

**Executive Board Meeting Minutes held on 8 June 2019 at
SportPark, Loughborough**

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

Directors Present	Titles
Adam Walker	Chair
Clare Francis [CF]	Senior Director (Independent)
Simon Griffiths [SG]	Director
Ian Wall [IW]	Director (Independent)
Richard Harrison	Director
Seyram Atubra [SA]	Director
Staff Present	
Janet Inman [JI]	Chief Executive Officer
Samantha Jamieson [SJ]	Core Market Officer
In attendance	
Agata Sromecka	Secretariat

EB/18-19/35 Welcome by the Chair

35.1 Apologies

Apologies had been submitted by Stewart Dunne, Freda Bussey and Jefferson Williams.

35.2 Director Conflict of Interest Disclosures

No conflict of interest disclosures was noted.

35.3 Approval of Agenda

AW highlighted that the agenda had been revised and reordered to incorporate a strategic discussion later on in the meeting. Agenda was approved.

35.4 Previous Minutes

35.4.1. Confirmation

Board Members confirmed that the minutes of 2 March 2019 Board Meeting were a true and accurate record.

35.4.2. Matters Arising

24.5.6 The work related to regional constitutions was ongoing and handled by JI/SJ. JI informed that we would like all regions should have their constitutions revised by the end of August.

30.2.1 JI had shared new Mission, Vision and Values statements with the regional chairs and the delivery leads. No feedback had been received. The updated statements have now been placed on the website.

30.4.6 SMT were still working on centralising the complaints system, complaints policy/procedure and guidance on future complaints. SMT would update as and when.

32.3.3 Claire Harvey had been approached about her interest to join the Board but she had declined the opportunity.

Actions:

30.4.6 SMT were still working up on centralising the complaints system, complaints policy/procedure and guidance on future

35.5 Chair's Report

AW informed the Board that JI had made a decision to leave Volleyball England at the end of October. JI had handed in her resignation letter and the Board accepted it. JI and the Nominations Committee would work together to recruit a suitable replacement. The Committee would meet after the Board meeting to discuss this. The Nominations Committee would keep the Board updated on the decisions made. JI would remain on the Volleyball Foundation and she had agreed to assist with any VE related issues after her departure as much as possible. AW thanked JI for her service to the sport. JI expressed her hope that the new person would carry on with the excellent work Volleyball England had been doing and continue into 2021-2025.

AW and JI were hoping that the planned meeting with Tim Hollingsworth next Tuesday would go ahead.

35.5 The Nominations Committee to update Board on the results of the discussions about JI's replacement.

EB/18-19/36 Executive Report via CEO (Matters Arising)

36.1 JI reported that the decision about including Beach Volleyball in Commonwealth Games 2022 would be known on 21 or 22 June.

JI had spoken to Matt Kidston, the VE liaison with the CWG and he confirmed the date that we would be informed.

36.2 £11k for the Sitting Volleyball and £46k for Scottish Volleyball of UK Sport Aspirational Funding had been transferred from the BVF accounts the previous Tuesday.

36.3 Continental Cup on 25 and 26 May had been hosted by Waltham Forest Borough Council. IW reported that it was a great event which was very well run with a good level of engagement with the audience and volunteers and high level of community involvement. JI and CEO of Waltham Forest BC had also had a further meeting to discuss an ongoing future partnership. Waltham

Forest BC and SideOut have aspirations to develop the site and hopefully include covered courts. There was a potential of Waltham Forest becoming the National Centre for Beach Volleyball going forward. JI would have further meetings with the CEO. The only downside of the site was accommodation and access due to its location (too far away from the playing venue) and cost.

JI commented on the excellent quality of the 25 and 26 May event and the play. Great to see the England men go to the next round.

36.4 Governance update:

- Board **agreed** that there would be no changes to Articles of Association
- Board **approved** the updated version of the Anti-doping policy.
- Chair review – CF collated the feedback from the Board Members and would discuss with AW in due course.
- An improvement had been recorded in terms of the staff survey. JI reported that one of the outcomes of the survey was that the staff would like to better understand the Board's role and responsibilities, this will be picked up in a staff briefing session..

Emma Clouston-Jones (ECJ) – the Financial Controller joined the meeting.

36.5 SJ reported on the main income generating areas:

- the NVL was overall on track but would be monitored through the season
- Diploma in Sporting Excellence (DiSE) was on track and being monitored with the reduction from 80 to 56 – this had been logged on the risk register
- Memberships was on track for this stage of the year
- SJ to feed back to Board as and when should a trend appear through loss in registrations for particular groups

36.6 Volleyball Culture – Code of Conduct (CoC)

- JI would add RH to the distribution list in relation to the work on the CoC. This work was aimed at developing a universal CoC with differing sanctions depending on the group in question (e.g. referees, coaches, volunteers, etc.)
- Board discussed what Board and sport could do to address the issue of coaches/clubs/referees/officials failing to observe briefings, warnings and the existing code of conduct. Volleyball Culture Group were leading on the work in this area and would update the Board on the developments. The group was also looking into structuring sanctions. Board confirmed their support for the group and agreed that it needed to show leadership in this area. A communications piece as well as a whistleblowing procedure would be produced when CoC would be ready.

36.7 Volleyball Insight

- SJ to get back to SA about who owned the data collected by two respective post graduate students carrying out research on the viability of individual registrations for NGBs and the other one on the reasons that clubs had chosen not to affiliate to VE/NGBs.
- SA observed that any agreements with students going forward should contain a clause protecting VE from defamation as a result of research results. This would be formalised going forward.

Actions:

36.4 CF to discuss Chair Review with AW

36.6 Volleyball Culture Group would update the Board on the developments in CoC. A message to be released once ready. A whistleblowing policy would be reviewed.

36.7 SJ to get back to SA about who owned the data collected by the post graduate students carrying out their research on the viability of individual registrations for NGBs and the reasons that clubs had chosen not to affiliate to VE/NGBs. Agreements with students going forward should contain a clause protecting VE from defamation as a result of research results. This would be formalised going forward.

EB/18-19/37 Sub Group Reports

37.1 Finance, Strategy & Risk

37.1.1 Financial position (as per submitted report)

ECJ reported the following:

- ECJ would be sending the 2018-19 accounts to the auditors on 17 June with field work starting on 24 June
- the presented accounts were not final and required a few adjustments to be made before sending off to auditors
- the overall financial position was favourable
- delay in producing the signed accounts had mainly been due to attempts at resolving the VAT issues
- Board thanked ECJ for producing the report
- Board agreed that monthly accounts should be produced for Board to be able to see them in between the meetings. This would potentially act as an early warning mechanism. SMT to come back with the proposal on how to make it possible.

37.1.2 Management accounts

37.1.3 VAT issues

- Board discussed the VAT issue and approved commissioning work on the VAT review.
- A conference call would be organised to provide Board

with feedback on the progress of this work. First call would be organised in 2-3 weeks. Communications plan will be established then as well.

37.1.4. Annual Audit

Draft audited accounts will be available at the AGM.

Actions:

37.1.1 SMT to come back with the proposal on how to provide Board with monthly accounts. Sport England might be able to help to fund a resource.

37.1.3 VAT issue - a conference call would be organised to provide Board with feedback on the progress of this work. Communications plan will be established then as well.

37.2 Commercial & Marketing

37.2.1 Sustainability project update

37.2.2 Membership Portal Update

VolleyZone launch date had been moved. Current focus was on ensuring that the NVL competition entries could be used using VolleyZone with launches of events and general registrations set to be phased in by 1st August 2019.

The whole hub team had been testing the portal and contributing to ensuring its success at launch.

SA asked to see the privacy notice again. SD to follow up.

Action:

37.2.2 SD to send a privacy notice to SA.

37.3. Core Market

37.3.1 Membership Fees Update

SJ reported that membership fees would be built into this year's competition structure together with incremental increases in courses' fees.

37.3.2 Regional Groups

SJ reported that going forward regions might require support to develop certain area in their constitutions.

37.4. Technical & Talent

37.4.1 Men's International v Scotland

A match took place in Scotland – match report on the website.

37.4.2 Aspiration Fund / Continental Cup

- Aspiration Fund had been covered earlier in the meeting.

- Women's sitting volleyball team were competing in 'The Dutch Tournament' in June in final preparation for the European Championships in July.

37.4.3 Hall of Fame

Jl reported that there were six candidates at present for the Hall of Fame. The discussion would be continued at the next meeting.

Action:

37.4.3 Hall of Fame to be discussed at the next meeting.

37.5 Nominations Committee

37.5.1 Matters Arising

The Committee's work currently revolved around staff survey, Board review, Board recruitment, CEO Recruitment and AGM.

37.5.2 Board annual review – current position

AW reported that the process was underway. AW would contact the remainder of Board member to arrange review interviews.

Action:

37.5.2 AW to arrange outstanding interviews with Board members.

EB/18-19/38 VE Foundation update

IW briefed the Board on the meeting of the Volleyball Foundation Board. A number of members met as part of their induction and to discuss resurrection of the Foundation.

- 38.1 The main conclusion of the meeting was that it was vital to raise funds and gain the membership's support in fundraising endeavors. £29k was in the Foundation's account, £15k of which was unrestricted to be used in line with the Foundations charitable objects.
- 38.2 Further, Jl gave a brief overview of the candidate for the position of the Chair. Gordon Neale was recommended as the Chair of the Foundation owing to his considerable experience within the charity sector and the volleyball community. Simone Turner was recommended as the Vice Chair of the Foundation. The Board **noted** the candidacies and **supported the recommendation** that Gordon Neale would become the Chair of the Foundation and Simone Turner the Vice Chair.
- 38.3 Next meeting was planned for 30 June (as opposed to 29 June in the report).

38.4 The Foundations' Strategy would be discussed at the next meeting. However, the Foundation would be working on the same strategic objectives as Volleyball England. Also, it had been agreed that the VE and the Foundation would share the same mission statement, values and vision.

38.5 JI reported that the Foundation had been updated on the Charity Commission website with 2015-16 accounts outstanding, Phil Cobb is supporting the production of the 2015 – 16 accounts.

AW congratulated the Foundation Board on progressing the work.

EB/18-19/39 Preparation for the AGM

39.1 Annual report

Annual report was being worked on.

39.2 Recruitment update

Four people had shown interest to become VE board members. These applications will be reviewed and followed up on by the Nominations Committee who will report back to the Board. Nominations Committee are aware that this will have an impact on our gender balance on the Board and are putting together a plan of action to address this.

39.3 Club Conference

Board members were asked to advocate the conference in their networks.

EB/19-19/40 Strategic Discussion

JI briefed the Board on the Programme Activity Overview – an ongoing piece of work looking into services VE delivered and how financially viable they are to the business. Some services VE is committed to be delivered by the funder or there was an ongoing expectation from the membership that particular services would be carried delivered.

When reviewing the programmes, JI and SJ had taken into consideration the following determinants:

- current position of the organisation
- number of people engaged
- cost per head
- the trend
- potential to introduce a variant

The Board discussed each programme separately:

Outcome of the discussions:

- To identified programmes for their strategic purpose and sustainability
- Potentially create an innovation fund
- Core Market products would lie with the Hub Team,
- Coach education would be tackled by the working group
- Briefs to be written for all products that require a review by SJ and SJ to allocate the work accordingly
- Progress to be reported on with some actions at the July Board
- Clear plan of action to be established at the September Board
- Board confirmed that they were happy with the discussion.

AW thanked SJ and JI for preparing this.

Actions:

SJ to write briefs for all products that require a review and allocate them accordingly.

EB/18-19/41 Any Other Business

Jl asked the Board whether they would support Polonia Men Team entering the Champions League 2019-20. **Board approved.**

EB/18-19/42 Meeting Finalisation

- 42.1 Review actions to be taken
As per below.
- 42.2 Meeting evaluation
All attendees were happy with the conduct of the meeting.
- 42.3 Next meeting
Next meeting will take place on 27 July before the AGM.