

**Executive Board Meeting held on Saturday 21 May 2011
National Volleyball Centre, Kettering**

MEETING MINUTES

Minutes prepared by	: Martin Lindsey
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>Richard Dobell (RD)</td> <td>Playing 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>Gordon Neale (GN)</td> <td>Co-Opted Disability</td> </tr> </table> <table> <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>Rob Harding (RH), Part Meeting only</td> <td>Head of Marketing and Communications</td> </tr> </table> <p>Apologies:</p> <table> <tr> <td></td> <td>Keith Nicholls, Technical Director</td> </tr> <tr> <td></td> <td>Jilly Holroyd, Sport England</td> </tr> <tr> <td></td> <td>Marylyn Stephens, PA</td> </tr> </table>	Richard Callicott (RC)	President	Brian Stalker (BS)	Vice-President	John Boughton (JB)	Finance Director	Richard Dobell (RD)	Playing Director	Marzena Bogdanowicz (MB)	Marketing Director	Janet Inman (JI)	Development Director	Gordon Neale (GN)	Co-Opted Disability	Lisa Wainwright (LW)	Chief Executive	Martin Lindsey (ML)	Head of Operations	Craig Handford (CH)	Head of Technical Development/Excel	Rob Harding (RH), Part Meeting only	Head of Marketing and Communications		Keith Nicholls, Technical Director		Jilly Holroyd, Sport England		Marylyn Stephens, PA
Richard Callicott (RC)	President																												
Brian Stalker (BS)	Vice-President																												
John Boughton (JB)	Finance Director																												
Richard Dobell (RD)	Playing Director																												
Marzena Bogdanowicz (MB)	Marketing Director																												
Janet Inman (JI)	Development Director																												
Gordon Neale (GN)	Co-Opted Disability																												
Lisa Wainwright (LW)	Chief Executive																												
Martin Lindsey (ML)	Head of Operations																												
Craig Handford (CH)	Head of Technical Development/Excel																												
Rob Harding (RH), Part Meeting only	Head of Marketing and Communications																												
	Keith Nicholls, Technical Director																												
	Jilly Holroyd, Sport England																												
	Marylyn Stephens, PA																												

In **bold** – voting members

The meeting commenced at 09:30

EB/10-11/39 Apologies

39.01 Apologies noted from Keith Nicholls, Jilly Holroyd and Marylyn Stephens.

EB/10-11/40 Approval of Minutes

40.01 The minutes of the Board Meeting held on 26th February 2011 were proposed by Marzena Bogdanowicz and seconded by Brian Stalker as a true and accurate recording of the meeting.

The board passed on thanks to Marylyn Stephens for the accurate taking of board minutes.

Action

EB/10-11/41 Matters Arising

- 41.01 Any queries with regard to the women's compulsory bikinis worn at beach events should be referred to the FIVB regulations.

EB/10-11/43 CEO Report

- 43.01 JI queried the remit of Jonathan Moore for Child Protection, it was confirmed that this was for CRB checking and Case Management.

- 43.02 JB queried the procedure for appointing candidates to the Volunteer Leadership Programme and who decides is accepted. LW confirmed that a committee of RC, BS and LW decides. JB asked that any appointments be ratified by the Board. **LW**

- 43.03 A discussion was held on the competency requirements for Commissions and Succession Planning. It was agreed that one Commission would be selected to pilot a skills mapping/succession planning exercise. **RC**

- 43.04 ML provided an update on recruitment for the Sitting Volleyball Development Manager. Daniel Griffin will commence employment as Sitting Volleyball Development Manager on 06 June 2011.

EB/10-11/44 End of Year Accounts

- 44.01 JB presented the financial report for the end of year accounts. The report was received and accepted by the Board.

- 44.02 JB requested a reforecast of the 2011-12 budget in Quarter 1 due to developments in carried over projects and new awards since the budget was set. **ML**

EB/10-11/45 VE Awards Dinner 2012 - British Women's Auction

- 45.01 A discussion was held about the 2011 Awards Dinner. Feedback on the evening should be sent to Ilona Berry. **All**

- 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 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. **RC**

EB/10-11/46 Commercial Recommendations

- 46.01 RH presented a paper on Commercial Recommendations. JB reinforced the need to generate income from a wide variety of sources. RD reiterated that it needs to be a holistic approach to ensure that any fee increases are coordinated and impact assessed across the board. The six recommendations were put forward for approval as follows:

- 8.1 That the board support the need for a membership review. Individual membership could deliver an extra £75k -100k per annum (based on 15,000 members paying £5-10). The review needs to begin as soon as possible to allow for consultation with members and potential amendments to the Articles of Association. **APPROVED** **RH**

8.2 That the Board support that income and commercial decisions should be led by Head Office as the budget holders – coordinated marketing and finance to ensure all decisions meet the needs of the organisation. This would be with the approval and agreement of the Finance Director. It is vitally important Commissions are involved and consulted in any processes but the decision making should be with the budget holders. **APPROVED**

8.3 That the Board consider the introduction of an automatic inflationary increase across all our fees (not only membership). This is to be implemented annually after review. **APPROVED**

8.4 The Board consider 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. **APPROVED**

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. **APPROVED**

8.6 That the Board support a comprehensive review of Volleyball England's Beach Strategy. It is unacceptable the VEBT loses £35,000 per year. Beach Volleyball presents the organisation with a host of commercial opportunities but these need to be reviewed as part of an overall strategy including development and facilities. **APPROVED following discussion for item EB/10-11/52**

EB/10-11/47 Sitting Volleyball Presentation

47.01 GN presented a comprehensive overview of the Sitting Volleyball Programme. The board thanked GN for the presentation and GN, CH and MR were congratulated on their direction and leadership of the Sitting Volleyball Programme.

EB/10-11/48 Child Protection Policy

48.01 JI confirmed that the Child Protection Policy had been updated and the policy document is currently being rebranded. JI outlined that the policy needs to be further embedded in Volleyball, the CPSU will help Volleyball England to do this.

JI

EB/10-11/49 BVF Report

49.01 RD presented the BVF report and brought particular attention to the recent good results of the beach squads, the imminent appointment of a Beach Assistant Coach and upcoming matches for the indoor squads.

49.02 RC confirmed that KN had volunteered to be the Volleyball England representative on the BVF board and this was ratified by the board.

EB/10-11/50 Travel Expenses – Volunteers

- 50.01 A discussion was held on the proposal to increase the mileage rate for volunteers. It was proposed that the Volunteer mileage rate be increased to 25p per mile, 2 voted in favour, 3 abstained and therefore the proposal was carried.

EB/10-11/51 JSIC Meeting Outcomes

- 51.01 It was agreed that the outcomes of the JSIC should be strategically focussed.

- 51.02 A discussion was held with regard to recent developments for the Regional Talent Development Programme (RTDP). JI stated that more clarity should have been given to RTDP and earlier notice given. CH outlined the reasoning for the timing of the announcement that had been agreed by the Performance Commission. CH outlined in detail the rationale and information that the Performance Commission had taken in to consideration when making the decision on RTDP. RD confirmed that the Performance Commission and Playing Director fully supported the decision on RTDP.

It was confirmed that the Inter Regional Championships would still run in 2012.

JI confirmed that she would write to Commissions about support for small grants and sustainability.

JI

- 51.03 LW requested that the Governance Structure should still be reviewed. The board agreed that this review should still take place.

LW/RC

EB/10-11/52 Beach Strategy

- 52.01 RC outlined the importance of progressing a strategy for Beach Volleyball.

MB

It was requested that a group be set up to develop a strategy for Beach Volleyball. MB was invited to chair the group and accepted, Stuart Johnson will provide support from the office.

EB/10-11/56 Commission Presidents – Financial Accountability

- 56.01 The letter sent to Commission Presidents from John Boughton regarding the change of management of budgets from Commission Presidents to Head Office Staff was reiterated. It was confirmed that this was still the case and RC would communicate this to Commission Presidents again.

RC

- 56.02 It was confirmed that board members can tender for work contracted out by Volleyball England on a professional basis. The tender process would be rigorous and selection made independently. Any board member contracted or bidding for any work must declare their interest at board meetings where a conflict may arise. The register of pecuniary interest is updated on an annual basis. The current process needs to be developed into a formal document and approved by Board; this will be included in the review of the financial procedures that the Finance manager is currently undertaking.

EF

EB/10-11/53 Facilities – Beach and Sitting

53.01 CH presented a paper on the Beach Capital fund. It was confirmed that the capital fund for 2 failed projects in 2010-11 was to be returned to Sport England. The difficulties of working with external partners, in particular Local Authorities, was discussed with particular focus on the current economic climate that they face and reductions in their own capacity to deliver. Lessons need to be learned from this and RC offered to assist with drafting a protocol for working with Local Authorities. **RC**

53.02 CH confirmed that developments for a beach court at Crystal Palace are progressing.

53.03 It was agreed that resource at HQ should be refocused to support Beach Capital developments in view of the priority of this and the possible agreement with LOCOG for legacy sand. **CH**

EB/10-11/54 FIVB Development Centre

54.01 It was confirmed that the contract for the FIVB Development Centre had been received and that RC was meeting Andre Meyer to discuss. **RC**

EB/10-11/55 Review of Articles of Association

55.01 It was confirmed that subject to legal advice the following special resolutions for the Articles of Association are to be put to the AGM:

1. Incorporation of Disciplinary Provisions and Judicial Panel
2. Amendment to increase maximum Commission size to 10.

It was confirmed that the Framework be updated to incorporate the recommendations in the paper.

EB/10-11/56 Governance Principles

56.01 It was agreed that the governance principles of Volleyball England are solid and we are ahead of many other sports in this field. However, there is a need to keep checking and challenging to ensure that the principles are robust. The Voluntary Code of Good Governance for Sport and Recreation was supported. LW to inform the Sport and Recreation Alliance. **LW**

EB/10-11/57 Gender Reassignment Policy

57.01 The paper on Gender Reassignment was accepted and would formulate policy for this area; an Equality Panel is to be formed to deliver this policy. **LW**

AOB

MB asked if the Volleyball England Foundation could postpone actively searching for funds until after the London 2012 Olympic Games. BS will take this to the Foundation Board. **BS**

A paper was presented on Race for Life and how Go Spike is partnering with the Race for Life events.

The meeting finished at 13.30

The next meeting is scheduled for Saturday 09th July 2011, National Volleyball Centre, Kettering commencing @ 09:30 am.