

Minutes of the Executive Board Meeting
held on Saturday 12th May 2018
At SportPark, Loughborough



Directors Present	Titles
Adam Walker [AW]	Independent Chair
Keith Nicholls [KN]	Vice Chair
Steve Matthews [SM]	Technical Director
Clare Francis [CF]	Legal Director
Ian Wall [IW]	Commercial & Marketing Director
Seyram Atubra [SA]	Insight & Research Director
Lauri Chandler [LC]	Finance Director
Simon Griffiths [SG]	Communications Director
Staff Present	
Janet Inman [JI]	Chief Executive Officer
Stewart Dunne [SD]	Chief Operating Officer
Samantha Jamieson [SJ]	Core Market officer
Secretariat	
Agata Sromecka [AS]	

EB/18-19/09 Welcome by the Chair

Chair welcomed all attendees to the meeting.

9.1. Apologies

Apologies had been received from Freda Bussey (FB), Jefferson Williams, Vicky Widdup (VW) & Emma Clouston-Jones [ECJ]. The position of Core Market Director is vacant.

9.2. Director Conflict of Interest

AW declared a conflict of interest in relation to securing additional funding by VE for the purpose of commissioning a consultancy service to build an attractive membership offer.

9.3. Approval of Agenda

Agenda was approved by all Directors.

9.4. Previous Minutes

9.4.1. The minutes of 17th March 2018 Board Meeting were taken as a true and accurate record of that meeting and approved by the Board Members.

9.4.2. Matters Arising/Action List

9.4.2.1. AS to number action points in the action table.

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01.4.1.1. SA was now listed on the attendance list for the last meeting.

46.4a.2.2. In relation to an historic disciplinary case there has been communication and the Chair will meet with the concerned party in due course and update the Board.

46.4a.2.7. CF's report on legal position of co-opted Board members was resolved by the new Articles so no longer an issue.

46.4a.2.8. Articles of Association have been re-drafted and would be discussed later on during the meeting.

47.1. Response to Duty of Care Report would be discussed later during the meeting.

48.1. Preparation of a series of discussion questions for Board related to expanding VE as a business would be postponed until plans for Board Engagement Day are made.

48.3. Unfortunately, due to differing needs from a membership system, VE would not be teaming up with Wheelchair Basketball. **VE would apply for additional funding to Sport England and SD would report back to Board.**

02.2 Advocating for the selection of Beach Volleyball in the 2022 Commonwealth Games would be discussed as part of Executive Report later on in the meeting.

02.5 GDPR would be discussed later in the meeting.

03.1.4. - 03.1.5. (including 3.1.5.1 and 3.1.5.2.) These items would be discussed later in the meeting.

03.2.1. JI reported she had approached Sport England about securing funding to commission a consultancy service to build a strategy around creating an attractive and successful membership package. JI was informed that SE were developing a Sustainability Project which revolved around the issue in question and that VE were a part of this project. **JI would report back to Board on the progress.**

03.3.1.1 Budget approval and the specific four areas to be submitted for Board attention in preparation for Board meetings going forward as requested by AW would be discussed later on during the meeting.

03.3.2. NEVZA matter was resolved.

03.3.5 Kettering and Warwick University venue hire (including accommodation) costs as the National Volleyball Centre were explored in depth. AW also met with CEO of Serco Leisure

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about potential sponsorship funding for VE's home events. **AW requested a specification of VE requirements in terms of events logistics so that Serco can assess whether they could accommodate VE's needs in the future.**

03.3.6 In terms of Workforce expansion SJ confirmed she had been contacted by Andy Martin.

03.3.7.1 SJ reported the Regional Working Group and the Competition Review Lead would meet on 27 May at the IR competition.

03.3.7.2 Review paper on ongoing projects has been circulated as part of the Board pack.

03.4 Tech and Talent Sub Group report on the progress in relation to a framework for mentoring coaches was included in the paper as per 3.3.7.2.

03.4.2 Tech and Talent Sub Group drafted a proposal on the recruitment protocol/framework for performance coaches and managers for consideration and approval. Also, recruitment protocol and placing summaries about appointed coaches and managers on the website, elaborating the reasons for their suitability for the post and adherence to the official framework was followed up.

05.1 Forming the Diversity Group Working was still pending.

07.2 Annual Board Review paperwork and a follow up were reported as complete and would be discussed later on in the meeting.

9.5. Chair's Report

AW thanked the SMT for preparing an excellent Board Pack. All attendees agreed that there was a major improvement in the flow of the papers.

Actions:

9.4.2.1. **AS to number action points in the action table.**

46.4a.2.2. **AW would meet LB in due course and would update Board on the outcome.**

48.3. **VE would apply for additional funding for the membership system to Sport England and SD would report back to Board.**

03.2.1. **JI would report back to Board on the progress of securing funding from Sport England to fund a consultancy service to build a strategy around creating an attractive and successful membership package.**

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03.3.5 AW requested a specification of VE requirements in terms of home events logistics so that Serco can assess whether they could accommodate VE's needs and offer a sponsorship deal.

05.1 Forming the Working Diversity Group was still pending. A further recruitment programme will be held for this group.

EB/18-19/10 Executive Report via CEO

10.1 Governance

Jl reported that there was only one outstanding paper in terms of all policies and procedures for VE to be fully compliant with the Code for Sports Governance. This was a revision of the job description for the Finance Director to ensure the roles was more strategically focused. **Jl would report to back to the Board.**

10.2 Duty of Care

An action plan in response to the Duty of Care report was produced as a result of cooperation of the NGB CEO group and was presented as part of the Board pack. **The action plan would be embedded across the organisation.**

10.3 Volleyball England Foundation

Decision would need to be taken in terms of the Foundation and whether its existence was still warranted. There needed to be more clarity as to its purpose and function and what the financial implications of keeping it live were. **SD would organise a meeting with Luke Southall of Oaks Consulting to look at ways to raise the profile and fundraising momentum.**

Following a discussion, the Board decided that the Foundation would not be closed and the accounts for the Foundation should be filed with the Charity Commission.

10.4 Staffing

SD reported that VE now had more a stable workforce.

However, one PDTO had resigned. So far, over 30 expressions of interest had been received for the position of PDTO with interviews taking place on 23rd May. After the vacancy is filled, the staff team would be back to its full complement.

10.5 Volleyball Competitions

AW requested a diagram of the competition pathway to be brought to Board. SJ to prepare.

10.6 Safeguarding

Jl provided a brief update on the one case pending.

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10.7 SD reported there were no further developments in relation to the submitted complaints.

Actions:

10.1 **JI would report to Board resubmission of a job description for a Finance Director to SE.**

10.2 **The action plan resulting from the response to Duty of Care report would be embedded across the organisation.**

10.3 **SD would organise a meeting with Luke Southall of Oaks Consulting to look at ways to raise the profile and fundraising momentum**

10.5 **AW requested a diagram of competition pathway to be brought to Board. SJ would prepare.**

EB/18-19/11 Sub-Group Reports

11.1 Finance Strategy and Risk

11.1.1 Financial Position and 11.1.2 2017/18 Accounts Audit

LC reported on VE financial position

- due to Management Accounts being split and run month by month, April was budgeted to be in deficit but at this moment in time result could not be confirmed
- deadlines for key deliverables were approaching fast:
 - 21 May – a deadline to submit end of March 2018 trial balance to BDO
 - preparation for Moore Stephens visit in early June – policies and procedures in place, a positive audit from BDO, April management accounts completed, VAT return to be finalised and submitted would guarantee a favorable audit with Moore Stephens;
- **LC and SD agreed that a timeline of annual accounts submission would be prepared by SMT for Board**
- A lack of human resource/capacity was proving a challenge; external consultant was hired to work with ECJ initially to look into the VAT return, which would be finalised in due course. Once this is done, the external consultant, experienced in the operation of GP system, would then be asked to help with other pieces of work and training. SD confirmed that ECJ believed that with the external contractor there was enough human resource for the current finance workload.
- Once submission of March accounts was made, SD informed the Board that ECJ immediately would re-start work on finalising April accounts:

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- LC confirmed that the next Sport England funding would not be released until April accounts are finalised;
- LC voiced her fear that the current financial resource is not sufficient to meet current needs of the organisation; it was of utmost importance that the human resource was planned correctly in order to meet the up and coming crucial deadlines;
- It was suggested that a new financial operating system should be purchased as the current one is proving troublesome in terms of performance, training and operation. LC offered this would only take place at the start of a new financial year.

As a result of LC's report and Board's discussion:

- **AW suggested that two plans are prepared:**
 - **SMT would prepare a daily timeline with a high level of detail until 21 May for AW and LC**
 - **Conference call to be organised next week (Thursday) – AW and CF to be updated by SMT on a progress in terms of accounts preparation and meeting deadlines**

Nevertheless, LC and SD assured the Board that there were no problems at the minute in terms of the cash flow and costs despite Sport England potential withholding of the funding. SD briefed the Board on the current cash levels.

LC added via email an update to the board where it was confirmed that given the SE funding award for 19/21 would not be known until late 2018 a conference call had taken place with 17/18 Auditors BDO to confirm how the issue of going concern would be covered. Advice had been sought and received from SE and this formed the basis of the talks. BDO concluded that the Statutory Accounts for 2017-2018 must disclose the fact that the SE funding award is outstanding in the note regarding going concern. Stated as a 'material uncertainty' and it is the directors' duty to draw the readers attention to the going concern uncertainty under accounting standards: both IFRS and UK GAAP. It's then the auditor's duty to refer to it in the audit report.

Where the uncertainty has been adequately disclosed, the auditor will issue an unqualified report, modified by including an 'emphasis of matter' paragraph highlighting those disclosures. Where it has not been adequately disclosed, the auditor will issue a qualified report, stating the reasons why, or give an adverse opinion.

Although this is not ideal, without the SE funding notification we have to comply with our duties as directors and disclose the fact.

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AW thanked LC and the finance team for the hard work so far. Also, AW thanked all Board Members for invaluable comments and input into the discussions around VE financial position.

11.1.3 Financial Procedures for approval

Financial procedures had been submitted as part of the Board pack. JI commented that all papers had been drafted as per Sport England specifications, which stipulated a great amount of detail and complexity.

AW commented on the value of the prepared documents and thanked LC and the SMT for preparing such detailed papers.

Financial Procedures were approved by Board.

11.1.4 Risk Register

It was highlighted that the Risk Register was a live document constantly evolving and needing regular updates. LC commented that the document was reviewed by the FS&R subgroup, which proved extremely helpful. LC suggested adding VAT reclaim as a risk, which will be taken into consideration at next review of the paper. JI noted that a new column titled "Risk Movement" had been added to the table. This showed whether risk increased, decreased, stayed the same or was new.

Board approved the document.

11.2. Commercial and Marketing

11.2.1 NVC Update

As per 03.3.5.

11.2.2 Commercial Partners update

IW reported progress in relation to building VE profile. Live streaming service used during the recent Super 8s matches proved to be a great platform to showcase volleyball.

Also, BBC offered VE a feature on their Get Inspired home webpage on the social, mental and physical benefits of volleyball. **IW would report back at next Board.** On SA's question, IW informed the Board that a piece on Bexhill College had been initially presented and met with interest from BBC. The content would also be built from already written articles. SD added that a writer [intern] had been engaged who would try to build a content that would be used for Get Inspired piece.

In terms of fundraising, IW was pleased to report that a "no win no fee" agreement had been signed with ISC after IW and SD visited them in London. **SD would share the details with the Board at a later date.**

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Also, at least two new fundraising strategies would be discussed at the next subgroup meeting.

Members of the Board commented on the BBC broadcast of the Super 8s Finals in May and what improvements could be made in terms of the experience for viewers, participants and spectators. JI suggested introducing feedback options to ensure we are always improving.

11.2.3 VEBT update

Following contract negotiations with UKBT, the VEBT would remain led and delivered by Volleyball England for 2018. The series of events would be targeted to increase the number of women taking part as detailed in the Sport England dashboard.

SJ informed that a statement would be released clarifying VE's position on VEBT being separate from UKBT. SMT would meet with James Murphy – the Competition Lead and Steve Evans – the Officiating Lead to establish a message going out from VE by the start of June. SM suggested that a difference between VEBT and UK Beach Tour should ideally be signaled to anybody engaged in a beach volleyball event. This was also important from the perspective of national rankings and the VE reputation. This would ensure that VE was seen as an NGB setting standards and safeguarding the sport.

Lastly, SJ posed a question to obtain the steer on whether Beach Volleyball players should be charged and individual player registration. This fee would allow the players to enter ranking and access any benefits that other registrants gain through the joining the system. This would be in line with the Income Generation related to the discipline. **The Board discussed and agreed introducing those fees. SJ would come back to Board with a recommendation reflecting this decision prior to 1st June 2018.**

11.3. Core Market

11.3.1 Membership Fee Proposal

SJ presented a proposal on club membership fee increases in preparation for an AGM decision.

The proposal detailed four exceptions including BUCS, AOC, Junior & New Clubs and Event Licenses which would involve an increase beyond the rate of inflation.

A lengthy discussion ensued where the merit of increases were discussed.

In terms of the Student Cup, a detailed discussion took place.

This would be reviewed going forward in advance of September. KN and IW would be involved and would coordinate this review.

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In terms of the event license fee, it was really based on events using the VE insurance. SJ suggested that the increased fee could include an offer of sharing risk assessment templates, advice on running events, marketing etc. This could potentially develop into a desirable product. AW suggest that in the future that junior club membership fees could be decreased or abolished to inspire a new generation of volleyball players and generate a positive message about junior player development and increase event license fee instead to compensate for the financial loss. KN observed that in the long term this could feed in to our aspirations for junior development.

Board agreed that when affiliations entries are open on 2 July the fees would be increased by the rate of inflation. The option of abolishing junior club membership fees would be discussed and agreed.

Jl suggested a holistic review of junior volleyball should take place and encourage future collaboration with junior clubs and schools affiliation.

SJ to prepare a further report on changes to membership fees for junior clubs and schools with a subsequent proposal covering membership fees of BUCS and AOC plus tournament license fees prior to the AGM.

AW thanked SJ for preparing the paper.

11.3.2. Diploma in Sporting Excellence (formerly known as ACE)

80 spaces are available with 66 being the most taken so far. The promotion for the next enrollment will start in September/October. SJ reported the Diploma was a highly profitable product for VE.

11.3.3. NVL Entries

Applications and withdrawals had been noted thus far. The balance currently is plus 1 team. Two new junior teams might potentially join the NVL.

SG suggested that a survey/feedback/exit survey was presented to an exiting team to look into reasons for a withdrawal. **SJ to look at an exit questionnaire.**

11.3.4. National Team Coach Recruitment

Recruitment process proposal has been drafted and was in the pack for approval with a view to implementation after the AGM.

Jl pointed out that new national squads workforce (starting after NEVZA) need to be in complete adherence to VE Code of Conduct being developed, any behaviors and actions that did not meet the Code of Conduct would be dealt with through a defined list of sanctions.

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KN pointed out that the proposal should specify that any coaches eligible to apply for national squad positions would need to have a qualification registered with VE.

Jl confirmed which appointments need to be approved by Board. These would be Delivery leads.

11.4. Technical and Talent

As part of project prioritisation, SM reported that the new Level 2 coaching course had been put on hold due to its low priority but would be reviewed.

Also, SM observed that the development of the talent pathway was slower than expected due to the ongoing issue with regions. This matter required an enquiry.

AW requested a full talent pathway diagram. SJ to provide.

The overview of the ongoing subgroup projects was discussed by the Board. At the June meeting, new projects might be proposed.

Tech and Talent might need an additional meeting on the matter of officials.

11.5. Nominations Committee

11.5.1 Board review

Jl informed that Board Review was one of the Code for Governance requirements. Jl briefed the Board on the outcomes of the review.

- Jl pointed out that the same review framework was used as last year. However, it would be difficult to compare this year's and last year's results of the reviews as the numbers of Directors differed (6 last year vs. 11 this year).
- The overall score for answers were calculated as an average (added scores divided by the number of answers received, some Trustees chose not to answer certain questions).
- The review offered an opportunity to Trustees to submit three comments on the current operation of the Board. Repeated comments were submitted in the results as a one comment.
- The results of the Board review would be taken into consideration while preparing the 2018-19 Improvement Plan.
- Overall, Jl noted that results of the review were favourable but the review could be amended and improved going forward.

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- Some Board Members could not answer certain questions to the best of their ability due to their current low strategic knowledge e.g. questions of strategic nature.

Board comments included:

- **Insufficient time spent on strategic issues. JI reported that going forward the agenda of the Board meeting would steer towards strategic discussions.**
- Concern about the direction and function of existing Sub Group had been voiced by a few Trustees. JI commented that this would be followed with the Delivery Leads and respective Trustees involved in those groups. **Terms of Reference for those groups would be reviewed following the AGM.**
- Sub Group papers to be clear on their expectations from the Board in terms of actions to be taken. JI answered that the Sub Group matrix should resolve this issue. Greater clarification in terms of business case articulation would be required as well.
- A need for detailed specific objectives which would direct the priority order of the work being done by the Hub staff and Working Groups.
- Timings to be put on Board agenda items.
- More communication to come from the Chair between meetings.
- Development of relationship between Board Members to be looked into and more opportunities provided to form more informal relationships.
- **KN suggested programme/plan allocating Board Members to represent the Board at VE events. JI to share events calendar.**
- JI congratulated James Murphy on successful and enthusiastic promotion of the sport to the wider public during the Super 8s.
- KN commented that the Regions should play a bigger part in the discussions about the future of the sport, its delivery and collaborative approach. **AW stated that Board are prepared to have a dialogue with the Regions and he would welcome receiving a calendar of meetings with the Regions.**
Sunday 27 May was scheduled as the next meeting featuring regional representatives. KN and AW were invited to attend. Ji and SJ will be present.
- Better staffing of the Talent Pathway was requested which would help the Tech and Talent Directors to function better.

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- A need to clarify the position of Board Members with the workforce (being a Board member vs. an unpaid member of staff) and seeking help with the SMT in the first instance rather than engaging Board Members.
- SBG observed that more cross work should be encouraged between Sub Groups.
- AW commented on the overall positive value of the review and the willingness of the Board to have transparent dialogue.
- AW added that the comments were suggestions for improvement rather than complaints. He also commented that the results were positive and commended the support of the SMT on conducting a review. Also, AW highlighted that this was an evolutionary process.
- JI noted that the Nomination Committee would look to improve the process and the template going forward.

11.5.2 Succession planning

Succession planning was drafted in response to one of the Sport England's requirements to be compliant with Code for Governance. This extensive document presented a contingency plan in terms of staffing (SMT and the Board) to facilitate a smooth leadership transition whether planned or unplanned.

CF observed that in the point 6 of the Scheme "The recruitment of Elected Directors": Any member of Volleyball England can be nominated to stand as an elected member of the Volleyball England Board. To be eligible to stand the individual must show they are a member of an affiliated club. third word "member" must be further clarified to mean "member" as specified in the Articles of Association.

The paper would require regular updates.

This document was ratified by Board.

An abridged version would be prepared and published on the website.

Actions:

11.1.1 AW suggested that two plans are prepared:

- **SMT would prepare a daily timeline with a high level of detail until 21 May for AW and LC**
- **Conference call to be organised next week (Thursday) – AW and CF to be updated by SMT on a progress in terms of accounts preparation and meeting deadlines**

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11.2.2 IW would report back on the submission of a piece on the social, mental and physical benefits of volleyball for the Get Inspired home webpage at next Board.

11.2.2 SD would share the details of the agreement with ISC with the Board at a later date.

11.2.3 The Board discussed and agreed introducing fees for Beach VB individual player registration. SJ would come back to Board with a recommendation reflecting this decision.

11.3. Subsidisation of the Student Cup would be reviewed going forward in advance of September. KN and IW would be involved and would coordinate this review.

Jl suggested a holistic review of junior developed linked to junior club and school's affiliations

Board agreed that when affiliations entries are open on 2 July the fees would be increased by rate of inflation.

Abolishing junior club membership fees could be introduced and treated as discount and Articles of Association would need to stipulate VE's flexibility to introduce those as and when deemed appropriate.

Report on changes made to membership fees for junior clubs and schools to be drafted and proposal about the changes to membership fees BUCS and AOC and license fees to be reviewed and drafted for the AGM. KN would lead on this.

11.3.3. In terms of NVL Entries, an exit questionnaire to be looked into.

11.3.4 Articles should also bear reference to the Board ratifying Delivery Leads appointment.

11.4. As part of project prioritisation, SM reported that the new Level 2 coaching course had been put on hold due to its low priority but would be reviewed.

AW requested a full talent pathway diagram. SJ to provide.

11.5.1 Terms of Reference for subgroup would be reviewed following the AGM. Programme/plan allocating Board Members to represent the Board at VE events to be looked into. Jl to share events calendar of events.

AW stated that Board are prepared to have a dialogue with the Regions and he would welcome receiving a calendar of meetings with the Regions. Sunday 27 May was scheduled as the next meeting featuring regional representatives. KN and AW were invited to attend.

11.5.2 An abridged version of Succession planning paper would be prepared and published on the website.

EB/18-19/12 Approval of policies and documents

- 12.1. Terms of Reference for the Board was presented
Board approved the paper.

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12.2. Duty of Care Action Plan

The presented format was RAG rated and detailed practice delivery items would be prioritised. Major challenge and changes to Talent.

Board approved the paper.

12.3. Scheme of Delegation

Jl reported that the Scheme of Delegation aimed to set out clearly who has the authority to make decisions within Volleyball England. It is a companion document to the Articles of Association and Framework which maps how accountabilities for particular tasks cascade through the organisation.

It was set out to show how authority within VE cascaded across from the Board down to the CEO and the SMT.

LC observed that the Core Market was not included as part of operational delegation in point "8.3. The operational delegation of staff, Sub Groups and Delivery Leads." and carry the same importance and emphasis as other mentioned entities such as CEO and Financial Controller in the context of operational delegation.

The above mentioned would be incorporated and the amended Scheme of Delegation would be circulated and approved electronically in advance of the next Board meeting.

12.4. GDPR

SD informed that the GDPR implementation is underway.

CF had assisted with drafting two GDPR policies.

CF reported that the Data Protection Policy stipulated guidelines on how personal data of VE's staff, members, participants and business contacts would be handled, processed and protected by VE. The procedures and principles set out herein must be followed at all times by the Organisation, its employees, volunteers, sub-contractors, outsourced service providers or other parties working on behalf of the Organisation.

The Privacy Policy was an outward facing document available to anyone who would submit their personal data to VE. The Organisation's Privacy Policy set out the types of sensitive personal information that the organisation processes, what it was used for and the lawful basis for the processing and how to report the breach in handling this type of information. The Privacy Policy would be reviewed going forward in case it needed broadening depending on the area it is used for. SA observed that personal data provided for the purpose of research and statistical analysis should be included in those policies.

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SD informed that all VE's PCs were compliant and all email accounts were compliant. Cookie policy was pending to be approved by CF. Pending issues were minimal and VE would be GDPR compliant by the deadline date.

AW enquired about the ongoing cost of implementing GDPR. CF reported that the cost was kept to a minimum. The predicted costs were unknown due to the fact that the fallout of the implementation of GDPR could not be foreseen especially in terms of processing potential breaches of data.

Both policies were approved with the caveat that data processing for research and statistical analysis was added to the policies. AW congratulated SD and the Team for all the work that went into the preparation for the GDPR.

Actions:

12.3. Core Market would be incorporated in the operational delegation and the amended Scheme of Delegation would be circulated electronically for approval.

12.4. Both GDPR policies to include guidelines on the data processing for research and statistical analysis.

EB/18-19/13 Preparation for the 2018 AGM

13.1 Time scale

SD confirmed that the timeline was as followed:

- advance notice would where possible be sent 8 weeks prior to the AGM (Friday 25 May), however with the monthly newsletter and club surveys also due this may be delayed until the following week.
- four weeks to respond (Thursday 21 June deadline)
- Nominations Committee would make recommendations in terms of appointments by 28 June
- on 29 June, final nominations would be announced and sent
- proxy form to be received by Tuesday 17th July.

13.2 Annual report

SD reported that the Annual Report would be an electronic document to be published on 29 June. This year the paper would have a new format as opposed to last year, which replicated past reports. **AW and SG would participate in the creation of the Annual Report and would form a working group with the help of Mike Hallam.** JI commented she would like to see Regions contributing to the content. **Designers to be researched.**

13.3 Articles & Framework

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CF reported that the Articles of Association had been updated with assistance of an external lawyers to ensure they were in line with Code for Governance guidelines. A summary of changes would be prepared also. CF added that the discussion about membership fees/ discounts would be reflected in the redraft as well.

Sport England had confirmed that they were happy with the Articles, which was confirmed to be fully compliant with the Code of Governance.

Updated Articles would be presented at AGM.

The Framework had not been finished yet. The external lawyers advised a change in the Association Structure diagram (diagram p.22). to highlight the position and overarching responsibility of the Board across the organisation.

Shoosmiths have offered to be present at AGM but this might not be necessary. CF would be on standby in case any challenging questions are asked by Members.

The Framework would not be required to be approved by Members at the AGM but it would be helpful to have an updated version on hand as Articles refer to the Framework.

Also, JI reported that one overarching Code of Conduct for the whole organisation would also be drafted.

Articles were approved by the Board. The Framework would be approved remotely upon completion.

AW congratulated the SMT and CF on completing the Articles.

13.4 Chairs report

AW informed that VW resigned from the position of a VE Director due to a lack of free time.

As a result, two Director vacancies would need to be filled – namely Core Market and the Equality and Diversity Directors. They would be advertised.

SM and KN confirmed they would stand for re-election. JI to approach FB to establish her position.

JI confirmed that 5 directors were subject to re-election and one position was subject to ratification (LC).

AW also met with JI to carry out her annual appraisal, he was happy with the outcome and congratulated Janet on her excellent years performance

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AW and JI would be meeting Phil Smith (NGB Director at Sport England) in June.

13.5. Delivery lead for SVB

SJ reported that currently there was no Delivery Lead for Sitting Volleyball. Ken Edwards conducted a review of SVB during which time he performed the role of the Delivery Lead for the discipline. The review was concluded now. SJ asked Board for the guidance whether there was a need for a Sitting VB Lead in addition to a Beach Volleyball Lead.

Board discussed both alternatives. SD observed that an integration of those two roles into the other working groups might prove challenging due to the nature of both disciplines and requirements of their representatives. SMT did not have a unified recommendation at that moment in time they could present to the Board. However, SD suggested that having a Delivery Lead for SVB and Beach Volleyball would ensure an improved working relationship.

Board asked SMT to review this and prepare a report and a recommendation for Board's consideration. SJ would carry out this piece of work and come back with a proposal. A key contact would be FB who has been working closely with both groups.

Actions:

13.2 **AW and SG would participate in the creation of the Annual Report and would form a working group with the help of Mike Hallam. Designers to be researched.**

13.3 **The Framework would be approved remotely upon completion of its redraft.**

13.5. **Board asked SMT to review potential appointment of a Delivery Lead for Sitting Volleyball and Beach and prepare a report and a recommendation for Board's consideration. SJ would carry out this piece of work and come back with a proposal.**

EB/18-19/14 Welfare & Safeguarding issues

Already covered earlier in the meeting.

EB/18-19/15 Any Other Business

KN voiced his concern about the anniversary match between England and England in terms of the lack of funding to properly host the Scottish team, which could potentially damage the mutual relationship going forward. KN was reminded of the discussion when this match was agreed, and the conditions required at the time.

SG reported on the VE Research & Insight Programme. This would start in due course subject to meeting all GDPR restrictions and requirements. The update on the Research Programme could potentially be included in the Annual Report. AW thanked both SA and SG for pulling the programme together.

AW reported that Commonwealth Games Working group was moving things

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forward in terms of advocating selection of Beach Volleyball for 2022 event. AW added that Mike Osborne (works with AW) was a great asset in lobbying key individuals in Birmingham.

EB/18-19/16 Meeting Finalisation

16.1 Review actions to be taken

All actions were noted.

16.2 Meeting evaluation

All attendees were happy with the meeting.

16.3 Next meeting

Before the AGM on the 21st of July

All attendees were reminded of the date of the November Board meeting which had been moved to 24 November.

16.4 Meeting close

AW closed the meeting at 3.15pm.

Action	Responsible	Date	Completed Date
9.4.2.1 AS to number action points in the action table.			
46.4a.2.2 AW would meet LB in due course and would update Board on the outcome.			
48.3. VE would apply for additional funding for the CRM system to Sport England and SD would report back to Board.			
03.2.1. JI would report back to Board on the progress of securing funding from Sport England to fund a consultancy service to build a strategy around creating an attractive and successful membership package.			
03.3.5 AW requested a detailed specification of VE requirements in terms of home events logistics so that Serco can assess whether they could accommodate VE's needs and offer a sponsorship deal.			
05.1 Forming the Working Diversity Group was still pending.			

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10.1 JI would report to Board resubmission of a job description for a Finance Director to SE.			
10.2 The action plan resulting from a response to Duty of Care report would be embedded across the organisation.			
10.3 SD would organise a meeting with Luke (Oaks) to discuss Volleyball England Foundation.			
10.5 AW requested a diagram of competition pathway to be brought to Board. SJ would prepare.			
11.1.1 AW suggested that two plans are prepared: <ul style="list-style-type: none"> • SMT would prepare a daily timeline with a high level of detail until 21 May for AW and LC • Conference call to be organised next week (Thursday) – AW and CF to be updated by SMT on a progress in terms of accounts preparation and meeting deadlines 			
11.2.2 IW would report back on the submission of a piece on the social, mental and physical benefits of volleyball for the Get Inspired home webpage at next Board. 11.2.2 SD would share the details of the agreement with ISC with the Board at a later date.			
11.2.3 The Board discussed and agreed introducing fees for Beach VB individual player registration. SJ would come back to Board with a recommendation reflecting this decision.			
11.3. Subsidisation of the Student Cup would be reviewed going forward in advance of September. KN and IW would be involved and would coordinate this review. JI suggested a review on introducing event license fee including a proposal on future collaboration with schools and schools affiliations. Board agreed that when affiliations entries are open on 2 July the fees would be increased by rate of inflation. Abolishing junior club membership fees would be introduced and treated as discount and Articles of Association would need to stipulate VE's flexibility to introduce those as and when deemed appropriate. Report on changes made to membership fees for junior clubs and schools to be drafted and proposal about the changes to membership fees BUCS and AOC and license fees to be reviewed and drafted for the AGM. KN would lead on this.			
11.3.3. In terms of NVL Entries, an exit packet to be looked into.			

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<p>11.4. As part of project prioritisation, SM reported that the new Level 2 coaching course had been put on hold due to its low priority but would be reviewed. AW requested a full talent pathway diagram.</p>			
<p>11.5.1 Terms of Reference for subgroup would be reviewed. Programme/plan allocating Board Members to represent the Board at VE events to be looked into. JI to share events calendar of events. AW stated that Board are prepared to have a dialogue with the Regions and he would welcome receiving a calendar of meetings with the Regions. Sunday 27 May was scheduled as the next meeting featuring regional representatives. KN and AW were invited to attend. 11.5.2 An abridged version of Succession planning paper would be prepared and published on the website.</p>			
<p>12.3. Core Market would be incorporated in the operational delegation and the amended Scheme of Delegation would be circulated electronically for approval.</p>			
<p>12.4. Both GDPR policies to include guidelines on the data processing for research and statistical analysis.</p>			
<p>13.2 AW and SG would participate in the creation of the Annual Report and would form a working group with the help of Mike Hallam. Designers to be researched.</p>			
<p>13.3 The Framework would be approved remotely upon completion of its redraft.</p>			
<p>13.5. Board asked SMT to review potential appointment of a Delivery Lead for SVB and prepare a report and a recommendation for Board's consideration. SJ would carry out this piece of work and come back with a proposal.</p>			