

Record of GBWR Board of Management Meeting dated 18 Dec 2013

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

1. Apologies None
2. Minutes of meeting dated 28 Nov 13
 - 2.1 Approved.
3. Actions Arising
 - 3.1 All actions complete with the exception of:
 - 2. 3. Rugby Wheels KC to propose launch dates
 - 5. KC to propose 5 key actions for BME engagement
 - 6. LB proposing to engage UKS talent consultant for period of 3-5 months. LB to scope programme of work
4. Forecast of Outturn
 - 4.1 DP recorded that action had now been taken to defer WCPP drawdown by £50k this financial year.
 - 4.2 Fcast outturn details based on November management accounts attached.
5. 2014-15 Business Plan
 - 5.1 Version 001 reviewed and changes identified.
Action: LB to provide DH breakdown of 4.2
DH to update and provide draft Version: 002
6. 2014-15 Budget
 - 6.1 Version 001 reviewed. Further work required to confirm WCPP which needs to be taken in context of whole cycle. DP and LB to meet on 7 Jan 13 to review 3 year budget . DP to review 2014-15 corporate costs to seek further efficiencies.
Action: LB/DP
7. Website Update
 - 7.1 Pre-Christmas launch date missed and revised timeline aims for end of Jan launch. DH has forwarded Onshore changes agreed by BOM. These will be actioned before end of year. Key requirement now is to get clarity over what content still needs to be provided. DH to lead. Aim is to meet with Onshore early in January and go through site.

Action: DP to agree date with Onshore for joint meeting
DH to lead on identifying any gaps especially in content
LB/KC to take action to provide photographs of athletes and staff

8. Key Strategic & Operational Milestones

8.1 Paper updated.

9. Key Priorities January

- Finalise 2014-15 Management Plan All
- Next iteration of budget All
- Gloucester Launch - options KC
- Website launch DP
- Sport England Q2 Review KC

Date of next BOM 30 Jan 14 @ 1000 Twickenham

Budget Meetings 7/8 Jan 14