

**Executive Board Minutes of the meeting held on
18th January 2020 by telephone conference**

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

Directors Present	Titles
Adam Walker [AW]	Chair
Clare Francis [CF]	Vice Chair
Andres Hernandez [AH]	Director
Brendan Fogarty [BF]	Director
Richard Harrison [RH]	Director
Seyram Atubra [SA]	Director
Simon Griffiths [SG]	Director
Staff Present	
Sue Storey [SS]	Chief Executive
Samantha Jamieson [SJ]	Deputy Chief Executive
In attendance	
Agata Sromecka	Secretariat

EB/19-20/60 Welcome by the Chair

60.1 Apologies

Ian Wall, Freda Bussey and Jefferson Williams had submitted their apologies.

60.2 Director Conflict of Interest Disclosures

There were no Conflict of Interest Disclosures submitted.

60.3 Approval of Agenda

Agenda was approved by the Board.

60.4 Previous Minutes

60.4.1 Confirmation

The minutes were taken as a true and accurate record of 16 November 2019 meeting.

60.4.2. Matters arising/Action List

Due to a number of actions, only the ones that did not relate to the agenda were discussed at this point in the agenda.

52.4.2 The issue of holding a match in the Guild Hall– potentially not a good idea due to the size of the venue. This would be followed up.

EB/19-20/53 Safeguarding case – SJ informed that it was in progress and handled well.

53.2 CF and Pinsent Masons would be assisting in reviewing governance documentation on a pro bono basis. The documentation was being gathered. SJ thanked CF for her help and involvement in this.

53.6 In terms of the Code of Conduct, RH updated the Board on the work

conducted alongside Janet Inman.

The rest of the actions would be discussed as part of the agenda.

60.5 Chair's Report

AW would leave his comments until the end of the meeting and report on/add anything that would not have been covered during the meeting.

EB/19-20/61 Finance Report

61.1 VAT update

SS provided an update on the historical VAT miscalculation. SS would continue to update Board.

Action:

61.1 It was agreed that the finance subcommittee would have delegated authority to progress this matter with support of the executive team.

61.2 Management accounts to December 2019 (paper to follow)

SS reported that all information from Great Plains had now been moved to Xero. There had been some issues with how the system allocated/coded credit card payments, but this was now under control. The new system should assist greatly in producing management accounts going forward.

Sport England should release the expected contracted quarterly funds on time. SS reported a healthy financial situation.

In the future, the visual presentation of the figures in the management accounts would be more detailed. AH would work with SS and SJ on how best to visually present the data (variances). This work would start once the payment reallocation due to error in code was completed.

AW thanked SS, SJ and Kevin Fletcher for the work on this.

Action:

61.2 AH to work with SS and SJ on how best to visually present the data in the Management Accounts.

61.3 Financial System – update

SJ updated the Board on the work around moving financial data from Great Plains to the new system called Xero. The Executive team were happy with the progress of this work. As mentioned earlier, some data had not transferred correctly, and this would be worked on. That data would be input manually. SJ thanked SG for connecting VE with his colleagues who had assisted in the data transfer.

The expenditure attached to running this finance system would be high this year due to the initial set up and data transfer, and Duncan and Toplis' assistance with this. However, long-term, Xero would be significantly more cost effective, more efficient and easier to run and use.

SS reported that Duncan and Toplis had ran a one-day training on how to use Xero for VE hub staff and the system was up and running.

61.4 Finance Team Update

The Finance sub-committee proposed that a full time finance assistant position was advertised and another more senior post to be outsourced/covered by a shared service on a part-time basis. Board approved this.

Action:

61.4 Recruitment of a full-time finance assistant to commence.

61.5 Statutory Accounts

Statutory Accounts have been submitted to the Companies' House on time prior to 31 December 2019. They would be published on the VE website in due course.

Action:

61.5 Statutory Accounts to be published on the website.

61.6 Sport England Investment

Sport England should release the expected contracted quarterly funds on time meaning that all funds for 2019/20 would have been received.

AW thanked the Executive team and Kevin Fletcher for their hard work on resolving the various financial matters in a timely and efficient manner.

EB/19-20/62 Commercial Report

62.1 Potential Commercial Opportunity – verbal update

A discussion took place regarding a potential commercial partnership

Discussions are ongoing but due to diary complications meeting will be rescheduled

Action:

62.1 Meeting to be re-scheduled.

EB/19-20/63 Executive Report

63.1 2019/20 Improvement Plan update – no update (standing)

SJ reported that she had not managed to update the Improvement Plan yet. The plan would be ready for the next Board meeting.

Action:

63.1 SJ to bring the Improvement Plan to 7 March Board meeting.

63.2 VolleyZone Update – verbal update

SJ reported that a good progress had been made with regards to the development of VolleyZone.

SS had engaged with James Murphy who had originally been on a steering group prior to enlisting 4Global to assist with the development of VolleyZone. SS asked James to help as a consultant and provide his feedback on 4Global's work and progress.

VE had obtained names of NGBs also working with 4Global. A conference call had been held last week. During the call it had transpired that those other NGBs were in a similar position in terms of the delivery of services from 4Global.

SJ reported that the suggested action was to set an agreed agenda between VE and other NGBs and organise a meeting with 4Global and the NGB consortium to exert

some pressure on 4Global to deliver faster. James Murphy was keen to be involved and facilitate the relationship between 4Global and NGBs. Board discussed any issues that could potentially arise from this. AW discussed the potential of SE getting involved due to potentially NGBs concerned used the SE funding to pay for 4Global services. SS reported that 4Global chased the payment that had been withheld due to service delivery delay.

The Executive team, AW and CF would have a follow-up discussion about this and agree the approach. The current outstanding payment to 4Global would not be paid at this stage.

Action:

63.2 The Executive team, AW and CF would have a follow-up discussion about this and agree the approach. The current outstanding payment to 4Global would not be paid at this stage.

63.3 CWG update - verbal update

SS met with the CWG organising committee and separately with CWG England. CWG England's expectation was for VE to nominate a team leader to work with them in terms of the team management until the beginning of CWG. Team Leader was required to be nominated by March.

Also, following those meetings, SS suggested that a working group is set up with further three subgroups (team, event, legacy). SS asked the Board Members to contact her should they have suggestions in terms of the make-up of those groups.

Further, SS reported that the location for the Youth CWG 2021 had been confirmed as Trinidad and Tobago. VE would be invited to put a beach volleyball team forward. The games' programme would be released in due course. One of the proposals discussed included holding women's, men's and mixed pair tournaments. If confirmed, the mixed pair tournament would be held for the very first-time during youth games internationally. The events presented a great opportunity for promotion of beach volleyball.

Action:

SS suggested that a working group is set up with further three subgroups (team, event, legacy). Board Members to contact SS should they have suggestions in terms of the make-up of those groups.

EB/19-20/64

64.1 Strategy Development

The board discussed the strategy day that took place in January. The board is overseeing the ongoing development of the strategy and have accessed resources made available via Sport England to assist in the development process. Following on from the strategy day a small working group is carrying on discussion and bringing an update to the next meeting.

Action:

64.2 SS would contact Sport Collective to schedule additional sessions.

A group consisting of AW, CF, SS, SJ, SG and SA would be formed to take conversations about the Strategy forward.

64.3 Strategy Development Timeline – Discussion

The Board aspiration and intention is to launch a new strategy at the AGM on 25 July 2020.

The Strategy group established as above would feed into this timeline.

EB/19-20/65 AOB

None.

EB/19-20/66 Meeting Finalisation

66.1 Review actions to be taken

66.2 Meeting evaluation

66.3 Next meeting

66.4 Meeting close

Number	Action	Who
52.4.2	Hall of Fame – SJ would catch up with Janet Inman about this.	SJ
61.2	AH to work with SS and SJ on how best to visually present the data in the Management Accounts.	AH, SS, SJ
61.4	Recruitment of a full time finance assistant to commence.	SS, SJ
61.5	Statutory Accounts to be published on the website.	SJ
62.1	Meeting to be re-scheduled.	SS
63.1	SJ to bring the Improvement Plan to 7 March Board meeting.	SJ
63.2	The Executive team, AW and CF would have a follow-up discussion about this and agree the approach. The current outstanding payment to 4Global would not be paid at this stage.	SS, SJ, AW and CF
63.3	SS suggested that a working group is set up with further three subgroups (team, event, legacy). Board Members to contact SS should they have suggestions in terms of the make-up of those groups.	SS and Board
64.2	SS would contact Sport Collective to schedule additional sessions. A group consisting of AW, CF, SS, SJ, SG and SA would be formed to take conversations about the Strategy forward.	SS AW et al

Signed:



Adam Walker, Independent Chair