

Executive Board Meeting held on Saturday 25th November 2017

At SportPark, Loughborough

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

Directors Present	Titles
Adam Walker [AW]	Independent Chair
Keith Nicholls [KN]	Vice Chair
Elizabeth Clarke [EC]	Core Market Director
Jefferson Williams [JW]	Talent Director
Steve Matthews [SM]	Technical Director
Clare Francis [CF]	Legal Director (Independent)
Simon Griffiths [SG]	PR & Communications Director
Seyram Atubra [SA]	Insight and Research Director
Ian Wall [IW]	Commercial & Marketing Director (Independent)
Freda Bussey [FB]	Competitions & Events Director
Lauri Chandler [LC]	Finance Director (Independent)
Staff Present	
Janet Inman [JI]	Chief Executive Officer
Stewart Dunne [SD]	Chief Operating Officer
Samantha Jamieson [SJ]	Core Market Officer
Observer	
Agata Sromecka [AS]	Secretariat

10:30am EB/16-17/46 Welcome

AW welcomed all to the meeting, with a special warm welcome and congratulations to Lauri Chandler attending her first Volleyball England (VE) Board Meeting.

AW thanked JI, SJ & SD and all subgroups for the excellent work they had carried out over the last few weeks and apologised for not being able to join them but would attending more in the future. He added that the minutes of the subgroups' meetings indicated a tremendous effort from all who contributed. JI noted that the subgroups' work was a constant progression and to ensure that they functioned to the best of their potential she encouraged all Board Members to submit comments or suggestions on the subgroups' workings.

JI thanked those Board Members who attended the NEVZA event and all offered her thanks to all staff and volunteers for their hard work.

46.1 Apologies

Apologies had been received from Joanne Drapier (Sport England) and Vicky Widdup [VW]. Freda Bussey would join the meeting at 10:50.

46.2 Director Conflict of Interest Disclosures

None were noted.

46.3. Approval of Agenda

The agenda was approved. AW expressed his gratitude to JI for preparing not only the agenda but also putting together the Board papers.

46.4a. Previous Minutes (17 September 2017)

46.4a.1. Confirmation

No comments were received in terms of accuracy; therefore, the minutes were taken as a true and accurate record of the Board meeting to be signed off by AW.

46.4a.2 Matters Arising/Action List

46.4a.2.1. JI reported she had circulated director's conflicts of interest form and received the majority back. JI would follow up with the outstanding ones. **JI to chase the outstanding forms.**

46.4a.2.2. CF and AW would arrange a meeting with LB to revisit the case. **AW and CF to update the Board as soon as progressed.**

46.4a.2.3. Following the meeting with Phil Smith at Sport England, a new Independent Finance Director had to be appointed to satisfy SE's governance requirements. As a result, Lauri Chandler was appointed as VE Independent Finance Director.

46.4a.2.4. Staffing would be discussed at Agenda Item EB/16-17/48 Executive Report.

46.4a.2.5. SJ reported that recruitment for the Coaching Lead position attracted three applications. Pre-work had been requested from each of them with a brief discussion that followed arranged via Go to Meeting. Simon Loftus was deemed the best candidate due to the depth of his knowledge and experience as well as eagerness for self-development, passion for moving the sport forward and good reputation. JW confirmed that Simon was an appropriate candidate. **Simon Loftus was unanimously approved as Coaching Lead.**

46.4a.2.6. **JI reported that she would arrange Board induction with VW/FB/LC and IW in due course.**

46.4a.2.7. **CF would report back on legal position of co-opted Board members once she received expert advice from one of her corporate colleagues.**

46.4a.2.8. Having received feedback from SE, JI reported she would be resubmitting the Articles of Association in due course. She would update the Board on this at the next meeting.

46.4a.2.9. Regarding changes to the Framework, JI stated that Terms of Reference for the subgroups would be removed from the Framework and would be available in the relevant section on the website as of the following Monday.

46.4a.2.10. Review of the Sport England Governance Action Plan was reported as complete and had been submitted to Sport England.

46.4a.2.11. Business Improvement Plan was reported to be in Dropbox. The work on this would be picked up in the January SMT/ Board engagement day.

46.4a.2.12. Business Improvement Plan would be reviewed again in October 2018.

46.4a.2.13. Strategy Doc in Dropbox was reported as complete and uploaded on the website.

46.4a.2.14. JI and SJ met with Brian Youlden and arranged to meet again in the New Year regarding the Regional chairs role in the new structure.

46.4a.2.15. The policy about replacing laptops had been approved at the last Board meeting. No new laptops had been acquired in the meantime.

46.4a.2.16. SD reported that in terms of financial regulations, at the minute the focus was at the 2015/16 and 2016/17 Accounts. Recently employed interim Finance Manager, SD and LC would work together on developing policies, procedures and financial regulations.

46.4a.2.17. The matter of national squad selection had been addressed and can be marked as complete.

46.4a.2.18. In terms of ENG V SCO 50th Anniversary match JW reported that more discussions had to be held about various aspects of the event such as funding, marketing and communications. **A group would be structured to continue this discussion.**

46.4a.2.19. AW reported he had attended meetings with various leisure providers including GLL, Parkwood, My Time Active and Sheffield Hallam University who expressed their interest in facilitating and hosting the 50th Anniversary match. In order to progress those conversations a logistics plan was necessary. Following a discussion, Board concluded that the event cannot be held further south than Sheffield to keep the costs down especially for the Scottish team and their supporters. AW would include those comments in his further discussions with facilities' providers.

46.4a.2.20. SJ reported that the work on implementation of the anti-doping strategy had commenced. The strategy was due to be incorporated within the network in January.

46.4a.2.21. Calendar working group was reported as complete.

46.4a.2.22. Doodle Poll to agree future Board Meetings, Strategy Day and & Sub Group Meetings dates was reported as complete.

46.4a.2.23. All terms of reference were updated and placed on the website.

46.4a.2.24. Gold Coast VIP accreditation was offered to Di Hollows. **SJ was waiting to hear from Team England to confirm that the accreditation was still available.**

46.4a.2.25. Meeting with Richard Callicott would be discussed at Agenda Item EB/16-17/48 Executive Report.

46.4a.2.26. CEO discussion with home nations would be arranged. **JI to report back to Board on that.**

46.4a.2.27. JI to recirculate KN CEV report.

Actions:

46.4a.2.1. JI to chase the outstanding Director Conflict of Interest Disclosures.

46.4a.2.2. AW and CF to update the Board on LB case as soon as progressed.

46.4a.2.6. JI to arrange Board induction with VW/FB and IW in due course.

46.4a.2.7. CF to report back on legal position of co-opted Board members once she received expert advice from one of her corporate colleagues.

46.4a.2.8. JI to update the Board resubmission of the Articles of Association at the next Board meeting.

46.4a.2.18. A group to be structured to continue the discussion about the organisation of ENG V SCO 50th Anniversary match.

46.4a.2.24. SJ to update Board on whether the Gold Coast VIP accreditation for Di Hollows was still available.

46.4a.2.26. CEO discussion with home nations would be arranged. JI to report back to Board on that.

46.4a.2.27. JI to recirculate KN CEV report.

46.4b. Previous Minutes (29 October 2017)

46.4b.1. Confirmation

No comments were received in terms of accuracy; therefore, the minutes were taken as a true and accurate record of the Board meeting to be signed off by AW.

46.4b.2 Matters Arising/Action List

46.4b.2.1. Please refer to 46.4a.2.8.

46.4b.2.2. NEVZA 2018 Venue review

In attempt to find a NEVZA venue for 2018 whose budget would need to limit to max £14k, enquiries were made about the Kettering and Medway Park sports facilities. Kettering would be costlier but SD was still to hear about the exact costs involved. Medway Park in Kent was the other potential venue with two dates offered - one in September with the use of the University accommodation and the other one in October and the use of the hotel. If able to host the event in October and use the hotel, the event would cost ca £9k which offered major savings. Medway Park offered cut in transport cost, operational and media centres, physios, warm up and warm down areas which would aid the flow of matches. It had also the potential to attract wider audience with good transport link. This presented a commercial opportunity and potential cost return. The event would be funded through the talent budget. **NEVZA venue review discussion to be continued later on in the meeting.**

11.00am EB/16-17/47 Safeguarding Training

Chair welcomed Nick Slinn, Senior Consultant at NSPCC Child Protection in Sport Unit, to the meeting. NS would deliver Safeguarding Training to all present.

The only action stemming from the presentation was in relation to a response of Duty of Care Report which Volleyball England is yet to produce.

The copy of the presentation would be circulated to Board.

Action 47.1.: Response to Duty of Care Report to be produced.

Action 47.2.: NS presentation to be circulated to Board.

13:15

EB/16-17/48 Executive Report via CEO

48.1. Chairman's Report - Meetings with SE

AW delivered Executive Report verbally and would follow up with a written version after the meeting.

AW reported that on 19th October, he, JI, KN, SD and SJ attended a meeting with Sport England (represented by Nick Bitel – SE Board Chair) and UKSport (represented by Liz Nicholl – CEO of UK Sport), with the CEV and FIVB Presidents. Both meetings were positive. From an international volleyball perspective, the meeting informed about the current structure of the sport and emphasized the importance of England on the arena of international volleyball. The presentation's aim was to strengthen the sport's position in the discussion about potential funding from SE and UK Sport.

Unfortunately, neither Nick Bitel nor Liz Nicholl indicated that there would be additional funding made available to Volleyball England due to the sport's current challenging situation. In order that VE to be in a stronger position to actively seek additional funding, VE was advised to work on strengthening and structuring and its foundations.

Further to that, AW met Phil Smith from SE to reiterate the discussion from the last Board meetings and to confirm to PS that VE were putting mechanisms in place to fulfil all SE requirements to become an organisation worth investing funding in. AW and JI would be meeting PS on 5 December to reinforce the message that VE had progressed over the last few months and ask SE to continue their support and remain in the role of a contributor in the evolution of the organisation.

AW arranged another meeting with Nick Bitel to seek feedback on how VE could progress more efficiently against SE's requirements. Nick Bitel reinforced his previous message wherein he advised that VE ideally should be a well-structured organisation with robust governance focusing on its core business driving funding through it. Building strong insight was crucial in taking the business forward. Despite that, Nick Bitel committed to further dialogue with VE and organising progress meetings in the future.

On a positive note, JI reported that she had received the offer letter from SE for funding to March 2019. The offer was on the condition that we met the Code of Governance. She would sign and send it back the next Thursday.

Board commented on the outcome of the meetings with SE. AW noted that VE needed to find its niche in sports/activity delivery and be able to make their product credible for the members, core market and SE. It was agreed that investment in insight and intelligence were essential to that process.

Following an extensive discussion on what VE offered as a sport/activity provider, what our future focus should be and what insight was required, AW suggested him and JI prepare a series of discussion questions for the next Board meeting related to those topics.

Action:

48.1. AW and JI to prepare a series of discussion questions for the next Board meeting related to expanding VE as a business.

48.2. Support to the Executive Team.

JI now had access to AW's diary to aid the speed of AW's response to Board related matters. In order to support the Executive Team, AW proposed that in the first instance he would meet Independent Directors and discuss how they could add value without taking on the executive roles with communication cascading from there.

48.2 AW to arrange to meet the Independent Directors in the New Year.

48.3. CRM/ Membership service

SD reported that he was waiting for SE to advise on that. The funding from SE for this purpose was uncertain.

Action:

48.3. SD to update Board once he receives feedback from SE regarding CRM.

48.4. The role of the Honorary President

JI met with Richard Callicott to discuss the extent of his role as HP. RC was informed that from this point forward in his capacity as the HP, Richard would not attend Board meetings but would be provided with Board papers should he wish to receive them. If he felt that he needed or wanted to contribute to any discussion point, his contributions would be welcomed in a form of an email to JI or AW. He would only attend Board meetings if explicitly invited by the Chair. RC accepted this position.

Those changes would have to be reflected in the Articles of Association and the Board would see those in February/March next year ready for 2018 AGM.

Action:

48.4 The changes to Honorary President's role to be incorporated into Articles of Association before March 2018.

48.5. BVF

JI reported that during a meeting VE had had reached an agreement with RC that BVF should be in existence but its role should be defined by home countries. Now was the opportunity to review and redefine BVF.

48.5 JI to contact the home countries to discuss BVF going forward – function and funding.

48.6. Identification of Board Members to join Finance, Strategy and Risk and Nominations Committee.

CF would join the Finance, Strategy and Risk group. SM would join the Nominations Committee. SA would join the Commercial and Marketing Group.

48.7. Go to Meeting platform

JI advised that VE had purchased a licence to use the platform. Go To Meeting had been used successfully on a number of occasions already with a favourable feedback from the participants.

48.8. General Data Protection Regulations

JI and SD attended a free workshop on GDPR organised for member organisations of Sports and Recreation Alliance. SD delivered a presentation

and briefed the Board Members on the main headlines and the key principles of GDPR.

- GDPR had been designed to "harmonise" data privacy laws across Europe as well as give greater protection and rights to individuals. This law was created two years ago.
- GDPR was going to replace Data Protection Act (DPA).
- The governing body for GDPR was Information Commissioners Office (ICO).
- GDPR would strictly apply from 25 May 2018.
- It would alter the responsibilities of Data Controllers and Data Processors.
- It would be our responsibility to prove that VE as well as all external partners it shared personal data with were compliant.
- Maximum fine was up to 4% annual turnover or €20m whichever is the greater if not compliant.

SD advised that VE now had to review all principles of data accountability and if necessary change the way the data was processed. The data included a wide variety of documents both computerised, scanned, televised or paper files. He had created an audit file which would assist in ensuring that VE were compliant by the deadline date.

AW concluded that the work required for VE to be compliant would have to be executed in stages to ensure each aspect of the compliance had been seen to and incorporated.

SD noted that the review of VE processes and procedure presented a great opportunity for further cost savings as well as disposing of data that is no longer necessary to be stored.

SD advised that VE was 40-45% compliant at that moment in time. The membership system was largely compliant. The main area of concern was how VE sought, recorded and manage consent. Consequently, current consents would undergo review.

Also, one of main premises of GDPR is to prevent breaches which would now have to be recorded and its severity assessed by the body reporting the breach. The breach would need reporting within 72h of the incident happening.

48.8 Actions CF and SD to review the company's policies and procedures to ensure compliance.

48.9. Stakeholder Consultation Policy was approved by the Board.

48.10. VE office move

VE agreed to a tri-partite office move which would see us reduce our annual costs by almost a quarter. The new office would hold 18 desks for 14 VE staff. The move would be at no cost to VE. Loughborough University committed to redecorating, deep cleaning the carpets and provision of IT & telephony support of the new offices. The office move date was set for the week beginning the 11th December 2017.

The Board approved the office move.

48.11. Commonwealth Games Gold Coast 2018

SJ asked the Board whether they would consider funding the Women Beach Volleyball Team Commonwealth Games' entry fee amounting to close to £5,000.

It was agreed that the competitors should be encouraged to raise their own funds. Also, due to the budget not being finalised, funding the entry fees could potentially compromise other business areas.

Following a debate, the matter was put to vote. **All votes were against the motion.** Despite that, VE would commit to helping the players raise the money to fund the entry fee as well as to providing non-monetary support where and when applicable.

48.12. Sitting Volleyball

The sitting volleyball review was reported on hold pending confirmation from the Board. SJ proposed Board consider the review of SV as a formal project under the Core Market.

The Board decided that the sitting volleyball review could continue.

48.12 Action SJ to communicate with KE about the Board decision on SV.

48.13. Hosting NEVZA u19 2018 (continuation from 46.4b.2.2.)

The Board agreed for VE to host the event and proceed with making all necessary arrangements.

48.14. England vs Scotland 50th anniversary event

Action:

48.14 Cost of the event/budget to be prepared and brought back for the Board to be able to make an informed decision on whether VE would financially support the match.

48.15. Affiliations/Registrations

An abrupt plateau in club affiliations/registrations prompted Board's concern. SJ explained that there had been a communication problem regarding issuing of affiliation re-registration stemming from a staffing problem. SJ ascertained the Board that the expected numbers would be reached in an extended time frame. CF asked for the report on that to be brought to Board.

Action:

48.15. SD to prepare a report on club affiliations/registrations number for next Board meeting.

3.00 pm

EB/16-17/49 Sub Group Reports

49.1. Finance, Strategy and Risk

SD reported that currently there was £112k and €34k in the bank. October revenue was still to be claimed from SE which amounted to approximately £50k. The final cash on hand totalled £46,353 plus €34k in the euro account, which meant a stronger financial position for VE despite funds having to be released to pay for NEVZA. Lastly, the November instalment of £85k of SE funding remained to be claimed.

Company's House had already been notified VE reopened 15-16 Accounts. Company's House would also be notified that we would not be filing 16-17 by the end of the year. Mechanisms were being put into place to ensure that this

situation would not reoccur in the future and that all financial reports were submitted without delay.

A timeline of financial proceedings and milestones under FSR Group for Board's attentions was requested by AW.

SD suggested that Board met after 27 January 2018 Strategy session to talk about Finance. This was agreed by Board.

Board congratulated the SMT on the enormous progress that had been achieved in this area of work. A lot of feedback contained in Moore Stephens report could be signed off as complete.

Action:

49.1. Board would meet after 27 January 2018 Strategy session to talk about Finance.

49.2. Commercial and Markets

IW briefed the Board on the deliberations of the Marketing and Commercial Subgroup on Tuesday 7 October.

Following a productive discussion, all VE's marketable products had been allocated within the Subgroup. A meeting with VE commercial partners was scheduled for 4 December.

A Website Business Case Working Group was formed to progress actions stemming from the website review. The subgroup felt that the website needed a complete overhaul. Some of the problems with the website included not being mobile friendly, poor navigation and dated look.

The working group would meet to decide on the website's contents and visuals and use the minimum number of pages to keep the cost down to a minimum ensuring that the information contained on the website would appeal to core market. The website would also need to accommodate information related to the VE's membership.

In terms of new product development, the subgroup discussed a new type of volleyball which would be a shorter and faster version of regular volleyball with one-off competitions. The other one was individual membership with an update and a follow up from the Board discussion in the New Year.

Action:

49.2. The Commercial Group to bring back report to next Board about the offer of individual membership.

49.3. Core Market

LC briefed the Board Members on the discussions of the subgroup.

49.3.1 Competition Review

FB summarised work and recommendations coming from the group.

Board approved for Super 8 finals to be hosted by a Super 8 team(s) from next season onwards.

James Murphy would be invited to submit proposal on having two courts to deliver 4 matches in three timeslots.

Board also discussed an overlap of subgroups' work and how best to help all groups to be as efficient as possible. SD suggested that it might be helpful to

have focused working group meetings for a particular core work which received support and approval among Board.

Action:

49.3. James Murphy would be invited to submit proposal on having two courts to deliver 4 matches in three timeslots.

49.4. Technical and Talent

JW briefed the Board on the workings of the subgroup.

JW reported that the Talent Pathway Review Working Group make-up was being finalised with one position outstanding. JW was waiting for an update from GH on that.

A Go To Meeting would be arranged before Christmas.

Action:

49.4. Go to meeting of Talent Pathway Review WG would be arranged before Christmas.

4.30pm EB/16-17/50 Diversity Action Plan – next steps

50.1. JI had allocated specific work to particular groups.

50.2 No one volunteered to join Equality and Diversity Working Group

Level 1 Coaching review

50.3. SJ asked the Board to consider the redevelopment of Level 1 Coaching Award which was now a 2-day course with a continual assessment and at a reduced cost. The profit would be £300 if the minimum number of course participants was reached. **Board approved the recommendation.**

4.40pm EB/16-17/51 Any Other Business

51.1. SG would prepare a document which would summarise VE’s position on expectations towards behaviour and communication of volunteering workforce within the volleyball network. Time permitting, it would be brought back to Board in January.

Action

51.1. AW to consider putting SG’s paper on volunteers’ expected behaviours on the agenda at next Board and communication.

52.2. AW asked the subgroups to be clear about what was up for an action and what was up for discussion and frame this appropriately.

4.45pm EB/16-17/52 – Meeting Finalisation

51.1 Review actions to be taken

Action	Responsible	Date	Completed Date
46.4a.2.1. JI to chase the outstanding Director Conflict of Interest Disclosures.			
46.4a.2.2. AW and CF to update the Board on LB case as soon as progressed.			

46.4a.2.6. JI to arrange Board induction with VW/FB and IW in due course.			
46.4a.2.7. CF to report back on legal position of co-opted Board members once she received expert advice from one of her corporate colleagues.			
46.4a.2.8. JI to update the Board resubmission of the Articles of Association at the next Board meeting.			
46.4a.2.18. A group to be structured to continue the discussion about the organisation of ENG V SCO 50th Anniversary match.			
46.4a.2.24. SJ to update Board on whether the Gold Coast VIP accreditation for Di Hollows was still available.			
46.4a.2.26. CEO discussion with home nations would be arranged. JI to report back to Board on that.			
46.4a.2.27. JI to recirculate KN CEV report.			
46.4a.2.1. JI to chase the outstanding Director Conflict of Interest Disclosures.			
46.4a.2.2. AW and CF to update the Board on LB case as soon as progressed.			
46.4a.2.6. JI to arrange Board induction with VW/FB and IW in due course.			
Action 47.1. Response to Duty of Care Report to be produced.			
Action 47.2. NS presentation to be circulated to Board.			
48.1. AW and JI to prepare a series of discussion questions for the next Board meeting related to expanding VE as a business.			
48.2. Support to the Executive Team.			
48.3. SD to update Board once he receives feedback from SE regarding CRM.			
48.4 The changes to Honorary President's role to be incorporated into Articles of Association before March 2018.			
48.14 Cost of the event/budget to be prepared and brought back to Board for the Board to be able to make an informed decision on whether VE would financially support the match.			
48.15. JI to prepare a report on club affiliations/registrations number to next Board meeting.			
49.1. Board would meet after 27 January 2018 AGM to talk about Finance.			
49.2. The Commercial Group to bring back report to next Board about the offer of individual membership.			
49.4. Go to meeting of Talent Pathway Review WG would be arranged before Christmas.			

51.2 Meeting evaluation

All parties were happy with the meeting delivery.

51.3 Next meeting

The next full meeting of the Board will be @10:30 on Saturday 3rd March 2018 at Sport Park, Loughborough. However, the Board will convene for 30 minutes following the Strategy Leads meeting on 27th January 2018 to ratify any further Governance or Strategic issue.

51.4 Meeting closed at 16:55

Signed as a true record

Date.....