

ENGLISH LACROSSE ASSOCIATION Ltd.

Minutes of a Board meeting held on Monday 14th May 2018 at Ashridge Holt, Berkhamsted.

Present: John Neal (JN) Chair, Mark Coups (MC), Prashant Jobanputra (PJ), Hannah Bowe (HB), Ben Jessup (BJ), Hamish McInnes (HM), Gavin Devine (GD), Michael Estill (ME), Nikki De Krester (NK), Chrissie Owens (CO), Sallie Barker (SB), Sue Livock (SL) President, Neil Edgar (NE) Finance, Paul Coups (PC) Minutes.

Section 1 Business matters

1. Apologies for Absence

None

2. Appointment of INED's

Gavin Devine and Chrissie Owens were proposed and unanimously voted onto the Board for a 3-year term of office.

3. Proposal of co-opting designated individuals prior to AGM elections

Nikki De Krester and Michael Estill were proposed and unanimously co-opted onto the Board prior to ELA AGM in October 2018 where they are seeking to be elected.

4. Conflict of Interest Declarations

None declared. New members confirmed that they had completed EL Conflict of Interest documentation prior to the meeting.

5. Minutes of the Last Meeting

All actions to be addressed during the board meeting.

Minutes of the 26th February 2018 approved as a true record.

6. Matters Arising

No matters arising.

Section 2 Finance

7. Q4 accounts, cashflow 2018/19

NE summarised the Q4 accounts set out in paper 2.

NE highlighted the following:

- the financial position is robust; however, income is below budget which has been offset by good controls on expenditure as previously reported.
- the proposed 5% administration increase to talent and performance has not been levied as it proved unworkable, but a new age group (U14) is being added this year
- the adverse weather affected National Schools has had an impact on income / expenditure
 - reduced income: spectating, merchandise, etc.

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- re-scheduling costs
- Result of this is approximately £9K deficit instead of a surplus
- finance discussions with Sport England have become non-negotiable / no flexibility
- IR income similar to last year
- Staff expenses under control
- Bad debt provision has been identified and relates to a number of small debt rather than large single debtors
- Associated WC2017 costs have been moved to WC account.

MC outlined that the issues with National Schools had set out some lessons:

- Strong brand supported by the schools
- EL staff and key volunteers made it happen
- Lack of robust Cancellation policy
- Lack of Event insurance
- Importance of our partnerships
- Succession planning in the event volunteer workforce

JN thanked all the people involved in ensuring that National Schools happened.

The board undertook a broad discussion on the Q4 accounts.

PJ highlighted the need to look at the previous 24 months finances to assess the trends associated with EL's key areas and a spend to achieve review.

There was also concern raised regarding the fluctuations in the Talent and Performance budget.

MC and NE stressed that this area is an in-out budget and is influenced by the number of outgoing tours. MC also outlined that the additional age group will rebalance income in the talent area, even if the 5% levy is not implemented.

NE reviewed the cash flow and balance sheet on paper 2.

BJ asked if EL had a reserves policy, MC highlighted that the Business Plan sets out 3 months running costs.

MC outlined that the auditors had already been in and thanked NE for enabling this to happen at this point in the year.

The board accepted the accounts and thanked NE for his work on the finances.

Action

- MC and NE to meet PJ to undertake 24-month finance review.

8. Financial sustainability

JN summarised the need for the Board to assess the current fees charged by EL.

MC reviewed the information set out in paper 3 & 4 and the need to have a system for assessing fees.

The Board had a general discussion regarding the proposed fee changes highlighted in the papers.

SB raised concern over the increases to schools and HEI's.

PJ highlighted that if education numbers are not meeting targets, then increasing fees in this area could be another limiting factor.

GD suggested the need for more clarity, highlighting:

- benchmarks from other NGB's to ensure EL is making the right steps
- a tiering mechanism could be a step forward

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- clear communication
- flat line on education

The Board all agreed to the increases set out in paper 4, with the proviso that benchmarks are provided to clarify the increases.

PJ recommended that the increases be outlined in the budget and cashflow.

Action

- MC to provide benchmarking to paper 4 and circulate.
- MC to adjust increases for Education

Section 3: Routine Board Business

9. Business Score Card

The board reviewed paper 5. The board had a wider discussion on the relevant KPI's. Board approved the score card information.

10. Sport England Narrative and Dashboard

MC reviewed the current situation with SE's engagement and papers 6 & 7.

JN highlighted that the reports demonstrate a positive direction.

HM identified other SE engagements aligned to the 5 outcomes of "A Sporting Future".

MC identified the need for a campaign of influence to move the engagement with SE forward and outlined that PC was having a meeting with them regarding the ULO programme.

11. Board Effectiveness

JN outlined that the questionnaire closes on 14th May with the analysis and final report ready for the next Board meeting.

JN thanked all for their work and support.

12. AOB

- JN and MC reviewed the proposed changes to the ELA trading name to England Lacrosse. Proposed by SB and seconded by NK, approved by the Board.
- MC summarised the issues surrounding the ownership of the GB Lacrosse trademark and the steps required to address them. The Board approved MC and SB to take the necessary steps regarding this matter.
- BJ asked if ELA was ready for the changes in GDPR, MC reviewed the steps that have been taken by Kerrie Lawler supported by RPC.
- The board was informed that EL staff met with the CPSU for our annual review and action plan assessment. The meeting signed off the 2018/19 Safeguarding action plan with only minor amendments and EL will be notified of the outcome of the 2017/18 assessment in due course. The outcome is directly linked to our SE grant and so the board will be informed of the assessment outcome.

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The Board meeting was drawn to a close at 3.10 pm.

The Board undertook a strategy session, with the Staff, to address the key issues surrounding Financial Sustainability set out in paper 4. JN highlighted the process for the combined workshop and role of the Board during the session.

DONM

31st July 6.00 pm Call (if required)

4th September 3.00 to 6.00 pm London

7th October 12.00 pm AGM Warwick

Distribution: John Neal, Mark Coups, Prashant Jobanputra, Hannah Bowe, Ben Jessup, Hamish McInnes, Gavin Devine, Michael Estill, Nikki De Krester, Chrissie Owens and Sallie Barker.

Cc: Sue Livock, Neil Edgar.

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