

ENGLISH LACROSSE ASSOCIATION Ltd.

Minutes of a Board meeting held on Thursday 17th March 2016 at the Regus Offices, Fleet Street, London EC4A 2AB at 2.00 pm.

Present: Sue Livock (SL) - Acting Chair
Ron Balls (RB) Mark Coups (MC) Clare Stoot (CS)
Sallie Barker (SB) Mel Steel (MS) Polly McGivern (PMc)

Apologies for absence: Sue Redfern (SR). David Marsden (DM) and Hamish McInnes (HM).

Agreed that Sue Livock would chair the meeting in the absence of Sue Redfern and best wishes sent to Sue for a speedy recovery.

1. Values Refresh

MC reminded the meeting of the values.

2. Recognition and celebration

MC reported that National Schools had been outstanding this year and particular thanks expressed to Abi Merrill and Clare Stoot for their contributions.

3. Conflict of Interest Declarations

None others declared at this time.

4. Minutes of the previous meeting (28th January 2016)

Agreed with two instances of dates being changed from 13th to 17th March

5. Matters Arising (not covered by agenda items)

GB Council

SB currently chairing GB Council and for the World Games trying to establish agreements for team selection, coaching / managerial selection. Coaching and managerial selections expected in 2016 and team selection following the Home Internationals in 2017.

Response to FIL due by April 1st 2016

RB advised that FIL would be providing some assistance in respect of travel costs. Accommodation and food costs to be covered by the hosts.

WC2018 Presentation

Deferred to a later meeting. Implications of the venue change currently being worked through.

MS made the point that for the Board to be supportive the right level of information needed to be presented in a timely manner, that it would be good for the Project Manager to attend a Board meeting and that the presentation was needed sooner rather than later.

6. World Events

The revised Project Status report was reviewed and noted that an additional RAG column was needed to show projected end of event status.

MC asked to go back to the respective Project Managers / Event Directors to explore what could be provided, meeting the needs expressed, with summary information derived from the more detailed plans that they would already have in place. The “roll up” from the detailed plans should avoid extra work being involved. Note that both events should have the same format of plan.

MC advised that a project plan for WC2017, similar to that already in place for WC2018, was scheduled to be completed by 25th March. Both Project Managers (MLS and Jim Quigley) to meet in the near future and it was hope that this would lead to greater synergy and the same methodology being used.

A greater understanding was needed of how both projects were being run.

Updated information to be distributed in advance of the next Board meeting and presentations for both events to be scheduled for May 19th.

WC2017

MC reported that negotiations ongoing with Surrey University / SSP regarding accommodation and food prices and that agreement expected by May 1st. Invoicing of teams would commence in July.

MLS appointed as the Project Management Company.

WC2018

Hough End redevelopment agreed and discussions ongoing regarding building a National Lacrosse Centre.

7. 10 Year Strategy (revised objectives)

Agreed

8. Draft 3 – 5 Year Business Plan

Noted that this was draft and formal presentation scheduled for the May meeting. Views expressed that the plan was too ambitious and that there should be a focus on fewer objectives and improved results.

Plan should focus on what needs to be achieved. Commercial Strategy (to help growth and development of the game) needed to sit alongside the plan.

MC advised of the SE requirement of demonstrating sustainability and a reduction in the reliance on SE funding. SE Strategy due to be published on 15th May 2016.

Player Registration to be included.

PMc to be the Board lead on reviewing the draft providing papers provided in a timely manner.

9. Moore Stephens Audit Report

Action Plan noted.

10. Finance

Core Budget

MC reviewed the commentary on 2015/16 and projections:

Performance – unforeseen expenditure, delays with incoming payments

Participation - heavily influenced by the UKVI position and the move to a UK based coaching system. UKVI had eased the position for other sports organisations but not ELA. Target of 20+ graduates engaged as Coaches from September. Small number of schools will stop playing lacrosse as no SCO available. Universities expanding, still able to recruit coaches direct.

Individual Player Registration - attrition rate could be 25 - 30%, milestone point will be ELA events and participation in these. Confirmed not subject to VAT.

Core - small number of compensation seekers (UKVI). Commercial relationship with £18k pro bono cover. Irrecoverable VAT position now resolved.

Staff Costs - PMc expected better planning for next year and a reduction of the staff expenses level going forward.

Core Budget for 2016/17 agreed and thanks expressed to Neil Edgar for his work on this.

PMc made the point that an independent report from FARC should have been available. MC advised that he had this and would send out to the Board.

Noted that care and a consistent approach needed in respect of Income and Expenditure being recorded in the year of an event and deposits received in a different financial year.

Consolidated Budget

This could not be agreed in the absence of budgets for WC2017 and WC2018.

Cashflow

Noted

Commercial Overview

Paper noted.

WC2017 and WC2018 Bank Accounts to be set up.

Sage and Purchase Orders system being set up for events

In the "cross Company" accounting services provided by core staff that would not otherwise have been paid for should not be included.

Meeting held with Zurich and favourable proposal expected

11. HPNGB / Board / SMG Action Plan

The document was considered to be lengthy, no clear distinction between Board and staff action and overall not appropriate for presentation to the Board.

The discussion widened covering the relationship between the Board and staff direction of the Board.

Comment made that the Board agendas are too lengthy and need to be limited. Governance, Budget, Finance and related items should not exceed 20 minutes.

Critical items for the meeting on 19th May:

WC2017 max 20 minute presentation and 15 minutes questions

WC2018 max 20 minute presentation and 15 minutes questions

Board purpose

3 hour meeting maximum

MC to discuss with SR the actions needed.

12. Skills Matrix

It was questioned why this document had been distributed noting that it was dated and had previously been note as not fit for purpose.

PMc to assist MC with skills gap analysis.

13. FIL Dispute - Israel Age Dispensation

Agreed that the FIL Board position (no under- age dispensation) to be supported.

Meeting closed with a vote of thanks to the Chair at 18.05.

RB/ 27-04-2016

Future Meetings:

May 19th (London)

June 26th (Warwick Hilton)

AGM October 2nd (Warwick Hilton)

Distribution:

Sue Redfern

Clare Stoot

Melanie Steel

Ron Balls

Hamish McInnes

Sue Livock

David Marsden

Mark Coups

Sallie Barker

Polly McGivern