



**Executive Board Meeting held on Saturday 16th May 2015
Holiday Inn Brentford Lock, Commerce Road, Brentford**

MEETING MINUTES

Minutes prepared by	: Emma Butterworth
Circulation	: Executive Board, Senior Management Team, Commission Presidents
Distribution	: From Geoff Allen (Chair)

EB/14-15/60	Directors present and apologies for absence	
	Geoff Allen (GA)	President
	Delvin Lane (DL)	Marketing Director
	Jefferson Williams (JW)	Playing Director
	John Boughton (JB)	Finance Director
	Rob Cook (RCK) (by telephone)	International Events and Competitions Director
	Steve Matthews (SM)	Technical Director
	Richard Callicott OBE (RC)	Honorary President
	Jim Mutton OBE (JM)	Non-Executive Director (HE/FE)
	Brian Treadwell (BT)	Non-Executive Director (Legal)
	Tracy Watkinson (TW)	Non-Executive Director (Change Management)
	Lisa Wainwright (LW)	Chief Executive
	Martin Lindsey (ML)	Business Director
	Rohan West (RW)	Participation Director
	Apologies:	
	Keith Nicholls (KN)	Vice President
	Will Roberts (WR)	Development Director
	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England
	Audrey Cooper (AC)	Technical and Talent Director

In **bold** – voting members

The meeting commenced at 10:10

GA gave a brief introduction and asked that the meeting focus on legal and strategic matters rather than operational matters.

Apologies were noted from Keith Nicholls, Will Roberts and Audrey Cooper.

EB/15-16/02 Approval of Minutes

- 02.1 The minutes of the Executive Board meeting of 19th February 2015 and the minutes of the Board discussion on 28th March 2015 were approved as a true and accurate record of the meetings.

EB/15-16/03 Matters Arising

- 62.1 The Performance Commission positions have been filled and there had been no further positions submitted since the last meeting.
- 62.1 RW advised that Itsu have now appointed a Head of Marketing.
- 62.1 The search to find a new President of the Volleyball England Foundation is ongoing with no news yet.
- 62.4 Feedback from the UK Sport Consultation. GA had attended an event and been told that the focus would be on Olympic and Paralympic Sports. With regards to timescales priority would be given to 8 years and there would be a team sport focus. DL asked if there was a focus at all on Commonwealth Sports but GA advised there wasn't. It will be key to show that we are making progress and are seen as professional.
- 64.1 Board Development Programme – LW advised that Sophie Stephenson is leaving Deloitte and will be handing over to Melissa, her boss. Individual and group feedback would be sent out this week. GA asked when the Board would prefer to hold the next session and it was agreed that this should be sooner rather than later, before the AGM.
- 65.6 Sport England Presentation – feedback had been received and it was very positive with an increase in funding rather than a reduction. RW thanked the Board for their feedback in getting to this point. DL thanked RW for his work and preparation that was needed to come away with more money. This was echoed by GA.

Following a meeting with the Sport and Recreation Alliance LW advised that there was a feeling that there could be a move to a balanced scorecard approach rather than solely APS in the future.

- 68.1 Leadership Team meeting – GA explained to the Board that it was proving difficult to find availability for the Commission Presidents but hopefully a meeting would be held in the autumn.

DL suggested that the first meeting should be held around the September Board meeting and that the Commission meetings should also be arranged for the same weekend to make the best use of time and keep travel to a minimum.

JB asked if the meetings could be arranged for next year and it was agreed that a calendar would be prepared for the next two years including two Leadership Team meetings a year.

- 69.3 English Volleyball League Proposal – TW advised that she and KN had met and that a draft plan had been produced. TW said that there were 3 or 4 key

EB

issues that had come out of this with dependencies on each other. TW said that she would share this with ML to look at how this ties in with the other strategies. The draft would then be sent to DL and RCK for review before being sent to the whole Board, hopefully within the next month but before the next Board meeting.

TW

- 70.1 British Volleyball Federation Report – ML said that this would be brought back to the next Board meeting as work was underway to look at timescales with regards to this.

ML

EB/15-16/04 Conflicts of Interest

- 04.1 RC said that he had a conflict as he is now the Interim President of the BVF.
- 04.2 GA said that he was conflicted with regards to the AGM, as was Tracy Watkinson as they are both standing for election as President.
- 04.3 GA also advised the Board that KN is now a trustee of the Sports Council Trust Company.

EB/15-16/05 Chief Executive Report

- 05.1 LW gave an overview of the Chief Executive report.
- 05.2 LW gave an update on the Erasmus project.

At the NEVZA General Assembly it had been agreed that Volleyball England would try and help gaining European funding as both the President and Secretary General of NEVZA had been struggling due to other commitments. However, it has so far not been possible to get buy in from all countries and so it has been decided to wait a year as it will not be possible to meet the timescales.

JM said that there was evidence that with other European applications that they can be shifted to other things and so if this did not go ahead the work might not be wasted.

LW said that if anyone had worked on funding for other bids then their help would be welcomed.

ALL

RC asked if it could go ahead without Finland, to which LW advised it couldn't as they need to drive it as President and General Secretary of NEVZA. We have asked if they would be happy to hand this over to us but we have not had confirmation.

JM asked if there was any funding for a pre-bid meeting but LW advised it was not in the criteria.

- 05.3 LW gave an update on World ParaVolley and informed the Board that she and Barry Couzner were speaking regularly.

They are currently struggling to get a host for the Inter-Continental Cup (ICC), which is the final qualification before Rio. China may bid, but there are cost concerns around this as most of the teams are European.

LW has advised the WPV of the circumstances in which we could possibly host and they have agreed to everything, which includes: increasing the per diem rate, using a three court venue and limiting the number of teams that enter. The budget would be £50-60K not including staff or equipment. The challenge in being able to host is around the venue and accommodation and the event has to happen by mid-April.

If we were to proceed then this would come back to the Board for approval.

GA asked what income the event would likely generate. LW said that the event would likely make a loss in the region of £50-60K. The event would not be eligible for a government grant and so the only way this could be considered would be with the backing of a sponsor.

DL suggested that if we could find a sponsor to cover the costs then it would be worth going ahead but if we couldn't then we should not.

RCK said that he agreed with DL and that if we could host the event with zero costs then we could potentially do this, but otherwise we shouldn't as it is not in line with where we are going and there is no distinct performance outcome.

RC asked if the Medway event was still going ahead and RCK advised that it was not as there were no ranking points on offer so teams didn't sign up.

LW raised the point that if we say we are prepared to take a loss for the indoor game in September then we should ask why as a principle we would not be willing to do the same for the sitting game.

GA said that the Board would await further information.

- 05.4 LW asked that the Safeguarding report, which is circulated as part of the CEO report, be treated as confidential. Future papers would be marked to this effect.

EB/15-16/06 Finance

- 06.2 With regards to this year's budget JB explained that most of the budget is fixed and quite secure with the exception of about 10% which could be viewed as higher risk.

- 06.3 DL asked if we have a run rate tracker for the 10% to which ML advised that we do and that it is all budgeted against specific targets, tracked monthly and readdressed quarterly.

JM also asked if there was a need to amend the risk register to include this, however ML advised that it is all covered on the full risk register but that only higher risk items are flagged with the Board. JB said that if circumstances were to change and the risk was increased then it would be flagged with the Board.

DL expressed some nervousness and suggested that it would be sensible to have a disaster plan. ML advised that he would monitor it and if elevated would do a full report.

- 06.4 RC gave his congratulations to the SMT and Finance for the position in which we have ended the year.
GA echoed this but said that it puts pressure on the September event.

EB/15-16/07 Participation Director Update

- 07.1 RW presented to the Board the key updates since the February Board meeting.

The Competitions team had had their busiest time of year from February to May, this was also a very busy time for our volunteers.

We had received extra funding of £250K, including the Technical & Talent award.

The Volleyball Voice sessions had taken place and numbers were slightly lower than last year, however the sessions had gone well with key decision makers attending each session. There had also been a very positive impact in the number of funding applications and bids, with over £100k of new bids being received following the sessions.

- 07.2 GA congratulated Ian Poynton on the work that he has been doing and DL agreed with this, saying that from a functional club point of view Ian had been really helpful. DL also suggested that this may be something to consider from a succession planning perspective.

- 07.3 RW gave an update on the London Legacy Volleyball Cup and thanked JW and AC for leading the criteria for selection of teams.

RW said that Dave Goodchild had confirmed that both squads were fully operational and staffed and had said that he didn't think we would need to draft in other players but would look at bringing in TASS athletes.

- 07.4 JW questioned using foreign players as part of the squads as he understood that the Performance Commission discussion had said that teams should actively look to use English TASS athletes wherever possible. RCK confirmed that this was also his understanding and it was agreed that RW, RCK and JW would take this offline.

- 07.5 RW told the Board that the concerns around pricing had been taken on board and an early bid offer would be offered and that this would go live on either 5th or 12th June.

- 07.6 RW told the Board that the first draft of the Commercial Strategy had been completed and had been sent to SMT, RCK and DL for comment before being circulated more widely to the Board. RW gave the Board an overview of the key points and said that the strategy would be sent to the Board within the next 2-3 weeks.

RW/RCK/JW

RW

- 07.8 RW then gave an overview of the Major Events Strategy and advised that this still needed input from the Talent team but the first draft is with RCK for review.
- GA asked what the timescale would be for a decision and RW said that he should hear on Monday and would report back to the full Board. **RW**
- 07.10 RW talked through the Membership Report highlighting that we are ahead of target for coaches and referees. We are slightly behind target for clubs but are working with AOC Sport with regards to a new competitions structure and we are hoping that a number of colleges will come back next year. 17 new community clubs have been created and affiliated which is largely down to the work of the VRMs.
- 07.11 GA asked if figures for re-registration of coaches could be provided and RW confirmed that he would ask the team to split this going forward.
- 07.12 RW told the Board that the 2015 Membership Survey had been sent out with an incentive of Mizuno kit. A number of Board members said that they hadn't received this and so RW said he would check if it had been sent out. **RW**
- 07.13 RC said that there was an issue getting new sessions up and running due to needing a Level 2 coach which means that fewer people are able to run a programme.
- RCK said that there was also an issue around insurance, however if the session is an activator led session then a Level 1 coach can run this. ML confirmed that insurance is in place to cover this.
- GA pointed out that changes to the coaching qualifications would be coming this summer that would have an impact on this. **RW**
- 07.14 DL raised a concern that RW and the Participation Team are being stretched and that it is the right time for a dedicated commercial person to support RW. **RW**
- LW said that work is taking place around staff roles and that a draft outline would be brought through the Staffing Committee.
- 07.15 TW asked if there is a plan regarding individual membership. RW said that they were waiting to see the results of the work with the EVL as this could have a big impact.
- RW said that feedback from the Volleyball Voice had been contradictory to the sessions that were run in 2014. Then feedback was that membership didn't offer anything of value so a package was put together however it would now seem that this is not of interest and so RW is no longer sure what the membership actually wants.
- GA said that it would be worth waiting for the results of the survey as it asks these questions.

EB/15-16/08 NVL Coaches Qualifications

- 08.1 GA suggested that the paper be delegated back to the Technical Director and International Competitions and Events Director to help their Commissions find a solution.
- 08.2 GA thanked Richard Harrison for all his work, with 15 years as the President of the Coaching Commission and 30 years working on the commission overall.
- 08.3 RCh informed the Board that the paper doesn't include the latest update from the Competition Commission.
- 08.4 GA then asked that the paper be left to RCh, SM, AC and Jonathan Moore to amend and bring back.
- 08.5 LW requested that all commission recommendations should be elevated to the relevant SMT director to help support the business and Board in making the best decision, taking into account financial, management and risk.

RCh/SM/AC/JM

EB/15-16/09 AGM Elections and Resolutions

- 09.1 GA asked BT to chair this section of the meeting due to his conflict of interest.
- BT asked the Board if they were happy that the nominated candidates remain in the room, there were no objections.
- 09.2 BT asked the Board if they approved the candidates put forward by the selection panel to be put forward for election, there were no objections and this was approved.
- 09.3 RC said that he felt that the Board should be prepared for the AGM and potential questions that could be raised by some.
- 09.4 BT raised a point that KN had made via email to the Selection Panel, that statements made by any candidate in the run up to the AGM should be reviewed by someone else.
- LW and ML advised that the process would be objectively managed in the office. BT advised that if an issue arose then he and JM would share the responsibility of ensuring that the correct process is followed.
- 09.5 ML advised that we had been looking at online voting for 2016 AGM and if this were to go ahead it may require a change to the Articles.
- 09.6 ML also advised that with regards to proxy votes this year all received had to declare the way they would vote. We have a quote for this to be done confidentially going forward. GA asked whether it would be better for BT to have a separate account to manage this for us and BT agreed that it may be better to handle this internally rather than externally due to budget implications.
- 09.7 The Board approved all candidates and it was agreed that candidate statements would be requested in the next week.

ML

- 09.8 RC said that he advises that all staff avoid speaking about the elections with anyone to avoid any issues arising.
- 09.9 DL also said that regardless of the vote both candidates brought a lot to the Board and it would be a shame to lose either of them.

EB/15-16/10 Advisory Group member approval

- 10.1 ML advised that following the approval of these groups at the last Board meeting a recruitment process had taken place. The candidates were therefore put forward for ratification.

There were no objections to any of the candidates and they were all approved.

- 10.2 With regards to the Marketing, Communications and Commercial Advisory Group RW advised that Carole and Simon Griffiths had been invited to join, but CVs had not yet been received. RW was also speaking to David Allen, who previously worked for Coty UK, with a view to him joining the group as well.

ML said that any additional candidates would be brought back to the Board for approval.

ML

- 10.3 TW asked if there was a summary of how the Advisory Groups, the Board and the Leadership Team slot together and ML advised that he would circulate this.

ML

- 10.4 DL confirmed that he was comfortable leading two groups, following a question from GA. He also suggested that there should be a full announcement regarding the groups and noted that this would have a positive impact in showing that the Board was not a “closed shop”.

EB/15-16/11 British Volleyball Federation

- 11.1 GA advised that he had spoken with Alla Main of the BVF and that she is stepping down as President but will still remain on the Board.

Following this RC had taken over as President on an interim basis, whilst work takes place to identify someone to take on the role permanently in the longer term.

RC said that he thought an AGM would be held around September and that he would take on the role until then.

RC advised that currently the BVF is facing a challenge as it exists as a virtual office with no base. There are no central records and all meetings take place over the phone.

EB/15-16/12 International Relations

- 12.1 LW advised that she had heard from UK Sport that we would be getting an award of £13,500 for the indoor game and £6,000 for sitting as part of the International Relations Investment Strategy. This is less than before and the

recommendation was for more, however other organisations have had similar cuts. The award letter has not yet been received so we don't yet have a breakdown.

RC advised that he had heard that the cuts were across the board and that part of the reason was the amount of organisations coming forward with bids.

12.2 GA asked if it would be possible to talk to UK Sport about the possibility of using the overseas aid budget. RC said that this had previously been cut by Clare Short of Labour and whilst there has been a change in mood with the coalition there has been no change in how this is funded. There is evidence however of sport and sport programmes being used to build bridges.

12.3 LW then advised the Board of various appointments to roles with international representation, including Steve Matthews and Ashley Trodden who had taken on a roles at World Para Volley on the Technical Commission and Coaches Commission respectively and Maciej Chodzko-Zajko for the role of Sport Director, Para Volley Europe. The Board were asked to approve these nominations, which they did.

EB/15-16/13 Commission Updates

13.1 It was requested that papers be presented to the Board following the Commission meetings.

13.2 JW advised that Carol Gordon had resigned and thanked her for her work and contribution. He said that the role had been advertised to find a replacement.

13.3 GA asked if something could be arranged for Richard Harrison to recognise his contribution, it was agreed that this should take place at the tutors' conference.

EB/15-16/14 AOB

14.1 DL asked why we were being pushed by NEVZA and FIVB when we are one of the smallest NGBs.

RCK said that it is a difficult situation as we are willing and capable and RC advised that it was not helped as the President of the FIVB has acknowledged that London is a big financial and marketing centre with good TV exposure.

TW commented that this implies that we are able to tap into the benefits, when this is not the case and DL agreed that there was an inequality in thinking in that we bear the cost while the FIVB benefits and suggested that the cost should be shared.

It was agreed that this was unlikely to happen.

14.2 RW said that as part of the Mizuno deal we are entitled to some free kit which would also be available to the Board and asked that Board members let him have sizes should they wish to.

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| 14.3 | RCK said that further integration was needed with the Beach Advisory Group and asked if the recruitment of a Beach Commissioner on Competitions Commission would require a change to the Articles. ML advised that it would only need Board approval and said he would pick this up outside the meeting with RCK. | ML/RCK |
| | GA said that we should also consider the sitting game at the same time and ensure that they are represented. | RC |
| 14.4 | GA said that he felt more should be done to celebrate the work of our volunteers with more awards and recognition and asked RC to lead this. | |

The meeting finished at 13:00

The next meeting is scheduled for Saturday 25 July 2015, 10:00 – 12:30, at SportPark, Loughborough.

ACTIONS

		Deadline	Action
03 – 68.1	A calendar would be prepared for the next two years, including two Leadership Team meetings per year.	July 2015	EB
03 – 69.3	The draft plan regarding the English Volleyball League Proposal would be sent to ML.	July 2015	TW
03 – 70.1	An update regarding the British Volleyball Federation would be brought back to the next meeting.	July 2015	ML
05.2	Help would be welcomed on the Erasmus Project from anyone who has worked on other funding bids.	n/a	ALL
07.4	Plans for the teams of the London Legacy Cup to be reviewed to ensure that English TASS athletes play wherever possible.	ASAP	RW/Rck/ JW
07.6	Commercial Strategy to be sent to the Board	2-3 weeks	RW
07.7	An update of the Communications Strategy would be sent to the Board.	July 2015	RW
07.9	An update would be provided to the Board regarding the decision from the London Mayor's office to provide funding for the feasibility study of the 2019 World Beach Championships.	ASAP	RW
07.11	As part of the membership review figures would be split to show the number of new registrations and re-registrations for coaches.	July 2015	RW
07.12	RW would check that the Membership Survey had been sent to all Board members	ASAP	RW
09.6	The process for proxy voting at the AGM would be addressed regarding the external and internal options	July 2015	ML
08.4	Paper regarding the NVL Coaches qualifications to be reworked and brought back to the Board for approval	July 2015	Rck/SM/ AC/JM
10.2	Any additional candidates regarding the Marketing, Communications and Commercial Advisory Group would be brought back to the Board for approval.	n/a	ML
10.3	A summary of how the Advisory Groups, The Board and the Leadership Team work together would be circulated.	ASAP	ML

14.3	Changes regarding the appointment of a Beach Commissioner would be discussed between ML and RCh	July 2015	ML/RCh
14.4	New awards and other forms of recognition to be created to celebrate the work of our volunteers		RC