

**Executive Board Meeting held on Friday 28th September 2012
Burleigh Court, Loughborough**

MEETING MINUTES

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

EB/11-12/21	<p>Directors present and apologies for absence</p> <table> <tr> <td>Richard Callicott (RC)</td> <td>President</td> </tr> <tr> <td>Brian Stalker (BS)</td> <td>Vice-President</td> </tr> <tr> <td>John Boughton (JB)</td> <td>Finance Director</td> </tr> <tr> <td>Janet Inman (JI)</td> <td>Development Director</td> </tr> <tr> <td>Marzena Bogdanowicz (MB)</td> <td>Marketing Director</td> </tr> <tr> <td>Gordon Neale (GN)</td> <td>Disability Director</td> </tr> <tr> <td>Wayne Coyle (WJC)</td> <td>International Events & Competitions Director</td> </tr> <tr> <td>Lisa Wainwright (LW)</td> <td>Chief Executive</td> </tr> <tr> <td>Martin Lindsey (ML)</td> <td>Head of Operations</td> </tr> <tr> <td>Stuart Johnson (SJ)</td> <td>Head of Development</td> </tr> <tr> <td>Craig Handford (CH)</td> <td>Head of Technical Development/Excel</td> </tr> </table> <p>Apologies:</p> <table> <tr> <td>Keith Nicholls (KN)</td> <td>Technical Director</td> </tr> <tr> <td>Richard Dobell (RD)</td> <td>Playing Director</td> </tr> <tr> <td>Rob Harding (RH)</td> <td>Head of Marketing and Communications</td> </tr> <tr> <td>Jilly Holroyd (JH)</td> <td>NGB Liaison Manager, Sport England</td> </tr> </table>	Richard Callicott (RC)	President	Brian Stalker (BS)	Vice-President	John Boughton (JB)	Finance Director	Janet Inman (JI)	Development Director	Marzena Bogdanowicz (MB)	Marketing Director	Gordon Neale (GN)	Disability Director	Wayne Coyle (WJC)	International Events & Competitions Director	Lisa Wainwright (LW)	Chief Executive	Martin Lindsey (ML)	Head of Operations	Stuart Johnson (SJ)	Head of Development	Craig Handford (CH)	Head of Technical Development/Excel	Keith Nicholls (KN)	Technical Director	Richard Dobell (RD)	Playing Director	Rob Harding (RH)	Head of Marketing and Communications	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England
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In **bold** – voting members

The meeting commenced at 10am

EB/11-12/21 Apologies	Action
Apologies noted from Keith Nicholls, Richard Dobell, Rob Harding and Jilly Holroyd.	
EB/11-12/22 Approval of Minutes	
22.1 EB/11-12/16 – APS and Satisfaction Survey Results Correction – Phone calls <u>are</u> restricted to England.	
22.2 The Minutes for the 30 th June 2012 Board Meeting were approved by Marzena Bogdanowicz and seconded by Janet Inman.	

EB/11-12/23 Matters Arising

- 23.1 EFDS – EFDS are no longer able to contribute £5k to Volleyball England but would still like to support the Sitting Grand Prix by staffing the event. It was agreed to decline the offer as Volleyball England currently have the skills available within our own workforce.
- 23.2 Pathways – LW attended a Home Countries meeting in Sheffield with CH, James Poole and Lynsey Green to discuss this issue and it was very successful.
- 23.3 Legacy and future of disability in sport – LW attended a meeting with the DCMS who are significantly reducing their staff, as detailed in recent press release. Maria Miller is the new Secretary of State who also has responsibility for Women and Equality. LW spent time with Maria during the Paralympics discussing team sports and how to use the Paralympians as role models.
- 23.4 Themed round – ‘Inspired Programme’ – The application has been submitted to Sport England. LW met with Jilly Holroyd and Adam Blaze (Sport England Strategic Lead - Equality) who gave strong indications that Volleyball England would receive some funding, although the programme is significantly oversubscribed. We will receive a response by the end of November/ December. LW wrote to Maria Miller to continue the debate from the Paralympics and bring it to action by launching the programme potentially in Westminster Hall with the GB Sitting Volleyball Women’s team playing a match! Sport England have indicated they would welcome this.
- 23.5 APS – JI went to Centre Parcs in Nottingham on 30th August and visited the beach courts, which were not set up. Centre Parcs confirmed that if you want to play you must request the courts to be set up. They advised that the nets had hardly been up over the summer. JI has emailed their Events Manager and is awaiting a response. SJ advised that Centre Parcs send their participation figures and he will check to see if they tie in with Janet’s observations.
- 23.6 Independent Directors – Three applications have been received. LW / RC to shortlist, interview where required and appoint.

JI / SJ

LW / RC

EB/11-12/24 Conflicts of Interest

- 24.1 RC reported a conflict of interest over agenda item EB/11-12/26.
- 24.2 MB reported a conflict of interest over the Sport England Award – Commercial Support.
- 24.3 KN had raised a possible conflict of interest which jeopardises his position as a Board Director. KN runs the Ruth Nicholls Foundation which donates money to volleyball in various forms. He is now expanding the charity and wants to secure royalties for the net slider system. KN also wants to produce and distribute similar education materials to that which Volleyball England supply.

24.4 It was decided to postpone a decision until the end of the meeting.

EB/11-12/25 Olympics / Paralympics Overview

25.1 RC gave an overview of the Olympics and Paralympics;

25.2 The new FIVB President Dr Ary Graça commented that the London Games were “amazing”. Everyone on the Board played a part. The crowds were the biggest ever. At Beijing the beach volleyball venue was half empty most of the time and only a few hundred went to watch the sitting volleyball. In London the beach and indoor were at capacity (15,000) as was the sitting volleyball (8,000). The NTOs and Lines people were outstanding.

25.3 Teams – the target was for 6 teams to qualify and compete with credibility. Even through all the obstacles (e.g. funding) all teams did qualify which was a huge achievement. There are lessons to be learnt from all the teams’ efforts and this must be capitalised upon.

25.4 RC paid tribute to those who worked at London 2012 and then asked for individual updates.

25.5 BS – Phenomenal! I had 214 volunteers in my team. Challenges and issues were overcome every day. To the general public London 2012 was outstanding. Horse Guards Parade was built in 31 days which is quite an achievement! The Torch Relay amazed everyone and triggered people’s imagination.

25.6 WJC – Long hard road. We had been building up to it for a considerable period of time. FIVB should not have been surprised that it was such a success. The key is what we do next...

25.7 ML – From a spectator’s point of view the buzz and excitement around London, on the train and around the city was amazing. The buzz was still going at midnight!

25.8 CH – Echo ML’s views from a spectator’s point of view. Outstanding memory is the journey to Earls Court, walking down the street with hundreds of people thinking all these people are going to watch volleyball! The overall package was outstanding. From a technical point of view it was useful to watch the other teams as it has highlighted where our deficiencies are and what we need to work on.

25.9 SJ – Atmosphere, buzz and excitement around London – have never enjoyed being in the city so much!

25.10 MB – Not surprised we delivered although the number of spectators was surprising. Not one person that I spoke to had been and not enjoyed it.

25.11 GN – Best seat in the house for sitting volleyball! Volleyball doesn’t just deliver players it delivers people. Best part was seeing how far we have come!

- 25.12 JB – Atmosphere in London and the rest of the country was like nothing I have ever experienced before. Big challenge is how we take the buzz of the games forward.
- 25.13 JI – Compared to how much cynicism was around prior to the games the sense of pride people felt, even those watching from home, was amazing. My outstanding memory was at the Olympic Closing Ceremony when the Games Makers were acknowledged and the ripple through the crowd went on and on. London was a totally different place during the games... people spoke to each other! The professionalism of the NTOs and Games Makers was amazing. Long working hours were met with smiles. It was a fantastic showcase for us as a sport and the coverage on TV was excellent. We had a joining weekend in Lincolnshire after the games where 80 new people turned up to have a go. The nation applauded whoever won just as loud as if it had been us!
- 25.14 LW – Outstanding memory was when the GB Sitting Teams came out on to court for the first time. Over 1,000 tickets were handed out to volunteers and partners. I had various meetings during the games. John Steele was astounded at the level of play and the way the teams had progressed. Lots of Volleyball England staff were involved in the games and with other sports (hockey and basketball). Thanks to RH for producing the Legacy flyer. It appeared on the FIVB website on day 2 of the Olympics! At Congress everyone congratulated RC and me on a wonderfully successful London 2012!

EB/11-12/26 BVF Sitting Volleyball – Outstanding payment

- 26.1 RC was conflicted and therefore did not participate in this discussion.
- 26.2 JB has researched this issue and believes it was agreed by the BVF Board that the women's entry to the Inter-Continental Cup was the right thing to do but it was not part of the original plan or included in the budget. As a result Volleyball England are £16,000 out of pocket.
- 26.3 JB has looked at the SLA between Volleyball England and BVF and confirmed entry for the women into this competition is not included. Entry for the men's team is included. Volleyball England therefore acted as an agent only and as it was BVF who made the decision they should refund the money.
- 26.4 An invoice has been raised but the BVF Finance Officer has refused to pay on the grounds that entry to the competition had not been approved by BVF.
- 26.5 Entry was not in the original plan and was therefore additional. Entry was required to support the team's entry into the Paralympics.
- 26.6 GN advised that he recalls this issue being discussed at a BVF Board meeting. LW to forward Board papers to JB to go through.
- 26.7 LW / JB / Kenny Barton and Stephen Cook (Finance Officer) to meet to resolve this issue as urgent.

LW

LW / JB

EB/11-12/27 British Volleyball Delivery 2013-2017 Risk Analysis

- 27.1 The BVF Board has discussed closer working relationships with the Home Nations. BVF will go out to tender for potentially one nation to operate all British programmes, in the same way that Volleyball England have successfully run the sitting programme for the last three years.
- 27.2 The Board was asked if they would like Volleyball England to submit a bid.
- 27.3 There was a discussion around communications and media at London 2012 and how that could have been more joined up between Volleyball England and BVF.
- 27.4 BS stated that it would benefit Volleyball England to have a closer relationship with BVF but would like to look at the risks of operating British programmes.
- 27.5 RC added that the composition of the BVF Board has changed. There are 3 voting Directors, Volleyball England and Scotland each have 2 votes and Scotland and Northern Ireland each have 1 vote.
- 27.6 LW met with Hilary Milne, Head of Governance at Sport England, to see if they are able to support us as there is some Governance funding available in the new year. We have also asked for support with the Articles of Association and implementation. This would be a one off award to help with the tender process and potential implementation of the BVF programmes.
- 27.7 The Board noted CH's report and will consider the tender once received from BVF. RC is writing the document with Neil Tunnicliffe and hopes to have it finished by the end of October.
- 27.8 LW asked for two Board members to support the tender process, noting the Conflict of Interest by RC. LW to confirm with Board Members direct.
- 27.9 RC will not be continuing with roles at both BVF and Volleyball England President but that he has not decided which role to leave yet. This was always due to be the case post 2012.

RC

LW

EB/11-12/28 Governance Action Plan 2012-2017

- 28.1 We have received 'green' on our Governance Action Plan from Sport England for the 4th year in succession. We have now completed and confirmed the Board Governance Action Plan - there are 21 minor actions to be completed.
- 28.2 LW asked for any additional amendments from the Board.
- 28.3 There was a discussion around bringing independent members on to the Board and whether or not they should have a vote. This is currently the case in the Articles. The issue of whether or not we should bring in a 'sport person' or a 'business person' was raised. The three applications for the role of HE/FE Director are from people within sport.

ALL

28.4 The issue of succession planning was raised. The Board was advised that someone who was unsuccessful in his Board application is now assisting MB with the Beach Advisory Group, so their skills are being retained. All Board members to consider future potential candidates for their role and also Commission roles.

ALL

EB/11-12/29 Board Review – Actions

29.1 RC went through the findings of the Board Review.

29.2 It was noted that the Board would like improved circulation of Board papers. LW asked that the Board respond to requests for information by the stated deadlines in order to allow this to happen.

ALL

29.3 JI stated that away days are important for the Board to develop trust relationships with one another. BS added that this was not always possible during meetings as people bring their “meeting persona”, so agreed with this.

29.4 GN advised that he felt staff area presentations are important as they make staff feel valued and allow board members to meet professional staff.

29.5 RC and BS both stated that they prefer shorter reports and welcomed the new ones presented.

29.6 LW asked the Board to provide some recommendations in order to raise the scores – please send recommendations to Alex by the end of October.

ALL

29.7 This process will be completed every year and the results compared.

29.8 Skills and Expertise Table – LW to circulate the findings and list where any skills gaps are.

LW

EB/11-12/30 National Volleyball Centre Review

30.1 The National Volleyball Centre video was shown. It was shown to André Meyer at the World Congress so that hopefully he did not have to visit to carry out an inspection. Mr Meyer asked for some more information on hotels in the area. RH to provide.

RH

30.2 CH went through his report and there was a discussion around the costs.

30.3 LW noted that commissions and staff do not always make use of the accommodation provided and instead book hotels when using the NVC.

30.4 The Board was advised that there is currently no method to obtain feedback from people who have used the centre. CH to implement a survey.

CH

30.5 The feedback from Kettering Conference Centre is that the project and partnership is a successful one.

30.6 The contract is due for renewal and we should use this as an opportunity to re-negotiate. The Board agreed and MB offered to assist with this. We should use this as an opportunity to sort issues like the Medical Centre.

CH / MB /
WJC

30.7 CH to send JB the Phoenix (Kettering Conference Centre) accounts.

CH

EB/11-12/31 CEO Report / Finance Report

31.1 LW went through the CEO Report and raised a few points:

31.2 An EGM will be called on 10th November to discuss the move to individual membership.

31.3 Lenny Barry has requested that Volleyball England appoint him as a Technical Advisor. This request has been declined at present.

31.4 A DVD will be produced for the Sport England funding presentation to prove our route to market and respond to the questions in the feedback letter.

31.5 Legacy Equipment (Beach) – BS clarified that, at FIVB’s insistence, 100 balls were handed out to volunteers and officials and another 50 (approximately) were stolen. BS (for beach) and WJC (for indoor) to provide some wording to explain the “missing” equipment.

BS / WJC

31.6 JB went through the Finance Report and gave thanks to Dirk for continuing Emma’s fine work.

31.7 We are still on track to deliver the budget but are facing an £18k deficit over the reserves policy. This does not include the £16k owed by BVF (previously discussed).

31.8 Sitting Programme –The budget for this is effectively spent and as a consequence the programme is facing 6 months of no activity.

31.9 The Board was asked to consider a £10k short term loan to BVF, to be repaid once funding has been received in April 2013. Coaching Contracts have also come to an end but they have indicated they are prepared to continue working on the programmes on a short term voluntary basis.

31.10 If the Board does not agree to a loan to the British Sitting Volleyball Programme, Volleyball England will only be able to continue driving ‘community’ sitting volleyball.

31.11 It was proposed that Volleyball England loan the Sitting Programmes £10k but review the decision in December upon receiving feedback from UK Sport about whether they will provide funding in April 2013.

31.12 6 Board members were in agreement with the proposal. There was one abstention. Therefore this was approved.

EB/11-12/32 Go Spike Progress Report

- 32.1 SJ went through the report.
- 32.2 Beach hubs – Usage is monitoring this although it is not consistent as some sites tell us how many people are using the courts and other sites tell us how many bookings are made. The older sites each have a club on them and Crystal Palace has two clubs. Gary Beckworth is working with the new sites to create clubs.
- 32.3 Semi-permanent sites – Usage monitoring depends on the local authority responsible for the site. Some have people who look after the coastal areas and they will check on the sites at certain points during the day and report usage. All have been sent balls and signage. A number of options are currently being explored to track usage such as QR codes, “checking in” on Facebook and webcams.

EB/11-12/33 Risk Register

- 33.1 ML went through the updated Risk Register and a number of amendments were discussed:
 - i. Add future of NVC
 - ii. Add loan to BVF
 - iii. Add risk to Volleyball England reputation through social media
 - iv. Add note for liquidation of suppliers
 - v. JB noted that there was no person listed as responsible for Events.
- 33.2 ML to make amendments.

ML

EB/11-12/34 Referee Commission Presidency

- 34.1 The Board agreed to appoint Steve Evens to President of the Referee Commission.
- 34.2 RC advised that Steve has put forward a list of Commission members. The Board agreed to the members suggested:
 - Nick Heckford
 - Diane Hollows
 - Martin Shakespeare
 - Richard Morten
 - Debra Smart
 - Glynn Archibald
 - Holly Fairclough
 - With assistance from Denis Le Breuille and Bert Jones as Consultants.
- 34.3 The Board agreed to obtain lists of other Commission members from each President. Names to be confirmed by Board.

ALL

EB/11-12/35 AOB

- 35.1 An EGM will take place after the next Board meeting on Saturday 10th November at the NVC, Kettering.

35.2 Don Anthony Memorial – We are still trying to agree a date with the British Olympic Foundation.

35.3 **Post-Meeting Note**

The date has now been confirmed as 8th November at 5pm at BOA's offices. Emailed invites to go out w/c 8th October.

35.4 Games Makers / Retaining Volunteers – LOCOG are currently going through tender bids for the database containing information on all spectators and Games Makers. BS has access to the list of beach volunteers and agreed to co-ordinate this with Ilona for future recruitment into volleyball.

BS

35.5 Promote PR – The issue of terminating Volleyball England's contract with Promote PR as per RH's email to the Board was raised. The Board was advised that the contract had not been terminated as only MB had responded to the email. There is a 13 week termination process to give notice to cancel the contract. The Board agreed to terminate the contract and go back out to tender potentially dependant upon budget. RH to action.

RH

RC congratulated LW for being elected on to the FIVB World Ethics Committee as the only female and the only representative for Europe!

RC has spoken to Natalie Cook about her company using facilities in London to create a Commercial Centre. MB to lead.

MB

35.7 KN's Conflict of Interest – Anyone is able to produce volleyball related resources and sell them for a profit but KN, as a Volleyball England Board member, has a portfolio responsibility to produce and promote our own publications. If KN is also doing his own publications there is a huge conflict.

35.8 All agreed it would be a shame to lose KN's expertise. RC suggested KN is retained as a Technical Consultant.

35.9 The general consensus of the Board is that KN is too significantly conflicted. The Board would like to seek clarity on how we move forward with KN in terms of a potential future role but not on the Board. RC / LW to discuss with KN.

**RC / LW /
KN**

The meeting finished at 15:00

The next meeting is scheduled for Saturday 10th November 2012 – NVC, Kettering