

**Executive Board Meeting held on Saturday 26th July 2014
SportPark, Loughborough**

DRAFT MEETING MINUTES

Minutes prepared by	: Alex Henderson
Circulation	: Executive Board, Senior Management Team, Commission Presidents
Distribution	: From Brian Stalker (Chair)

EB/14-15/12	Directors present and apologies for absence	
	Brian Stalker (BS)	Acting President
	Steve Matthews (SM)	Technical Director
	Brian Treadwell (BT)	Non-Executive Director (Legal)
	Tracy Watkinson (TW)	Non-Executive Director (Change Management)
	Jefferson Williams (JW)	Playing Director
	Delvin Lane (DL)	International Events and Competitions Director
	Jim Mutton OBE (JM)	Non-Executive Director (HE/ FE)
	Richard Callicott OBE (RC)	Honorary President
	Lisa Wainwright (LW)	Chief Executive
	Martin Lindsey (ML)	Business Director
	Audrey Cooper (AC)	Technical and Talent Director
	Rohan West (RW)	Participation Director
	Apologies:	
	Janet Inman (JI)	Development Director
	John Boughton (JB)	Finance Director
	Marzena Bogdanowicz (MB)	Marketing Director
	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England

In **bold** – voting members

The meeting commenced at 10am

EB/14-15/12 Apologies

- 12.1 Apologies noted from Janet Inman, John Boughton, Marzena Bogdanowicz and Jilly Holroyd.

EB/14-15/13 Approval of Minutes

- 13.1 The Minutes for the 17th May Board Meeting were proposed by SM and seconded by TW. They were approved.

Action

EB/14-15/14 Matters Arising

- 14.1 AGM Articles – ML advised that the proxy process was updated to make it clearer to members.

EB/14-15/15 Conflicts of Interest

- 15.1 There were no conflicts of interest.

EB/14-15/16 AGM – Nominations and Procedures

- 16.1 LW clarified the running order of the AGM including the voting process. 127 proxy votes have been received, carried by 27 members.
- 16.2 LW reiterated that proxy votes were not accepted if they were not submitted by the deadline, and if clubs had outstanding debts.
- 16.3 LW also clarified that for the Individual Registration special resolution to be passed it must receive more than 75% of the vote (Article 47.5).

EB/14-15/17 Individual Registration

- 17.1 RW thanked the board for contacting clubs and members in their allocated regions and for attending regional AGM meetings.
- 17.2 The Go Spike casual/ recreational option will be rolled out regardless of the outcome at the AGM as it does not require member approval.
- 17.3 LW clarified that it is already stated in the Articles that clubs should inform Volleyball England of their members' contact details although it is not mandatory.

EB/14-15/18 Finance

- 18.1 Accounts Year Ended 31st March 2014
The Auditors recommended some minor adjustments that improved the year end position. The final year end position shows an overall profit of £19.6k.

EB/14-15/19 Risk Management Report

- 19.1 ML will revise the format of future reports to provide a more detailed update. **ML**
- 19.2 The Board noted the occurrence of identified risks for 2013-14.
- 19.3 TW / DL to send examples of risk management reports to ML. **TW / DL**

EB/14-15/20 CEO Report

- 20.1 The Board noted the report.

EB/14-15/21 Board Priorities

- 21.1 Improving Governance and Leadership – Portas 8/9
- 21.2 ML gave a presentation and introduced a revised governance structure. The next stage will be to consult the Working Group on the revised proposal.
- 21.3 The Board agreed SMT should develop the proposal to be brought to the 2015 AGM.

ML / BT

EB/14-15/22 CEO and Board Membership

- 22.1 ML clarified that if the Board recommend the CEO to become a Director it will require a change to the Articles and approval at an AGM.
- 22.2 The Board accepted the recommendation for the new President to take this proposal forwards.

EB/14-15/23 Commission updates from 17th May to today

Competitions Commission

- 23.1 Competitions Review – DL advised that the commission is keen to get the review back up and running.
- 23.2 International Transfers – CEV have confirmed that the transfers process will be applied to the Super 8s and Division 1 for 2014-15.

EB/14-15/24 Any Other Business

24.1 International Relations Strategy Group

The Board noted the report and accepted the recommendation.

The meeting finished at 11:40am.

The next meeting is scheduled for Saturday 20th September at SportPark, Loughborough at 10am.

ACTIONS

		Deadline	Action
	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	August 2014	DL SM JW
21.2	Improving Governance and Leadership – Portas 8/9 – ML / BT to consult the Working Group on the revised proposal.	September 2014	ML / BT
19.1 19.3	Risk Management Report – ML to revise the format of future reports to provide a more detailed update. TW / DL to send examples of risk management reports to ML.	September 2014	ML / TW / DL
	BVF Equipment – LW awaiting response from WJC.	September 2014	LW
	Financial focus amongst staff – Financial training will be provided to all managers on the new finance system.	September 2014	ML
	Staffing – Staffing Committee to put together a set of incentives to retain staff.	September 2014	ML
	Commissions – Code of Conduct – ML to create a single Code of Conduct and circulate to Board.	September 2014	ML
	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.	November 2014	RW / DL
	AH to place on next Leadership Team agenda.		
	Foundation – BS advised that Kath Brewer has also resigned from the Foundation. A few applications have been received. BS and Gordon Neale OBE (GN) will meet following the AGM this afternoon to discuss how to recruit more Trustees.	Ongoing	BS / GN