



**Executive Board Meeting held on Saturday 11<sup>th</sup> May 2013  
SportPark, Loughborough University**

**MEETING MINUTES**

<b>Minutes prepared by</b>	: Alex Henderson
<b>Circulation</b>	: Executive Board, Senior Management Team, Commission Presidents
<b>Distribution</b>	: From Richard Callicott

<b>EB/13-14/01</b>	<p><b>Directors present and apologies for absence</b></p> <table> <tr><td><b>Richard Callicott</b> (RC)</td><td>President</td></tr> <tr><td><b>Brian Stalker</b> (BS) (part)</td><td>Vice-President</td></tr> <tr><td><b>John Boughton</b> (JB)</td><td>Finance Director</td></tr> <tr><td><b>Janet Inman</b> (JI)</td><td>Development Director</td></tr> <tr><td><b>Marzena Bogdanowicz</b> (MB)</td><td>Marketing Director</td></tr> <tr><td><b>Wayne Coyle</b> (WJC)</td><td>International Events &amp; Competitions Director</td></tr> <tr><td><b>Gordon Neale</b> (GN)</td><td>Disability Director</td></tr> <tr><td><b>Jim Mutton</b> (JM)</td><td>HE/ FE Director</td></tr> <tr><td><b>Steve Matthews</b> (SM)</td><td>Technical Director</td></tr> <tr><td><b>Brian Treadwell</b> (BT)</td><td>Non-Executive Director</td></tr> <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) (part)</td><td>Head of Technical Development/Excel</td></tr> <tr><td>Dirk George (DG) (item 5)</td><td>Finance Manager</td></tr> <tr><td>David Portas (DP) (item 5)</td><td>Portas Consulting</td></tr> <tr><td>Steve Evans (SE) (item 6)</td><td>Referee Commission President</td></tr> <tr><td>Richard Harrison (RH) (item 6)</td><td>Coaches Commission President</td></tr> </table> <p>Apologies:</p> <table> <tr><td>Stuart Johnson (SJ)</td><td>Head of Development</td></tr> <tr><td>Jilly Holroyd (JH)</td><td>NGB Liaison Manager, Sport England</td></tr> </table>	<b>Richard Callicott</b> (RC)	President	<b>Brian Stalker</b> (BS) (part)	Vice-President	<b>John Boughton</b> (JB)	Finance Director	<b>Janet Inman</b> (JI)	Development Director	<b>Marzena Bogdanowicz</b> (MB)	Marketing Director	<b>Wayne Coyle</b> (WJC)	International Events & Competitions Director	<b>Gordon Neale</b> (GN)	Disability Director	<b>Jim Mutton</b> (JM)	HE/ FE Director	<b>Steve Matthews</b> (SM)	Technical Director	<b>Brian Treadwell</b> (BT)	Non-Executive Director	Lisa Wainwright (LW)	Chief Executive	Martin Lindsey (ML)	Head of Operations	Craig Handford (CH) (part)	Head of Technical Development/Excel	Dirk George (DG) (item 5)	Finance Manager	David Portas (DP) (item 5)	Portas Consulting	Steve Evans (SE) (item 6)	Referee Commission President	Richard Harrison (RH) (item 6)	Coaches Commission President	Stuart Johnson (SJ)	Head of Development	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England
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In **bold** – voting members

The meeting commenced at 10am

**EB/13-14/01 Apologies**

- 1.1 Apologies noted from Stuart Johnson and Jilly Holroyd.

**EB/13-14/02 Approval of Minutes**

**Action**

- 2.1 55.5 – MB asked why 50% of active coaches are not registered. RC replied that qualified coaches do not have to register to be able to coach. CH added that you do not need to complete a coaching course to be able to coach. There are no legal requirements.
- 2.2 The Minutes for the 14<sup>th</sup> February Board Meeting were proposed by Janet Inman and seconded by Wayne Coyle. They were approved.

**EB/13-14/03 Matters Arising**

- 3.1 RC welcomed the three newest members to the Board;  
Jim Mutton, HE/ FE Director  
Steve Matthews, Technical Director  
Brian Treadwell, Non-Executive Director
- 3.2 53.12 – Financial focus amongst staff – JB / ML to meet to discuss this. This has been delayed until after the restructure. **JB / ML**
- 3.3 56.2 – Staffing – JI to work with BS on a set on incentives to retain staff. This has been delayed until after the restructure. **JI / BS**
- 3.4 56.7 – Quarter 3 Risk Management Report – LW to follow up and send MB additional information on Merchandise item. **LW**
- 3.5 59.5 and 59.6 – Foundation – Three key people in the Volleyball England Foundation have resigned. BS and GN met to discuss GN's involvement going forwards with the Volleyball England Foundation. GN has agreed to Chair the Foundation. BS / GN to clarify if remaining Trustees still wish to be involved and to be in a position by the end of June to kickstart fundraising opportunities. This will then be confirmed with the Charities Commission. **BS / GN**
- 3.6 62.11 – Membership – JI is now leading on this as Rob has left the organisation. JI to form a working group over the summer to form an Action Plan with the view to taking a new proposal to the 2014 AGM. The newly appointed Membership and Marketing Manager will be the office lead for this with JI. **JI**
- 3.7 62.5 – John X – JI advised that our Solicitor has now sent two letters and had no response. As far as they are concerned the matter is now closed.

**EB/13-14/04 Conflicts of Interest**

- 4.1 MB reported a conflict over the Commercial Consultancy work with Generate.

**EB/13-14/05 Finance**

- 5.1 RC congratulated DG on fitting into the organisation so quickly and for producing outstanding work on our finances. DG and ML apologised for the report not being circulated before the meeting but advised that this was due to the meeting being brought forward a week.
- 5.2 JB went through the Management Accounts for 2012-13 and reported an overall deficit of £12.7k. He advised that DG suggested the reserves

- policy be reviewed and updated as it may not be realistic anymore. JB concluded that he would like to continue with the policy as it is for at least another year as it is a good target. As a business we should be generating a small profit and JB challenged SMT to reduce the deficit and hit the targets as stated in the current reserves policy. **SMT**
- 5.3 Risks – JB advised that we are unlikely to recover the £7.5k from BVF.
- 5.4 Opportunities – JB noted that DG has done an excellent job with VAT and we are expecting a refund of approximately £20-30k.
- 5.5 Balance sheet – JB advised that we have a healthy bank balance so there is no issue in terms of cash flow but we should look at how we invest our funds. **ML/JB**
- 5.6 2013-14 Budget – There is a projected deficit of £40k assuming the current reserves policy remains in place. There is also the risk of severance payments due to the staffing restructure currently taking place. JB asked SMT to make large strides towards recovering this deficit by attempting to halve it to £20k. An audit clearance meeting will be set up for the last week of May. JB asked LW to be present if possible. **SMT**  
**JB / ML**  
**/ DG / LW**
- 5.7 DG advised that next year's budget has not yet been approved as the financial information has only recently been compiled due to the new funding cycle which delayed this process. ML advised that the budget was submitted to Sport England and we had to wait for confirmation of approval.
- 5.8 CH advised that the detailed budget information is usually agreed at Commission level and then signed off by the Board. A discussion followed about this process and JM stated that he felt slightly uneasy as it is the Board, not Commissions, who have legal responsibility for the budgets. JB replied that he would expect Board members to be actively involved with their Commissions and to have some input into this process. LW added that SMT and managers are responsible for putting the budgets together and relating them back to our Sport England outcomes.
- 5.9 JB proposed the 2013-14 budget listed as appendix 4 of the report. JM seconded the proposal and the Board agreed with the following actions:  
  - Budget headlines to be reviewed and updated
  - Budget to be prepared for years 2, 3 and 4 for sign off by the Board in January 2014**SMT / DG**  
**SMT / DG**
- 5.10 Pensions Scheme – DG reported that we will be automatically enrolled in a pension scheme in July 2014. We will need to appoint a consultant to advise us of the new rules and regulations, which will incur a fee. DG to produce a business case for the next Board meeting to include all costs and implications. **DG**

### **EB/13-14/06 Portas Consulting Recommendations**

- 6.1 RC stated that Commission Presidents have been invited to the meeting for this item. Steve Evans and Richard Harrison were present; apologies

were received from Charlie Orton, Will Roberts, Bryan Youlden, Andrew Pink and Paul Bohannan. David Portas also attended.

6.2 LW went through some youth insight presentations given at a recent Sport England event to give some context and background to the infrastructure review process.

6.3 Portas Consulting have produced 15 recommendations to transform Volleyball England into a leading NGB – “The Portas 15”. They have been split into three key areas:

1. Strategy and Vision
2. Governance and Leadership
3. World Leading Organisation

6.4 Each recommendation was discussed and the following comments noted:

6.5 1. 12 year vision – A 2026 Strategy Group has been created. The first meeting was scheduled for 1<sup>st</sup> June.

**Action** – The Board agreed that due to the staffing restructure and other workloads this should be delayed until 13<sup>th</sup> July.

**This recommendation was agreed.**

LW / AH

6.6 2. Marketing and Customer Engagement Strategy – As the Marketing and Communications department is down to one member of staff (Mark Pritchard) the Board agreed to delay this until the full staffing compliment is fully in place.

**This recommendation was agreed.**

6.7 3. Coaching and Competitions Reviews – RH has already begun work on the coaching review. The competitions review is also ongoing.

**This recommendation was agreed.**

6.8 4. Commercial Strategy – LW advised that in the short term (next 18 months) this will be the responsibility of the National Competition and Events Manager (Sanjib Sahota). MB suggested that it should be the responsibility of all staff to think commercially and to look at all projects as an opportunity to generate revenue. RH advised that this was already happening and used coaching courses as an example. DP clarified that the recommendation was not to have a separate Commercial Director but to build commercial thinking into the culture of the organisation. WJC noted his concern about the effect this would have on the workload of the Competitions team. GN noted it would also have implications on the Foundation. JI stated that our biggest asset is the Board as Board members go out and meet members and other potential partners and influential people and report back to staff members.

**Action** – DP to re-word the recommendation to reflect the discussion. In the short-term the National Competitions and Events Manager will lead on his. BS to monitor the situation and the capacity of the Competitions team as lead Board Member for staffing.

**This recommendation will be agreed once revised.**

DP / BS

6.9 5. Grassroots support and development – There was a discussion

around 4v4. It was agreed that we cannot make assumptions until it has been fully piloted, this is being undertaken this year.

**This recommendation was agreed.**

- 6.10 6. Consistent delivery model to drive participation – LW gave a breakdown of the engagement event feedback. DP advised that Sport England are really impressed with the work Volleyball England have been doing in relation to engagement.

**This recommendation was agreed.**

- 6.11 7. Governance – RC noted that this recommendation is around the ongoing modernisation of what we have been trying to do anyway.

**This recommendation was agreed.**

- 6.12 In specific relation to the item on terms of office, RC advised the Board that he has now completed two terms of four years as President and will not stand for President at the AGM in July.

- 6.13 In anticipation of the pending Chairmanship of the Volleyball England Foundation and an understanding of a different set of skills and experiences now required by the Board around change management GN also advised that he was prepared to step down from the Board.

- 6.14 8. Advisory Boards – DP gave some background to this recommendation and clarified that he believes volunteers are the absolute lifeblood of the sport and that we should be aiming to increase our number of volunteers. There are currently various issues of mistrust and miscommunication that need to be addressed. Board members may also sit on these groups to bring them even closer together. RC noted that DP suggested the Commissions were not working effectively and asked if this was the fault of the Board or the Commissions. RH added that each Commission has its own Terms of Reference that are agreed by the Board and asked if this recommendation would effectively mean swapping one body for another? RH agreed that not all Commissions may have the correct members but added that although the Coaching Commission does not meet regularly, they still ensure that coaching is functioning effectively. SE advised that the Referee Commission is similar in that although it does not meet regularly, there is still a flow of communication. SE reports to the Referee Development Officer who in turn reports to CH. MB suggested forming 8 or 9 groups, instead of just 4. DP clarified that it came out of his discussions with staff, Board and Commission members that some Commissions are badly formed and adding no value. This recommendation is to ensure improvements are made to the poorly performing Commissions. He agreed that this does not apply to all Commissions.

Action – DP to revise the wording based on the discussion and produce a supporting document on this recommendation. It was agreed that Advisory Boards is not the correct term. BT to lead a Working Group and consult with members.

**This recommendation will be agreed once revised.**

- 6.15 9. Transition from Commissions – DP advised that he and Katy Tuncer spent time with staff, Board and Commission members to get to this recommendation. Efficiency and trust between paid staff and

DP / BT

volunteers must be boosted.

**This recommendation was agreed.**

6.16 10. Executive Structure – ML gave an update on the staffing restructure. BS thanked ML for the huge amount of work he has put into this so far.

**This recommendation was agreed.**

6.17 11. Training (address skill-gaps) – DP clarified that this is not necessarily formal training but executing processes that are already in place.

**This recommendation was agreed.**

6.18 12. Development of consumer insights – DP advised we should be capturing and collating information / evidence from various different touch points to use when reporting back to Sport England.

**This recommendation was agreed.**

6.19 13. Volleyball Relationship Managers.

**This recommendation was agreed.**

6.20 14. Performance Management.

**This recommendation was agreed.**

6.21 15. Address poor engagement through a change programme – DP clarified that this relates to engagement both internally and externally, but immediately within Volleyball England and its volunteer structure.

**Action** – DP to revise to include the word communication. JI to lead a Working Group to agree an Action Plan.

**This recommendation was agreed.**

**DP / JI**

6.22 RC thanked RH and SE for their involvement and input. Thanks were also given to DP for working with us and being open to engagement.

6.23 RH, SE, DP and CH left the meeting.

#### **EB/13-14/07 Council of Elders**

7.1 BS introduced his report as a way of recognising senior Board and Commission members who have shown great commitment to Volleyball England over the years.

7.2 MB stated that she did not think a formal group was the correct way to go. RC suggested using the term Honorary Vice-President and the Board agreed this was more suitable.

7.3 The Board agreed in principle to appointing Honorary Vice-Presidents, as detailed in the Articles of Association.

**BS**

#### **EB/13-14/08 BVF Update**

8.1 BS gave an update on the BVF Board meeting that took place on 16<sup>th</sup> April.

- 8.2 Outstanding £7.5k – BS reported that BVF stated they only agreed to pay this if they received enough funding from UK Sport for the 2013-17 cycle. As they did not receive a large Award they are now unable to pay this money. JB reiterated his earlier comment that as BVF did not receive much funding we are unlikely to recover this debt. He added that it would not do the image of volleyball any good if we were to go down the legal route as we would still not receive the money even if we did get a ruling, and we would incur legal fees.
- 8.3 LW asked for clarification on whether there are any funds in the BVF account. We should be checking to see if there are any surplus funds in their bank account and drawing it down against this debt.
- 8.4 RC declared a conflict of interests as he is BVF President. LW reported to the Board that she has found it difficult to manage this issue as there is a conflict of interests with RC, as her direct Line Manager. LW added that a statement will need to go in our annual accounts about this debt and the process the Board has undertaken to recover it.
- 8.5 BS reported that BVF hold Volleyball England responsible for this debt and stated that he is uncomfortable about this. LW advised that a decision was made at the time by RC, that was the correct decision but confusion arose as it became unclear whether RC made the decision as Volleyball England President or as BVF President. A resolution was agreed by both BVF and Volleyball England that Volleyball England and BVF would each pay £7.5k.
- 8.6 JB / BS to determine whether BVF have any funds available to draw down against this debt and to resolve issue. **JB / BS**
- 8.7 BS left the meeting.

#### **EB/13-14/09 Grant Thornton Review**

- 9.1 LW ran through the report prepared by Grant Thornton and advised that we are obliged to respond to the report but that we are able to accept or reject some or all of the recommendations.
- 9.2 There are six recommendations not already included within the Portas 15 and the following comments were noted:
- 9.3 1 – Review Governance Structure – This recommendation is tied into the review carried out by Portas Consulting and is going ahead, as noted above DP8 .
- 9.4 2 – Frequency of Board meetings – The Board did not agree with this recommendation.
- 9.5 3 – Length of Board meetings – The Board agreed that meetings could be extended.
- 9.6 4 – Structure and focus of Board meetings – The Board did not think that meetings could be split in this way.
- 9.7 5 – Review all individuals – The 360 reports covered this and the sharing of those reports was discussed. Ultimately it is up to the individual to decide. LW advised that she is utilising SMT's reports to carry out their

annual reviews. WJC noted his disappointment that Grant Thornton did not pick up any skills gaps as part of this process.

9.8 6 – Leadership development – The Board discussed whether it was a good idea to hold a leadership convention. LW to check the management calendar for potential dates and to confirm, subject to funding if this will go ahead.

LW

9.9 Next steps – LW reported that to implement The Portas 15 would cost approximately £580k. The Sport England Board are meeting on 20<sup>th</sup> June and will sign off additional funding up to £500k.

9.10 RC and JB stated that as there is a deficit of £80k they would need comfort that this could be covered from elsewhere or a reduction in costs. On the basis this happens, the Board agreed to the Report.

#### **EB/13-14/10 Generate Review**

10.1 LW advised that the project has now concluded and the report has been circulated. Sport England have also seen the report.

10.2 In summary, Volleyball England could generate approximately £90k per annum but we would need to spend £70k in the first instance.

#### **EB/13-14/11 BVF and Volleyball England SLA and MOU**

11.1 Grant Thornton have completed the due diligence report on BVF and BS is leading on this piece of work.

11.2 The draft SLA must be signed on or around 4<sup>th</sup> June. RC asked BT to look over the SLA from a technical point of view.

BT

11.3 MB asked if Zara and Lucy are the best in England and what would happen if one or both of them sustained injury. RC replied that based on Zara's performance in London and their statistics, they are the best. If they were injured a conversation would need to take place with UK Sport around replacement player(s). WJC added that if a player is injured it is not just a matter of replacing them as they would have to meet certain criteria; i.e. they would need to hold certain ranking points and have played a certain amount of FIVB tournaments.

11.4 MB suggested that a communication should go out to all players with the potential to play beach volleyball to say this is what you need to do to play in Europe. As there is no indoor programme it may free up talented players for beach volleyball. LW replied that there is no capacity in the office to do this and it is not a priority according to our strategic plan. CH is unable to take this on as he is focusing on the staffing restructure and is interviewing for the next two weeks.

11.5 WJC agreed that there should be a communication out to players to say there is an alternative route through beach. RC advised that two men's pairs are currently on the tour and are funding themselves.

11.6 RC added that all indoor players have been told there is no indoor programme due to the lack of funding and that they all know how to start



playing beach, if they wanted to. WJC suggested that we are proactive in approaching a couple of players (girls) who have the potential to play beach.

11.7 LW reminded the Board that this is a huge risk to the business as we have not yet signed the SLA with BVF and both LW and CH have already spent a lot of hours on this in the last few months. LW advised the Board that there have been some major issues to work through and that things are being done as strategic as possible given the circumstances.

11.8 MB offered to look through the commercial activity.

**MB**

#### **EB/13-14/12 Beach Volleyball Advisory Group Update**

12.1 MB reported that the first meeting of the Beach Volleyball Advisory Group (BVAG) took place on 19<sup>th</sup> and 20<sup>th</sup> April and it was a very positive session.

12.2 Brainstorms took place to look at where we are and what we are currently doing, and where we would like to get to.

12.3 MB was concerned about how to take the group forwards as there is a lot to be done. WJC added that he also attended the meeting and although everyone is energetic and keen he pointed out that the implications for delivery do not sit on the group.

12.4 MB to write a report to the Board outlining the next steps.

**MB**

#### **EB/13-14/13 Regional Commission Update**

13.1 JI advised that the group have met twice so far this year and there appears to be an inability to make decisions. As a result, there is not a lot of action taking place.

13.2 JI also reported that she does not believe all members are disseminating information received at the meetings.

13.3 A discussion took place around the effectiveness of the Regional Commission and the general consensus was that they are not an effective group at present.

13.4 JI agreed and stated that this is an opportunity to change the shape of the group.

13.5 JI / RC / WJC to discuss and agree a way forward.

**JI / RC /  
WJC**

#### **EB/13-14/14 Any Other Business**

14.1 International Transfers – WJC tabled a report and gave some background to the changes that will be taking place. Across our National League these changes could apply to approximately 400 players. In Super 8s and Division 1 it will apply to approximately 50% of players. There is a huge cost impact.

- 14.2 There are three options:
1. Volleyball England adhere to the regulations in full and undertake further research to identify and put in place Bilateral Agreements and to establish partnerships to waive Transfer Fees with relevant National Federations.
  2. Volleyball England look to negotiate a staged compliance with the regulations with the CEV.
  3. Volleyball England do not comply with the regulations.
- 14.3 WJC advised that for Super 8s and Division 1 the admin fee is applicable but it can be manage via Bilateral Agreements. In the lower divisions the admin fee is zero but there is a staffing resource issue which should not be underestimated as there are 8 stages to complete for each transfer.
- 14.4 WJC advised that the report is being discussed at Competitions Commission and he will share the outcome of the discussion with the Board.
- 14.5 Proposed FIVB Beach Event – RC advised that he has not yet had confirmation from FIVB that this event is going ahead, and that he has made it clear to FIVB that Volleyball England are unable to provide any financial contribution to this event. MB asked RC if Volleyball England would be asked to endorse the event. RC replied that we would be asked to sign a Tri-Partite Agreement. LW advised that BS and Pete Bennett are attending meetings to discuss this event and have sent expenses forms in to Volleyball England. This expenditure has not been approved by the Board and LW asked if BS is acting as a Volleyball England Director. RC replied that he is acting on Volleyball England's behalf and the expenses should be paid. MB added that there are reputational and financial risks attached to this and asked if Volleyball England should agree to sign the Tri-Partite Agreement. The Board agreed to discuss it further if the event was confirmed as going ahead.
- 14.6 Coaching Awards – SM reported that his first official engagement as Technical Director was to attend the Annual Awards evening and he noted there were no coaching awards. LW replied that the reason for this is coaching awards are handed out at a separate occasion at the request of Coaches Commission, although the office has requested this was not the case and wished to include in the Volleyball England Annual Awards Dinner.
- 14.7 Sitting Volleyball – RC reported that sitting volleyball is being changed to Para Volleyball at world level. RC disagrees with this name change although a lot of other Paralympic sports are also making the change. LW noted that we have come a long way to make people understand sitting volleyball. RC / GN to prepare a report on the risks involved with this name change.
- 14.8 Engagement Events – LW asked the Board to note SJ's report on the 9 roadshow events that have now taken place. The Board will be asked to make decisions via email ready for a decision on the 5 investment zones on 18<sup>th</sup> June. MB noted that the report and insight packs were very good.

**WJC**

**RC / GN**

The meeting finished at 16:10

The next meeting is scheduled for Saturday 20<sup>th</sup> July at SportPark, Loughborough at 10am

### ACTIONS

3.2	Financial focus amongst staff – JB / ML to meet to discuss this. This has been delayed until after the restructure.	JB / ML
3.3	Staffing – JI to work with BS on a set on incentives to retain staff. This has been delayed until after the restructure.	JI / BS
3.4	Quarter 3 Risk Management Report – LW to follow up and send MB additional information on Merchandise item.	LW
3.5	Foundation – BS / GN to clarify if remaining Trustees still wish to be involved and to be in a position by the end of June to kickstart fundraising opportunities.	GN / BS
3.6	Membership – JI to form a working group over the summer to form an Action Plan with the view to taking a new proposal to the 2014 AGM.	JI
5.2	2012-13 Management Accounts – SMT to try to reduce the deficit and hit the targets as stated in the current reserves policy.	SMT
5.6	2013-14 Budget – SMT to make large strives towards recovering this deficit by attempting to halve it to £20k. DG to set up an audit clearance meeting.	SMT DG / JB / ML / LW
5.9	2013-14 budget: <ul style="list-style-type: none"><li>Budget headlines to be reviewed and updated</li><li>Budget to be prepared for years 2, 3 and 4 for sign off by the Board in January 2014</li></ul>	SMT SMT
5.10	Pensions Scheme – DG to produce a business case for the next Board meeting to include all costs and implications.	DG
6.5	12 year vision – A 2026 Strategy Group has been created. LW / AH to delay the first meeting to July.	LW / AH
6.8	Commercial Strategy – DP to re-word the recommendation. BS to monitor the capacity of the Competitions team.	DP / BS
6.14	Advisory Boards – DP to revise the wording and produce a supporting document on this recommendation. BT to lead a Working Group and consult with members.	DP / BT
6.21	Address poor engagement through a change programme – DP to revise to include the word communication. JI to lead a Working Group to agree an Action Plan.	DP / JI
7.3	Honorary Vice-Presidents – BS to amend his report to reflect the decision and to present it at the next Board meeting.	BS

<b>8.6</b>	Outstanding BVF Debt – JB / BS to determine whether BVF have any funds available to draw down against this debt and to resolve issue.	<b>JB / BS</b>
<b>9.8</b>	Leadership Convention – LW to check the management calendar for potential dates and to confirm, subject to funding if this will go ahead.	<b>LW</b>
<b>11.2</b>	BVF and Volleyball England SLA and MOU – BT to look over the SLA from a technical point of view.	<b>BT</b>
<b>11.8</b>	BVF and Volleyball England SLA and MOU – MB to look through the commercial activity.	<b>MB</b>
<b>12.4</b>	Beach Volleyball Advisory Group – MB to write a report to the Board outlining the next steps.	<b>MB</b>
<b>13.5</b>	Regional Commission – JI / RC / WJC to agree a way forward.	<b>JI / RC / WJC</b>
<b>14.4</b>	International Transfers – WJC to share the outcome of the discussion on the report at Competitions Commission with the Board.	<b>WJC</b>
<b>14.7</b>	Sitting Volleyball Potential Name Change – RC / GN to prepare a report on the risks involved with this name change.	<b>RC / GN</b>