



BOARD MEETING MINUTES

Minutes of the Board meeting held at William Goodenough Small Common Room, Goodenough College, Mecklenburgh Square, London, WC1N 2AB at 1100 on Wednesday, 13 June 2018.

PRESENT

Board

Joy Carter (Chair) (JC)
 Kate Bedwell (KB)
 Nick Donald (ND)
 Heidi Leseur (HL)
 Wendy Newlove (WN)
 Eamonn O'Rourke (EO)
 Matt Pullen (MP)
 Jamie Singer (JS)
 Paul Trott (PT)
 Keir Worth (KW)

Also present

Paul Barrett (Project Manager – Membership) (PB)
 Steve Jones (Minute Taker) (SJ)
 Ian McKenzie (Editor, The Squash Player Magazine - item 2 only) (IM)
 Paul Millman (President) (PM)
 Louise Perry (Director of Finance & Operations) (LP)
 Paul Walters (Commercial Manager) (PW)
 Mark Williams (Partnerships & Programmes Director) (MW)

		ACTIONS
1.	<p>Apologies for Absence</p> <p>Apologies were received from Mark Jeffreys and Andrew Light.</p> <p>Declarations of Interests</p> <ul style="list-style-type: none"> • In relation to the National Schools Championships item, JC and HL declared that they each had a son/daughter that were scholarship recipients at a school in question. • JS pointed out that he is involved with the legal retainer paper. • PW highlighted the fact that he has magazine-related business interests. 	

Minutes of the Board Meeting of 1 March 2018

The minutes of the previous meeting were taken as read and were agreed as a true and correct record.

Matters Arising

All other actions in the minutes were said to have either been completed since the last meeting, are in progress or would be covered in this meeting.

Chair's Report

JC welcomed all to the meeting and mentioned that she had been pleased to touch base with the chair of CAN, Alan Batchelor.

CEO's Report

KW noted that the number and breadth of Board papers shows the wide variety of work being done and picked out some noteworthy updates as follows.

Collaboration

It was reported that collaborations have been positive. For example, CAN continues to provide valuable expertise and time into membership (and other areas). Collaboration is also going well with the Home Nations squash federations and UK Sport. Good progress has also been made with US Squash and Squash Canada on Club Locker.

Sport England

There will be some key personnel changes at Sport England, including the departure of CEO, Jenny Price, later this year.

European Squash Federation (ESF)

The Board welcomed the increase in diversity on the ESF board.


World Squash Federation (WSF)

- The ethics enquiry regarding the elections at the AGM in 2016 is ongoing.
- The deadline for nominations for re-election is 29 July 2018 and the WSF has announced that two vice-presidents will be up for re-election in October.

2.	<p>England Squash Magazine</p> <p>JC welcomed IM into the room to discuss his proposal for the future of The Squash Player Magazine as a member benefit.</p> <p>IM highlighted a number of key points around both print and digital versions of the magazine and the importance of effective circulation. It was noted that a digital version of The Squash Player is available to subscribers.</p> <p>A question was raised as to whether a portal might be a better option than a digital magazine, to which IM responded that this can be covered in the form of access to back issues and potentially other content.</p> <p>In terms of a take-home message for the Board, IM picked out the magazine's strong focus on the reader in all editorial decisions.</p> <p>IM was thanked for his attendance and presentation before departing the meeting. Discussion ensued amongst the Board and it was agreed that the decision to be made is part of a wider discussion on how England Squash communicates content generally in order to engage the squash community.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • IM is to be advised that one more print version will be funded whilst a decision is made • The paper from CAN should be revisited • A Board working group should be put together to determine best offering for members (provisionally consisting of KB, WN, MP and ND) 	<p>KW/LP</p> <p>KW</p>
3.	<p>Commercial Developments</p> <p>PW referred to his Board paper. He said that it is evident that there is a need to identify what tools are available to increase visibility of England Squash in order to make the most of commercial opportunities. A priority was identified as keeping partners engaged and maximising their visibility.</p> <p>It was noted that a key partnership agreement recently was Dunlop's sponsorship of the junior circuit over a three-year period. There is also an important agreement forthcoming in the form of an official ball agreement, which is currently following a tender process with all major brands.</p> <p>PW asked the Board to note the progress that has been made and permission to continue with the England Squash commercial plan. Both points were approved.</p>	<p>PW</p>

<p>4.</p>	<p>What England Squash Does Document</p> <p>JC gave thanks to LP and Andrew Light for their work on this promotional material.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • As well as the information on what England Squash does, there should be a separate, 1-page document to explain what England Squash <i>is</i>, and it should also show key achievements • Complaints procedures and also Referee Development should be added to the 'Mission' document • There should be a reference to the strategic pillars ('connecting', 'driving' and 'adventurous') • Within the Partners section, university delivery partners should be included • A paper shall be presented at the next meeting with recommendations of how it will be used/promoted 	<p>LP / KW</p>
<p>5.</p>	<p>Code of Conduct and Complaints Procedure</p> <p>It was noted that although the draft Code of Conduct document seems complicated on the surface, in practice it will be a simple code to follow.</p> <p>There was agreement that:</p> <ul style="list-style-type: none"> • To avoid confusion, references to anything covered elsewhere (safeguarding, for example) should be removed • Board members should send feedback on the draft document to LP • Consultation should take place once the draft is more complete to include CAN • Each level of dispute should be defined (with examples) because it is necessary to be very explicit 	<p>LP/Board</p>
<p>6.</p>	<p>Membership</p> <p>In view of the identified need to resource the collection of club affiliation fees, there was a consensus that 'Membership Monday', where England Squash staff make telephone calls to clubs with outstanding invoices, is a good idea and should be introduced.</p> <p>The Board approved an increase in member fees of £2.50 from 01/12/2018, in line with the original proposal that was agreed by Council in May 2017.</p> <p>An increase in Enhanced Rebate for County Associations will be agreed by the working party and ND, then be shared with the Board prior to the next meeting.</p> <p>ND asked the Board to put on record their gratitude for the extensive work of Richard Antcliff on communications with County Associations regarding Enhanced Rebate.</p>	<p>SJ</p> <p>PB</p>

7.	<p>National Schools Championships (NSC)</p> <p>MW made reference to the relevant Board paper and following extensive discussion asked for ratification of the proposal that NSC entrants be allowed to continue to select an uncapped number of scholarship players in each team.</p> <p>The Board ratified the proposal, with PT wishing to place on record that he did not agree with the decision.</p>	
8.	<p>Articles Plan</p> <p>PM commented on the paper he wrote in collaboration with Patrick Fleming (Chair, Surrey Squash), to provide some further background and to request some steer from the Board on the way forward.</p> <p>It was remarked that the paper was conceived in order to challenge the idea that it's the 'system' that matters, and it goes beyond the Articles of Association to be more wide-reaching.</p> <p>There was agreement from PT that England Squash is moving in the right direction in terms of the approach detailed in the paper because, for instance, an Enhanced Rebate has been introduced and there is a move towards more commercialisation. It was said that County Associations should ideally be more strategic and less operational.</p> <p>It was agreed that the information on the website regarding the National Forum should be improved.</p> <p>There was agreement that:</p> <ul style="list-style-type: none"> • CAN be included on slide 1 • Consultation with CAN should take place • The National Forum should be reviewed. <p>It was noted that a county audit had been produced and distributed by CAN.</p> <p>JC placed on record her thanks to PM and Patrick Fleming for their work.</p> <p>Based on the discussion, PM is to bring further proposals to the next meeting.</p>	<p>LP</p> <p>PM</p>

<p>9.</p>	<p>Any Other Business</p> <p>It was suggested that the Board receive some training / update on safeguarding policy.</p> <p>Other papers circulated for information and which were noted or approved were as follows:</p> <ul style="list-style-type: none"> • Club Locker • Talent Pathway Update • Finance • Content Development Update • Programme Delivery Update • Safeguarding Update • Tactics Tracker • Coach Education Pathway Update • Mission 2022 – Referee Development • Legal Retainer • GDPR Update <p>Signed....  (Chair)</p> <p>Date.....06/07/2018.....</p>	<p>MW</p>
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