



BOARD MEETING MINUTES

Minutes of the Board meeting held at Onside Law, 642 Kings Road, London, SW6 2DU at 11:30 on Thursday, 1st March 2018.

PRESENT

Board

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

Also present


Paul Millman (President) (PMI)
 Paul Makinen (Head of Marketing & Insight) (PM)
 Mark Williams (Partnerships & Programmes Director) (MW)
 Louise Perry (Director of Finance & Operations) (LP) – by telephone

		ACTIONS
1.	<p>Apologies for Absence</p> <p>Apologies were received from Gordon Lord and Kate Bedwell. JC thanked all for making such a great effort to attend the meeting in such adverse weather conditions.</p> <p>Declarations of Interests</p> <p>Nothing to declare.</p> <p>Minutes of the Board Meeting of 15 December 2017</p> <p>The minutes of the previous meeting were taken as read and were agreed as a true and correct record.</p>	

<p>Matters Arising</p> <p>Point 3 – Board Evaluation - It was noted that the Board evaluation progress against the recommendations will be updated on an annual basis.</p> <p>All other actions in the minutes were said to have been completed since the last meeting or would be covered in this meeting.</p> <p>Chair’s Report</p> <p>JC welcomed all to the meeting. JC had the following two points to cover:</p> <ul style="list-style-type: none"> • An important milestone was reached at the last AGM. JC thanked PMI for joining as the lead on the Articles of Association review. • JC thanked HL for the great work in dealing with an ongoing complaint. A discussion was held regarding the learning points that have been identified during this process. <p>Based on HL recommendations, it was agreed that a review of the complaints procedure and coaches code of conduct and jurisdiction over complaints relating to County Associations would be undertaken.</p> <p>It was noted that the audit committee had questioned the legal costs during the financial year and the viability for having legal advisers on a retainer so that costs could be managed more effectively. JS to liaise with KW and LP on this.</p> <p>CEO’s Report</p> <p>KW advised that the last few months have been a very busy time, with the successful delivery of three major events (World Championships, British Junior Open and National Championships). Feedback has been positive especially in relation to the BBC coverage of the Nationals. JC congratulated the team on securing the excellent BBC coverage.</p> <p>KW advised that we have just hosted an international coaching conference for leading squash nations including Egypt, India, Malaysia, USA, Scotland and Wales.</p> <p><i>Staff changes</i></p> <p>A new delivery model for Competitions & Events has been identified, but not finalised, which will see ES retain strategic control/direction of the competitions and events programme but allow and empower expertise from the squash community to contribute to delivery. The change has been driven by an ongoing need to seek efficiencies. Consequently, there will be staff changes – a process is ongoing and EOR is assisting in this matter.</p>	<p>KW/LP</p> <p>JS/KW/LP</p>
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<p>2.</p>	<p><i>WSF</i> KW recapped the WSF issue and advised that there has been little progress to date. An informal meeting brokered by the PSA is planned for next week and JS and KW will attend to listen to what is said. JC thanked JS for the assistance he has provided KW on this issue.</p> <p><i>Relationships</i> KW had a positive meeting with the Jonathan Gliddon, Chair of the Masters Committee and reported that a support/partnership agreement is being agreed.</p> <p>Linda Taylor and LP had a good meeting with CAN representatives – namely Alan Batchelor and Mike Clemson.</p> <p><i>Funding and generation of own income</i> KW has discussed with ND the need for a working group to be established to identify ways of raising funds and generating own income. We need to be more proactive in this area over the coming months. The Commercial Manager post is included in the draft budget for the next financial year. KW is to meet with the Commercial Manager to ascertain what additional income streams have been identified and the likelihood of these materialising.</p> <p>ND agreed to chair the working group. WN and MP agreed to be part of the working group.</p> <p>Articles of Association</p> <p>JC again welcomed PMI. PMI thanked the Board for appointing him. PMI advised that the working group have not met formally yet, but they have had a number of conference calls and informal discussions. Andrew Beeston, the CAN representative, has provided points to consider.</p> <p>It was agreed that as part of the consultation process with County Associations, there would be discussion on the election of officers and Board members being undertaken at AGM rather than Council and also that voting rights of individual members would be included too.</p> <p>A consultation paper would be compiled welcoming input from stakeholders, Counties and the wider workforce on potential changes to the Council Structure.</p>	<p>JS/PMI</p>
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3.	<p>Sport England Measurement Dashboard</p> <p>MW provided an update on Sport England's requirements on the criteria against which England Squash will be measured. Sport England have asked England Squash to review back-office costs across the 4-year cycle or increase the 'influence' figure.</p> <p>KW and MW to liaise with Sport England on finalising requirements. JC offered her services if required.</p> <p>HL advised that, in relation to influence numbers, she is working on compiling a list of clubs and what programmes they are running to encourage juniors. It was agreed that the Board would revisit the longer-term strategy at a future board meeting, in relation to how we capture data for all counties.</p>	KW/MW
4.	<p>Tactics Tracker</p> <p>KW gave a brief overview on the new tactics tracker and asked whether Board felt this was a suitable tool to use. It was agreed by Board that this is an appropriate tool.</p>	
5.	<p>Staff benefits</p> <p>LP presented comparative analysis compiled from data supplied from other NGB's on salary band figures and it was agreed that a 2% pay-rise for staff for the new financial year is fair and appropriate.</p>	
6.	<p>Squash Player Magazine</p> <p>LP advised that along with MW, they have been liaising with Ian McKenzie (IM) from Squash Player on a new deal that could be reached in relation to the supply of the magazine.</p> <p>PT advised that he has spoken with IM on several occasions and would like to invite him to the next Board meeting to make a presentation. This was agreed by Board.</p> <p>Four options were presented, and Option 4 was selected as the preferred option. Provisionally, a two-year deal is to be negotiated, but this will be finalised after the presentation at the next Board meeting. It was also requested that we ensure that the England Squash logo is more prominently placed on the front cover of all editions.</p>	PT
7.	<p>England Squash Ambassador Programme</p> <p>KW gave a brief overview and it was agreed that:</p> <ul style="list-style-type: none"> • England Squash can proceed with developing an ambassador programme. • A range of high profile individuals from the squash community can be approached to become ambassadors. 	

	<ul style="list-style-type: none"> • KW to contact VPs to communicate the new role of Ambassador and ask how they might wish to contribute <p>8. What England Squash Does</p> <p>KW presented the document and there was a discussion about who the document was intended for. MP advised that it currently contains too much strategic information for the 'average' player. KW to revise based on the points raised by Board.</p> <p>9. Any Other Business</p> <p>After review of the partnerships paper, AL asked that England Squash make sure that we are clear on what we are getting out of the partnerships that we have in place to ensure that our time and resources are utilised effectively.</p> <p>JC thanked the SMT for the very interesting below the line papers and updates.</p> <p>Signed....  (Chair)</p> <p>Date.....04/04/2018.....</p>	<p>KW/LP</p>
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