

Record of GBWR Board of Management Meeting dated 28 March 18

Present: David Pond CEO DP
Julie Bunnage National Development Director JB
Daniel Hook Compliance & Membership Officer DH

1. [Apologies](#) Nil
2. [Minutes of meeting dated 23 Jan 18](#)
 - 2.1 Meeting was Q3 review and since then 2 other meetings but both to develop the annual business plan and budget both now complete
3. [Actions arising not otherwise covered on the Agenda](#)
 - 2.1 Nil
4. [Fundraising](#)
 - 4.1 DP reported that Lucy Jones had moved on and that he was now looking at a different model for the fundraising operation. This was likely to comprise 2 elements: a. using an agent to help secure sponsorship deals and b. using someone else to help support partner management which has become very demanding with the additional insurance partners. DP will keep the BOM up to date on progress.
Action: DP
- 5.0 [General Data Protection Regulations](#)
 - 5.1 DH reported that the new database was being built around GDPR principles and will provide users with greater control over their own data. The IT solution (cloudbase storage for everyone – email etc) was still being finalised and DH is waiting on quotes but again will be built around GDPR principles as is microsoft 365. This is also a more cost effective solution as there is a significant reduction on basic cover for charities.
 - 5.2 DH has reviewed the ICO checklist and confirmed that we are either compliant or working towards compliance. Much of the 'working towards' hinges on the IT and database solutions being delivered. JB asked whether we are still OK with collecting data – do we have the permissions? DH confirmed that we are but is looking to change the forms after the IT solution has been implemented.
 - 5.3 DH reported that he has identified online training for GBWR staff and board members which can be accessed after the IT system has been put in place. He also has a course booked in June to ensure he remains up to date with ongoing developments.
- 6.0 [Database](#)



6.1 There has been some slippage in updating of the data gathering documents but DH is working through these now and they should be finalised within the next week. Once completed it is anticipated to take 6-8 weeks for the system build so planning on going live end of May beginning of June and ahead of new membership period.

7.0 [Website](#)

7.1 DP said he thought that there seemed to be much more work to do on the website. DH said it was till being changed incrementally and the next stage was the fundraising content which Lucy Jones was still to provide. DP said he would follow this up. He also asked for early action to deal with the sponsor page. In particular to capture partners in a structured 'level of partnership' framework. He provided DH with details to be taken forward.

Action: DH

8.0 [End of Year](#)

8.1 Confirmed books to close on 17/18 on 13 April. DP asked that all invoices etc be presented ahead of that date. The BOM budget reconciliation and Q4 review will take place at the BOM on 17 Apr. JB confirmed that the SE report was due on 30 Apr. DP will draft annual report week of 1 May. The AGM is set for 25 Jul at Twickenham. The BOM considered alternative options for venues which might encourage greater attendance but it concluded that there was no evidence that it would be better supported by moving it. DP asked JB to raise the issue with the DMG to seek its views.

Action: All

9. [National Championships Action Plan](#)

9.1 Lee Stutely had submitted the action plan which the BOM reviewed. There is a requirement to review the need for additional court boards. DP asked JB to provide him with any additional requirement which in principle he was content to authorise.

Action JB

9.2 The Development team is meeting in Loughborough on 11 Apr to finalise arrangements.

10. [NDD Programme of Activities](#)

10.1 JB provided the programme over the next two months. It was agreed that a great deal of activity is planned but JB said she wanted to ensure that it was better linked to contractual deliverables and would be discussing that with her team.

11. [Strategic Operational Milestones](#)

11.1 DP took an action to circulate for updating.

Action: DP

12. [AOB](#)

12.1 Life Cover. DP said that a group life cover policy had been agreed and that employees would be covered under the policy from 1 April. Benefits are 4 x annual salary plus other



non financial . DP will be writing to all employees to explain the benefit as soon as final documents were received.

Action: DP

12.2 Insurance Requirements. DP will circulate for updating in time for renewal which is June

Action: DP

12.3 Wales. DP expressed some concern about lack of clarity around activity in Wales. He said he was keen to get an early date for the launch of Rupert Moon as an ambassador linked to a Wales activity. JB will investigate.

Action: JB

12.4 JB asked for confirmation about safeguarding provision. DP said that until further notice he intended to continue with the services of Gill. In addition he will arrange to meet with the RFU to discuss the potential for the RFU assuming the full NGB requirement.

Action: DP

Date of Next Meetings

1200 17 April @ Twickenham - Q4 review and budget reconciliation based on Feb management accounts

1000 9 May @ Twickenham

1000 27 June @ Twickenham