



**ENGLISH LACROSSE ASSOCIATION Head Office.
Minutes of the Board Meeting
Thursday 18 May at 2.00pm**

Present: Sue Livock (Chair), Sallie Barker, Prashant Jobanputra, Ben Jessup, Mark Coups (CEO), Hamish McInnes.

In attendance: Neil Edgar (FD), Lindsay Shaerf taking minutes (Office Manager)

1. Apologies

John Neal, Melanie Steel, Jon Stainer and Hannah Bowe.

2. Conflict of interest declarations

There were no conflict of interest declarations.

3. 2017 Presentation

John Timms, Director of Events and Project Management at MLS, presented an update to the Board on the 2017 FIL Rathbones Women's Lacrosse World Cup. The Board held a question and answer session with MLS on the presentation.

The agenda was reordered taking item 6 then item 5.

4. Minutes of the last meeting (Paper 1)

The minutes of the last board meeting held on 21 March 2017 were approved. LS was asked to check the date of the board meeting in September to whether the meeting was on 5th or 7th September 2017. LS to follow up with an email to the Board to confirm date and venue.

MC confirmed that a Lacrosse Foundation has now been set up by Rob Collinge. This has been formed with just approximately £750,000 investment. Rob Collinge has requested EL assistance in the recruitment of trustees.

BJ confirmed that he still has work to do on the transgender policy.

PJ, BJ and Paul Coups are going to meet up to form a governance committee.

MC stated that the FARC / Remuneration committee still have vacancies and volunteers from the board are still being sought.

5. 2016 / 2017 Financials and cash flow (paper 3)

NE presented the Year End income statement noting that there are several points to discuss with the auditors prior to agreeing the final accounts for 16/17.

National Schools 2017 has been very successful both in event and financial terms. A National Schools 2018 sponsor has yet to be agreed and this is a risk in the 17/18 budget.

FARC recommended that individual registration and subscriptions are bought in line with our yearly accounting period rather than continuing the current position of allocating a % to the current year and a % into the next financial year. It was agreed that we discuss this with the auditors to change the accounting practice to take IR and membership in the financial year it is collected in.

FARC recommended that debt provision is increased to £64K from £20K. NE explained our bad debts comprise of a considerable number of very small transactions which are hard to recover and that the men's senior squad debt is still a concern. The board approved the increase in the debt provision.

Core income YTD has accrued for a £15k management fee for Lacrosse 2017. NE suggested charging the fee to Lacrosse 2017, drawing down the money and then writing off the bad debt associated with Enterprise Lacrosse in the final accounts. Board approved discussion with the accountants.

Marketing is £9k under budget due to the focus on 2017 WC.

NE also said EL has accrued £22k for redundancies which were planned to be in 17/18 budget, however, we have been advised by the accountants that they be taken in 16/17.

Irrecoverable VAT is currently £10k over budget.

Staff expenses have reduced following changes made in January 2017 in line with FARC and board directives.

2017 WC budget is now a full working budget and at this time is breaking even.

2018 Enterprise Lacrosse – the balance sheet shows £213k intercompany creditor. Manchester City Council sponsored the event (£50k) which will be refunded. NE highlighted to the board that the full cost of withdrawal will be £300k. NE and MC will update the board as negotiations continue and the board needs to be cognisant about the impact on the balance sheet.

The meeting reviewed the consolidated cash flow (£586k) as group cash. NE explained that the NatWest set up process for the 2017 bank account has been very protracted, however, it is now set up and active.

The core cashflow is under pressure due to SE grant not yet being released to EL. NE highlighted that approximately £75k of debtors require payment.

NE explained that no payment is made to the debtors, cashflow will enable payment of June salaries and expenses. MC stated that Sport England have been informed the board that is grant money is not received by the end of May, English Lacrosse core business is at risk of being unable to meet its day to day payments. It is essential that the SE payment be made at the end of May. MC ACTION

The board was informed that MC received the grant agreement on Friday 12th May and went to Sport England on Tuesday 16th May to hand deliver the signed agreement.

PJ asked for NE to produce a 3 month best / worst case scenario. Hamish McInnes (HI) agreed with this idea. MC suggested we will need an interim urgent board meeting if no money received by 26th May. A board meeting was agreed on 30th May 2017 if required.

6. 2018 Withdrawal and SE Award Agreement (Paper 2)

EL have received requests from both SE and MCC for a copy of the 2018 withdrawal letter to the FIL.

MC confirmed that RPC reviewed and reworded the letter before it was approved and sent.

The board viewed the letter sent to FIL.

The board agreed that RPC should be contacted to provide advice on issuing the letter to SE and MCC. MC ACTION

The board agreed that the FIL should be contacted about the letter being made available to SE and MCC. MC ACTION

On completion of the above 2 actions the letter will be made available to SE and MCC. MC ACTION

MCC have requested that the chair and identified board members are available to attend a 2018 withdrawal review meeting and all board members in attendance agreed they would attend if required. MC will inform the board on receipt of a formal request.

The board discussed the legal requirements of the organisation and the requirement for pro bono work. MC to progress with board members and current partners (RPC).

7. Mandatory code of good governance (Paper 4)

Acting Chair

In John Neal's (JN) absence an acting chair/senior board member needs to be identified (mandatory code of good governance requirement). Defer to next meeting in September.

Terms of Reference

The board ToR's need to be reviewed by the new governance group and any changes highlighted for the next meeting.

The board approved the action plan and noted the timescales/actions for the AGM.

8. Risk matrix and business plan scorecard (paper 5 and 6)

The risk matrix was reviewed and approved noting the significant changes which relate to the recent board agenda items.

The business plan scorecard was reviewed and the board agreed that this was resubmitted for the next meeting with a commentary attached as it was not simple to follow. MC ACTION.

9. Open Discussion

- Safeguarding meeting 19th May 2017 which will agree an annual action plan.
- Restructuring on track to be completed by 31st May 2017.
- Individual registration discussions with BUCS to be prioritised post World Cup. BJ to assist.
- BJ had questions from individuals for the board. Deferred to next meeting.
- Sue Redfern has been proposed as FIL Chair by the FIL Board. EL to support proposal. Don Blacklock to be proposed by EL as FIL technical Director, board approved proposal.

Board closed with thanks to SL for chairing.

Future board meetings / events:

12 – 22 July 2017 World Cup (Surrey Sports Park)

- VIP drinks reception (11 July 5.30 – 7.15pm)
- 12 July – opening ceremony and England match at 6.00pm

1 August 6.00 – 7.00pm (Conference call Q1 finances)

5 September 4.00 – 6.00pm (London)

1 October 12.00 – 3.00pm (Warwick) AGM followed by board meeting