



EA Board Meeting Outcomes

Held on Wednesday 22nd November 2017

At Holborn Bars, 138-142 Holborn, London, EC1N 2NQ

Present: Myra Nimmo (MN) Chair; Chris Jones (CJ) CEO;
Peter Crawshaw (PC); Neil Costello (NC); Tim Soutar (TS); Karen Neale (KN); Steve Grainger (SG); Mike Neighbour (MNb); Sally Hughes (SH); Mick Shortland (MS)

Minutes: Lynette Smith, Membership Services Manager

1. Welcome

MN welcomed all to the meeting

2. Apologies

Leshia Hawkins (**LH**)

3. Declaration of Interest

South of England Officials Association Board Member (**PC**)

4. Approve Draft Minutes of Previous Meeting Held on Wednesday 6th September 2017

- Minutes approved by all.

5. Actions/Matters Arising – All

- **Item 7** – GDPR was discussed at Audit Committee and information for the Clubs is close to being sent out in a communication.
- **Item 12**- Affiliation and registration fees – **NC** advised there are still questions from road running clubs regarding the benefits that EA provide to them specifically and, among some, an unhappiness regarding the registration fee being increased. Programmes like Club Run are getting some positive feedback.

6. Chair's Items

- **MN** updated the Board on her recent discussions with both the Sport England Chair and UKA Chair.

7. CEO Items

- Para selections for Commonwealth Games will be announced shortly.
- Non-disability CG team has been announced. Plans are on track.
- Discussion about Nitro Athletics in 2018, we remain in contact with Athletics Australia and will meet with them in early 2018, to discuss partnership working.

- EA is one event short of completing the Consultation programme. Average attendance has been 20-30 people and this process needs to be reviewed before we launch this again in 2018. Feedback from current consultations will be the focus of the pre-Board meeting discussion. **Action - CJ**
- **CJ** recommends that budgeting for 2018/19 should go to the Audit and Assurance Committee for a final review in February before the Board sign off at their meeting on 7th March 2018.
- The Board congratulated the executive on the Staff Survey results after the changes that the organisation has gone through.

8. Strategic Priority 1 – Inspiration Programme Final Report Sign Off (JS)

- Presentation given to the Board by **JS** and **KM** who provided a 'lessons learnt' overview of the Inspiration Programme.
- It was recommended that the Board endorse the contents of the paper and the associated actions for the close of the project and the transition of outstanding actions and projects - **Approved by the Board.**

9. Potential Membership Models & General Fundraising Priorities (AWT)

The Board agreed to:

- Progress 'social running membership' scoping to the next stage including consumer testing and cost/benefit analysis.
- Approve the development of the business case and full recommendations for the development of a 'social membership' to the Board in March 2018.

10. Nominations Committee Proposals (MN)

The Board agreed to:-

- Approve Neil Costello to serve on the Audit and Assurance Committee. Karen Neale will step down with immediate effect.
- Permit the Governance Committee to co-opt a new member with the requisite skills and knowledge, to replace Graham Howells who has stood down, with the principles of equality and diversity in mind.
- Approve Leshia Hawkins as Equality and Diversity Champion.
- Approve that on the expiry of the 4-year term of Independent Board members that there should be an analysis of skill need of the Board and the posts should be re-advertised.
- Request that EA executive develop a new policy on its advertisements of posts. This should include continued measures to ensure that we have an inclusive approach to all our appointments.
- Request that Board members and all Exec should attend unconscious bias training – Board Agreed and potentially some light touch online training for the wider organisation. **Action** - Gill Jones to be tasked to explore training options.
- EA exec to explore whether the above training could be undertaken with UKA.
- The applications that have been received for the Task and Finish Group for Council Review should be sent to the Nominations Committee with recommendations from **SG** for sign off before any appointment to the panel is made. **Action - SG**

11. Digital Solutions to helping Clubs become more efficient (DI)

- Dan Isherwood presented an update on our digital strategy work.

12. 2017-18 Finance Update

- Financial reports were produced and discussed. Forecasting and planning for the 18-19 financial year are about to begin.

13. Committees Updates

- The Board agreed that the minimum essential criteria for the appointment of Elected Directors and Council Directors which has been developed by the Governance Committee is put in place.
- **KN** asked the Board if Funded Bodies should meet minimum Tier 1 Sports Governance Code essential criteria before funding applications are agreed which the Board agreed. **Action** – **KN** to review this with the Governance Committee.
- Audit Assurance Meeting – **PC** – A clear project plan regarding GDPR has been requested from **DI** by the Committee. Sport England Governance Code was discussed and Haysmacintyre was appointed as the Company's auditors for the year ending 31st March 2018 at the AGM.

14. AOB

- Paper provided by **MS** to the Board regarding the West Midland Council and clarity had been sought/given and MS will now feedback to all concerned.
- The Board noted, and discussed the Health & Safety report.

Meeting Closed at 1710

Next meeting will be held on Wednesday 10th January 2018

At De Vere Holborn Bars, 138-142 Holborn, London, EC1N 2NQ