



ENGLISH LACROSSE ASSOCIATION Ltd.

Minutes of the English Lacrosse Association Ltd. Board held 4pm on Monday 6th September 2022 via TEAMS conference call.

Present: Hannah Bowe (HB) Chair, Mark Coups (MC) CEO, Jane McCarthy (JM), Nikki De Kretser (NK), Michael Estill (ME), Mark Jeffreys (MJ), Gavin Devine (GD), Susan Gordon (SG), Will Evans (WE), John Neal (JN), Jill Giddins (JG), Tim Hunt (TH), Neil Edgar (NE) Ex-Officio, Abi Merrill (AM) Ex-Officio and Paul Coups (PC) Ex-Officio (minutes).

Section 1: Routine Business Matters

1. Apologies for Absence

Prashant Jobanputra (JP), Natasha Dangerfield (ND) President

2. Conflict of Interest Declarations

None to declare.

3. Minutes of the Last Meeting

The minutes of the ELA Board Meeting 3rd May were approved as a true record (Proposed JN, seconded TH).

4. Matters Arising

MC highlighted the offline board discussion in June and sign-off of the sub-committee ToR (NLC and Performance).

5. CEO Report and Action Log

HB invited MC to provide an update on papers 2 and 3.

MC added to the written papers with a verbal update outlining:

- significant achievements over the summer, highlighting the Women's Bronze medal at the World Championships and Men's Gold at the European Indoor Championships, adding that England is now ranked first at all ages and formats at European level;
- he thanked all the EL staff, coaches and support staff for their time and commitment over a hectic international period, outlining that Lara Owen is due to step down as Senior Women's manager to pursue her officiating journey and he will ask ND to present a gift to Lara for her time and commitment;
- MC highlighted that the Men's U21 Championships schedule was challenging with 9 games in 11 days, although the team came 6th (dropping a place from 2016) they had played to a very high level losing in overtime in the 5th place match;

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- changes to the membership pack, as part of the renewal process, had generated positive feedback;
- Lark, who have worked with EL on “The Fly” brand image, have been engaged to develop EL identity and recommendations are due out in the coming week which will be circulated. MC suggested that the board access drop in sessions outside of the board meeting schedule.

HB added to MC’s update thanking all the teams and staff for a successful summer, adding that we should review and consider the next steps required to strive for another level (from a Bronze into a Gold medal match, or 5th/6th to Bronze match).

Actions

- MC to coordinate a gift for Lara Owen with ND.
- MC to circulate Lark recommendations.
- MC to coordinate drop-in sessions for the board to review the Lark presentation.

6. Strategic Risk Matrix

HB tabled paper 4, highlighting the new risks and that appropriate actions have been agreed to start to mitigate the risks.

7. Remcom Update

HB invited SG to provide an update on the recent Remcom activity. SG outlined that Remcom continues to meet monthly. Remcom has continued its work on:

- Policies and procedures
- Hours of work
- Staff roles

The board had a further discussion on personnel and workforce conditions, with the key points:

- SG outlined that staff overload is currently an “Amber” and will continue to be monitored;
- overload is also a concern for certain areas of performance such as the Men’s playing pool, with MC outlining that a meeting with the Men’s National Squad coaches is scheduled for the end of September;
- the staff value offer is still live and will need to be refreshed;
- chair recruitment is underway, with EL engaging with Sport England to draw down support for the process;
- National Performance Manager recruitment is underway with applications being received;
- wider recruitment will be undertaken for National Squad coaching and managerial roles as we move into October; and
- staff remuneration budget is tight and further adjustments outside of outlined budget would need careful consideration.

Action

- AM and PC to coordinate Sport England support for Chair recruitment.

8. Board Terms of Reference

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HB tabled paper 5. The Board ToR was proposed by SG and seconded by JG, and was approved by the Board.

Section 2: Finance

9. Q1 Financials

HB invited NE to review paper 6.

NE summarised the current position, identifying:

- Q2 is expected to be around budget forecast;
- key surplus generators (Camps, Talent Programme and Membership) can be forecast and should be on budget;
- concern about the investment required for the EL Major Events Programme.

The board agreed to discuss the concerns about the events programme in item 12.

10. Audit 2021-22

NE tabled paper 7 and paper 8 for board consideration and approval highlighting continued work and processes to address the bad debt ledger.

The Annual Accounts were proposed by JM and seconded by ME, the board approved the Annual Accounts 2021-22.

The Management Letter of Representation was proposed by JM and seconded by NK, the board approved the Management Letter of Representation 2021-22.

Actions

- HB to sign Annual Accounts and Letter of Representation

Section 3: Key Strategic Business

11. Whyte Report

HB invited MC to review Paper 9. MC summarised the main points. HB suggested that GD work with MC to script a statement/letter to Sport England regarding our consideration of the report's implications for EL and EL's response to where appropriate.

The board had a wide-ranging discussion on the paper, highlighting:

- EL culture led from the Board;
- training for workforce aligned to the role they undertake alongside mandatory training;
- registration processes aligned to safeguarding protocols;
- GDPR protocols in relation to registers;

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- a standing agenda item either at Board and / or at NLC;
- a Board champion; and
- the use of independent mechanisms such as a hotline.

Actions

- CEO report to have safeguarding as a standing item.
- Appoint a new Board Champion.
- GD to coordinate with MC on a statement for EL in response to the Whyte report.

12. Events

AM was invited to present the events slide deck to the Board.

The Board had an ongoing discussion during the events presentation making the following key points:

- the continued levels of investment to sustain the flagship events;
- a need to ensure the best players are playing;
- understanding the hierarchy of event assets;
- potential use of an agency resource to generate commercial interest;
- understanding and outlining our value propositions;
- ensure the competitions serve a purpose;
- stakeholder feedback;
- managing the calendar congestion, with reference to points made in item 7; and
- developing relevant sales decks.

It was highlighted that TH, PJ and ME were working with staff to develop sales deck and associated business plan. MC added that stakeholder feedback was in place across all aspects of the sport and that steps are being taken to ensure that the new coaches highlighted in item 7 would form part of the processes.

Action

- Business Group to produce sales deck and business plans.

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- Business Group to explore agency resource for commercial partnerships and investment potential.

Section 4: AGM

13. AGM Agenda and Date

The Board agreed on Tuesday 11th October for the ELA Ltd. AGM 2022, commencing at 6pm via TEAMS.

The ELA Ltd. AGM Agenda 2022, paper 10, was proposed by SG and seconded by WE, and subsequently approved by the Board.

Action

- MC to instigate AGM process.

14. Articles and Bye Law Amendments

The amendment to the ELA Ltd. Articles, paper 11, was proposed by SG and seconded by HB, and subsequently approved by the Board.

15. ELA Ltd. Annual Report 2021-22

The ELA Ltd' Annual Report, paper 12, was tabled. It was suggested that better image should be used for the officiating section.

The report was proposed by WE and seconded by JM, and subsequently approved by the Board, with suggested amendments.

Action

- PC to feedback on relevant image for officiating.

16. AOB

- NK asked HB for further information from the Board Effectiveness Review.

The meeting ended 1727 with thanks to the Chair and all for their contribution.

Dates for 2022

Tuesday 11th October ELA Ltd. AGM (with very brief Board meeting post AGM)

Tuesday 6th December

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Distribution: Hannah Bowe, Mark Coups, Prashant Jobanputra, Mark Jeffreys, Gavin Devine, Michael Estill, Nikki De Kretser, Jane McCarthy, Susan Gordon, Will Evans, Jill Giddins, Tim Hunt and John Neal.

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