

**Executive Board Meeting held on Saturday 9th July 2011
National Volleyball Centre, Kettering**

MEETING MINUTES

Minutes prepared by	: Marylyn Stephens
Circulation	: Executive Board, Senior Management Team, Commission Presidents
Distribution	: From Lisa Wainwright

EB/10-11/39	<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>Keith Nicholls (KN)</td> <td>Technical Director</td> </tr> <tr> <td>Marzena Bogdanowicz (MB)</td> <td>Marketing Director</td> </tr> <tr> <td>Janet Inman (JI)</td> <td>Development 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>Craig Handford (CH)</td> <td>Head of Technical Development/Excel</td> </tr> <tr> <td>Stuart Johnson (SJ)</td> <td>Head of Development</td> </tr> </table> <p>Apologies:</p> <table> <tr> <td>Richard Dobell (RD)</td> </tr> <tr> <td>Gordon Neale (GN)</td> </tr> <tr> <td>Jilly Holroyd, Sport England</td> </tr> </table>	Richard Callicott (RC)	President	Brian Stalker (BS)	Vice-President	John Boughton (JB)	Finance Director	Keith Nicholls (KN)	Technical Director	Marzena Bogdanowicz (MB)	Marketing Director	Janet Inman (JI)	Development Director	Lisa Wainwright (LW)	Chief Executive	Martin Lindsey (ML)	Head of Operations	Craig Handford (CH)	Head of Technical Development/Excel	Stuart Johnson (SJ)	Head of Development	Richard Dobell (RD)	Gordon Neale (GN)	Jilly Holroyd, Sport England
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In **bold** – voting members

The meeting commenced at 09:30

EB/10-11/58 Apologies

58.01 Apologies noted from Richard Dobell, Gordon Neale, Rob Harding and Jilly Holroyd, Sport England.

EB/10-11/59 Approval of Minutes

59.01 A few amendments to wording were made to the 21st May 2001 Board Minutes for clarification.

EB/10-11/45.02

A request to host an Auction in London for the British Women's squad to coincide with the 2012 Awards dinner or in London was discussed. It

Action

was felt that this was a great idea but the capacity to resource the event to the required standard was not available due to commitments already agreed for the 2012 Olympics. However, if the British Women's Squad wanted to arrange and host an auction themselves this would be acceptable.

EB/10-11/46.01 – 8.4

The Board considered the introduction of 10 -20% overhead cost fee to certain commercial income streams and grant applications. As in some cases break even calculations are loss making in real terms.

EB/10-11/46.01 – 8.5

Following the design work Keith Nicholls has undertaken discussions have taken place with regard to setting up a company to license equipment and gain more income for Volleyball England. A current supplier is looking for someone to buy the business over next 18-36 months. The Boards support is requested to engage with the supplier to see if this presents any opportunities for Volleyball England.

ALL

59.02 The remainder of the minutes of the Board Meeting held on 21st May 2011 were proposed by Brian Stalker and seconded by Janet Inman as a true and accurate recording of the meeting.

Review of Action Points to 21st May 2011 Board Minutes

1. The deadline for applications to the Volunteer Leadership Programme was extended to identify further applicants. It is hoped that the Programme will commence mid September.
2. JI confirmed that the Child Protection Policy had been updated and the policy document is currently being rebranded. JI is awaiting sight of the proof of updates. **SJ**
3. LW requested that the Governance Structure should still be reviewed. The Board agreed that this review should take place. This work is ongoing. **RC/LW**
4. RH presented a paper on Commercial Recommendations. Six recommendations were put forward and approved. This work is ongoing. **RH**
5. MB is to set up a group to develop a strategy for Beach Volleyball. SJ to provide support from the office. This work is ongoing and awaiting a report in November. **MB/SJ**
6. The FIVB Development Centre contact has been reviewed and in the process of being signed off by the Minister for Sport and the Olympics plus the Chairman of the BOA.
7. BS to approach the Volleyball Foundation at their next meeting to postpone actively searching for funds until after the London 2012 Olympic Games. **BS**

EB/10-11/60 Matters Arising

Following lengthy discussions between RC and RD it has been suggested that the role of Player Director has now grown to an unmanageable workload with a remit of responsibility for the Competitions and Performance Commissions. It was put to the Board that the Playing Director role be split with RD managing the Performance Commission and a co-opted Board member managing the Competitions Commission and wider responsibility for International Events in view of confirmation of these from UK Sport. RC put forward the recommendation that Wayne Coyle would be suitable for managing the Competitions Commission as long as any conflict of interests were dealt with appropriately as minuted at the previous Board Meeting. The Board approved this suggestion and felt that Wayne would be an asset to this role. RC to formally invite Wayne Coyle on approval of the new portfolio by the AGM.

ALL

RC requested that EF/ML/JB put forward new protocols in relation to the conflicts of interests for Board/Commission members when receiving payment for work.

EF/ML/JB

BS and JI suggested that it was time for a review of the Volleyball England structure in line with the new Business Plan to be written now that the business has grown. This will all form part of the new plan.

ALL

CH highlighted to the Board that it might be queried that there is not a Board member responsible for the Beach Commission. The structure will be discussed with Paul Bohannon to alleviate any concerns. In the interim MB has agreed to take on liaison with the Commission as it was agreed that all major events should be overseen by an elected Officer.

MB

CH gave a verbal update on the potential 6 Beach Hubs. (Confidential)

CH

Crystal Palace – confirmed
Westminster – confirmed
Leyton Orient – confirmed
Highbury Fields, Islington – confirmed
Richmond – still in discussion
Tower Hamlets – still in discussion

The use of 2,500 tonnes of sand has been offered to Volleyball England by LOCOG after being used for the Beach Test Event. The sand will be used to enable sand courts to be constructed at the above venues.

Holly Fairclough will now work 3 days a week on this Beach Hub initiative with Gary Beckford, London Legacy Office working on the development side.

EB/10-11/61 CEO Report

Staffing

Chris Stott, Coaching Development Officer, will be leaving employment with Volleyball England on 22nd July to take up a new role at UK Sport.

Alex Porter, Community Development Coach – Tendring, will be leaving employment on 29th July.

Nitesh Mistry, Community Development Coach – Tottenham, left employment with Volleyball England on 3rd June.

Daniel Griffin, Sitting Volleyball Development Manager, commenced employment on 6th June 2011.

Mo Sliti has been appointed as Community Development Coach - Tower Hamlets (employed by partner, not VE).

Operational Management

Active People – It is great news! The results were published 16th June 2011 and the number of adults participating 3 x 30 minutes of moderate intensity volleyball has slightly increased from 37,600 to 40,600. An increase of 3,000 people playing weekly. We have seen a slight increase on the last 5 returns which is looking positive. At present we are monitored monthly by Sport England who are confident that our Go Spike campaign will only enhance participation figures further.

SMT

Go Spike – The campaign has been officially launched to both internal and external partners and is progressing at some pace. The website is now live – JI requested that there be more information on future events giving exact dates and timings and general logistics of the day.

SJ/AS

Sports Satisfaction Survey 2011 - On the 21st June 2011 we were issued with our annual results from the above survey. As a reminder our target, along with all other NBGs is 80% by the end of March 2013. We have seen a increase in satisfaction in all areas other than Excel which has reduced slightly, but is of no major concern overall. Sport England are comfortable with our progress. We still have some focused work to complete to increase the satisfaction of club members against this survey. Our own Annual Membership Survey will be published next quarter and will provide a good gauge also on more detailed services we provide.

SMT

Homophobia and Transphobia - The Board recently approved the signing of the above Charter for Volleyball England and as part of the launch of the Charter LW attended a reception at Number 10 Downing Street with the Prime Minister. Claire Harvey (GB Sitting Volleyball) also attended as a Patron of the Gay Games Campaign for London 2012 and as an openly gay athlete.

SportPark – Official Opening - On the 23rd June 2011 we attended the above and I spoke to an audience of 90 invited guests on behalf of all 13 partners in the building. Guests included Lord Seb Coe, Tom Daley, Sir John Beckworth, Richard Lewis, Baroness Campbell and many others. This was an excellent opportunity that demonstrated that our image is both recognised and respected by external stakeholders – one of our key business aims.

Honours for Don Anthony MBE - After three years of submitting an application for the above recognition I am delighted to say we have been successful. Particular thanks to Barbara Totterdale for her research on all his long years of service to sport and Richard Callicott for gaining nominees for Don.

Regional AGMs - The SMT have recently attended all but Yorkshire's AGM (due to illness) and a report will be presented in the near future on the observations from these. It is clear from initial feedback we have

some professional, passionate and well briefed regional chairs yet there is some significant room for improvement in others, whilst a few gave serious concerns for their membership of the business and recipients of grants from us, as an example, no papers presented, no annual accounts, etc. A full report will follow on conclusion of the final AGMs. A review of the protocol to be carried out on the engagement of members and documentation of annual accounts.

Strategic External Stakeholders

Lisa Wainwright met with a number of high profile people all being enlightened on the progress of volleyball.

The Prime Minister – David Cameron MP
HRH Earl of Wessex
Lord Seb Coe – Chair LOCOG
Paul Deighton – CEO LOCOG
Sir Keith Mills
Debbie Jevons – Director of Sport LOCOG
Tom Daley - Athlete
Hugh Robertson MP – Minister for Sport and the Olympics (x 3)
Baroness Sue Campbell – Chair Youth Sport Trust/UK Sport
Sir John Beckworth
Shirley Pearce – Vice Chancellor Loughborough University
Andy Hunt – CEO British Olympic Association
Sir Clive Woodard – British Olympic Association
Lord Colin Moynihan – Chair British Olympic Association
Jilly Holroyd – Sport England Client Manager
Tim Lamb – CEO Sport and Recreation Alliance
Sallie Barker – Head of Services Sport and Recreation Alliance

EB/10-11/62 Nomination for Elected Directors

The following posts for Directors on the Executive Board and Commission Presidents are due for election at the 2011 AGM.

Office	Present Holder
President	Mr Richard Callicott
Finance Director	Mr John Boughton
Playing Director	Mr Richard Dobell
Coaches Commission President	Mr Richard Harrison
Performance Commission President	Mr Alex Bialokoz
Schools and Youth President	Mr Will Roberts

All the above posts were re-nominated and seconded to be approved at the AGM.

EB/10-11/63 Annual Report

The Board approved the Annual Report and were pleased with the overall presentation giving a corporate image essential for when handing out to our external Stakeholders. The Board thanked Rob Harding for all his hard work on carrying out the background work of the report.

There were a few items to note with regard to compilation of future Annual Reports:

Jl asked that the draft report be circulated to Board members prior to

RH

printing so that any necessary amendments could be made.

BS felt that there was little or no representation relating to International representation.

LW

There was no information regarding membership figures.

SJ

All the above items to be included in next years report.

Any feed back received regarding the Annual Report to be forwarded to Marylyn Stephens to be noted.

MS

EB/10-11/64 AGM Logistics

The AGM will held in the Portland Room commencing at 12.30 pm.

EB/10-11/65 Regional Associations

The Board expressed concern with the ever increasing negative emails being generated from the Regions and being circulated which causes a ripple effect. This issue is to be dealt with via the Board.

ALL

SJ asked the Board for support in dealing with Regional issues that are increasing and becoming difficult to deal with. Processes are to be put in place to deal with issues correctly and promptly in accordance with the Codes of Conduct.

ALL

EB/10-11/66 AOB

Finance Report - The budget approved at the February Board meeting proposed a deficit of £17k. Since that time there have been various developments together with further grants and awards being confirmed. The forecast now shows that Volleyball England is predicting a deficit of £10k which is an improvement of £7k from the budget to the latest forecast for this year. The Senior Management Team are confident that Volleyball England can deliver the revised work plan.

The reduction in the proposed deficit this year will still not meet the financial reserves policy by £6k based on a current target of £423k.

To ensure we maintain healthy reserves Volleyball England will need to increase the Reserves percentage from 2.8% to 3% or even 3.5%.

AOB:

LW acknowledged the great work carried out by Will Roberts and Stuart Johnson which resulted in a £15,000 Award from Youth Sport Trust.

SJ informed the Board that UK School Games being held in Sheffield this year will be known at the School Games next year and SJ requested approval to take part. Approval was granted following a discussion on the paper presented by Stuart.

SJ

The Junior Competitions proposal put forward by Will Roberts for the Under 15 and Under 16 National Cup will be reviewed by the Board and discussed via email prior to the next Board Meeting scheduled for the 3rd September.

ALL

ML – Requested acceptance of the Reforecast Budget – Accepted.

ML – Details of the Bribery Act information is now available for circulation.

ML – Welcomed the Board Members to the Continental Cup.

JI – PE in schools has now become a core subject and every opportunity should be take to push forward volleyball.

JI – The Duke of Cambridge has now become the Patron of the Schools Challenge.

JI – Circulated information on the Queen Elizabeth II Fields Challenge.
MS to scan and circulate a copy to the Board.

MS

RC – Congratulated SJ and KN for their work on Premier League 4 Sport Festival which has enabled a commitment to rebuild the Sandwell Tournament.

RC – The Test Events scheduled to take place July and August are progressing well giving added exposure to the GB Women's Team. A gazebo will be sited at the Beach Test Event with an array of Volleyball England information being made available. This is placing additional pressure on staff with ticketing and promotions been key for us.

RC – Thanked the professional staff and elected officers for all their hard work during the past year which has undoubtedly enhanced the image of Volleyball England.

The meeting finished at 11.30

The next meeting is scheduled for Saturday 3rd September – Don Valley Stadium, Sheffield commencing @ 09.30.