

**Executive Board Meeting held on Friday 19th September 2014
SportPark, Loughborough**

DRAFT MEETING MINUTES

Minutes prepared by	: Martin Lindsey
Circulation	: Executive Board, Senior Management Team, Commission Presidents
Distribution	: From Geoff Allen (Chair)

EB/14-15/12	<p>Directors present and apologies for absence</p> <table> <tr><td>Geoff Allen (GA)</td><td>President</td></tr> <tr><td>Keith Nicholls (KN)</td><td>Vice President</td></tr> <tr><td>Steve Matthews (SM)</td><td>Technical Director</td></tr> <tr><td>John Boughton (JB)</td><td>Finance Director</td></tr> <tr><td>Rob Cook (RcK)</td><td>International Events and Competitions Director</td></tr> <tr><td>Will Roberts (WR)</td><td>Development Director</td></tr> <tr><td>Jefferson Williams (JW)</td><td>Playing Director</td></tr> <tr><td>Delvin Lane (DL)</td><td>Marketing Director</td></tr> <tr><td>Jim Mutton OBE (JM)</td><td>Non-Executive Director (HE/ FE)</td></tr> <tr><td>Brian Treadwell (BT)</td><td>Non-Executive Director (Legal)</td></tr> <tr><td>Richard Callicott OBE (RC)</td><td>Honorary President</td></tr> <tr><td>Lisa Wainwright (LW)</td><td>Chief Executive</td></tr> <tr><td>Martin Lindsey (ML)</td><td>Business Director</td></tr> <tr><td>Audrey Cooper (AC)</td><td>Technical and Talent Director</td></tr> <tr><td>Jilly Holroyd</td><td>NGB Liaison Manager, Sport England</td></tr> </table> <p>Apologies: Tracy Watkinson Non-Executive Director (Change Management) Rohan West (RW) Participation Director</p>	Geoff Allen (GA)	President	Keith Nicholls (KN)	Vice President	Steve Matthews (SM)	Technical Director	John Boughton (JB)	Finance Director	Rob Cook (RcK)	International Events and Competitions Director	Will Roberts (WR)	Development Director	Jefferson Williams (JW)	Playing Director	Delvin Lane (DL)	Marketing Director	Jim Mutton OBE (JM)	Non-Executive Director (HE/ FE)	Brian Treadwell (BT)	Non-Executive Director (Legal)	Richard Callicott OBE (RC)	Honorary President	Lisa Wainwright (LW)	Chief Executive	Martin Lindsey (ML)	Business Director	Audrey Cooper (AC)	Technical and Talent Director	Jilly Holroyd	NGB Liaison Manager, Sport England
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In **bold** – voting members

The meeting commenced at 3pm

EB/14-15/31 Apologies

31.1 Apologies noted from Tracy Watkinson and Rohan West.

EB/14-15/32 Approval of Minutes

32.1 RcK stated that under AOB for the minutes of 6th August that it was

Action

discussed that RCh would become the Chair of the Beach Volleyball Advisory Group.

The Minutes for the Board Meetings held on 26th July and 6th August were approved as a true and accurate record of the meeting with the inclusion of the above.

EB/14-15/33 Matters Arising

Commission Members Skills Matrix – ongoing.

Improving Governance and Leadership – Structure circulated to working group, ongoing. **BT/ML**

Risk Management Report – Revised process to be circulated for November board meeting. **ML**

BVF Equipment – Unresolved, email sent to BVF seeking resolution. **LW**

Financial focus – Training for managers scheduled for September. Issues raised about conflicts with commissions when staff trying to drive forwards the request to increase commercial revenue. **ML**

Staff Benefits – Review postponed to November Staff Committee meeting due to change in Chair. **ML**

Code of Conduct – Under review/development. **ML**

Foundation – GA asked for paper to be produced with recommendations for moving this forwards, initially recruitment of Trustees was the priority. **LW**

Performance Commission President – Search ongoing, ideas for potential candidates to be sent to JW/AC. **JW/AC**

Board Member Regional Contacts – The following were confirmed as the new contacts for the stated region:

RCh – Yorkshire; WR – East Midlands; DL – West Midlands.

EB/14-15/34 Conflicts of Interest

34.1 WR stated that there may be a potential conflict regarding item EB/14-15/40.

EB/14-15/35 Chief Executive Report

35.1 LW gave a presentation highlighting recent successes for Volleyball England including:

- Grant income
- FIVB Level 2
- Sainsbury's School Games
- Invictus Games
- Referee Conference
- TASS

- 2024 Strategy
- Talented Coaches scheme.

35.2 KN asked about the NGB CEO forum section of the report. LW confirmed this has been established to help articulate a collective view of the value of NGBs of Sport to the Government. JH confirmed that Sport England were aware that the group has been established.

35.3 GA queried what would happen to the Academy in Loughborough if the funding application was unsuccessful. LW confirmed that this was for additional activity and would not affect the current set up.

35.4 GA asked about the APS and if we believed this was accurate. LW clarified that we are contractually obliged to achieve APS targets and we have agreed this with Sport England as our measure of participation. JH stated that the Sport England team could give the board a session on APS.

RW/JH

35.5 It was agreed that we have had some great successes recently but we must communicate these better. LW stated that the Marketing team are currently in the process of developing a more robust communications strategy working alongside the newly appointed Director for Marketing and Coms.

DL/RW

EB/14-15/36 2024 Strategy

36.1 A discussion was held on the draft 2024 strategy document.

36.2 It was agreed that the draft Strategy 2024 document would be circulated with a mechanism for individuals to give feedback. Due to sensitivities the Governance section would be removed. Board members, commission presidents and staff would review with their respective commissions. Feedback to be sent to Dr. Ilona Berry by 31/10/2014.

LW

36.3 It was agreed that Rck, DL and WR would join the 2024 Strategy working group.

EB/14-15/37 Proposals for Individual Registration

37.1 Item EB/14-15/38 was also discussed under this item as this paper covered the same topic as the two presented for this item.

37.2 A discussion was held regarding the paper circulated from RW. KN stated that he was uncomfortable with individual names being published indicating how they voted. LW stated that we are being open and transparent.

37.3 DL voiced his concerns that members of the leadership team had actively canvassed against the Individual Registration proposals when as a collective it had been agreed to support them.

37.4 RC stated that the Board have previously agreed the policy for individual registration and stated that we need one paper with one owner to be able to progress.

37.5 The board discussed the English Volleyball League paper circulated by KN. The consensus of opinion was that this was a good idea but needed further work to develop and consider the wider impact and requirements.

37.6 It was agreed that a working group would be formed to develop a fuller long term strategy for the English Volleyball League.

37.7 In the short term it was agreed that the membership team would progress with the collection of individual club member data as per the articles of association and introduce an optional fee based enhanced benefits package for individuals.

RW

RW

EB/14-15/38 English Volleyball League

38.1 This item was discussed under item EB/14-15/37.

EB/14-15/39 Finance

39.1 JB gave an overview of the financial report. JB highlighted that we are neither in a good nor bad situation. There are income risks in the current forecast as highlighted in the report and these will be managed and addressed over the next quarter.

39.2 GA asked if an accruals/prepayments report could be included in the financial report.

ML

EB/14-15/40 Risk Management

40.2 International Transfer Certificates

An overview of the status of International Transfer Certificates was given; the board thanked the Competitions team for their work in progressing this and minimising the risks.

It was agreed that any decisions would be delayed until after the meeting with the FIVB on 6th October and the outcomes of discussions are known.

BT/ML

EB/14-15/41 Board priorities – improving Governance and Leadership

41.1 ML gave a presentation on the revised governance structure that was given and approved at the pre-AGM board meeting in July. A discussion was held on the key themes and clarity provided.

41.2 It was agreed that the Governance proposals would be progressed with the working group. Suggestions from GA and KN to be considered.

BT/ML

EB/14-15/42 Commission updates from 26th July to today

42.1 Update papers had been circulated by WR and RCh, there were no questions on these.

42.2 GA requested that each Director issues a brief update prior to each board meeting for information only.

EB/14-15/44 AOB

- 44.1 KN presented a paper regarding funding for sports hall conversions. The principles of the paper were accepted but a full feasibility study of the recommendation needs to be undertaken before deciding to progress and the priority of this against our strategic outcomes. **RW**
- 44.2 The BVF board have presented Volleyball England with an MOU to deliver services on behalf of the BVF. An indicative analysis of costs has identified that this may cost in the region of £45k to deliver effectively. LW proposed that we do not deliver this year but review next year. GA asked for a paper to be prepared. **LW**
- 44.3 RCh stated that it is important that Directors are seen to be present at key events/competitions and requested that board members provide feedback when attending events and competitions.

The meeting finished at 19:30.

The next meeting is scheduled for Saturday 15th November 2014, 10am at SportPark, Loughborough.

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.	November 2014	RCK SM JW
41.2	Improving Governance and Leadership – Portas 8/9 – BT/ML to consult the Working Group on the revised proposal.	December 2014	BT/ML
19.1	Risk Management Report – ML to revise the format of future reports to provide a more detailed update.	November 2014	ML
	BVF Equipment – Awaiting response from email sent to BVF.	November 2014	LW
	Staffing – Staffing Committee to put together a set of incentives to retain staff.	November 2014	ML
	Commissions – Code of Conduct – ML to create a single Code of Conduct and circulate to Board.	November 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	RCK/RW
	Foundation – Paper to be produced with recommendations to progress activities of the Foundation.	November 2014	GN/LW
35.4	Session for the board on APS to be arranged with Sport England.	December 2014	RW/JH
36.2	Draft 2024 strategy to be circulated with feedback to be requested by the 31 st October 2014.	October 2014	LW
37.6	Working group to be established to review English Volleyball League proposal.	December 2014	KN/RW
37.7	Individual Registration data collection and optional fee based package to be established.	November 2014	RW
39.1	Accruals/prepayments report to be included in financial report.	November 2014	ML
44.1	Feasibility study to be undertaken for funding for sports hall conversions proposal.	November 2014	RW
44.2	Paper to be developed regarding BVF MOU	November 2014	LW