



**Executive Board Meeting held on Saturday 12<sup>th</sup> September 2015  
Holiday Inn, Stratford, London**

**MEETING MINUTES**

<b>Minutes prepared by</b>	: Tracey Norwood
<b>Circulation</b>	: Executive Board, Senior Management Team, Commission Presidents
<b>Distribution</b>	: From Geoff Allen (Chair)

<b>EB/15-16/26</b>	<b>Directors present and apologies for absence</b>	
	<b>Geoff Allen (GA)</b>	President
	<b>Jefferson Williams (JW)</b>	Playing Director
	<b>John Boughton (JB)</b>	Finance Director
	<b>Rob Cook (RcK)</b>	International Events and Competitions Director
	<b>Jim Mutton OBE (JM)</b>	Non-Executive Director (HE/FE)
	Richard Callicott OBE (RC)	Honorary President
	Lisa Wainwright (LW)	Chief Executive
	Martin Lindsey (ML)	Business Director
	<b>Keith Nicholls (KN)</b>	Vice President
	<b>Delvin Lane (DL)</b>	Marketing Director
	<b>Steve Matthews (SM)</b>	Technical Director
	<b>Apologies:</b>	
	<b>Will Roberts (WR)</b>	Development Director
	Audrey Cooper (AC)	Technical and Talent Director
	<b>Tracy Watkinson (TW)</b>	Non-Executive Director (Change Management)
	Rohan West (RW)	Participation Director
	<b>Brian Treadwell (BT)</b>	Non-Executive Director (Legal)
	Melissa Bennett (MB)	Sport England

In **bold** – voting members

The meeting commenced at 10:00

Apologies were noted from Will Roberts, Audrey Cooper, Tracy Watkinson, Rohan West, Brian Treadwell and Melissa Bennett.

## **EB/15-16/27 Approval of Minutes**

- 27.1 The following adjustment to the minutes were agreed:  
Audrey Cooper added to the list of those present.
- The minutes of the Executive Board meeting of 25<sup>th</sup> July 2015 were approved as a true and accurate record of the meeting.

## **EB/15-16/17 Matters Arising**

- 68.1 There was a discussion around when to hold the next Leadership meeting. It was suggested that it could be held on the 29<sup>th</sup> November 2015, day after the Board meeting but, after a discussion it was agreed that the next Leadership meeting would be held on the weekend of 26/27 February 2016 **GA**
- 69.3 A meeting was held at the Copper box on 11<sup>th</sup> September (ML, KN, DL, Rck). Timelines were discussed, these will be linked to the competition review in the November Board meeting. The first stage will be a period of research gathering and aligning timelines to enable an overall Plan to be produced. **ML, KN, DL, Rck**
- 07.6 This item is covered on the agenda.
- 07.7 ML stated that this document is still a work in progress, a draft report will be circulated asap. The Board were informed that a new Communications and Marketing Manager, Ruth Norfolk, has been appointed and is due to start in November. Details of Ruth will be circulated. **RW**
- 14.4 AC will come to the November Board meeting with a proposed way forward with the volunteer recognition process. **AC**
- AC has circulated previous recipients to GA.
- 23.3 Fortnightly updates to the Board on the LLVC progress have been ongoing
- AGM There was discussion around the Board role descriptions being too generic, JM volunteered to review. **JM**
- A review of the voting system used this year will be undertaken with proposals made for next year. **LW/KN/ML**

## EB/15-16/29 Conflicts of Interest

- 29.0 RC said that he had a conflict as he is the Interim President of the BVF.

## EB/15-16/30 Chief Executive Report

- 30.1 **UK Sport International Leadership Programme**  
If anyone wants to be involved please let GA or LW know. RC agreed that this was a really good cause and suggested that the Board need to look at this more long term. GA thanked and congratulated LW for creating the positive relationship with Namibia and Zambia, which had received positive comments by Dr Ary Graca at their recent meeting in Lausanne. The floor has been successfully delivered and installed to Namibia. LW wanted to thank Sanjib for making this possible.

ALL

- 30.2 **Risk Register**  
The board agreed they need to watch risk #2 very carefully and have a plan in place to manage the outcomes.

## EB/15-16/31 Finance

- 31.1 JB explained that the finance report was not available for Q2 as yet as this Board meeting had been brought forward to be at the LLVC. A new finance system was now in place which has taken time to install and get up and running – but things were now settling down and on track. JB stated that the LLVC would have a big impact on the budget, there would be a full report at the next meeting.

GA expressed his thanks to Dirk for all his hard work in obtaining large VAT refunds.

## EB/15-16/32 DCMS Consultation

- 32.1 ML has been tasked to work through the DCMS consultation with the SMT and the Commissions. A draft document is due w/c 14<sup>th</sup> September and will be presented to the Board on 23<sup>rd</sup> September. The response is due 2<sup>nd</sup> October.

ALL

There was a discussion around the best way to respond to this consultation document.

There was a suggestion to create a separate group to look at the risks associated with the current government thinking and how that would affect the Strategy 2024.

This will be discussed further in November.

#### **EB/15-16/33 BVF**

**33.1** GA attended a meeting 4<sup>th</sup> September, during the Sainsbury's School Games. There will be no AGM or elections. RC remains Interim President until the end of 2015. RC gave an update as to the current position within BVF.

ML is currently going through past finance papers and will pass them on to the accountant.

**ML**

#### **EB/15-16/34 NEVZA update**

**34.1** GA and LW gave an overview of the NEVZA meeting hosted in London on 11<sup>th</sup> September. Ian Poynton presented the Erasmus project at the meeting and it was approved.

**34.2** At the meeting it was agreed the Volleyball England will host the under 19's for the next 3 years and Denmark the under 17's. LW volunteered to do a review of the social media requirement.

**34.3** There is still no host for the Under 19 beach tournament. LW has asked AC to put together a feasibility report to see if this is a possibility for us, the draft report will be circulated to the Board.

**AC**

#### **EB/15-16/35 CEV Presidential Election**

**35.1** CEV elections will take place in October 2015. GA asked RC to provide the board with his thoughts on the 2 candidates.

There was a discussion as to who the Board should vote for and whether it was an open or closed vote.

#### **EB/15-16/36 FIVB World championships**

**36.1** LW and GA have had 2 recent trips to FIVB. LW gave an overview of the trips which were a success.

RCk talked through the timeline risks associated with holding big tournaments (e.g. Grand Slam). The Board discussed the pros and cons and were reminded by LW to ensure there was always a focus on Strategy 2024.

LW will review all feasibility studies and give feedback to board in November.

**LW**

**EB/15-16/37: Draft Communications Strategy**

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| <p><b>37.1</b></p> <p><b>37.2</b></p> | <p>This document is currently in the first draft stage and will be available for November meeting.</p> <p>RC asked where the figures in the report were coming from and how were they being used. LW reminded the Board of the presentation given previously which stated the current numbers of active people.</p> | <p><b>RW/DL</b></p> |
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**EB/15-16/38: Commercial Strategy**

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| <p><b>38.1</b></p> | <p>DL gave a summary presentation of the Commercial Strategy. There was a discussion on the impact of doing the intended events and where was the prioritisation coming from. All the Board was tasked to review this document and send through their views on the risks and the gaps.</p> <p>JB questioned the costings in the document which he said needed to be clearer. RW will share the assumptions used which should clarify.</p> <p>There was further discussion on how we should advertise ourselves. The Board congratulated all involved on the Strategy.</p> | <p><b>ALL</b></p> <p><b>RW</b></p> |
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**EB/15-16/39: Sport England Offline Self-Assurance**

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| <p><b>39.1</b></p> | <p>ML talked through the offline self-assurance. Since we have had a 'green rating' for the last 10 years we can now complete the offline process.</p> <p>ML recommended the disciplinary policy needs re writing, the Board agreed. No other issues were highlighted.</p> <p>The Board endorsed the self-assurance document with the following ratings agreed:</p> <p>Governance - Full<br/>Strategic Planning - Full<br/>Financial Management - Full<br/>Human Resources - Full<br/>Organisational Policy - Reasonable<br/>Risk Management - Full</p> |  |
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**EB/15-16/40: 2016 and 2017 Management Control Calendars**

<b>40.1</b>	ML gave an overview of the proposed 2016 and 2017 calendars. The Board approved the calendars. GA agreed to lead talks around the working of the Leadership meetings and agreed the next meeting would be scheduled for February – he will call upon other Board members and SMT as needed.	<b>GA</b>
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**EB/15-16/41: Commission Member Approval**

<b>41.1</b>	TN is to circulate current regions and roles to the Board.	<b>TN</b>
<b>41.2</b>	RCK asked if it was time for a reallocation of regions. This was discussed and agreed this should be relooked at in the near future.	<b>GA</b>

**EB/15-16/42: AOB**

<b>42.1</b>	There was a discussion as to the worth and relevance of Board Directors producing papers as they were seen as a duplication of the CEO report. GA asked the Board Directors to continue to produce the papers, accepting that the papers could be fully or partly written by either a staff member or Commission President, but reminded them that they were ultimately responsible for their area.	<b>All</b>
<b>42.3</b>	LW and the Board wanted to send a Thank you to everyone who had been involved with the LLVC.	
<b>42.3</b>	GA went through the proposals for the new Honorary President roles. ML clarified that the Board has agreed previously to use the Honorary Life Members framework in the Articles and therefore this group should be termed as such and not Honorary Vice Presidents. The Board approved the proposals – GA will make the contact and feedback to the Board with outcomes.	<b>GA</b>

**The next meeting is scheduled for Saturday 28<sup>th</sup> November 2015**

## **ACTIONS**

63.3	Produce plan aligning timelines to competition review	November	<b>RCK, ML, RW</b>
07.7	Send the Board details of Ruth Norfolk	September	<b>RW</b>
14.4	Way forward for Volunteer recognition process	November	<b>AC</b>
AGM	Review Board role descriptions	November	<b>JM</b>
AGM	AGM Voting Review	November	<b>LW,KN,ML</b>
30.1	UK Sport International Leadership Programme, let GA or LW know of interest	November	<b>All</b>
32.1	Review DCMS consultation response	September	<b>All</b>
33.1	BVF financial papers	October	<b>ML</b>
34.3	Prepare a Feasibility report for hosting under 19 beach tournament	November	<b>AC</b>
36.1	FIVB world championship feasibility study review	November	<b>LW</b>
37.1	A Draft Communications Strategy would be sent to the Board followed by the final version	November	<b>RW</b>
38.1	Review Commercial Strategy and send views and gaps to RW	October/November	<b>All</b>
38.1	RW to send Board through assumptions used to complete financial part of Commercial Strategy	September	<b>RW</b>
40.1	GA to lead talks around participation of Leadership meetings	February 2016	<b>GA</b>
41.1	Circulate current regions and their roles to Board	September/October	<b>TN</b>
42.3	GA to discuss the new Honorary Life Members roles with proposed candidates and feedback to Board.	October/November	<b>GA</b>