

ENGLISH LACROSSE ASSOCIATION Ltd.

Minutes of a Board meeting held on Thursday 28th January 2016 at The Studio, Lever Street, Manchester, M1 1FN commencing at 2.00 pm.

Present: Clare Stoot (CS) - Acting Chair
Ron Balls (RB) Mark Coups (MC) Hamish McInnes (HM)
Sallie Barker (SB) David Marsden (DM)

Apologies for absence: Polly McGivern, Sue Livock, Mel Steel and Sue Redfern.
Noted that Martin Jackson had resigned from the Board with effect from 25th January 2016.

Mel Steel attended by audio call for agenda item 7.

Those present agreed that Clare Stoot (CS) would chair the meeting.

1. Values Refresh

MC had provided laminated charts showing the values for use at meetings and other occasions generally. All note the values and that they would apply throughout the meeting.

2. Recognition and celebration

Those mentioned as deserving recognition were:

- David Coldwell - good work at a recent NLC meeting
- Neil Edgar - good response in picking up the workload with the departure of Ian Clayton (NE now 5 days a week at ELA)
- Helen Murray - work on the South West Women's committee and innovative thinking in respect of the competitions

Noting that all were staff members MC would arrange the appropriate "thank you" appreciation.

MC advised of increases in participation numbers:

- 10% increase in 14 - 25 year old players (now 19,700)
- 20% increase in 26+ (now nearly 5,000)

Initial meeting of Research and Initiatives Group held, good external attendance
NLC recent meeting had representatives and Regional chairs in attendance
University 8x8 game now recognised by BUCS and would count for points in related to University support.

9 "INTO" University programmes surveyed as part of the Inclusion Report and findings included 79 % of participants were Female, 12% had a form of registered disability, 11% from different ethnic backgrounds and 14% previously inactive.

3. Conflict of Interest Declarations

None others declared at this time.

Later in the meeting in a relevant discussion HM reminded those present of his previous declaration (October 2015 meeting) of being an Associate of Logic Edge, this being relevant to the Men's Competitive Review.

4. Minutes of the previous meetings

13th October 2015 Agreed

2nd December 2015 Open Board discussion Agreed

5. Matters Arising (not covered by agenda items)

MC advised that a revised model for development (following on from the UKVI proceedings) now in place, Roadshows undertaken and Regional meetings to advise on employment opportunities underway.

RB advised that a listing of outstanding matters from 2015 had been prepared and with MC for annotation related to the actions. The updated listing would be attached to these minutes.

6. Individual Registration / Membership Strategy

MC opened the discussion by advising that the Membership Strategy whilst important to consider was not a priority at this time and that no change in structure was envisaged, all NGBs had been advise that funding from SE would be reduced in the next cycle and that decisions related to funds generated from the Player Registration scheme would be for the Board to consider rather than staff. SE Funding would probably be project driven rather than core and that it was necessary to demonstrate that funding was being sought from other sources.

RB while agreeing to the principle of the proposed system was concerned about the financial impact on clubs, universities, schools and individuals.

MC advised that:

The scheme had been presented to NLC with the request that Regional representatives discuss with clubs, schools etc. and that a presentation pack had been provided to assist with this, noting that it was down to the representatives to ensure that this had happened.

He had presented to SEMLA, with 27 clubs represented, and NLC Chair had presented to the Women's South East Committee meeting.

For Schools there would be no change in the £80 subscription but that all players would register individually and that checks would take place prior to National Schools to confirm payments (of schools and players).

For Universities no change in the £100 club subscription for those playing BUCS only but those playing in leagues and any ELA organised events e.g. Senior Regionals would have to register individually.

Anecdotal evidence supported the proposed fee structure.

A copy of the presentation pack would be forwarded to RB (*done*) to enable this to be sent to the two clubs who had queried the consultation process with him.

It was expected that with introduction of the scheme there would be some loss of membership but likely to be Officials / Coaches / Others who were not active.

Noting the above concerns there was general agreement to move forward with the scheme as proposed.

The next stages were outlined as being:

System pilot already conducted

Registration Cards now to be piloted

Communications Plan to be developed – Target completion April 2016
Further round of visits to Regional Committees to be planned

Noted that when registering players, officials etc. would have to confirm acceptance of the Respect code of conduct.

7. Framework for Staff Appraisal and Remuneration Review

MS was on audio for this agenda item

MC outlined the main points of the paper that had been distributed.

General view was that this was a practical approach and pragmatism needed to prevail. Paper agreed by the Board.

8. Draft Four Year Budget Projection

MC introduced the document and it was noted that:

This was an initial view and would be presented formally on 17th March 2016
Assumption made of agreement to the Player Registration schemes projected finances

“Foreign Nationals” to be renamed to something more suitable

Performance needed more work and all Team Managers (apart from Women's U19, only just appointed) engaged on this.

Commercial Sponsorship being given significant attention

NI and Pension estimates to be checked

Team England sponsorship opportunities to be progressed and possible use of outsourcing to assist.

Potential sponsorship opportunities need to be managed and a need to better understand our value.

Clear view of 2016/17 needed and the following years a best estimate.

9. Finance Report 2015/16 (Q3 position, Cashflow, Projected Outturn)

Q3 Report

Noted that a VAT paper had been prepared and a “VAT group” would be set up to ensure that all who needed to be aware of the detail were involved and the information shared.

Sales ledger improvements had been made and actions taken in respect of funds collection.

Request, via FARC, for the CEO to have the ability, as needed, to delay payments by up to 30 days agreed.

MC also advised that a revised recruitment process for LDO's / SCO's / UDO's was now in place with an emphasis on European staff.

Projected Outturn

Projected out turn similar to that from the Q3 Reports and still at £26k.

Contributory factors to the lower than budget expectation included impact of the UKVI considerations and a resulting increase in staff expenses. Staff expenses had also been underestimated in budget projection.

Cashflow

Quite healthy being boosted by early payment of the Sport England Legacy Grant.

10. World Events

Lacrosse 2017 (WC2017)

HM referred to the Commonwealth Games Board manner of tracking the Event preparations with key points reported on and early sight of matters of concern. Review Reports on a regular basis moving to monthly during the year of an event. Details had been sent to SR. MC to progress and discuss with Jim Quigley (WC2018) and the "to be appointed" WC2017 Project Manager to agree the key point.

MC reported on WC2017:

Risk Register extract copied to the Board

Project Manager, 20 applicants, SB to assist and sit in on the interview panel (with Jenny Haynes). Interviews scheduled for 3rd week of February with immediate appointment.

Contract negotiations with SSP commenced in 27th January.

Accommodation options for Festival teams being looked at including at Charterhouse School.

Finances being reviewed regularly by Bella Kiddle.

Need for an independent review of the finances for both WC2017 and WC2018 noted and would be discussed on 8th March at the Lacrosse 2017 / Enterprise Board meetings.

Tour Operator brief (for overseas Festival Teams) to be issued 29th January with appointment by Mid -February

Ticketing brief issued and responses due by 11th February, low risk option to be progressed.

SB had agreed to the Lacrosse 2017 Ltd. Invitation to chair the WC2017 Operational Committee.

WC2018

In a better planned position that WC2017, underwritten by Manchester City Council. Venue plan to be updated in February.

11. Board involvement in sub-committees / subsidiaries

Noted that a Nominations Group, HM, MS and MC would meet on 3rd March (to report to the 13th March Board meeting). SB questioned the need for more than one Board member on sub-committees.

Noted that Lacrosse 2017 and Enterprise were separate (wholly owned) Companies rather than Board sub-committees and may need to be considered differently.

MC referred to the draft Moore Stephens Audit Report which may have implications on this.

Paper noted and SR, RB and MC to consider further.

12. Board 12 month Programme Outline

Points noted in the discussion:

World Events (hosted) to be on the agenda of every Board meeting

Sport England Bid (2017 - 21) to be discussed May / June

Agenda for March 13th meeting to include ELA representation on GB Council (for World Games 2017 considerations) [documentation being prepared by Jane Powell]

International Events - review at some stage as to whether ELA can continue to send teams to all events

Office to move to English Institute of Sport this year (with conference facilities)
Value in Board meetings being held at the Office (inter-action with staff)
Agreed that the 2016 AGM be held at the Hilton Hotel Warwick
An additional Board meeting to be scheduled for the late May / Early June period to consider the bid for funding to Sport England.

13. Other Business

Board Annual Report - can be reviewed off line, not necessary to meet
Board self- appraisalment - should be revisited, in addition to the Board Chair 1:1s
Board Skills Matrix - to be re-visited

Sub- committee / subsidiary Boards / other groups (CAB etc.) - minutes to be copied to Board and then up to each member to decide whether to read or not.

Noted that an HPNGB update had been sent out

Player Registration - document to go to NLC for check prior to membership distribution.

14. Values in Action

Agreed that values had been met.

Meeting closed with a vote of thanks to the Chair at 17.50.

RB/ 31-01-2016

Future Meetings:

March 17th (London)

May 19th (London)

AGM June 26th (Warwick Hilton)

June 26th (Warwick Hilton)

Distribution:

Sue Redfern

Clare Stoot

Melanie Steel

Ron Balls

Hamish McInnes

Sue Livock

David Marsden

Mark Coups

Sallie Barker

Polly McGivern