

**Executive Board Meeting held on Saturday 15th November September 2014
SportPark, Loughborough**

DRAFT MEETING MINUTES

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

EB/14-15/12	Directors present and apologies for absence	
	Geoff Allen (GA)	President
	Keith Nicholls (KN)	Vice President
	Steve Matthews (SM)	Technical Director
	John Boughton (JB)	Finance Director
	Rob Cook (RCK)	International Events and Competitions Director
	Will Roberts (WR)	Development Director
	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
	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England
	Rohan West (RW)	Participation Director
	Apologies:	
	Delvin Lane (DL)	Marketing Director
	Jefferson Williams (JW)	Playing Director
	Richard Callicott OBE (RC)	Honorary President
	Audrey Cooper (AC)	Technical and Talent Director

In **bold** – voting members

The meeting commenced at 11:00

EB/14-15/45 Apologies

- 45.1 Apologies noted from Audrey Cooper, Delvin Lane, Jefferson Williams and Richard Callicott OBE.

EB/14-15/46 Approval of Minutes

- 46.1 Amend RC to RCK against minute 36.3 and EB/14-15/33

Action

Strike reference to 'Competitions Commission – NVL players' red cards issue' from minutes. Operational matter to be dealt with by Commissions.

The Minutes for the Board Meetings held on 19 September 2014 were approved as a true and accurate record of the meeting with the inclusion of the above.

46.2 Decision taken since last meeting

Board noted decisions made in between Board meetings and subsequent actions.

EB/14-15/47 Matters Arising

47.1 Board approved extension to submit Performance Commission member nominations to the February Board meeting.

Board members were asked to encourage Commission Presidents to present nominations using a more consistent skills mapping matrix. The Referees Commission matrix sited as a good example.

Improving Governance and Leadership – Proposal to be finalised at December meeting and circulated Q4. Deadline for implementation 2015 AGM. TW agreed to provide guidance on implementation process.

Recovery of all BVF equipment post games completed and now under the ownership of Volleyball England.

Staff Benefits. Staffing Committee meeting held 6 December 2014. Incentives package to be rolled out to all staff Q4.

Commissions – Code of Conduct. Deadline extended to February meeting.

APS information pack circulated by JH after last Board meeting. JH agreed to provide full induction to Board members on request.

Working group to be established to review English Volleyball League proposal. Deadline extended to February Board meeting. KN to circulate proposal before January. RW/RCK to discuss with Competitions Review group. WR to attend January Competitions Review meeting. ACTION KN

KN

Feasibility study to be undertaken for funding for sports hall conversions proposal. RW provided feedback to KN on proposal and currently working with Universities involved in collecting data in this area.

Communications Strategy. Work started on ToRs and 3 communications professionals interested in joining Working Group. Communications team working on strategy for implementation January/February 2015. Board requested interim principles guidance document. ACTION RW

RW

Itsu doubling sites over the next three years, nationwide and globally, and want to use Volleyball/Beach Volleyball as one of their key drivers. RW working closely with new marketing manager.

Noted: reference to UK School Games incorrect (also incorrect on front of 3 Touch). Should always be referred to as 'Sainsbury's School Games'.

Volleyball England Foundation

Trustees meeting held on 5 November 2014. Gordon Neale OBE formally agreed to act as Chair and new Trustees appointed (Dirk George (Treasurer), Lisa Denham, Lisa Wainwright, Lincoln Dokwani and Martin Lindsey). Important to have Board member as a Trustee so members asked if anyone would be willing to act as a Trustee. SM volunteered to act as a Trustee and TW also expressed an interest depending on the time commitment involved.

TW to investigate Match Funding Scheme whereby an employee matches the time given by employees volunteering to community/charitable work to the same amount of paid time by the company up to a maximum of £500 per annum. May be opportunity to run article highlighting the scheme to all members as a potential funding stream.

WR offered to run fundraising marathon on behalf of the Foundation.

KN mentioned charities can re-claim capital gains and other tax benefits once they have been running over 2 years.

Next meeting to be arrange for December to work on focus going forward.

EB/14-15/48 Conflicts of Interest

48.1 None.

EB/14-15/49 Chief Executive Report

49.1 LW gave a presentation highlighting recent successes for Volleyball England:

Delivery Plan. Business on target and delivering.

LW had set a target across Volleyball England to raise £1m in addition to the Sport England Grant. Target has been achieved with over £1m raised to date.

Talent Manager presented funding proposal to the Samworth Sports Opportunity Fund at their November meeting and also arranged visit to the Junior Volleyball Academy. Currently awaiting decision.

NEVZA U17. Feedback from everyone – best event so far. LW thanked Board members for their support at the event

No formal complaints had been received.

EB/14-15/50 2024 Strategy

- 50.1 LW gave a presentation on the 2024 Strategy. Board members were asked to approve the Strategy.

The Board approved the 2024 Strategy subject to the following amendments/recommendations:

- Strategic Amendment One:-
 - Needs to be explicit that development is aimed at existing as well as new members/clubs
 - delete 'both' from wording "20% growth in ~~both~~ volleyball club members numbers and total number of volleyball clubs"
- Agreed future terminology for collective naming of 'referees, judges, scoring etc' should be 'Technical Officers'.
- Feasibility study to take into account resources as well as costs.
- Strategy to run alongside Risks.

ACTION: LW/ML

TW agreed to provide advice on the next phase - transition from ambitions to milestones.

Strategy to be launched early 2015.

Chair thanked LW/ML/AC/IB for all their work on the consultation process and execution of a very professional Strategy document.

Noted: Rob Cook had to leave the meeting at this point.

LW/ML

EB/14-15/51 Finance

- 51.1 JB gave an overview of the financial report. Q2 reforecast shows profit of £1k surplus.

2015-16 Budget. First draft for circulation before end January with the second draft going to the February Board meeting. Board members were asked to ensure Commissions were on board with the budget.

Debtors Report. No significant issues to report. Finance working on a more robust report.

EB/14-15/52 Risk Management

- 52.1 Policy & Procedure

The Board approved the revised Policy & Procedure subject to the amendments/recommendations below:

- Operational and strategic risks to be brought in line and included in Risks.
- Link across governance and operational areas. Need to show metrics of how they are being measured.
- Commissions to be asked to assess risks.
- 10d - change wording to 'ability of Volleyball England to learn from risk events'.
- SMT to assess any operational/strategic problems at monthly meetings and make a decision on appropriate risk level.

ACTION: ML

ML

International Transfer Certificates

RW gave an update on progress to the Board.
Clarification had been received from FIVB and a briefing note and process flow chart would be circulated by Jon Moore.
Noted this is an annual fee not a transfer fee.
Verbal agreement in place between England and Australia/New Zealand not to charge each other fees.
Volleyball England can have an agreement with 3 countries to nullify this.
Need to work out which 3 countries would work best.
Clarification requested on what Volleyball England charge.

RW

EB/14-15/53 Competitions Review Programme

53.1 RW gave an overview of the Competitions Review meeting.

EB/14-15/54 British Volleyball Foundation Memorandum of Understanding

54.1 Proposal received that Volleyball England take over responsibility of British Volleyball Federation from the current cycle. LW outlined the current support given to BVF and highlighted the risks around costs and additional resources should we take over more responsibility. The Board agreed the need to take stock of where we currently are in the 2024 Strategy before we could make any decision to get involved in any other capacity.

The Board agreed to continue with the current level of support under an interim MoU. GA to write to BVF to confirm.

GA

Noted: JH left the meeting at this point.

EB/14-15/55 Draft Board Programme

55.1 Board Programme noted. Programme needs to take into account Volleyball England major events (in particular during November and February) to avoid clashes. Board to send any additions/amendments to Paula Clubbe.

ALL

EB/14-15/56 Commission Members Recommendations

56.1 The Board approved Commission Member recommendations.
Noted - Performance Commission working on new structure and would provide details back to the February meeting.

EB/14-15/57 CEV/FIVB World Congress update

57.1 GA provided feedback to the Board on CEV Congress and FIVB World congress attended by GA/LW/RC.

Items of note from the CEV Congress:

Agreed to research possible European Grants for the NEVZA group. LW looking at the viability of Erasmus funding - deadline for submission January 2015.

LW had negotiated repayment of extra NEVZA monies where expenses had been incurred on top of how much we had been given by NEVZA.

Items of note from FIVB World Congress:

President to be re-elected in 2 years' time for another 8 year term.

European elections next year.

RC held Commonwealth Games consultation and agreed LW/RC would progress Working Group with countries with chance to hold beach volleyball at gold coast.

President indicated some interest in:

World Tour event

World under 17 beach in 2016

Would consider coming to UK only if guaranteed meetings with Government and major industries.

EB/14-15/58 UK Sport/Sport England Funding

- 58.1 UK Sport Consultation. AC coordinating response on behalf of Volleyball England and preparing first draft by end of November. Deadline for formal response 10 December.
- 58.2 Sport England have approved bid for governance funding to assist the new Board structure to progress and identify skills gaps and provide further training.

ALL

EB/14-15/59 AOB

- 59.1 LW reported the following good news items:
- CEV grant increased from 15k to 25k euros.
 - Mr Andre Meyer approved 20k Swiss francs funding towards the Development Centre.
 - Courses submitted had received CEV approval and now gone forward for FIVB approval.
 - FIVB may provide Challenger/Hawk-eye system to all Development Centres including staff training. Under FIVB regulations other countries are required to use the system so opportunity to utilise further.
 - NEVZA Bournemouth beach event had been signed off.

59.2 Membership Update

RW gave an update to the Board. Regional Board members to be asked to assist with membership data. Monthly reports of clubs and members to be sent to Board members to take up with Regional Boards for monitoring. ACTION: RW

RW

Noted: WR and TW left the meeting

59.3 2015 Executive Board meeting dates and process deadlines.

Noted by the Board.

59.4 Safeguarding

Board members approved the new strategy for Safeguarding at the last meeting and an update report would be incorporated in the Chief Executive and Risk Register reports at future Board meetings.

AC

59.5 Volleyball England had been asked for advice from the Volleyball Senior International pair (in line to qualify for BAKU) for ideas or support to help them compete after losing some of their sponsorship funding:

Ideas put forward by Board members:

- itsu – attend promotional events. RW already looking into.
- Crowd funding within volleyball circles
- Tie in with basketball issue
- National papers article
- Approach Jim White, Sunday times

The meeting finished at 15:30.

The next meeting is scheduled for Thursday 19 February 2015, 11:00 – 15:00, at SportPark, Loughborough.

ACTIONS

		Deadline	Action
47.1	KN to circulate English Volleyball League proposal.	December 2014	KN
47.1	Communications Strategy. RW to circulate Communications interim principles guidance.	December 2014	RW
50.1	LW/ML to implement the Board's recommendations and amendments to the 2024 Strategy.	January 2015	LW/ML
52.1	ML to implement the Board's recommendations and amendments to the revised Risk Management Policy & Procedure.	December 2014	ML
54.1	British Volleyball Foundation. The Board agreed to continue with the current level of support under an interim MoU. GA to write to BVF to confirm.	December 2014	GA
59.2	Membership Update. Regional Board members to be asked to assist with membership data. Monthly reports of clubs and members to be sent to Board members to take up with Regional Boards for monitoring.	Monthly	RW