget – SMT to make large strides towards recovering this deficit by attempting to halve it to £20k. This will be presented at the next Board meeting on 20<sup>th</sup> September. **SMT**

17.8	6.8 – Commercial Strategy – DP has re-worded this recommendation. AH to send to BS.	<b>AH</b>
17.9	7.3 – Honorary Vice-Presidents – BS has discussed this with RC. We already have a category entitled “Life Members” and BS sent a proposal round the Board that we use this category instead. A number of the Board responded positively but some want to include this in the wider discussion of the Portas review. BT to pick this up.	<b>BT</b>
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17.14	14.4 – International Transfers – WJC to write a letter to CEV recommending a phased approach.	<b>WJC</b>
19.7	AGM Articles – It was agreed that LW and the President will look at the Articles relating to proxy votes with a view to updating them and communicating this with members.	<b>WJC / LW</b>
20.2	Reserves Policy – JB suggested it is worth reviewing the policy as we are getting too far away from the target. JB to monitor and provide recommendations.	<b>JB</b>
20.3	General Finance – JB / ML to add colour coding to make it easy to understand the sources of income.	<b>JB / ML</b>
20.7	Pensions Auto-Enrolment – JB / ML to produce a more detailed report.	<b>JB / ML</b>
20.14	BVF Membership Fee – BS to check whether other Home Nations intend to pay their allocated BVF membership fees.	<b>BS</b>
20.15	BVF Membership Fee – AH / LW to keep a record of costs for admin support provided to BVF.	<b>AH / LW</b>
21.3	Performance Commission Terms of Reference – SM to follow up with Coaches Commission and inform them of the proposed changes to the ToR.	<b>SM</b>
22.7	Portas 15 – BT to devise a method for Advisory Boards to be created BT to create a framework of a policy. Detail to be defined by the Board. <sup>3</sup> BT to look at the composition of the working group	<b>BT</b>
22.8	Portas 15 – BT to produce a draft Action Plan with timelines and a rough framework.	<b>BT</b>
23.2	BVF Equipment – BS to confirm a letter will be sent from BVF to confirm they	<b>BS</b>

would like to transfer the assets to Volleyball England.

23.4 Dream It, Believe It, Achieve It (DBA) MOU – BS to ensure BVF/ Volleyball England MOU is signed off.

**BS**