

**Minutes of a Board meeting held on Tuesday 5th September 2017 at Nielsen,
London commencing at 4pm.**

Present: John Neal (JN) Chair, Mark Coups (MC), Sallie Barker (SB), Jon Stainer (JS), Hannah Bowe (HB), Ben Jessup (BJ), Neil Edgar (NE), Paul Coups (PC) – Minutes.

Section 1 Business matters

1. Apologies for absence

Melanie Steel (MS), Hamish McInnes (HM), Sue Livock (SL), Prashant Jobanputra (PJ)

2. Conflict of Interest Declarations

None additional declared.

3. Minutes of the Last Meeting

Minutes passed as a true record. NE added that SB had followed up with NE post meeting to clarify NLC finance.

Actions

- Change spelling of Jessup
- Update Board minutes to website

Section 2 Key Strategic business

4. Annual Accounts

The summarised audit procedure was discussed and the following were highlighted:

- the Auditors were comfortable with the progress on financial process and procedure, including EL approach to bad debt.
- NE to give financial statement at AGM regarding the account adjustment in relation to Enterprise Lacrosse debt and its inclusion in these accounts.

It was noted that the regions associations had been informed that there would be debt due to EL withdrawal from WC2018.

Board agreed that the Annual Accounts 2016/17 and letter of representation is to be sent to membership as part of the AGM documentation. ELA Ltd. 2017 Annual Accounts approved by the Board.

Actions

- Chair to sign Annual Accounts and letter of representation, completed at this meeting.
- Annual Accounts and letter of representation sent to auditors.
- Annual Accounts and letter of representation sent to membership for AGM.

5. English Lacrosse Association Annual Report 2016/17

Annual Report discussed by the Board. All agreed it was an excellent document. Board thanked Sean White for producing. It was highlighted that some capitalisation / proof reading was required before issuing.

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Board approved the ELA Annual Report 2016/17.

Action

- Annual Report sent to membership for 1st October 2017 AGM.

6. English Lacrosse Association Annual General Meeting 2017 Agenda

ELA AGM Agenda

Point 7 on the AGM agenda (Election of Officers) was raised and it was identified that there will be no election of officers at this AGM due to on elections being required.

The mandatory code for sports governance and the board statement on diversity, which is to be taken to the AGM, was discussed. Board agreed to insert an agenda item for the AGM and discussed the statement. The board reviewed the Summary Governance Action Plan (paper 6) and advised a statement be prepared in line with the code.

Action

- MC/PC to prepare statement.

ELA Articles and Bye Laws

The Board reviewed the information on paper 5 in relation to article 18, Directors Term of Office. It was agreed to propose an amendment to the article to allow a maximum of 3 terms of 3 years for each Director (Elected and Independent). MC to adjust proposed article amendment.

Board approved paper 4 and 5, with adjustments

Actions

- MC to adjust article 18.1 to reflect board decision on term of office
- Approved documents to be circulated with Annual Audited Accounts and Annual Report to membership for 1st October 2017 AGM.

7. Mandatory Code for Sport Governance

The information presented in paper 6 “Summary Governance Action Plan” which has been agreed with SE and highlighted the delivery timescales deadline as the 31st October to ensure EL faced no barriers to SE investment payments was discussed. The following information was highlighted:

- AP1 - has been addressed in agenda item 6;
- AP2 - it was highlighted that criteria for a Senior INED had not been established. PC to draft and distribute for 1st October Board meeting (to be sent out with minutes);
- AP3 - paper 7a was reviewed regarding the role of the Nominations Group (as a sub-group of Governance) and its composition, it was agreed that a maximum of 2 previous board members would be suitable and BJ to amend the TOR (which was approved with amendments);
- AP4/5/6 - paper 7 (Diversity Policy) was discussed, SB identified the need to ensure the statement discussed in agenda item 6 (Board Diversity Statement) was inserted into the document, PC also outlined he had met with Inclusive Boards and that an action plan will be agreed;

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- All agreed that the diversity document will be updated and implemented through the Governance Group (PC, BJ, PJ);
- AP7 - PC has altered the staff handbook;
- AP 8/9 - BJ outlined a stakeholder communication document is being developed and will be available for 1st October;
- AP10 – the evaluation of the Board is to be discussed by JN with MS. It was suggested by MC that a discussion on the effectiveness of the Board, in relation to its modernisation, be followed up at the 1st October meeting - with an agreement of a future date for a full evaluation;
- AP11 - NE has addressed this in the ELA Annual Accounts 2016/17;
- AP12 - NE to ensure this has been met by FARC prior to 31st October.

The Board discussed the governance map for ELA as part of the modernisation process and in relation to the mandatory code. All agreed to take this to the next meeting.

Board approved papers 6, 7, 8 with outlined amendments.

Actions

- PC to draft and circulate Senior INED criteria
- BJ to adjust Nominations Group TOR
- PC to update Diversity Policy in line with Inclusive Board action plan
- Stakeholder Communication Document to be circulated for 1st October

8. Sport England Award Agreement Measures

The Board was briefed on the SE award agreement and measures (paper 8) which have been signed off and added to the ELA and SE contract. It was noted that SE will take a more audit focused approach in relation to award quarterly sign off split across: finance; governance; participation; and talent. Staff are already coordinating reporting in finance, governance participation and talent.

The board asked what process was in place from SE if we did not meet contractual targets. MC outlined that this had not been fully set out, however in relation to previous cycles, there is a stepped process of enhanced SE information and data review to the reporting which can lead to a downgrade or freezing of investment.

The Board identified the need for robust and clean data (non-duplicitous) and it was highlighted that part of the process to agree the measures had been focused on EL data processes currently used. EL will invest staff time to ensure that these data collection methods continue to be robust. The board requested that setting out how the data was collected was required.

Action

- MC to ensure data collection process has clarity and is set out as part of the monitoring process.

9. Future Commercial Plans

The Board reviewed the current position in relation to ELA commercial engagement.

Rathbones

- ELA staff met with Rathbones on the 1st September was positive (attended by JS, MC, Caroline Royle, PC) and attended by their Marketing Director
- they are committed to National Schools and encouraged ELA to widen scope and to be ambitious through looking at a Sunday “festival day” with a high-profile game

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- they are keen to have a community message and for ELA to outline potential engagement in the U11 National POP Tournament
- the women's sport message remains a key element

It was agreed that ELA would submit a proposal by 24th September and the board recommended that the proposal sets out significant investment attached to it as a start point, aligned to a wider programme of engagement. This would promote a counter offer and discussions can move from there.

The Board engaged in a broader discussion on the commercial future:

- ELA needs to develop other offers to sit alongside National Schools;
- Budget support will need identifying for projects, such as the Women's Top Tier Summer event;
- The board agreed that a 3-year programme of stakeholder development and engagement is required;
- an initial focus on a three-asset development: National Schools, revamped U11 National POP and a Top Tier summer event;
- A discussion should be held on setting up an events group;
- ELA brand lacks coherency (English Lacrosse vis a vis England Lacrosse) and this needs to be discussed and resolved.

The board was informed that WC2017 stakeholder review process with all sponsors and key contractors will be completed in the next 4 weeks.

A positive review with RPC have already been undertaken and a follow up meeting to discuss their medium-term engagement has been agreed.

Key questions were outlined that need to be taken forward:

- Where are the other complimentary stakeholders for EL to engage with, that support / complement our current portfolio?
- What is the EL capacity to deliver on partnership and stakeholder management in the future?
- Is there an audit of our assets and events?
- What does the EL Brand look like moving forward?

All agreed that this discussion needs to be taken to the 1st October meeting.

Actions

- CR to produce Rathbones proposal for 24th September
- SB to provide further WC2017 stakeholder review at the next meeting
- Review of EL commercial strategy following WC2017 review
- MC to discuss an Events Group to support the Commercial Advisory Group.

10. Score Card

The Board reviewed the Business Plan score card (paper 9) and it was outlined that this needs to meet the requirements of the Board for reporting on the position of EL against the Business Plan KPI's.

It was identified that there is a need for:

- An executive summary
- More mitigation against actions in the commentary
- Add in relevant SE targets (governance, participation, talent)

Action

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- PC to update for 1st October

11. Future Meetings

A general discussion on frequency and length of board meetings was led by JN. It was agreed that the board would meet as a minimum in December, February, March and September for 3 hours per meeting, with an additional short meeting post AGM in October. Teleconference / webinar to be used as required.

12. AOB

Thanks from the Chair to:

- SB for all her work in delivering a successful World Cup;
- HB for joining FARC;
- PJ for joining Remcom.

The meeting was informed that Sue Redfern has stepped down as EL representative to the FIL, and the meeting proposed that SB is appointed into that position, this was agreed.

Action

- MC to inform FIL of SB appointment

Meeting closed with a vote of thanks to the Chair at 6.32pm.

Distribution: John Neal, Jon Stainer, Hannah Bowe, Prashant Jobanputra, Ben Jessup, Mark Coups, Sallie Barker, Clare Stoot, Hamish McInnes, Melanie Steel, Sue Livock, Neil Edgar.

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