



**Executive Board Meeting held on Friday 16th September 2016
SportPark, Loughborough**

MEETING MINUTES

Minutes prepared	: 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 19:35

<p>EB/16-17/02 Approval of Minutes The Minutes of the Executive Board Meetings of 23rd July 2016 were agreed.</p> <p>EB/16-17/03 Matters arising from minutes 23rd July. SM agreed to investigate the possibility of a meeting with “Women on Board”</p>	
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<p>FB asked if it was appropriate to contact people from the sitting volleyball ML will provide FB with information to get this started.</p> <p>6.5.2g TW stated that she needs to have the notes from SM before she can action this – SM to cover in agenda.</p> <p>86 ML has supplied the notes in the Board paper pack.</p> <p>90 ML will cover Sport England update later in the agenda.</p> <p>92 Accounts will be discussed later I the Finance report update. A working arrangement has been agreed with the Referee commission.</p> <p>93 KN will forward details of opposition to Help for Heroes onto ML asap.</p>	<p>SM</p>
<p>EB/16-17/4 Conflicts of Interest GA raised a potential conflict in relation to BVF matters.</p>	<p>KN</p>
<p>EB15-16/05 Board Induction and Values SM talked through the Board values, the ways of working, behaviours, roles and responsibilities. There was a full discussion about whether the values etc could be improved upon and to ensure that they were fully implemented, more than just words.</p> <p>The November 2015 Delloittes meeting was very productive, where Board members were able to be open and honest. They agreed to continue to use effective communication.</p> <p>The agreed values will be signed by new Board members at a later meeting.</p> <p>SM to send out the agreed document.</p>	<p>SM</p>
<p>GA is to arrange 1:1 with all new Board members to talk through the induction material. ML to ensure GA has all relevant materials.</p>	<p>GA/ML</p>
<p>Since the responsible Directors for several new Commission Presidents are also new, it was agreed that this would be carried out collaboratively. ML to provide relevant Directors with relevant materials.</p>	<p>ML/LC/FB</p>
<p>It was agreed that next year this would happen before the 1st meeting after the AGM, preferably by the CEO.</p>	
<p>EB/16-17/06 CEO report ML talked through the CEO report.</p>	
<p><u>Staffing:</u> RW will now leave on the 14th October. Dirk has 3-month notice period but is in talks with ASA on an option to use his services.</p>	
<p>JB gave personal thanks to RW, TN and DG for all the hard work they had done for him. The Board also gave their Thanks to all the leavers.</p> <p>GA stated that Martin had been given the role of interim Deputy CEO; TW added a thank you to Martin for his continued hard work over the last few weeks. This was echoed by the Board.</p>	
<p><u>Sport England:</u> ML and RW went through an update presentation.</p>	

It was noted that currently Sport England have put our discussions on hold until they have spoken to GA and KN on the 26th September. If this meeting is successful ML hopes to resume talks with Sport England, the following week.

Staff were asked to leave so the Board could have a closed discussion.