

Record of GBWR Board of Management Meeting dated 26 Mar 14

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

1. Apologies Nil
2. Minutes of meeting dated 26 Feb 14
 - 2.1 Approved.
3. Actions Arising
 - 6.1 Appraisals either completed or scheduled
 - 9.1 DMG/Coach meeting rescheduled for 5 June
 - 10.1 Satisfaction Survey to go out after SS3

All other actions complete

4. Review Financial Position
 - 4.1 Fcast outturn positive variance £40k. Following discussion it was agreed to review March management accounts and assuming consistency of information then authority given for LB to book May flights @ cost of £25k and NDD to order additional chair @ cost of £5k all to be charged to 13/14 budget.
Action: LB/KC (*confirm with DP following review of Mar accounts*)
5. Audit & Annual Report
 - 5.1 DP briefed on importance of bringing everything to account in year. Books will stay open for a week post the end of the month but every effort to be made to get invoices to Daniel by 31 March.
 - 5.2 Mazars will conduct audit field work at Twickenham starting 6 May 14
 - 5.3 KC and LB to provide DP with bullets of key achievements in their areas. Most of this DP will take from review of business plan but looking for details of club/personal support stories and things outside the business plan eg delivery to prisons etc. Ideally I would like a short list of bullets for each club which details support provided
Action: All
6. Event Updates
 - SS3 29/30. All on target
 - Harlequins Launch – date changed again. New possible dates 29/30 April tbc
 - BPA/Nissan Games. Mike Spence to coach. Amanda lead. Discussed the importance of having a full set of equipment eg sufficient new gloves; also need to ensure sufficient staff – mechanic?

Action: DP to get update from BPA. KC to ensure all requirements in place.

- National Championships. BOM discussed the challenges around delivering the Nationals with an ever increasing number of teams. Also the ambition to make the Nationals an attractive event for potential sponsors and spectators. Plan in 2015 is to hold it in the Copperbox to test the venue ahead of WWRC15. This needs more discussion and planning post this year's nationals.

KC briefed that this year's nationals will be preceded by a week of rugby in Stoke – 28 April -2 May with GBWR partnering with Stoke City FC, the civic centre and the colleges

Action: DP to discuss requirements for this year with Roma

KC to lead on options for future nationals

Post Meeting Note: – there may be mileage in a workshop approach to this involving Lee, Head Official, a couple of DMG members and us to look at all aspects particularly in view of test event for WWRC15 – KC to discuss

- Ministerial Visit. The Minister of State for Disabled People – Mike Penny MP will visit the GB training session on 1 July at Leicester. KC is leading on this with the Minister's office. BOM discussed the importance of this visit and of our key messages.

Action: KC to discuss with Minister's office and DP to review package to go to Minister ahead of visit and confirm messages

- AGM/Competition. The AGM is confirmed at Friday 12 September followed by a day competition on Saturday 13th and the awards evening that night. DP asked that every opportunity is taken to communicate the importance of the AGM as it will deal with the Article and Club model revisions
- Invictus Games 10-14 September. Planning is only just beginning on the games. DP will meet with the planning team on 9 April.
- Club Model. No further progress reported. KC to meet with SLF.
- Wales. GBWR report to be presented to Trustees of Welsh Rugby Charitable Trust on 25 April. GBWR will meet Amanda's costs in April and if necessary Disability Sport Wales will cover May costs. DP asked about the Development Grant and KC explained that following advice, a bid is being prepared to access Small Grant funding and in addition GBWR will bid when the 'Call for Action' fund is announced. KC briefed that Rupert Moon was now taking an interest and working with Dragons. DP is keen to engage with Jon Morgan at DSW as soon as the time is appropriate – KC to advise.

7. [Update on Reports](#)

- 7.1 WCPP: Mid Year Mission 2016. LB explained this will be 'light touch' and date to be agreed in May

Q4 financial return due 12 May

SE: Still waiting for clarity on reporting requirements. Currently there is a Q3 finance return scheduled due for 14 April but there has been no confirmation

SE Major Events Fund: discussed with KC – urgency now to get this completed. KC to provide DP with draft asap

8. Insurance

8.1 LB provided DP with Travel Insurance requirements

9. WWRC15

9.1 DP gave the following update:

- Sales Brochure will be completed in soft form by end of week and high quality hard copy available after Easter
- Sales Strategy has been completed and work starts now on engaging potential sponsors
- The company 'Corporate & Sporting Events' has been commissioned to manage all transport and hotel requirements. The Holiday Inn and Premier Inn will be the targeted hotels in Stratford.
- Business case has been submitted to UKS seeking deficit funding for the event
- Confirmation has been received from Mayor of London Office that he is keen to support the launch. Dates are being worked on
- DP has meeting with Joanna Manning Cooper RWC15 on 2 April to update and on same day with Adidas to discuss the event
- DP with Simon Whittam Onshore will meet with Deborah Poulton on 2 April to discuss next steps with broadcaster approach

10. Building Resilience

10.1 BOM discussed update on resource issue. Still no news on Sport England reward money. DP to contact Chris Colby. DP updated on his discussions with Martin Coclough in respect of a funded 0.5 position to lead on the Recovery Centre programme. KC has prepared draft TOR. DP will write business case and get to H4H by end of week. This item to remain as standard agenda item next month.

11. AOB

11.1 Centric Community Projects. KC has investigated and this is not suitable for our requirements. Action: DH to contact

11.2 Classification. KC explained that there are some concerns about the functionality of some players who have played in the league this season especially from some of the new clubs. It was agreed that we must protect the domestic league and so more work will be done on the classification of new players ahead of the new season and those who are not classifiable will not be permitted to play. The idea of creating a separate Para League will be looked at and discussed with the DMG/Membership.

Date of next BOM 29 April Twickenham