

Minutes of the Executive Board Meeting
held on Saturday 21st July 2018
At SportPark, Loughborough



Directors Present	Titles
Adam Walker [AW]	Independent Chair
Freda Bussey (FB)	Competition & Events Director
Steve Matthews [SM]	Technical Director
Clare Francis [CF]	Legal Director
Jefferson Williams (JW)	Performance 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/18-19/16 Welcome by the Chair

Chair welcomed all attendees to the meeting.

16.1. Apologies

Apologies had been received from Keith Nicholls (KN), Vicky Widdup (VW), Ian Wall (IW) & Emma Clouston-Jones [ECJ]. The position of Core Market Director is vacant.

16.2. 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.

16.3. Approval of Agenda

Agenda was approved by all Directors.

16.4. Previous Minutes

16.4.1. The minutes of 12th May 2018 Board Meeting were taken as a true and accurate record of that meeting and approved by the Board Members.

16.5. Chair's Report

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AW met with Lenny Barry and clearly articulated the values now required to hold office within Volleyball England and agreed that should he so wish he could resume activity at all levels subject to the articles, requirements and suitability etc.

AW confirmed that much of his report would be covered by JI in either the Executive report or further agenda points.

He would return to the main focus of the AGM later and agenda items 17 & 18 would be covered then.

AW thanked the SMT for preparing an excellent Board Pack

EB/18-19/17 Ratification of Officers standing for office

17.1 Vice Chair

KN had withdrawn his nomination so no election would take place. The nomination of the Vice Chair will be a matter for the September Board meeting pending the revised articles being approved by the AGM. Covered. AW minute the massive contribution made by KN for many decades and agreed that FB acknowledge this at the AGM with a fitting prepared by JI.

AW further acknowledge the outstanding contributions by retiring Officials Group Lead Steve Evans and Coemptions Group member Brian Kendall.

All post had received just one nominee except for the Inclusion, Diversity & HR Director and Sitting Volleyball Lead, and as such all ratified by the board.

17.2 Core Market Director – Freda Bussey

17.3 Inclusion, Diversity & HR Director – none

17.4 Competitions & Events Director – Steve Matthews

17.5 Technical Director – Richard Harrison

17.6 Officials Lead – Nick Heckford

17.7 Children & Young People Lead – Nick Shaffrey

17.8 Regional Lead – Bryan Youlden

17.9 Beach Volleyball Lead – Phil Smith

17.10 Sitting Volleyball Lead - none

EB/18-19/17 Ratification of Articles & Framework

AW thanked CF, JI & SD for the contributions in working with Shoosmiths to finalize the Articles and Framework.

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17.11 The revised Articles were ratified unanimously.

17.12 Ratification of the associated and updated Framework document unanimously by the board

EB/18-19/17 Ratification of Annual Report

18.1 The board unanimously ratified the annual report.

EB/18-19/19 Executive Report via CEO

19.1 Governance

Jl reported that there all requirements placed upon VE by SE for us to be compliant with the Code for Sports Governance were in place and that “when” the revised articles are approved at the AGM in the afternoon we should be deemed fit for purpose in Sport England eyes.

Moore Stephens had returned for the follow up Audit and whilst the official report had not been received during conversation with AW, Jl & SD there were no indications that would not receive a positive outcome with all major concerns now covered and the focus will be to give VE time to embed the new processes and policies. **Jl to establish time lien for report publication and inform EB.**

AW & Jl to meet with Phil Smith (SE Sport Director) to establish the next steps and ensure we have a clear understanding of how VE will operate in future. Further Jl to establish how and what the timelines are for the 2019/21 funding award application. **Jl to reach out to SE and report to back to the Board.**

19.2 HR

Jl provided feedback having review the past years exit interviews. Linked to the recent staff survey it was recognise that the Hub team are more comfortable with the direction of travel but require more regular feedback. Jl will arrange regular sessions covering all elements of the new governance requirement and will conduct a 1-2-1 with all staff much along the liens of the 1-2-1’s carried out with board and the Chair.

19.3 Regional Structure

Jl & SJ to met with Regional Lead Bryan Youlden (BY) and begin a review of the regional structure and its efficiencies. A clear need to review their articles and ensure the bodies meet the VE values and are positioned to deliver the current strategy. **Jl & SJ to meet with BY**

19.5 Decisions Making

To simplify/formalise decision making in to a more concise, transparent and accurate format, a decision-making template has been developed that we will be used going forward. All decisions going forward should be presented in this format. **The EB approved the use of this document across the business.**

19.4 Core Market

Club survey report submitted by SJ was unanimously approved.

Volleyball futures launch on 15th September at Loughborough college.

AW & JI met with the London char. It was a useful meeting with both having a better understanding of each other's current positions and a clearer view of how VE expect regions to work.

19.4 Staffing

SD reported that VE now had more a stable workforce with currently all required positions filled and whilst capacity issues were still raised the **use of interns would elevate the key bottle necks this summer.**

19.5 Safeguarding

JI provided a brief update on the one case pending.

19.6 SD reported there were no further developments in relation to the submitted complaints. Of note the recent complaints received were of a regional with SD & JI moving these forwards.

EB/18-19/20 Finance Matters

20.1 Ratification of 2018/19 Accounts

LC briefly recapped the journey that had been undertaken over then past 18 months to arrive at the first fully audited accounts for an AGM to review and approve since the accounts of 2014/15. A great achievement by all involved. **The EB approved the accounts to be tables at the AGM later that day.**

20.2 Current Financial position

LC was pleased to confirm that VE are now legal and compliant and that is a massive plus. However, we are still not reporting in the time frame required (for known reasons) and that work is now underway to ensure that by the November board we should be reviewing the previous months accounts.

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As part of the Moore Stephens report SD & ECJ to compile the work flows that need to be documented and created into Standard Operating Procedures (SOPS). Completion due by year end.

SD to develop a reporting calendar that will enable all to review in an efficient time frame.

EB/18-19/21 Timetable for meetings

21.1 It was agreed that to meet the financial reporting calendar being developed Board meetings would need to be at the end of any given month. Sd to review current dates and amend accordingly and send invites for the next 12 months to Board Members & SMT.

21.2 Strategy Group

Date confirmed as last 26th January 2019 at SportPark.

21.3 Sub Group Meetings

The question of sub groups and the Terms of Reference would be covered in Septembers Board meeting as time is short given the AGM is being held after the Board meeting.

EB/18-19/22 Any Other Business

No matters raised.

EB/18-19/23 Meeting Close