



**Executive Board Meeting held on Saturday 25th July 2015
SportPark, Loughborough University**

DRAFT MEETING MINUTES

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

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

In **bold** – voting members

The meeting commenced at 10:00

Apologies were noted from Keith Nicholls, Delvin Lane, Steve Matthews, Brian Treadwell and Jilly Holroyd.

EB/15-16/16 Approval of Minutes

- 16.1 The minutes of the Executive Board meeting of 16th May 2015 were approved as a true and accurate record of the meeting.

EB/15-16/17 Matters Arising

68.1 GA stated that he had not received a positive response for holding all Commission meetings on the same day as the Board meeting and this would not be progressed.

It was suggested that a Commission President should be invited to attend each Board meeting. It was queried whether this was relevant as some Directors have good relationships with their Commission Presidents. It was commented that this would also be good for succession planning.

GA

The Leadership Team meeting still needs to be held as this underpins the cross-cutting work of the Board, Commissions and Staff.

GA

Draft calendars for 2016/17 to be finalised and presented to the September Board meeting.

ML

69.3 TW stated that she had not yet received a response from KN regarding the plan she put together for the EVL proposal. It was discussed that the plan needs to be aligned with the Competitions Review as there are a number of inter-dependencies. A meeting to be arranged to discuss this and to review the project plan. It was asked who would be the Board lead for this, TW offered and the Board agreed.

TW/ML

70.1 This item is covered on the agenda.

05.2 No feedback had been received from the Board regarding experience of European Funding bids.

07.4 JW confirmed that the Performance Commission were working with Northumbria and Polonia coaches to encourage them to select English TASS athletes for squads at the London Legacy Volleyball Cup where appropriate.

07.6 RW confirmed that the first draft of the Commercial Strategy had now been signed off by DL and had been sent to SMT for review. GA asked why this was not circulated to the Board within 2-3 weeks of the May board meeting as minuted. RW stated that due to other commitments this was not possible and it would be circulated in August after the next SMT meeting.

RW

07.7 RW stated that the minute from the last meeting should state 1st August not 1st July. GA asked why this had not been completed and circulated yet. RW explained the circumstances around staffing for this area. It was agreed that the Draft strategy would be circulated prior to the September Board meeting and also used during the recruitment process for the Communications and Marketing Manager. The final version would be circulated for the November Board meeting.

RW

07.9 The feasibility study funding has been confirmed and work commenced.

07.11 ML confirmed that the Membership Report is to be revamped for the 2015-16 season.

07.12 RW confirmed that the Membership Survey had been sent out.

08.4 RCh reported that the matter regarding NVL Coaches Qualifications is being dealt with by the relevant Commissions.

10.2 Two additional members were put forward and ratified by the board as follows:

Knowing our Neighbours – Maryam Amatullah

Marketing, Communications & Commercial – David Allan

10.3 ML presented a revised structure chart showing the relationship between the Board, Commissions, Staff, Advisory Groups and the Leadership Team. This was approved by the board.

RCh stated that he wishes to disband the Beach Volleyball Advisory Group and integrate members with a beach specialism on each Commission. Commissions to be consulted on this. The same principle to be applied for Sitting Volleyball.

RCh

14.4 RC gave an update on the review of volunteer recognition. A discussion was held regarding the pins awarded for long service. Ideas for promoting this better included inclusion in Award Winners list at the Awards Evening, inclusion in 3Touch, award recognition to be linked in to English Volleyball League project, recipients to be put forward to local/county awards (clubs/regions to nominate supported by Regional Commission).

AC

It was asked if the list of previous recipients could be circulated.

AC

EB/15-16/18 Conflicts of Interest

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

EB/15-16/19 Chief Executive Report

19.1 LW thanked the Board for their support in light of recent communications stating that employees should have a positive, safe, supporting and understanding environment to work in.

LW explained that it is hard to balance the requirements in NGB's of providing a professional approach to funding partners in providing assurances on the use of public funds whilst also balancing this with the requirements of members.

19.2 LW, RW and AC gave a presentation on key successes since the last board meeting including:

- Greater Manchester LPV-PL4S Festival
- Go Spike Activity
- Staff Engagement Days
- FIVB World Beach Championships
- Young Seniors Camp
- National Squad Player and Coach Developments
- National Squad Results
- International Partnership Funding/Stakeholders
- Intermediate Award – Equality Standard
- International Partnership Funding

The Board congratulated the team on these successes. Particular acknowledgement was given to Ilona Berry, Business Support Officer, for her work on the Equality Standard Intermediate Award and to Audrey Cooper for the commencement of the Young Seniors squads.

EB/15-16/20 Finance

- 20.1 JB gave an overview of the finance paper. The Board accepted the report and the final end of year position for 2014-15.

EB/15-16/21 BVF

- 21.1 GA asked RC, as interim BVF President, to give an update on BVF activity.

RC highlighted the following points:

- Alla Main has stood down as President and RC is acting as interim President until the next BVF AGM.
- The BVF AGM was originally scheduled for August 17th but has been postponed until September 4th and will be held alongside the Sainsbury's 2015 School Games.
- Margaret Ann Fleming has replaced Mel Coutts as Scotland's representative on the BVF board.
- The BVF have appointed Martin Charlton as Company Secretary and Treasurer and Franck Kermarrec and Gary Smith as Board Advisors.

- 21.2 ML gave an overview of timelines to review and action Strategy 2024 proposals for Volleyball England to take on responsibility for managing British programmes and operational support. The timeline and actions were accepted by the board. The proposals will be presented to the board in February 2016.

ML

EB/15-16/22 Sport England Delivery Review

- 22.1 The board thanked SMT for the development of the Sport England review. There were no further questions and the board were comfortable with progress against Sport England outcomes.

EB/15-16/23 London Legacy Volleyball Cup

- 23.1 RW gave an overview of the London Legacy Volleyball Cup report highlighting developments to date and planned activities.

- 23.2 GA asked if the FIVB General Director, Fabio Azevedo, could be sent an invitation.

RW

- 23.3 GA asked if a fortnightly update could be provided to the Board in the lead up to the event in particular highlighting progress on ticket sales.

RW

EB/15-16/24 AGM

- 24.1 GA and TW left the meeting due to involvement in the AGM elections.
- 24.2 ML confirmed the numbers of voting members that would be present at the AGM and the number of Proxy forms received. An overview was given for the voting process.
- 24.3 It was confirmed that the Chair held a small number of discretionary votes for each resolution. It was agreed that for standard uncontested resolutions the chair would vote in favour of the resolution with these votes. It was agreed that the Chair would abstain from using these votes for the President election.
- 24.4 GA and TW rejoined the meeting. RC wished both of them good luck in the elections on behalf of the board.

EB/15-16/25 AOB

- 25.1 LW gave an update on Brian Treadwell and the Board gave their best wishes to him, unanimously agreeing their wish that he remain a Director and return when ready.

The next meeting is scheduled for Saturday 12 September 2015 and will be held alongside the London Legacy Volleyball Cup.

ACTIONS

		Deadline	Action
68.1	One Commission President to be invited to attend each Board meeting	September	GA
68.1	Leadership Team meeting to be scheduled	September	GA
68.1	Draft calendars for 2016 and 2017 to be finalised and presented to Board for ratification	September	ML
69.3	Meeting to be arranged to progress EVL proposals	September	TW/ML
07.6	Commercial Strategy to be sent to the Board	September	RW
07.7	A draft version of the Communications Strategy would be sent to the Board followed by the final version.	August / November	RW
10.3	Commissions to be consulted regarding integration of Beach and Sitting Specialist where appropriate.	September	RCk
14.4	Proposals for volunteer recognition to be developed and list of previous pin award winners to be circulated.	November	AC
21.2	Proposals for integration of BVF activity to be presented to Board.	February 16	ML
23.2	Invitation for LLVC to be sent to FIVB General Director, Fabio Azevedo	August	RW
23.3	Fortnightly update to be sent to Board regarding LLVC	August / September	RW