



Record of GBWR Board of Management Meeting dated 29 June 2016

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

1. Apologies Nil
2. Minutes of meeting dated 25 May 16
 - 2.1 Approved.
3. Actions arising not otherwise covered on the Agenda
 - 12.1 DP to provide Outstanding Service Recognition Paper
 - 9.1 DP to confirm that Board will support approach to Maggie Alphonsi MBE with regard to becoming an ambassador
4. AGM
 - 4.1 The BOM discussed arrangements for the AGM and reviewed the draft presentation.
5. May Management Accounts
 - 5.1 These were the first accounts produced by Wilkins Kennedy and are yet to be formatted in the way the BOM requires them to be. The BOM noted the May position which appears to be in line with the budget but awaits the June accounts which should provide an accurate position at Q1.
6. Strategic/Operational Milestones
 - 6.1 Version:002 was approved and will be circulated to the Board. DP asked that any changes/updates/additions/deletions are forwarded to DH. **Action: All**
7. Super Series/Nationals 2015/2016 Evaluation
 - 7.1 KC presented the evaluation paper. DP thanked the team for a great series and for the detailed report. He questioned the overspend against budget which was almost 15%. KC explained that was because of VAT and the use of overseas officials. DP asked that VAT should be included in the budget if there is no prospect of VAT relief on the items. Likewise the true costs of officials be included in the budget and the aim should be to use GBWR officials.
 - 7.2 DP asked how the question raised by Bob O'Shea was being addressed – it related to the number of weekends that Divison 3 wanted to play and the related competition fee. KC said that this would be discussed at the DMG on 13 July but felt that most Div 3 clubs wished to play the same number of weekends as Leagues 1 and 2.
Action: KC



8. [RDO North Replacement & Personnel Strategy](#)

8.1 KC confirmed that RDO north would be leaving her role on 12 July and that interviews for the position had taken place on 8 July with one applicant identified as the preferred candidate. DP said he was reluctant to offer an employment contract at this stage so close to the end of the financial funding cycle but instead would like the work to be put into packages that could be delivered against an agreed sum by the preferred candidate who was open to this approach. KC was supportive of this.

Action: DP

8.2 DP said he wanted to be certain that the safeguarding function would be met effectively and asked who had been identified to meet this role. KC said that an individual from Gloucester who had a background in safeguarding gained from the NHS was interested in the role. DP asked KC to follow this up with a view to an early meeting. **Action: KC**

9. [GFC Feedback-Club Affiliation](#)

9.1 DP reported that the GFC had considered the documentation put forward for affiliation and felt that it needed further detail before it could properly evaluate requests. DP asked that KC forward the current template which he would then discuss with the Chair GFC. **Action: KC/DP**

10. [Quick Updates](#)

10.1 **Canada Cup.** LB that despite losing to the top 4 nations she was 'pretty happy' with the tournament. Jim Roberts had not been used in 3 of the games and it was not the intention to show all of our hand. She said that all was in place for the final 2 months preparation.

10.2 **Sport England Meeting 28 June.** KC reported on the meeting which DP had also attended. The Investment Guidance for NGBs will be published soon (*post meeting note: now received*) with the guidance for other investments streams to follow. The first GBWR scoping meeting will be arranged before the end of July (*post meeting note now fixed for 1 August*) with the aim being that indicative investment figures be available by the end of August as a basis for helping to shape the investment application.

10.3 **Pensions.** DP reported that following the meeting with our Pensions Advisor, the Board had agreed to use Aviva as the company provider. The Advisor would meet with all employees on 12 July.

10.4 **Woman's Sports Week.** DP reported that WSW would take place 3-9 October and asked what plans there were to take part. KC said she is looking to build on the success of the Loughborough day and that there was interest from Laura Wright and Maggie Alphonsi to be involved. DP asked for more detail on the plan with an agreed date soon as possible particularly in view of Rio which will occupy much of September. **Action: KC**



- 10.5 **Jason Leonard.** DP reported that following the meeting he and the Chair had with Jason Leonard he had agreed to take up the position as Patron. This will now be confirmed at the AGM and assuming agreement he will present the Rio caps to the GB team on Friday July 22nd.
- 10.6 **Wooden Spoon.** KC reported that the WS had proposed a 1 year fundraising campaign aimed at providing at least one chair to each of the GB clubs. They wish to do this in partnership with GBWR and get access to the chairs via the Roma discounted chair rate. All agreed that in principle this had attractions but DP wished to undertake due diligence. In particular he wished to understand the campaign, budget and communication with donors as well as the role GBWR would have. In effect he said he would want an SLA to be agreed.
Action: DP
- 10.7 **GB Families Day.** DP updated on the arrangements for the day. Whilst awaiting confirmation from the team, he said that BT had provisionally booked a site at the Olympic Park with BBQ and activities for children. LB reported that there was not a great deal of interest from the team in the event. They were more interested in the cap presentation on the Friday but did not particularly want a families day. DP took an action to cancel the event. **Action: DP**
- 10.8 **Minister State for Disability, Works & Pensions.** KC reported that the visit of the Minister was still in the diary for 26 July but post Brexit and the election of a new Prime Minister and Cabinet this was yet to be confirmed. Arrangements were in place and Onshore was managing communications.
- 10.9 **BT Request.** DP said that BT had requested an opportunity to do a short film involving their ambassadors Jim and Ayaz to be used as part of their Paralympic campaign. LB agreed to lead on arrangements with BT. **Action: LB**

11. [AOB](#)

- 11.1 LB updated on the Paralympics GB Team launch taking place on 16 July.

Date of Next Meeting
27 Jul 16 @ 0930