



Record of GBWR Board of Management Meeting dated 19 February 15

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

1. [Apologies](#) Martyn Salt (MS)
2. [Minutes of meeting dated 28 Jan 14](#)
 - 2.1 Approved.
3. [Actions arising not otherwise covered on the Agenda](#)
 - 3.1. Lee Stutely contract – ongoing to be in place by 1 April **Action: LB/KC**
 - 3.2 Provide copy of Children in Need response. **Action: KC**
 - 3.3 Paper required detailing strategy for Wales by next BOM. **Action: KC**
 - 4.2 Wheelpower Activators. Meeting to be arranged with Wheelpower new date to be agreed due to BT WWRC15 Ticket launch **Action: DP**
 - 4.2 Military Programme. KC expressed concern that there appears to be a hold up in organising sessions. DP to discuss with H4H on basis that we could continue with managing bookings. **Action: DP**
 - 6.3 National Youth Programme. JD has been drafted and reviewed. Action now in hand to agree recruitment process. **Action: DP/KC**
 - 6.5 Chair branding. LB to get update from GB Mechanic. **Action: LB**
 - 7.1 DP has discussed GKG proposal with Jane Emmerson and awaiting response. DP to hasten. **Action: DP**
 11. Review of AGM date. Proposed new date 15 July. DP to confirm with Board.
Action: DP Post Meeting Note: date confirmed
4. [January Management Accounts](#)
 - 4.1 The BOM conducted a detailed review of the accounts and cash reconciliation of the January position and forecasts a balanced budget at end of year assuming the funding still outstanding from Sport England is received. DP to discuss with Sport England
Action: DP



5. 15/16 Budget

- 5.1 DP led the review of the draft budget . The initial draft is projecting an adverse position of £50k He had found efficiencies in the Corporate draft budget which requires £4k less income than in 14/15 despite £20k new income set aside to meet new BT contractual obligations. He now sought additional efficiencies from other areas.
- 5.2 The WCPP draft shows a 20% increase on 14/15. £75k of this relates to the Sport England grant for new activity around Talent development and £12k is part funding of the Event Co- ordinator post. DP challenged whether savings could be made . LB was confident that she would have sufficient programme funds remaining in 16/17, the final year of the current cycle. LB went through her budget lines and demonstrated that the budget reflected where resource was needed to meet the WCPP objectives. She also went through the projected expenditure for years 16/17 which was within her current projected income levels. DP expressed some concern that the WCPP does not currently meet 50% of the corporate budget and contributes £87,300 of which £10k is of sole benefit to WCPP, against the NDD programme which contributes £113.814. DP agreed that this is in part due to how the budget was originally set up at the start of the current funding cycle but asked LB if she could still look at how she might be able to help. He also asked that a marker be put down to address this inbalance when the next funding application is developed.

Post Meeting Note: LB has found efficiencies of £5k enabling the £5k unrestricted BT allocation to be reallocated

- 5.3 The NDD draft budget is +40% on 14/15. This wholly relates to new activity which is in the main funded through new funding lines some of which have yet to be confirmed such as £40k GLA in support of the BT WWRC15 community activity and Sport England Reward and Incentive funding. £45k is new money from BT to fund the youth programme and in support of the BT National Championships. As drafted the budget shows an adverse variance of £31k. On closer scrutiny it was clear that NDD is still an area where there is very little flexibility. Activity is high and the budget for delivery relatively small with some work still undertaken by volunteers. Following from the last BOM DP asked for a breakdown of Super Series and National Championships costs. All agreed that it is no longer sustainable for the NGB to cover the full costs of these events and that in line with other sports, clubs should pay entrance fees to cover the costs of the tournaments which have increased in line with an increase in the number of teams and weekends of activity as well as costs of venues and officials. The BOM agreed to fund the 2015 Nationals in full as this is in May but to charge an entrance fee from 2016. It further agreed to charge £250 per weekend tournament per team for the new Super Series starting in the autumn 2015. This income would be for the sole use for the Super Series and would add an additional £12k to the NDD income.



5.4 With this work undertaken the BOM agreed a Fundraising target of £30k to realise a budget position of:

Income:	£1,299,308
Expenditure:	£1,291,873
Positive Variance:	£ 7,435

6. Equality Action Plan

6.1 The BOM thanked SLF for the work undertaken on the Equality Action Plan. It was agreed that there should now be an executive lead to take this work forward. Following discussion LB agreed to discuss this with Mary Nicholls. The two areas that need work ahead of final submission mid March are a staff training plan and recruitment. **Action: LB/DP**

7. Risk

7.1 The BOM reviewed the Risk Register and added an additional 2 risks – one relating to game variants and the second around delivering the BT contract. It was agreed that all risks were currently being mitigated.

8. Club Model

8.1 The latest draft of the Club Model and associated documents were reviewed. It was agreed that with some minor amendments relating to more ‘club friendly’ language for the club application documents this work was now complete. KC reported that the documents had already been extensively reviewed by the DMG. DP asked that:

- Final amendments be sent to Daniel to make changes
- Papers to go to the DMG in March for them to take back to the clubs for any final comment
- Club Model to be signed off by DMG at its May meeting

Action: KC/DH

9. Audit/Annual Report

9.1 DP reported that the audit preparation would start on 27 April and asked that all outstanding invoices etc be hastened and presented as soon as possible. The audit is to be completed in time to present to the GFSC on 9 June. DP asked that LB and KC go through the high level objectives set out in last year’s annual report for delivery this year and email him a brief summary on achievement by 14 March. Include additional achievements that may have been delivered over and above objectives set.

Action: LB/KC



10. BT Nationals

10.1 All agreed that preparations for the BT Nationals were on target and that the Nationals workshop group were managing this effectively. The BOM is content at this stage.

11. Quick Updates

- Errea Clothing. Samples now with Elite. To be provided to NDD. Mary to discuss design work with Errea. Order to be placed by end of month. **Action: LB**
- Saracens Plan. KC reported that it will be a similar event to that delivered at Quins. LB to confirm players attending. DP to discuss with Chair his attendance. **Action: All**
- BT activation update. DP reported that he was meeting with BT over the next few days to discuss the Ticket Launch Plan which is the next key event. **Post Meeting Note: Ticket launch now confirmed for 25 March at BT Tower**
- *Super Series*. KC reported that all was on target for the upcoming weekends.

12. AOB

12.1 GB Squad visit to Roma in Bridgend. LB offered week of 6th or 13th April with 15 April the preferred date. **Action: DP**

12.2 DP reported that the Chair is available for advice/decision during DPs absence on leave.

Date of Next Meeting:

1 Apr 1000 Twickenham

16 Apr 1030 Copperbox BT National Championships Workshop