

Record of GBWR Board of Management Meeting dated 28 Jan 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 19 Nov 14](#)

2.1 Approved.

3. [Actions arising not otherwise covered on the Agenda](#)

All actions to be picked up under Q3 review with the exception of:

3.1. Lee Stutely contract – new proposal to be discussed JD by 30 Jan 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 25 Mar
Action: DP

4.2 Military Programme. DP has met with Martin Coclough. Agreed that Paul Jenkins will be Head Coach for programme but that H4H will manage programme. GBWR will agree overall programme to ensure it also meets development needs and Nationals/BT WWRC15 intentions. Paul Jenkins will recruit his own staff to assist.
Post Meeting Note: Paul has recruited Keith Jones as Assistant Coach and John Thomas as Mechanic.

4.2 Get Kids Going. DP met Jane Emmerson and agreed that GBWR would put together a proposal based on available funding of £20k for current financial year. ***Post Meeting note: KC has produced proposal which has been submitted to GKG***

4.2 Mid Term Appraisals. All complete.

4.2 UKS Cash Flow Projection – action complete.

4. [Q3 Review of Business Plan](#)

4.1 A review of progress against the business plan was conducted and the Q3 template populated. Red areas and amber actions agreed are:

- 1.1 Evaluation of 2013-14 programmes by June Action: KC
- 2.2 Deliver 3 x BME opportunities by Mar 15 Action: KC
- 2.4 Talent opportunities. Conducted 1 TID, but the Talent Development Squad established, with 7 camps conducted and competed in their first competition. Talent Targets achieved with players in classification and one player gaining promotion to the Elite Squad.
- 4.0 Working group to be formed to look at transfer potential from Wheelchair Basketball – likely to remain red. Discussions ongoing Action: LB
- 5.6 2 mandatory training sessions to be undertaken by workforce. Will remain red Look for new dates next financial year. Action: DP

- 6.9 Test Business Continuity. Relates to RFU testing protocols. To discuss with RFU. Action: DH
- 6.11 Determine options for Stakeholder Pensions. Postpone to next financial year. Action: DP
- 6.13 Implement equality action plan by Dec 14. Deadline extended by Sport England until April 15
- 7.1 Look at options for Partner Support Officer. To be reviewed as part of overall management review in next financial year. Action: DP

5. [15/16 Budget](#)

- 5.1 The budget work undertaken on 21/22 Jan was reviewed. Confirmation from Sport England is awaited on Reward and Incentive, Safeguarding and WWRC Community Support Funding. Following further work DP requested completed templates based on current assumptions to be populated including legends and forwarded by 4 Feb. 15
Action: KC LB DP
- 5.2 The BOM discussed the cost of the Super Series and the Nationals. Both have to date been centrally funded with no contributions coming from teams. The BOM agreed that this is no longer a sustainable position. DP asked KC to provide a full budget for the Super Series. The Nationals Budget will be worked up as part of the Nationals working group. In parallel DP will work with DH to cost the membership benefits against expenditure. This work to be reviewed at February Budget/Plan meeting
Action: Super Series Income and Expenditure to be available for 11 Feb meeting KC
Action: Membership Benefits v Costs for 11 Feb DP

6. [BT Mobilisation](#)

- 6.1 National Championships. This is being managed through the working group. Next meeting 19 Feb. Discussion about production of fliers/posters to market volunteer programme. ***Post Meeting Note: discussed volunteer programme with BT. They will market internally but want to understand their volunteer allocation.***
Action: add to agenda for working group
- 6.2 Code of Conduct re Social Media. Action: DP
- 6.3 National Youth Programme. Action to recruit Youth lead. DP to agree JD
- 6.4 Branding materials for programmes including pull ups and court boards.
Action: DP to discuss with BT and MS
- 6.5 BT GB Team. Clothing contract to be progressed with Errea. Action: DP/LB
Chairs to be branded. Require clear programme of branding which needs to be agreed also with Roma. Action: LB to task GB Mechanic
- 6.6 Strategic GB/BT Action Plan. Action: DP to develop

7. [Get Kids Going Proposal](#)

- 7.1 GKG proposal prepared by KC approved by BOM. Action: DP to discuss with Jane Emmerson.

8. BT WWRC Community Programme Manager

8.1 With some amendments the plan presented by KC was agreed.

9. Onshore Contract

9.1 Onshore. DP to meet with Onshore to review contract. KC/LB to provide media opportunities/programme. ***Post Meeting note: LB provided programme. DP met with Onshore 29 Feb – discussions ongoing pending KC and MS programme detail***

10. Errea Clothing Contract

10.1 LB reported that still waiting to receive samples. Action: DP to call Michael @ Errea
Post Meeting Note: DP spoke to Michael on 3 Feb. He assured that items have been sent. Some delay caused by the fire in the Euro Tunnel. Items sent to LB house

11. Quick Updates

- Rob Tarr's note. Action: LB to forward Code of Conduct. KC to ask RDO to follow up with John Duggan. Copy DP email traffic please
- Articles. DP reported that draft now complete and approved by Board. DP seeking SE Approval to delay presentation to Members until July AGM
- Club Model. Need to link this with the new Articles especially around Rules and Regulations. Action: DP to discuss with SLF
- AGM date. 24 June proposed. ***Post Meeting note: Audit means that July earliest date***
- JD Lee Stutely post. Action: LB/KC to draft
- Youth Officer. Recruitment action to be taken. JD to be approved. Action: DP
- Super Series Entry Fees. See 5.2 above

Date of Next Meeting:

11 Feb 1000	Twickenham	Finalise Business Plan and Budget plus some actions above
18 Feb 1000	Copperbox	BT National Championships Workshop
19 Feb 0930	Twickenham	BOM