

**Executive Board Minutes of the meeting held on 7
September 2019 at SportPark, Loughborough**

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

Directors Present	Titles
Adam Walker [AW]	Chair
Brendan Fogarty [BF]	Director
Freda Bussey [FB]	Director
Ian Wall [IW]	Director (Independent)
Richard Harrison [RH]	Director
Simon Griffiths	Director
Seyram Atubra [SA]	Director
Staff Present	
Janet Inman [JI]	Chief Executive Officer
Samantha Jamieson [SJ]	Deputy Chief Executive Officer
In attendance	
Agata Sromecka	Secretariat

EB/19-20/41 Welcome by the Chair

AW welcome BF to his first Board meeting.

41.1 Apologies

Apologies had been submitted by Andres Hernandez, Clare Francis, Emma Clouston-Jones, Jefferson Williams and Stewart Dunne.

41.2 Director Conflict of Interest Disclosures

No conflict of interest noted.

41.3 Approval of the Agenda

SG suggested finance be discussed earlier on the agenda. This was moved ahead of the Executive Report.

A proposal submitted by Nick Shaffery would be about junior registrations would discussed as part of the Executive Report.

41.4 Previous Minutes

41.4.1. Confirmation

Board Members confirmed that the minutes of 27 July 2019 Board Meeting were a true and accurate record.

Richard Harrison and Jefferson Williams to be added to the list of attendees.

41.4.2. Matters Arising

Board discussed 8 June 2019 Board Meeting actions and no items were carried forward to the next meeting.

36.7 SJ reported that a process would be developed in relation to dealing with the matter of the intellectual property of the data related to VE collected by research students.

41.5 Chair's Report

- AW welcomed BF to the Board.
- AW reinforced that the meeting's business items would be discussed in the morning and conversations on strategic issues would be held in the afternoon. Board confirmed that they were happy with this.
- Sue Storey has been appointed as the new CEO of VE. She will start on 4 November. AW is meeting her the following week in London. Her induction to VE will also start next week. AW extended official congratulations to SJ on securing the position of Deputy Chief Executive of VE. AW and JI have created a framework of matters AW would like JI to remain involved in after her official departure. This would be tidied up and presented to the Board. JI and AW agreed to discuss with Sue, board agreed JI's assistance would be useful while Sue is learning about Volleyball.

Actions:

41.4.1 RH and JW to be added to the 270719 board minutes

41.5 AW to present Board with a framework of matters JI would remain involved in after her official departure as CEO.

EB/19-20/42 Executive Report via CEO (Matters Arising)

42.0a Commonwealth Games and its legacy

Jl raised the issue of the legacy for the sport after Birmingham 2022 Commonwealth Games. Board discussed the legacy at all levels, National, Regionally and Locally.

Area for development		Level
PEOPLE	<ol style="list-style-type: none"> 1. Club preparation 2. People Development 3. Partnerships looking at Indoor training options 	Regional and Local All levels Local / National commercially
FINANCIAL	<ol style="list-style-type: none"> 1. Business development support for clubs 2. Supporting clubs to find additional investment 	Regional /Local Regional/Local

STRUCTURES	<ol style="list-style-type: none"> 1. Review existing structures 2. Possible development of new structures 	<p>Regional/Local</p> <p>Regional/Local</p>
CLUBS	<ol style="list-style-type: none"> 1. Development options 2. Clubs working together – legacy shareholders 	<p>Regional/Local</p> <p>Regional/Local</p>
COMMERCIAL	<ol style="list-style-type: none"> 1. Joint ventures 2. Corporate Market Focus 	<p>All levels</p> <p>All levels</p>
EDUCATION	<ol style="list-style-type: none"> 1. Links/delivery in schools 2. Research 	<p>Local</p> <p>Local/Regional</p>

Information that would be essential to demonstrate a legacy from 2022-

- data collection – it's vital to collect and retain information on volunteers and know how to further support volunteers to sustain their commitment
- to sustainable national infrastructure, regional buy-in is essential
- impact - it's important to know what impact VE wants to achieve before proceeding further
- clubs require preparation for the influx and to attract /market to new players
- making sport available to the public during 'Games Time.'
- collaboration - legacy groups required on national and regional levels that would come together to create a legacy plan
- changing approach to attracting new players

It was agreed that VE needs to take a proactive lead on national, regional and local level. A legacy plan would be created for the Games. AW, BF and SG would sit on the group who will create a plan.

Action:

42.0a A group consisting of AW, BF and SG would create a legacy plan.

42.0b Continental Cup Phase 2 – 2020

The Board were briefed on the Cup as per report.

AW also reported that he had a meeting with the City of London Corporation. Their Head of Engagement is keen to invest in sport and physical activity and to work with NGBs. AW will follow up.

Action:

42.0b AW to follow up with the City of London Corporation.

42.1 Improvement Plan

This document has been developed and used by the SMT to collate improvements coming out of various surveys carried out during the year. Board discussed the document and requested for it to be included in the pack for information on a regular basis.

Jl informed that the Insight had been picked up as an area of future improvement. Individual action plans have been put in place to address such areas.

Action:

42.1 Board discussed the plan and requested for it to be included in the pack for information on a regular basis.

42.2 Staff survey improvement areas – as per report.

42.3 Board survey improvement areas – as per report.

42.4 Club Secretary Survey results 2019 – as per report.

42.5 VolleyZone

SJ reported that despite challenges, VolleyZone is operational and income generating streams are working.

SJ praised the whole hub team for the effort they put in into making this project a success. The last payment to 4 Global would be made upon completion of their work. This had been agreed due to the deadlines not being met by them, the system should have been up and working by the end of March.

Changed deadlines have also impacted cash flow and customer satisfaction.

SJ reported that there had been increased telephone traffic to the hub reporting problems with it.

SG voiced his concern regarding how this could potentially affect super users (Club Secretaries). To aid the situation, instructional videos had been placed on the website to help customers with the most frequently recurring queries.

FB praised the speed with which her own query was dealt with when she rang the hub. SG advised that more communication about evolution of the website should be sent out from the hub and he would work with SJ

VolleyZone would also become a standing agenda item for the Board going forward.

Action:

42.5 VolleyZone to become a standing agenda item going forward.

42.5 SJ to work with Hub staff to produce communications around the evolution of VolleyZone specifically aimed at club secretaries/super users

42.6 Volleyball Competitions

42.6.1 Player registration fees

Board discussed feedback received in relation to introduction of the player registration fees across student, sitting volleyball and junior national competitions.

The feedback received considered mainly under 15s competitions. One of the points raised in terms of this age group was a lack of regional competitions. However, the negative reactions were in the minority and Board response to any queries about the fees introduction remains in line with the stance presented at the AGM.

In terms of how the introduction of the fees may impact the sport in some reduced numbers entering events. SJ will report on exact numbers at the next Board meeting.

AW noted that individual membership should be explored further. SJ would prepare a paper focusing on methodology behind the process. SA, BF and SJ to create a membership review project group to assist with this paper.

SJ would also contact Nick Shaffery to confirm the Board's stance on the matter of the junior registration fees.

Action:

42.6.1 SJ to prepare a paper on introduction of individual membership fees. SA, SJ and BF would form a membership review group.

42.6.1 SJ to report back at the next board meeting regarding competition registrations.

42.6.1 SJ to contact Nick Shaffery to provide feedback following the discussion on junior registration fees.

42.6.2 The Equality Impact Assessment form was discussed by the Board.

42.6.3 DiSE

Projections for the 2019/20 income from DiSE were lower than last year. This is due to the fact that Sport England had allocated a reduced number of places to VE this year.

EB/19-20/43 Finance Sub Group

43.1 VAT update

VAT will be put on the Risk Register.

Corporation Tax – The Board requested more information about concerns around Corporation Tax.

Actions:**43.1 VAT update:**

- **JI to add VAT to the Risk Register**
- **ECJ to produce an in-depth report around Corporation Tax for the next Board meeting**

43.2 Management accounts for April/May/June quarter

The report prepared by Emma Coulson-Jones pictured a favourable financial position for the period April-June 2019.

Following on from that report, a two-monthly accounts will be prepared. From September onwards the statutory accounts are forecasted to be prepared and presented to Board monthly.

Board discussed allocation of unrestricted funds. Board **agreed** that:

- any income will be considered centrally and will be used to support sustainability of the business
- where possible, most proactive areas of the business will be rewarded with investment
- AW and JI will communicate this approach to all working groups

Also, AW informed that JI, SJ and ECJ will be meeting the following Monday to discuss the current restricted funds underspend and how best to allocate it going forward.

JI highlighted that ECJ had managed to pursue and collect a good amount of outstanding debts.

AW thanked ECJ for the preparation of this paper.

Actions:

43.2 AW and JI will communicate unrestricted fund allocation approach to all working groups

EB/19-20/44 Infrastructure review

The review has been delayed until next Board meeting.

Action:

44. The Board to be updated on the infrastructure review at the next meeting.

EB/19-19/45 Outstanding posts to be filled (Delivery Lead for Coaching, Sitting and Regions Strategic)

JI asked the Board to consider candidates to fill these roles. JI asked Board to think about potential candidates they might know of with a special consideration for

younger candidates.

Actions:

45. Board to consider potential candidates for the positions of Delivery Lead for Coaching, Sitting and Regions Strategic

EB/19-20/46 Hall of Fame

Jl referred to the Board paper submitted as part of the pack.

Board discussed the paper and agreed that the individuals listed in the report would be inducted in the Hall of Fame.

Going forward, criteria for Hall of Fame would be reviewed by a Board working group.

Action:

46. Hall of Fame Criteria would be reviewed.

EB/19-20/47 Nominations Committee update on Chairman's annual review

AW thanked the Board for their valuable input into the review of his performance. He confirmed that he found the feedback very helpful. CF would elaborate on the feedback at next Board.

Action

47. CF to feed back to Board about the Chair review process.

EB/19-20/48 Volleyball culture working group

Over the last 12 months, Jl together with CF and delivery leads have worked on an overarching Code of Conduct and specific codes for all areas of the sport. Board **agreed** the Codes subject to minor amendments.

Jl and RH would work together to finalise the codes and would share with delivery leads. Once completed, the overarching Code would be promoted and used across the whole sport e.g. during events or courses. Additionally, the specific Codes would be implemented where applicable.

The general Code would then aid in constructing guidance on a sanction / disciplinary process and procedure. RH observed that referees' remarks and score sheet should be considered during this process.

Action:

48.1 Jl and RH to finalise the codes

Jl to share them with delivery leads

Jl to work on a sanction/disciplinary procedure and policy.

EB/19-20/49 Timetable for meetings

AW would confirm he was not available for the November Board meeting, the date would be rearranged.

Action:

49. November Board meeting to be rearranged.

EB/19-20/50 Any other business

- 50.1 JI updated the Board on the changes regarding Great Plains as per Board pack. JI would update Board when decision is reached regarding moving forward.
- 50.2 Stewart Dunn's COO responsibilities have been absorbed by the team. Board recognised Stewart's massive contribution to the sport and the organisation. JI and AW would organise a gift.

EB/19-20/51 Meeting Finalisation

- 51.1 Review actions to be taken
As per the table below.
- 51.2 Meeting evaluation
All attendees were happy with the conduct of the meeting and the format of the agenda being issue led.
- 51.3 Next meeting
The date of next meeting is TBC as per action 49.
- 51.4 Meeting close

JI noted that it was her last Board meeting before her departure as VE CEO. She thanked everyone for their support. AW thanked JI for leading and turning the organisation around.

The meeting closed at 2.23pm.

Actions	Responsible	Date	Completed
41.4.1 add RH and JW to the board minutes from 27/07/2019	SJ		
41.5 AW to present Board with a framework of matters JI would remain involved in after her official departure.	AW		
42.0a A group consisting of AW, BF and SG would create a legacy plan.	AW		
42.0b AW to follow up with the City of London Corporation.	AW		
42.1 Board discussed the plan and requested for it to be included in the pack for information on a regular basis.	SJ		
42.5 Volleyzone to become a standing agenda item going forward. SJ to work with Hub staff to produce communications around the evolution of VolleyZone specifically aimed at club secretaries/super users	SJ		
42.6.1 SJ to prepare a paper on introduction of individual membership fees. SA, SJ and BF would form a membership review group. SJ to report back at the next board meeting regarding competition registrations. SJ to contact Nick Shaffery.	SJ		

<p>43.1 VAT update:</p> <p>VAT to be put on Risk Register ECJ to produce an in-depth report around Corporation Tax for the next Board meeting</p>	JI/ECJ		
<p>43.2 AW and JI will communicate unrestricted fund allocation approach to all working groups.</p>	AW/JI		
<p>44. The Board to carry out an infrastructure review at the next meeting.</p>	ALL		
<p>45. Board to consider potential candidates for the positions of Delivery Lead for Coaching, Sitting and Regions Strategic.</p>	ALL		
<p>46. Hall of Fame Criteria would be reviewed.</p>	Board working group		
<p>47. CF to feed back to Board about the Chair review process.</p>	CF		
<p>48. JI and RH to finalise the codes. JI to share them with delivery leads. JI to work on a sanction/disciplinary procedure and policy.</p>	JI/RH		
<p>49. Date for the November Board meeting to be rearranged.</p>	AW		