



Minutes of the EA Board Meeting

Held on Tuesday 26th January 2016 at 1330
At Sport and Recreation Alliance, London.

- Present:** Peter King (PK) Chair; Chris Jones (CJ) CEO;
Wendy Sly (WS); Peter Crawshaw (PC);
Mike Harris (MHa); Neil Costello (NC);
Tim Soutar (TSo); Tony Shiret (TSh);
Karen Neale (KN); Sally Hughes (SH);
Steve Grainger (SG) (part attended 1330-1510, 1700-1750)
- In Attendance:** Michael Davis (MD) – Company Secretary/Head of Finance & Governance
- Minutes:** Lynette Smith, Membership Services Manager
- Guests:** June Swift (England Athletics Volunteer, Young People and Officials Development Officer) Part Attended 1330-1430 (**JSw**), Jane Stewart (2017 Inspiration Programme Coordinator) Part Attended 1330-1430 (**JSt**).

1. Welcome

PK welcomed all to the meeting.

2. Apologies

There were no apologies for absence

3. Declaration of Interest

- MH advised his athletic club Trafford AC is now a limited company and he holds the position of Director and Company Secretary.
- TSh is now on the UKA Members Council.
- TSo has joined the YDL Working Group.

4. 2017 Inspiration & Volunteering Strategy – Jane Stewart/June Swift

Jane Stewart and June Swift provided a presentation to the Board. This was followed by discussion and questions.

5. Directors Only – Collective Responsibility – PK

The Directors discussed collective responsibility and related matters.

6. Approve Draft Minutes of Previous Meeting Held on Wednesday 11th November 2015

- **PK** reviewed previous minutes
- No comments arising, minutes approved.

7. Actions/Matters Arising – All

- **CJ** to review circulated Actions Log and send round to all Board members.
- Terms of Reference to be circulated.
- **KN** to be the Independent Director on the Nominations Committee and appointed as Chair of the committee. It was advised that the Board Term for **PK, WS, KN and NC** ends this year.
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- **PK/CJ**, Ed Warner, Niels de Vos and Richard Worth had a meeting and it was agreed that EA would lead on the WSP.

8. Headline Priorities as a Board in 2016 – All

- **PK** asked for comments on the paper.
- All Board members approved the list of proposed priorities.

9. Finance Update and 16-17 Operations Budget Planning – MD

- Finance Report taken as read.
- 2016–17 Operational Plan and aligned budget proposal approved by all.

10. Special Interest Bearing Account set up – MD

- **PK** proposed that **PK/CJ** sign proposal – all agreed.

11. Sub-Tenancy Agreement for Athletics House – MD

- **MD** gave overview of feedback regarding Sub-Tenancy Agreement. Discussion took place.
- Sub-Tenancy Agreement approved subject to clarification and requested amendments.

12. Commonwealth Games – NC

- **CJ** updated and confirmed that budgeting will fall in the next four year funding cycle. Confirmed it will be a regular agenda item.
- Board Director nominated to sit on group is **MH**.

13. DCMS Sports Strategy & Sport England Consultation – PK/CJ

- Strategic Planning document circulated at meeting.
- **CJ** will present how this has been progressed at the next Board meeting.

14. National Council Update – TSh

- **TSh** advised all Councillors provided feedback on UKA Strategy proposals and a report is to be compiled and will be fed back to UKA.
- Nigel Holl provided presentation on the Competition Strategy Review to Regional Chairs; feedback of presentation compiled and fed back to Nigel Holl.

15. CEO Headline Report & Registration Compliance – CJ

- **CJ** advised report taken as read.
- Registered Athletes now at 145k for the first time in our history.
- Rulebook change from 'should' to 'must' had been signed off and work is on-going to ensure EA processes are ready for 1st April.

16. Board Advisory Group/Committee Updates

- **Audit & Assurance Committee – PC**
PC circulated one page document.
- **Governance Committee – KN**
Meeting next week.
- **Participation Advisory Group – SG**
Nova and Great Manchester Sport joined the group which has given it a new dimension.
- **Performance Advisory Group – MH**
Meeting held last week. Meeting middle of March arranged to discuss long term strategy.
- **Commercial Advisory Group – SH**
Meeting at start of January. Brainstorming session took place.
- **Membership/Consultation Advisory Group – WS**
Meeting last week, consultation events was the main focus of the meeting, less events but targeting a larger audience at different events locations was agreed upon.

17. Health & Safety Report – CJ

- **CJ** presented report and gave update including on Carlisle flooding and associated work.

18. AOB

- **MH** advised he thought the Staff Conference in December went well and was well received by all.
- UKMC - **TSh** provided an update.

Meeting Closed at 17:50

Next meeting will be held on Wednesday 23rd March 2016 at 1330 in the Sport England Office, Meeting Room 3, London