

**Executive Board Meeting Minutes held on 24<sup>th</sup> November 2019 at  
SportPark, Loughborough**

**Circulation: Board, Senior Management Team, Group Leads, Hub Staff**

<b>Directors Present</b>	<b>Titles</b>
<b>Clare Francis [CF]</b>	Acting Chair – Senior Director (Independent)
<b>Simon Griffiths [SG]</b>	Director
<b>Ian Wall [IW]</b>	Director (Independent)
<b>Freda Bussey [FB]</b>	Director
<b>Lauri Chandler [LC]</b>	Director (Independent)
<b>Seyram Atubra [SA]</b>	Director
<b>Richard Harrison [RH]</b>	Director
<b>Steve Matthews</b>	Director
<b>Jefferson Williams</b>	Director
<b>Staff Present</b>	
<b>Janet Inman [JI]</b>	Chief Executive Officer
<b>Stewart Dunne [SD]</b>	Chief Operating Officer
<b>Samantha Jamieson [SJ]</b>	Core Market Officer
<b>Observer</b>	
<b>Agata Sromecka [AS]</b>	Secretariat

EB/18-19/29 Welcome by the Chair

The meeting will be chaired by CF in the absence of **Adam Walker [AW]**, the Chair.

29.1 Apologies

Apologies had been submitted by AW & ECJ.

29.2 Director Conflict of Interest Disclosures

SD disclosed a conflict of interest in relation to NEVZA (President of NEVZA).

29.3 Approval of Agenda

Approved

29.4 Previous Minutes

29.4.1. Confirmation

Board Members confirmed that the minutes of 29<sup>th</sup> September 2018 Board Meeting were a true and accurate record.

29.4.2 Matters Arising

The actions were reviewed and each was already going to be covered at the relevant point in the agenda so would be reviewed then rather than now save for the below.

Action number 24.5.2 - Board agreed that 27 July 2019 would stand as the date for 2019 AGM.

Action number 24.5.6 - The work related to regional constitutions was ongoing and would be handled by JI, SJ & Regional Lead Bryan Youlden. **JI & SJ would update the Board at next meeting**

Action number 29.4.2.1 - Changes to the Framework

The Board agreed that the word “elected” would be removed from “Elected Director - Vice Chair” within the framework. This will enable any director with the right skills to take the on the role of Vice Chair. **To be followed up by SMT.**

**CF was approved as the Vice Chair by the Board**

Action number 25.2.1 – carry forward to next meeting

#### 29.5 Chair’s Report

As AW was absent from the meeting, no report was made.

#### **Actions:**

**24.5.6 The work related to regional constitutions was ongoing and handled by JI/SJ.**

**29.4.2.1 The word “elected” to be removed from “Elected Director - Vice Chairman” in the framework allowing for any member of the Board, with the relevant experience, to become a Vice Chair. JI**

EB/18-19/30 Executive Report via CEO

#### 30.1 Sport England Application

SJ presented the key points of the submission:

- Submission for funding from 1 April 2019 to 31 March 2021 had been sent to Sport England on 29 October. It would be considered by the Sport England Board on 12 December. The decision was anticipated immediately after. **SMT would inform the Board of the result.**
- The submission focused on the following areas: key back office functions, business development, interventions contributing to the government's strategy and outcomes and talent transitioning.
- The submission had been solicited for £300k less than in the previous funding period (last 2 years)
- SJ presented the summary of the application:

- Strategic Objectives: reflecting on changes in operation and reiterating the 5 pillars of 'Join us at the Net'.
- Market Understanding: our progress in understanding the Volleyball Core Market
- Track Record: how we had done in the past 2 years.
- Delivery Plan: focus on understanding Volleyball individuals and providing good service to them.
- Talent: VE was not viewed as a talent sport and therefore there was a tapering investment
- Risk Assessment: VE to adopt systems to answer questions posed by SE (e.g. collecting data)
- Finance: year 3 would be crucial to giving VE the foundation to generate more income in year 4.

### 30.2 Strategic update

JI provided a strategic update (see separate report) which included an update on the Commonwealth games presentation which has now taken place.

The KPIs against which VE reports to Sport England were reviewed and considered.

It was recognised and accepted by the Board that the current mission statement is out of date and there is an opportunity to refresh this to reflect the changes to the organisation. The board will commence the discussion after the Board meeting and that will be used to inform the strategy day with delivery leads in January which would be a facilitated discussion led by Adam Walker.

### 30.3 Update from CEV and FIVB Congress

JI briefed the Board on the Congress and the meeting with all Commonwealth Countries, which was extremely helpful.

### 30.4 Other points from the Executive Report

#### 30.4.1 Commonwealth Games 2022 Birmingham.

Promotional booklet had been circulated to key contacts and members of the Birmingham 2022 Board and OC members. Commonwealth Games AGM was held on 7 November and attended by AW, JI and Brian Stalker. Presentation would be made to the Birmingham 2022 Board on 4 December with FIVB in attendance.

**The Aspiration fund application** had been submitted by BVF with our and SVA support, on 12 November. **JI would inform the Board on the progress of this.**

#### 30.4.2 Staffing

There had been no staffing changes since last meeting. Four Coordinators were undergoing management training, which was linked to VE's retention policy and the wish to promote from within the organisation. Also, PDTO would be recruited in the New Year. VE would continue to supplement the paid team with interns where and when necessary. After Sport England funding was finalised, more thought would be given to staffing going forward.

#### 30.4.3. Operational Management

SD informed that half of the financial procedures were completed. SD to send those to LC. LC stressed that it was of utmost importance for the procedures to be finalised as soon as possible. Also, the Year End would need to be considered shortly. SD responded that Nick Boyes and ECJ were preparing for 21 December deadline. **SD to produce a calendar of when the SOPs will be done.**

#### 30.4.4. Safeguarding

Jl reported that one case remained open and the Safeguarding Officer was in regular contact with the police case worker.

#### 30.4.5 Risk Management

As the FSR group had not met in the last period, the Risk Register would be reviewed at the following meeting. **Following the VAT review, VAT may need to be added as a risk and the FSR group will consider this.**

#### 30.4.6 Complaints

Jl reported that there were no official complaints recorded to be discussed but there were informal complaints happening. Jl stressed that the complaints system should be centralised and issues should be recorded via the website. Jl also sent a draft VE Complaints policy to CF.

Board discussed whether this way of dealing with complaints posed too much strain on the internal resources. It was concluded that it was more important to have the record of issues/complaints through the website. In addition, the complaints procedure needed to be easier accessed on the website with a clear complaints policy and guidance on future complaints. **This would be followed up by the SMT.**

#### 30.4.7 Core Market – Club Survey follow up

Board discussed ways in which VE conducted research and there needing to be a better process to obtain data of better quality. Board agreed that the approach and process had to be better defined going forward. Board would pick it up and discuss later in the agenda.

**Actions:**

**30.1 SMT to inform the Board of Sport England's decision in relation to the 2019-21 funding.**

**30.2.1 JI would share the proposed new Mission, Vision and Values statements with the regional chairs and feedback on to the Board.**

**30.4.1 JI would inform the Board on the progress of the Aspiration fund application.**

**30.4.5 The VAT review would be considered by FS&R sub-group to potentially add as a risk to the Risk Register following the VAT review.**

**30.4.6 SMT would follow up on centralising the complaints system, complaints policy/procedure and guidance on future complaints.**

EB/18-19/31 Sub Groups – are they fit for purpose

31.1 Purpose, function and targets for each group

JI asked the Board to consider whether they were happy with how the subgroups were operating.

Board discussed the following:

- SG suggested that the Commercial and Marketing subgroup should be dissolved and become a standing item/a part in all other sub-groups.
- CF asked whether there were too many subgroups
- RH stated that the Tech and Talent provided good management oversight, but the working groups were not operating as intended. RH advised that more volunteers were needed with leads generating the volunteer workforce for this purpose.
- Volleyball England need to increase and maintain the volunteer workforce, they need to be involved in developing the working groups as well as relationship with delivery leads
- Board agreed that overall subgroups had been useful. In addition, FS&R group should continue to operate. However, Commercial and Marketing should most likely dissolve and become part of every subgroup. Leads of Core Market and Tech and Talent subgroups should consider whose expertise and skills from any of the other subgroups would be required during the meeting.
- CF suggested that each subgroup should discuss its merit and purpose and feedback at the next Board meeting
- SA suggested the subgroup plan should be a product of the action plan from the Strategy development

- **It was decided that another discussion on this subject would be facilitated at the January strategy day. A consultation with the delivery leads and key volunteers would be organised before the January strategy day.**

### 31.2. Review and revise ToRs

JI had circulated ToRs for comment prior to the meeting, updates had been made following feedback

The Board agreed the changes and updates to the subgroup ToR these may be adjusted following the strategy day in January.

#### **Action:**

- 31.1 A discussion about the subgroups would be facilitated at the January strategy day. A consultation with the delivery leads and key volunteers would be organised before the January strategy day.**

#### EB/18-19/32 Sub Group Reports

### 32.1 Finance, Strategy & Risk

#### 32.1.1 Financial Position & Management accounts

LC reported on the financial position:

- VE had circa 215k in the bank with 17k ahead of the budget surplus
- VE still had an unclaimed amount of SE funding
- Preparation for year end 2019 should be underway
- Processes were still not complete (only 15 out of 30 complete)
- YTD not known with September 2018 account produced; LC expected to see October 2018 accounts in due course
- Summary in the commentary to the management accounts needed to be more precise and prepared monthly
- **FSR had not met as planned – to be followed up and rearranged by SD following strategy meeting in January 2019**
- LC reported on Xero, which was an attractive accounting package; Board agreed that a demo session should be facilitated in preparation for a review for Fin Year 2020/21. **To be followed up by ECJ and SD.**
- A clear procedure related to volunteer expenses should be in place to aid financial procedures
- **ECJ to provide an update on balances in the financial summary going forward.**

#### 32.1.2 Risk register reviewed by Sub Group

There were no issues recorded. But see above re VAT

## 32.2 Commercial & Marketing

### 32.2.1 Sustainability project update (inc' Membership Portal progress)

A report presenting key priorities of the Sustainability Plan had been included in the Board Pack. SD briefed the Board on the most recent events in relation to this:

- Meeting would be held next week to look at joint partnerships
- It was crucial to develop England brand and monetise it better. Together with the Membership Portal, they would form a basis of VE commercial planning for next year
- We would look to develop
  - a Team England brand
  - Volley-E – an education brand
  - competitions/National League brand
- VE would look to utilise already existing brands
- VE would investigate how to segment our brand under the main brand to be as cost effective as possible
- VE believed that we had a strong brand proposition, but it had never been communicated very well

Further work required as the sustainability plan develops. Board to be kept updated.

Board discussed competitions in relation to the Plan. In addition, Board were informed that the decision as to whether we host NEVZA in 2019 would need to take in the March Board meeting. Therefore in advance of that meeting the Board shall receive detailed costing papers with the options consideration.

### 32.2.2 VEBT update

SD informed the Board on the meetings held with UK Beach Tour representatives. The second meeting was attended by VE Chair AW, and he agreed on behalf of VE that a revised contract be drafted and submitted by SD in the New Year. **SD to draft and submit to UKBT in January 2019.**

## 32.3 Core Market

### 32.3.1 Club Survey – follow up

**As discussed earlier in the meeting, Board agreed that the approach and process had to be better defined and aligned with the new Strategy. To be followed up.**

### 32.3.2 Membership & Affiliations Update

SJ reported that membership registrations were on track at this stage of the year and had improved in comparison to the results reported at the last Board meeting. SJ informed that

there had been a follow up with the members who had not renewed their membership to encourage them to sign up.

SJ confirmed that there was a communications plan in place but at the minute its performance was limited by the system in place.

### 32.3.3 Diversity plan update

RH reported that he had reviewed the Diversity plan. The most significant milestone achieved as set out in the plan was achievement of the diverse board by November 2018.

The next piece of work to be executed would be conducting the annual Staff Satisfaction Survey. The same questions would be used as last year, which would hopefully deliver an insightful comparison.

RH, JI and Rob Payne discussed the plan going forward. **Claire Harvey, who is the lead for Sitting Volleyball, would be approached to gauge her interest to join the Board in the future.** JI explained that Claire had a skill set that the existing Board would benefit from going forward.

Diversity Plan from the website required to be updated. **JI would follow up.** This would enable the Diversity Group led by RH, RP and JI to follow up on actions from the Plan.

## 32.4 Technical & Talent

### 32.4.1 NEVZA review

The review was contained in the report as part of the Board Pack.

Board discussed the event with one of the observations being that volunteers should be sought for this event in the future in order not to overburden the Hub Staff. During the competition preparations, HUB staff time was in high demand, which coincided with the busiest time of the year for income generation through memberships and education coordination. We were not able to meet this demand due to staff shortage owing to the delivery of the NEVZA event. SG called for more joined up business thinking going forward.

**SJ action to write a recommendation document for NEVZA 2019.**

### 32.4.2 National Squad recruitment

SJ reported that Maria Bertelli had been appointed as a Senior Women's Head coach. It was yet to be announced. SJ also noted that Junior and Cadet Women's head and assistant coaches would be recruited next. Selection policies for senior beach volleyball and age grade beach volleyball and volleyball

(combined) were being developed. The Senior Volleyball selection policy is now complete.

#### 32.4.3 Volleyball Futures criteria for the first 3 regions

SJ reported a positive engagement in the Volleyball Futures

Programme so far but the progress was slower than expected. despite funding committed to it by the Sport England. Decision needed to be made on which three regions were going to be chosen. The regions needed to have the programme running already but no definitive criteria were available yet. Additional workload has been placed on Tech & Talent after writing of the level 2 course was brought in house against the original plan.

**SJ and RH would discuss this and feedback.**

#### **Actions:**

**32.1.1 FSR group's meeting to be arranged.**

**32.1.1 A meeting with Xero to be arranged.**

**32.1.1 ECJ to provide an update on balances in the financial summary going forward.**

**32.2.2 An official paper on the VEBT to be provided by SD for Board's consideration.**

**32.3 The approach and process in relation to the Club Survey had to be better defined and aligned with the new Strategy.**

**32.3.3 Claire Harvey would be approached by JI to consider joining the Board.**

**32.3.3 Diversity Plan from the website to be updated.**

**32.4.3 SJ and RH to discuss Volleyball Futures and feedback to the Board.**

EB/18-19/33 Any Other Business

Following a two-year gap, JI informed that this year a Peter Wardle trophy was going to be awarded to Team Bello. JI reported the only criterion for awarding the trophy was an outstanding achievement in volleyball. In addition, JI asked the Board to consider candidates for the Hall of Fame in Kettering. **JI would follow up and set the criteria for the process.**

#### **Action:**

**EB/18-19/33 JI would find the criteria for Hall of Fame.**

EB/18-19/34 Meeting Finalisation

34.1 Review actions to be taken

As per the minutes of the meeting.

34.2 Meeting evaluation

Board agreed that CF chaired the meeting very well. Also, Board agreed that should any important decisions need to be taken prior to the next Board Meeting, Board should communicate as and when electronically or via telephone conference.

34.3 Next meeting

34.4 Meeting close

Actions	Responsible	Date	Completed
24.5.6 The work related to regional constitutions was ongoing and handled by JI/SJ.			
29.4.2.1 The word “elected” to be removed from “Elected Director - Vice Chairman” in the framework allowing for any appropriate Board member to become a Vice Chair. JI.			
25.2.1 SMT to feedback to Board about the final decision whether Beach Volleyball would be included in the Games (end of January 2019)			
30.1 SMT to inform the Board of Sport England’s decision in relation to the 2019-21 funding.			
30.2.1 JI would share the proposed new Mission statement with the regional chairs and feedback on to the Board.			
30.4.1 JI would inform the Board on the progress of the Aspiration fund application.			
30.4.5 The VAT review would be added as a risk to the Risk Register following the VAT review. SD			
30.4.6 SMT would follow up on centralizing the complaints system, complaints policy/procedure and guidance on future complaints.			
31.1 A discussion about the subgroups to be facilitated at the January strategy day. A consultation with the delivery leads and key volunteers would be organised before the January strategy day.			
32.1.1 FSR group’s meeting to be arranged.			
32.1.1 A meeting with Xero to be arranged.			
32.1.1 ECJ to provide an update on balances in the financial summary going forward.			
32.2.2 SD to draft and submit to UKBT in January 2019.			
32.3 The approach and process in relation to the Club Survey had to be better defined and aligned with the new Strategy.			
32.3.3 Claire Harvey would be approached by JI to join the Board.			
32.3.3 Diversity Plan from the website to be updated.			
32.4.1 SJ action to write a recommendation document for NEVZA 2019.			
32.4.3 SJ and RH to discuss Volleyball Futures and feed back to the Board.			
EB/18-19/33 JI would write the criteria for Hall of Fame.			

