



## **ENGLISH LACROSSE ASSOCIATION Ltd.**

Minutes of the English Lacrosse Association Ltd. Board held 3pm on Monday 24<sup>th</sup> February 2020 Landmark Euston House, 24 Eversholt Street, London NW1 1AD.

Present: Nikki De Kretser (NK) acting Chair, Michael Estill (ME), Mark Coups (MC) CEO, Prashant Jobanputra (PJ), Chrissie Owens (CO), Hamish McInnes (HM), Sallie Barker (SB), Neil Edgar (NE) Ex-Officio and Paul Coups (PC) Ex-Officio (minutes).

NK welcomed all and highlighted that due to HB being called to a company meeting in Australia she was to chair the meeting. NK added that it was important to keep to time on each item to enable the board to have enough time to focus on item 11.

### **Section 1 Routine Business Matters**

#### **1. Apologies for Absence**

Hannah Bowe (HB) John Neal (JN), Gavin Devine (GD), Sue Livock (SL) President

#### **2. Conflict of Interest Declarations**

None declared.

#### **3. Minutes of the Last Meeting**

Minutes of the 2<sup>nd</sup> December 2019 were approved with no amendments.

#### **4. Matters Arising**

NK outlined that the Commercial Group had met via conference call the previous Friday and as such the action log should be amended.

NE identified that he had yet to agree a date for a meeting with PJ, the meeting was agreed at that point.

#### **Action**

- PC to update action log.

#### **5. CEO Report**

MC made a verbal report.

- The safeguarding issue was still ongoing and that EL is still receiving extensive support from RPC. MC thanked all for their support on the issue especially HB.
- MC reviewed the venue changes for the Home Internationals and the EL position for the event.
- National Schools event team have plans to mitigate against the current weather situation and that schools are being updated regularly on the situation.
- EL has been in contact with World Lacrosse (WL) in relation to confirmation and roll out of the Olympic format for lacrosse. WL has formed a working group, which EL has a seat on, who will look at events and structures to roll the format forward. There will be implications for EL to consider in the formation / formalisation of GB. LA 2028 is looking to confirm in the coming 18 months the additional sports for the event. The board had a broad discussion on the Olympics and its potential impact.
- MC and HM attended a Sport England CEO forum where it was outlined that NGB's will receive an indicative investment range over the July / August period.

## **6. Strategic Risk Matrix**

NK reviewed paper 4. The board identified that MC seemed to be the lead on most of the risk matrix, which was itself a risk.

### **Action**

- MC to add support staff to the risk matrix.

## **Section 2 Finance**

### **7. Q3 Accounts, Cash Flow 2019-20**

NE tabled paper 5 identifying that EL was on budget, on cash flow forecast and is forecasting to be on budget for end of year.

NE outlined that work done by RPC will have an impact on the surplus at some point. MC highlighted that he is working with RPC senior partner to ensure that this is done in a considered manner.

### **8. Budget 2020-21**

NE reviewed the Budget 2020-21 paper 6.

ME highlighted that the budget provides reasonable expectations but EL should be looking to exceed it, commenting on some key areas: membership, camps and sponsors.

NE reviewed the fluctuations in the performance budget, identifying the impact of tours on the budget.

NK thanked the work of FARC and NE.

The board approved the Budget 2020-21.

## **Section 3 Key Strategic Business**

### **9. RemCom Update**

NK provided the board with a RemCom update.

- Susan Gordon has been interviewed and the board confirmed the appointment to RemCom.
- Board recruitment is in place for March, thanks to the Governance and Nominations Group for short listing candidates.
- The staff survey showed positive feedback (especially the Christmas bonus).
- The employer value proposition will be finalised at the next meeting.
- NE has reviewed the wellbeing packages available with Simply Health appearing to be the best option, NE to confirm for next meeting.
- PC has begun providing mentoring opportunities and will update NK prior to next meeting.
- MC outlined that a memorandum of understanding has been agreed with England Squash (ES) in relation to NE undertaking a FD role with both EL and ES. This move into a shared service position is a significant step for both organisations, which will maximise the expertise available. EL will retain 50% of NE time and be the employer. EL will be looking to appoint a finance administrator to undertake the day-to-day finance role. The board approved the move to this shared service and noted that it would be the first NGB senior role shared in this capacity.
- MC highlighted that this could be the first of a number of roles in the shared service brief, concluding that EL and ES will be seen as a trailblazer by stakeholders.
- NK outlined that RemCom will also be looking at supporting MC in reviewing the staff structure in line with potential funding scenarios.
- Next meeting end of March date tbc.

### **10. Events Update**

MC provided the board with an update of the events programme.

- Japan tour May 2020 is in an advanced position with venues booked (Sale RFC and Harlequins RFC) and tickets now on sale.
- National Schools 2020 has been reviewed in item 5.
- Abi Merrill will provide an update on Lacrosse Festival 2021 prior to the May board meeting.

#### **Action**

- AM to provide Lacrosse Festival update.

#### **11. Business Plan 2020-24**

NK invited PC to lead the board through the process and the current document.

The board had a positive and constructive review of the current document.

Summary points from the discussion.

- A need to tighten up the vision and mission, alongside refreshing the values.
- A context piece needs inserting, coalescing achievements with current position, challenges and opportunities, to create a line of sight into the strategic overview.
- PJ and HM identified the need to insert key objectives into each of the 4 areas.
- All agreed threading action and ambition through the document was key to a bolder document.
- Financial Sustainability was discussed to be re-phrased as Business Health and could therefore capture sales, web and social media analytics. This area to be looked at the commercial group.

#### **Actions**

- ME and PC to update the draft for an offline review prior to the May meeting.
- Commercial Group to review the finance / business section.
- PC to coordinate with CR to develop the context section.
- MC to review the document with Senior Team (25<sup>th</sup> February).

#### **12. AOB**

- MC suggested that the board call either him or AM prior to travel to National Schools.

The meeting closed at 6.02 p.m. with thanks to the Chair.

#### **Dates for 2020**

Tuesday 12<sup>th</sup> May (including staff away session)

Wednesday 9<sup>th</sup> September

Sunday 11<sup>th</sup> October (AGM and short meeting)

Monday 7<sup>th</sup> December

**Distribution:** Hannah Bowe, Mark Coups, Prashant Jobanputra, Hamish McInnes, Gavin Devine, Michael Estill, Nikki De Kretser, John Neal and Chrissie Owens.

Cc: Sue Livock, Sallie Barker, Neil Edgar.