



## Record of GBWR Board of Management Meeting dated 14 December 2015

Present: David Pond CEO DP  
Kirsty Clarke National Development Director KC  
Lorraine Brown Performance Director LB  
Daniel Hook DH

1. Apologies Nil
2. Minutes of meeting dated 2 Dec15
  - 2.1 Approved.
3. Actions arising not otherwise covered on the Agenda

*Actions pre-28 July Record*

  - 4.2 Wheelpower Activators. Follow Up post WWRC15 **Action: DP**  
*Actions: 28 July*
  - 13.2 Invoice for medical expenses to be forwarded to IWRF by LB. **Action: LB**  
*Actions: 28 Oct COMPLETED*
  - 2.1 List timelines for individual club affiliation and documentation list for GFC.  
**Action: KC**
  - 3.3 Provide completed financial summary for Community Festival. **Action: KC**  
**COMPLETED**
4. October Management Accounts
  - 4.1 RFU took longer than usual to produce these and there are still questions regarding the alignment of VAT returns with the management accounts.
  - 4.2 Forecast end of year outturn:

Corporate	
15/16 Budget	271.549
Fcast Outturn	240.431
Variance	+ 31.110

**Action: KC and LB to forward position**
  - 4.3 CEO requested contract for National's venue and payment schedule.  
**Action: KC**
5. Preparation for Business Plan/Budget 2016/17
  - 5.1 Initial workshop 20 Jan. DP reminded BOM that 2016/17 is final year of current cycle and so aim should be to mop up everything we set out to do at start of cycle. We



should be cautious of starting new activity. There needs to be a clear understanding of the resource sources of each activity as the assumption must be that there is no new resource at the end of the 16/17 financial year so the overall budget must be in balance. Aim is to finalise budget and plan on 11 Feb in time for GFC on 17 Feb

5.2 For planning purposes KC should assume that £60k from BT will be available to NDD.

5.3 To relieve some pressure on 16/17 budget DP would like to place kit order this financial year. LB asked to provide an evaluation of BLK contract. In addition, KC and LB asked to provide a costed list of kit requirements.

**Action: LB/KC**

#### 6. Board Strategy Day

6.1 It was confirmed that all plans are now in place. DP asked that all presentations be forwarded to DH.

**Action: All**

#### 7. Tri-Nations Tournament

7.1 Tri- Nations tournament will be at QE Jubilee Centre de Montefort University Leicester between 15-17 April. GB will play Sweden and Canada in a training tournament. Aim is also to:

- build some community activity around it
- provide activation for BT
- provide media opportunity to promote sport
- provide limited spectator viewing

7.2 LB confirmed spectator capacity at about 750-800. KC explained that she is looking at engagement with Leicester Rutland Sport and Nottinham. There is potential for 3 schools to compete in a mini youth tournament and to engage in a Youth Leaders Programme.

7.3 Actions falling out of the above:

- Confirm project lead (Mary?) DP
- Provide detailed Project Plan (Project Lead)
- Discuss with BT DP
- Confirm community programme KC (feed into project plan)

#### 8. BOM Dates 2016

20 Jan	Business Plan/Budget 2016/17
11 Feb	Business Plan/Budget 2016/17
18 Feb	BOM (Q3)
23 Mar	BOM (Post Meeting Note : change from 22 Mar)
12 Apr	BOM
27 Apr	BOM (Q4)



25 May BOM  
29 Jun BOM  
12 Jul BOM (AGM pre-meeting)  
13 Jul AGM

9. AOB

9.1 DP explained that he was about to re-negotiate the Onshore contract from 1 Apr. Aim is to maximise BT spend and to reduce Onshore costs to NGB. We need to be much more specific about what we want in terms of outcomes. DP asked KC and LB to detail what they wanted over the next 12 months.

***Action: All***

9.2 KC provided an update on the Coaching Qualification. DP congratulated her and the team on progress to date. The creation of an accredited coaching qualification is a major achievement.

Date of Next Meeting

20 Jan 16