

**Executive Board Meeting held on Saturday 19th November 2011
SportPark, Loughborough**

MEETING MINUTES

Minutes prepared by	: Martin Lindsey
Circulation	: Executive Board, Senior Management Team, Commission Presidents
Distribution	: From Richard Callicott

EB/10-11/82	<p>Directors present and apologies for absence</p> <table> <tr> <td>Richard Callicott (RC)</td> <td>President</td> </tr> <tr> <td>John Boughton (JB)</td> <td>Finance Director</td> </tr> <tr> <td>Keith Nicholls (KN)</td> <td>Technical Director</td> </tr> <tr> <td>Brian Stalker (BS)</td> <td>Vice-President</td> </tr> <tr> <td>Marzena Bogdanowicz (MB)</td> <td>Marketing Director</td> </tr> <tr> <td>Gordon Neale (GN)</td> <td>Disability Director</td> </tr> <tr> <td>Wayne Coyle (WJC)</td> <td>International Events & Competitions Director</td> </tr> <tr> <td>Jilly Holroyd (JH)</td> <td>NGB Liaison Manager, Sport England</td> </tr> <tr> <td>Martin Lindsey (ML)</td> <td>Head of Operations</td> </tr> <tr> <td>Stuart Johnson (SJ)</td> <td>Head of Development</td> </tr> <tr> <td>Rob Harding (RH)</td> <td>Head of Marketing and Communications</td> </tr> </table> <p>Apologies:</p> <table> <tr> <td>Janet Inman (JI)</td> <td>Development Director</td> </tr> <tr> <td>Richard Dobell (RD)</td> <td>Performance Director</td> </tr> <tr> <td>Lisa Wainwright (LW)</td> <td>Chief Executive</td> </tr> <tr> <td>Craig Handford (CH)</td> <td>Head of Technical Development/Excel</td> </tr> </table>	Richard Callicott (RC)	President	John Boughton (JB)	Finance Director	Keith Nicholls (KN)	Technical Director	Brian Stalker (BS)	Vice-President	Marzena Bogdanowicz (MB)	Marketing Director	Gordon Neale (GN)	Disability Director	Wayne Coyle (WJC)	International Events & Competitions Director	Jilly Holroyd (JH)	NGB Liaison Manager, Sport England	Martin Lindsey (ML)	Head of Operations	Stuart Johnson (SJ)	Head of Development	Rob Harding (RH)	Head of Marketing and Communications	Janet Inman (JI)	Development Director	Richard Dobell (RD)	Performance Director	Lisa Wainwright (LW)	Chief Executive	Craig Handford (CH)	Head of Technical Development/Excel
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In **bold** – voting members

The meeting commenced at 09:30

EB/10-11/82 Apologies	Action
Apologies noted from Janet Inman, Richard Dobell, Lisa Wainwright and Craig Handford.	
EB/10-11/83 Approval of Minutes	
The Minutes for the 3 rd September 2011 Board Meeting were approved by John Boughton and seconded by Keith Nicholls subject to	

adjustment to a couple of items.

EB/10-11/84 Matters Arising

Sand Legacy

MB queried if the decision to select Tower Hamlets as a hub site was due to the agreement with LOCOG. RC confirmed that a specific request was made by LOCOG. MB asked if we incurred additional cost due to Tower Hamlets pulling out and stated that future contracts should include withdrawal costs.

CH

WJC asked if the application process was open again, it was confirmed that this would be done by the end of the month.

Sitting Volleyball

GN gave an update on Sitting Volleyball Developments including:

- The British Paralympic Association has deferred the decision to accept the host country slot at the London 2012 Paralympic Games for the GB Women's Sitting Squad.
- KN and GN proposed revised wording for the use of portable posts as follows:

"Volleyball England reserves the right to approve the use of portable sitting volleyball posts for special events"

This was approved.

RC thanked all involved with Sitting Volleyball for progress made.

EB/10-11/85 2013-17 Eligibility Criteria and Investment Principles

JH gave an overview of Sport England's eligibility criteria and investment principles for 2013-17. The Think – Engage – Plan cycle was presented, the date for decisions on investment was confirmed as November 2012 and JH stated that insight packs to assist with the planning process would be sent to NGB's.

MB asked if Sport England could broker discussions with externals to provide input to the process, particularly around radical thinking and support for growing participation.

RC queried if inclusion in the Commonwealth Games opens additional funding streams. JH stated that as part of the Sport England and UK Sport merger the remit for who funds what was being addressed.

KN queried if the Capital fund for 2013-17 could include equipment and post installations for indoor facilities.

JH gave an overview of the Sport England and UK Sport merger. It was confirmed that the merger would be implemented in April 2013 but would not have an impact on 2013-17 planning and funding.

EB/10-11/86 Outline of New Strategic Plan Consultation Process

SJ presented a paper on the 2013-17 Strategic Plan Consultation Process.

KN requested that members are consulted first and then the detail is developed. KN asked where the scope for innovation was in the consultation plan.

RC commented that we need to find a good balance between

Government policy for investment and members needs.

MB stated that we need to look outside the box to provide radical thinking including consulting with those external to both Volleyball and Sport. The marketing perspective needs to be input to everything that we do.

SJ stated that we need a clear and succinct vision that would then be presented and consulted on.

JB stated that any opinion is a good opinion and we should consult widely. JB commented that we should be reviewing the strategy on a rolling basis and have a longer term strategy in place.

BS commented that the vision needs to be aligned to members' requirements.

SJ to refine process where required and implement.

SJ

EB/10-11/87 Beach Volleyball Strategic Review

MB presented the Beach Volleyball Strategic Review.

BS commented on the potential burn out of volunteer's post 2012.

WJC stated that there is a need to prioritise the different requirements of the review.

It was proposed that the review was accepted, this was approved and the board thanked MB for her work.

MB and SJ were asked to develop an action plan to implement the findings in the review.

MB/SJ

EB/10-11/88 Membership Proposals

RH presented the review of Membership.

JB commented that the focus should still be on clubs and not individuals. The voting right of individuals was discussed and this would need to be discussed during consultation. There is a need to overcome the reliance on Club Secretaries passing information on.

BS stated that the link with regions is important and they need to be re-engaged.

KN agreed with the principles of the proposals but said that we need to find a way of incorporating all leagues down to local level within our structures and enforcing the requirement for membership in order to play. This needs to be addressed in the context of the 2013-17 plan.

WJC commented that there needs to be a seamless process for access to participation at all levels.

RH to consult plans with others and prepare second draft of proposal for agreement.

RH

EB/10-11/89 Finance

JB presented the finance paper incorporating the 2011-12 Budget Reforecast and 2012-13 Headline Budget. JB highlighted that the headline budget presented nil profit/loss but there is likely to be a requirement to make £20k profit in order to meet the Reserves Policy. It was highlighted that Sponsorship is still a risky area and all risks and opportunities will be detailed during the detailed budgeting phase.

The 2011-12 Reforecast and 2012-13 Headline Budget was approved.

EB/10-11/90 Delivery Plan Update

ML presented the Q2 Delivery Plan report. All interventions currently have an overall Green status. The outputs currently identified with a Red status were highlighted and actions being taken to address discussed.

EB/10-11/91 Beach Courts – Process/Guidelines

KN highlighted that the resource and staff time required for the Beach Capital project was intensive. Decisions for developments in London needed to be made quickly due to the offer of Test Event sand from LOCOG. It was requested that the board sign off on all capital build projects in the future, this was agreed. KN also highlighted concerns regarding secondary funding required to enable the Olympic sand to be utilised to its full capacity next year.

EB/10-11/92 Codes of Conduct

RC highlighted the need for an overall code of conduct for all volunteers. Codes already exist for individual groups such as Coaches and Referees but there is no formal code for all volunteers. ML offered to take this forward.

ML

EB/10-11/93 AOB

A discussion was held on the impact of 2012.

It was requested that the date for the 2012 AGM be confirmed.

WJC requested an update on the implications of London 2012.

It was requested that the delegation of authority levels be reviewed, ML confirmed that this was being done through the current review of the Financial Procedures and Controls Manual.

The meeting finished at 12.45

The next meeting is scheduled for Saturday 25th February 2012 – NVC, Kettering.