



**Executive Board Meeting held on Saturday 17th September 2016
SportPark, Loughborough**

MEETING MINUTES

Minutes prepared by	: Tracey Norwood
Circulation	: Executive Board, Senior Management Team, Melissa Bennett
Distribution	: From Geoff Allen (Chair)

EB/15-16/56	Directors present and apologies for absence	
	Geoff Allen (GA)	President
	Keith Nicholls (KN)	Vice President
	John Boughton (JB)	Finance Director
	Jefferson Williams (JW)	Playing Director
	Jim Mutton OBE (JM)	Non-Executive Director (HE/FE)
	Tracy Watkinson (TW)	Non-Executive Director (Change Management)
	Steve Matthews (SM)	Technical Director
	Martin Lindsey (ML)	Business Director
	Rohan West (RW)	Participation Director
	Freda Bussey MBE (FB)	International Events and Competitions Director
	Bartek Luszcz (BL)	Marketing Director
	Liz Clarke (LC)	Development Director
	Apologies	
	Richard Callicott OBE (RC)	Honorary President
	Melissa Bennett (MB)	Sport England
	Brian Treadwell (BT)	Non-Executive Director (Legal)

In **bold** – voting members

The meeting commenced at 08:35

EB/16-17/06 CEO report

Safeguarding:

GA stated that he has had negative feedback about the new safeguarding instructions. There was a discussion around the need for safeguarding vulnerable people as well as under 18s and clarity on the fact that universities are out of scope for the new process.

Following a discussion with NSPCC, GA has suggested to Serena Morten that clubs with no contact with under 18's could share safeguarding officers. Hopefully this will solve the problem – Serena is to get back to GA with a decision. It was agreed that if Serena Morten was happy, clubs located close to each other and with no contact with under 18's, could share a safeguarding officer.

GA

It was also agreed to investigate whether or not it would be possible to complete the 'Time to Listen Course' through a webinar or on-line training session?

ML

Risk Management:

The Board stated they had discussed most of risks during the closed session the previous night.

ML stated he had no more information on the AASE, this will be available for the April 2017 Board meeting.

ML

The Board wished to congratulate Serena Morten for her award and asked that it was put onto the website.

ML/RW

EB/16-17/07 Board and Head Office Priorities

All the Board agreed that in the current climate the 2 priorities for both Board and office staff were:

1. Sport England discussions
2. Staffing

These were covered in the closed Board session.

EB/16-17/08 Strategy 2024 Review

ML and RW took the Board through a presentation, giving them an update on the progress made against Strategic targets.

A discussion was held regarding communications and publicity. Tournaments should be publicised more and all national squads should link in with head office. This is being driven by the new communication strategy led by Ruth Norfolk. Bartek will connect with RN to push this forward.

BL/RN

KN believed the Strategy 2024 should be reviewed annually to ensure the targets are still current.

JB questioned whether some targets are too easy. RW added that sustainability is key and criteria should be added against each of the Strategic targets. It was agreed that once a target had been achieved it should be reset, to achieve more.

ML

ML stated that the criteria needs to tie into Sport England and UK Sport investments.

It was agreed that the 2024 Strategy should be amended to take account of beach volleyball being accepted into both the Commonwealth Games and the

ML

Commonwealth Youth Games.

All Board members agreed to review the Strategy 2024 yearly.

ALL

A discussion was then had about how these targets are to be communicated to the members. ML stated again that this is part of the new communication strategy with a regular flow of communication planned. He added that he believed this should be added to the rolling delivery plan moving forward.

ML

EB/16-17/09 BVF report

GA stated that there is no news since the July Board meeting. They are hoping to organise the AGM at the World Congress in October as a majority of the BVF members will be attending.

GA/RC

EB/16-17/10 3Touch review

ML took the Board through the paper provided. The Board discussed the website and the need for it to be kept up-to-date and made more user friendly. ML reassured them that the website is being reviewed over the next 6 months by ML and RN. The Board will be updated during the April 2017 meeting.

The new Board members agreed that they needed to have their photographs taken for the website asap.

The Board agreed with the papers recommendation to stop 3Touch and replace it with a new interactive e-newsletter.

ML/RN

EB/16-17/11 International transfer update

The Board were taken through the paper provided by ML. GA agreed to try to influence the CEV and FIVB about the new regulations – he will feed back at the next Board meeting.

GA

The Board agreed not to charge for English playing overseas this year, this will be reviewed next year.

EB/16-17/12 Q1 Finance report

ML stated there would be a further update in November 2016.
RW informed the Board that the Muller deal is no longer going ahead and discussions with ITSU are ongoing.

All agreed that they need to explain the loss this year due to the CEO expenditure at the AGM.

JB/GA

JB and ML stated that the reserves level is kept to cover 3 months operating costs. They also stated that there is a need to get back to the reserves level within the next 2 years.

Sport England have asked us to confirm that Sport England investment has not been used for any payments associated with the departure of the Chief Executive.

ML explained that there have been numerous issues with the new finance system and with hindsight accepted the grant with the associated timescales for implementation. Ongoing payments are now on track, with invoice payment only 3 weeks behind. The supplier's senior management are now sorting out the VAT module and the reporting tool – this will enable the finances to be audited.

ML

ML is speaking to ASA next week to discuss if shared services of the finance

ML

departments is feasible.

EB/16-17/13 Off-line self-assurance

ML gave background to the document to the new Board members, stating this is a yearly process. The Code of Conduct and disciplinary procedures are being reviewed with Kevin Carpenter and consolidated into one document.

Next steps:

Review of document

Board approval at November 2016 Board meeting

GA asked that all Board members send through their agreement of the prepared document post meeting and agreement to the 6 high level assurance ratings as discussed at the meeting; i.e. Full for all categories bar Organisational Policy which was suggested as Reasonable. (FB, TW, JW approved during the meeting)

ALL

ML

JB stated his Board term would be over pre next AGM. It was agreed that the Finance Director role should be publicised.

EB/16-17/14 Commissions member approval

A short discussion was had around how we engage in schools – LC will contact R Neveykin.

LC

The proposed committee members were approved.

EB/16-17/15 Confirmation of Board Director allocation to regions

ML was asked to send Directors through clarification on the regional roles.

ML

ALL

All Directors were asked to send through to ML post meeting, 2 options each for which regions they would have a preference.

EB/16-17/16 Commissions update

No updates provided

EB/16-17/17 AOB

ALL

1. The Board agreed to ask Janet Inman to be an Honorary Vice President. GA asked the Board to consider anyone else.
2. Brian Treadwell has stepped down as a Board member. It was agreed they needed a new Board member with the same legal skill set and that a similar process that identified BT be followed.
3. GA asked that the process for individual membership be kicked off. ML said that Ian Poynton is currently doing the research behind this and would have a paper to present to the February 2017 Board meeting.
4. JB asked what were the priorities for Head office now the staff numbers were in decline. GA stated a closed email group discussion would be set up to discuss this issue.
5. GA said that he intends to send weekly staff update emails to All Staff – he has already sent one.

ML

GA

GA

The Board recorded its thanks to Brian Treadwell for all his hard work.

The Board Again thanked Tracey Norwood and Rohan West and wished them well.

There being no other business the meeting was closed at 11:00