

**Executive Board Meeting held on Friday 20th September 2013
National Volleyball Centre, Kettering**

MEETING MINUTES

Minutes prepared by	: Alex Henderson
Circulation	: Executive Board, Senior Management Team, Commission Presidents
Distribution	: From Wayne Coyle

EB/13-14/24	Directors present and apologies for absence	
	Wayne Coyle (WJC)	President
	Brian Stalker (BS)	Vice-President
	John Boughton (JB)	Finance Director
	Janet Inman (JI)	Development Director
	Steve Matthews (SM)	Technical Director
	Jim Mutton (JM)	Non-Executive Director (HE/ FE)
	Brian Treadwell (BT)	Non-Executive Director (Legal)
	Tracy Watkinson (TW)	Non-Executive Director (Change Management)
	Marzena Bogdanowicz (MB)	Marketing Director
	Lisa Wainwright (LW)	Chief Executive
	Martin Lindsey (ML)	Business Director
	Craig Handford (CH)	Technical and Talent Director
	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England
	Apologies:	
	Gordon Neale OBE (GN)	Board Advisor (Disability)

In **bold** – voting members

The meeting commenced at 10am

EB/13-14/24 Apologies

- 24.1 Apologies noted from Gordon Neale OBE.

EB/13-14/25 Approval of Minutes

- 25.1 WJC started the meeting by advising it is his first Board meeting as President and thanking the Board for the incredible level of support he has received since his election in July. Over 600 people have now watched the AGM and he has received positive comments from a wide range of people along with offers of support from all levels within the sport.

Action

- 25.2 WJC noted he received a letter of support from the FIVB President who also asked him to travel to Lausanne for a meeting.
- 25.3 WJC also thanked LW and the Volleyball England staff for all their support through the recent changes.
- 25.4 WJC offered congratulations to the men's GB Sitting Volleyball team who had a top 8 finish at the European Championships which is an incredible achievement. The women's team did not compete but did beat three of the teams who took part.
- 25.5 23.4 – Dream It, Believe It, Achieve It MOU – WJC clarified that MB's questions were answered but when we moved to sign the Contract further issues came to light. This is still a live issue.
- 25.6 The Minutes for the 20th July Board Meeting were proposed by Brian Stalker and seconded by Tracy Watkinson. They were approved.

EB/13-14/26 Matters Arising

- 26.1 WJC asked for a time relevance to be put upon rolling actions.

Item	Action	Deadline	
17.2 Financial focus amongst staff	JB / ML to discuss.	Jan 2014	JB / ML
17.3 Staffing	Jl to work with BS on a set of incentives to retain staff.	Jan 2014	JI / BS
17.4 Foundation	Only Kath Brewer wishes to continue. GN / BS to sort out an advert for new Trustees. LW to check how much money is in the account as a potential Award could generate some interest.	Nov 2013	GN / BS LW
17.5 Membership	Jl to form a working group to form an Action Plan with the view to taking a new proposal to the 2014 AGM. Gerard will be the lead staff officer. See 13-14/31.	Ongoing	JI
17.6 2013-14 Budget	SMT to try to reduce the deficit to £20k.	Ongoing	SMT
17.8 Commercial Strategy	MB noted that Generate have not produced a Commercial Strategy. LW to clarify wording in Portas Report.	Nov 2013	LW
17.9 Honorary Vice-Presidents / Life Members	BT to pick this up as part of the Portas 8/9 Working Group.	Nov 2013	BT

17.12 Beach Volleyball Advisory Group	MB to provide an update report to the Board outlining the next steps.	9 th Nov 2013	MB
17.13 Regional Commission	JI to follow up with Commissions that are not functioning effectively. Commission members must carry out correct conduct whilst working on behalf of Volleyball England. A code of conduct should be considered as part of this.	Feb 2014	JI
17.14 International Transfers	ML and Competitions team are dealing with the implications. LW/WJC to raise at CEV Congress.	Oct 2013	LW / WJC / ML
19.7 AGM Articles	ML to look at the Articles relating to proxy votes with a view to updating them and communicating this with members.	May 2014	ML
20.15 BVF Membership Fee	AH / LW to keep a record of costs for admin support provided to BVF.	Ongoing	AH
21.3 Performance Commission Terms of Reference	SM to check if Beach is covered by Coaches and Referees Commission.	Nov 2013	SM
23.2 BVF Equipment	BS advised he has not received a letter from Kenny to confirm BVF would like to transfer the assets to Volleyball England. Stephen Cook (SC) to check it has been written out of their accounts and SC will then write the letter. JB asked if a letter from the Treasurer was sufficient or does it need full BVF Board approval? WJC to raise at next BVF Board meeting. LW advised the letter should come from the BVF President.	Date of next BVF Board TBC	WJC

EB/13-14/27 Conflicts of Interest

- 27.1 WJC reported a conflict of interest on item 13-14/32 as he is the current President.
- 27.2 WJC also reported a conflict of interest on item 13-14/33 as his company Podium Projects is leading the review.

EB/13-14/28 Finance

- 28.1 Reserves
JB gave a presentation on the current reserves policy which included the background into why the policy was created (the sale of a property).

28.2 JB concluded that the policy in its current state is still valid and is something we should be aiming to achieve. LW replied that she did not understand why the sale of a property is sufficient to form the basis of a reserves policy as it should be based on the business. LW requested that we review the reasoning behind the policy. **JB / ML**

28.3 JB highlighted that there are some hefty risks in the budget. LW replied that the financial risks mentioned are only medium risks and a further update would follow later in the agenda. WJC added that all financial risk is being monitored and SMT will flag any issues.

Q2 Forecast
28.4 ML advised that Q2 finishes at the end of September and a report will come to the next Board meeting.

Approvals
28.5 WJC asked ML / LW to produce a proforma so when Board members are asked for approval the relevant background information is also included. LW asked TW and JH to send through examples of what they use in their current jobs. **ML / LW / TW / JH**

EB/13-14/29 CEO Report

29.1 LW gave a presentation on our recent achievements and invited any questions on the CEO Report.

29.2 BS asked about the nominations to ECVD and advised that although we did not nominate him, Steve Walton has been appointed as Vice-President. LW / WJC to follow up with ECVD in terms of process and procedure. **LW / WJC**

29.3 MB noted that we use a lot of acronyms, ECVD being one, and it would be useful for new Board members to have a list of these. AH / LW to produce. **AH / LW**

29.4 LW gave an update on the Investment Zones, Stage 1 and 2.

29.5 TW asked how we could track the claims that Stage 1 zones made in their Expressions of Interest. LW replied that the Volleyball Relationship Managers (VRMs) will submit a development plan to us which LW will review. The Management Group will also meet quarterly to monitor things. LW to provide an update note. **LW**

29.6 JM asked about a possible buddying system between stage 1 zones and stage 2 zones. LW replied that an Investment Zone Conference for all 9 zones will be held next year. MB asked for marketing and PR to be included in this.

29.7 JB asked for an update on the Participation Director. LW advised that we are using a recruitment agency who are currently conducting stage one interviews with 13 candidates. They will then submit a shortlist to us for stage two interviews. JH added that Sport England are supportive of us going back out to interview as they would rather we had the right person in place. She accepts it is a hard position to fill and it is also proving

challenging for a number of other sports.

- 29.8 JB raised concern around whether Sport England would withdraw funding if we do not hit year 1 targets and asked JH for reassurance that this would not happen. JH replied that we will not be penalised for this and Sport England is aware of our current position.
- 29.9 WJC added that Sport England are working with us on this to support us. LW added that she is in weekly contact with JH and Phil Smith (Director of Sport, Sport England) and that Sport England have been very supportive of us. There are some red ratings in our delivery plan for Q1 (e.g. Let's Play Volleyball) as we have not had the staff to monitor activity so we do not know if we are missing targets.
- 29.10 WJC thanked the Board for their response to his email around Board and Commission vacancies. WJC proposed the following candidates be appointed on an interim basis until the AGM on 26th July 2014:
Delvin Lane – International Competitions and Events Director
Jefferson Williams – Playing Director
Maria Bertelli – Schools and Youth Development Commission President
- 29.11 The Board accepted the proposals. WJC advised that we now have a full Board and a full group of Commission Presidents. WJC advised that we will be approving all Commission members.

EB/13-14/30 Board Priorities

- Investment Zones / Regional Engagement
- 30.1 WJC proposed linking each Board member to a region. JI suggested we position each Board member as a Regional Champion close to where they live. Although there are five investment zones, there are another 300 clubs outside those zones so this is a great idea. JI added that as Chair of the East Midlands Volleyball Association she know the strengths and weaknesses of the clubs in the East Midlands and advised that we should know the strengths and weaknesses of all clubs in all areas.
- 30.2 JM raised a concern over the role the Board would play at a regional level. WJC replied that he does not want the Board to become just another person on the Regional Committees but it is for each Board member to develop the relationship how they see fit.
- 30.3 TW added that this is a great idea and would give us a huge benefit from a communications perspective.
- Improving Governance and Leadership – Portas 8/9
- 30.4 BT went through his Report and advised the next step is to establish the Working Group. BT has listed a suggested membership of this group in his report. BT/ AH to set up the first meeting of the group.
- 30.5 JM asked if FE/ HE should be included in this piece of work. WJC replied that it should.
- 30.6 LW advised that we will be holding roadshows in January/ February 2014 so all recommendations from this Group must be ready by then. They will then go either to an EGM in April or the AGM in July.

BT / AH

EB/13-14/31 Membership Project Plan

- 31.1 JI advised that she has met with Gerard and also held a telephone conference with Gerard, Charlie Orton and Steve Kerr. JI to circulate her report to the Board.
- 31.2 ML advised that the system is in place to collect and collate individual membership details. MB added that if we can implement tomorrow for free to the members let's do it. ML added that there would be a cost for the communications.

JI

EB/13-14/32 President's Role

- 32.1 WJC left the room for this item and BS chaired the discussion. MB referenced her report.
- 32.2 JI asked JH for Sport England's view on payment of a nominal fee to the Chair. JH replied that Sport England are realistic to the fact that there is some remuneration required.
- 32.3 BS advised that we need to be clear on the taxation impacts for Volleyball England and for the Chair.
- 32.4 LW advised that although the budget is extremely tight, if the Board agrees to this it is critical we find the funds.
- 32.5 MB proposed a fee of £5k. SM seconded the proposal. The Board approved the proposal.
- 32.6 JM noted a request for us to look for a sponsor for this in future years.

EB/13-14/33 Reports for Information

- Competitions Review
- 33.1 MB asked if there is a post event review for every competition Volleyball England deliver. WJC replied that this is not produced for every competition but it is for some, e.g. Cup Finals. The key focus for this review was to see if all competitions were fit for purpose. The Regional Champions Trophy was dismissed as a result. WJC added that there is a Competitions Commission meeting on Saturday 21st September.

- Coaching Review
- 33.2 SM gave an update to his report. MB advised that there is no reference to Beach. CH replied that Beach is currently a bolt on to Level 2 but there is nothing to stop us creating a bespoke Beach Level 1 Coaching Course. LW advised that we need to know how coaching delivers the Volleyball Wheel and our strategic outcomes. SM to look into.

SM

EB/13-14/34 BVF Update

- 34.1 BS referenced his Report. Reduced Home Nation membership fees were proposed at the BVF Board meeting on 5th September and agreed as follows:
- | | |
|-----------------|-------------------------|
| England - £850 | Northern Ireland - £150 |
| Scotland - £500 | Wales - £100 |

- 34.2 The Board agreed to the lower fee.
- 34.3 LW advised that she has been tasked with chairing the selection panel for the three Independent Non-Executive Directors.
- 34.4 LW has also agreed to be Company Secretary but added that if she feels professionally that the organization is not heading in the right direction she will step down.
- 34.5 BS advised that the Volleyball England Board should have a view on nominations for the BVF Chair. WJC agreed this is a key issue but added that due to time constraints on today's agenda it should go into debate via email.
- 34.6 WJC thanked BS for his contribution as Volleyball England representative on the BVF Board.

EB/13-14/35 FIVB Beach Event

- 35.1 WJC provided an update on the discussions. He advised he has been very clear throughout that we would not look at this if it put any financial implications on Volleyball England.
- 35.2 JB advised that we need to understand the impact on the office in supporting this event. WJC replied that office time will be directly linked to our delivery outputs.
- 35.3 WJC asked the Board to approve the recommendations in his report:
1. That the board approve the continuation of discussions towards the potential staging of an FIVB Beach Tour event in 2014. This to be agreed on the basis that it will be within the financial parameters agreed.
 2. That a budget is agreed to support the Volleyball England Project Development Costs
 3. That a group is established to oversee the further development of the project. This will include - President, CEO, Vice President, Marketing Director, International Events and Competitions Director plus a representative from the BVAG (Rob Cook)
 4. That due to the timescales required by FIVB that final recommendations for development of the project and decisions to stage a 2014 event is communicated with the board via email.
- 35.4 The Board approved all four recommendations.
- 35.5 JB asked for a monetary value to be attached to recommendation 2. WJC advised £4k.

EB/13-14/36 Any Other Business

- 36.1 Calendars – AH to reissue.
- 36.2 MB advised that she attended the Sport Recreation Alliance Governance in Sport Workshop and that it has proved very useful.

AH

- 36.3 Honorary President – BS proposed we offer this position to Richard Callicott (RC). JB proposed we offer the role to Prince Harry. LW replied that we did this once before and he declined. The Board accepted BS proposal and a formal offer will go to RC. It will need to be accepted at the AGM.
- 36.4 WJC advised that as this is the last meeting CH will be with us as a member of SMT he wanted to offer a huge thank you in terms of the role CH has played over the years. We hope it is not the end of Craig's involvement in volleyball!!

The meeting finished at 13:10

The next meeting is scheduled for Saturday 9th November at SportPark, Loughborough at 10am

ACTIONS

		Deadline	Action
28.2	Reserves Policy – JB / ML to review the reasoning behind the policy.	Feb 2014	JB / ML
28.5	Approvals – ML / LW to produce a proforma so when Board members are asked for approval the relevant background information is also included. TW and JH to send through examples of what they use in their current jobs.	Nov 2013	ML / LW / TW / JH
29.2	ECVD Nominations – LW / WJC to follow up with ECVD in terms of process and procedure.	Oct 2013	LW / WJC
29.3	Acronyms – AH / LW to produce a list.	Nov 2013	AH / LW
29.5	Investment Zones – LW to provide an update note.	Oct 2013	LW
30.4	Improving Governance and Leadership / Portas 8/9 – BT/ AH to set up the first meeting of the Portas 8/9 Working Group.	Nov 2013	BT / AH
31.1	Membership – JI to circulate her report to the Board.	Nov 2013	JI
33.2	Coaching Review – SM to check how coaching delivers the Volleyball Wheel and our strategic outcomes.	Nov 2013	SM
36.1	Calendars – AH to reissue.	Nov 2013	AH