

**Meeting Outcomes of the England Athletics LTD Board
held on 19 September 2018**

Present:

Members of the Board:

Neil Costello (NC)
Peter Crawshaw (PC)
Steve Grainger (SG)
Leshia Hawkins (LH)
Karen Neale (KN)
Mike Neighbour (MNe)
Myra Nimmo, Chair (MN)
Mick Shortland (MS)
Tim Soutar (TS)

England Athletics Officers:

Matt Birkett, Head of Athletics and Running (MB)
Dean Hardman, Head of Business Partnerships and Major Events (DH)
Chris Jones, Chief Executive (CJ)
Kate Lilly, Head of Financial Control (KL)
Ben Patel-Sadler, Board and NED Secretary (BPS)
Martin Rush, Head of Coaching and Athlete Development (MR)
Amy Weaver-Tyler, Fundraising Manager (AWT)

Other Representatives:

None

1. Apologies

Apologies had been received from Sally Hughes (SH).

2. Declarations of Interest

None.

3. Minutes of the meeting held on 18 July 2018

Resolved and Actions:

The minutes of the meeting held on 18 July 2018 were approved as a correct record and signed by the Chair.

4. Actions/Matters Arising

Members and officers reviewed the document, where the following was noted:

AGENDA ITEM 7, March 2018 meeting (***Meeting to be arranged with Birmingham City Council to discuss the Commonwealth Games 2022***) remained OPEN. A meeting would be arranged when a CEO was appointed.

AGENDA ITEM CEO Report, May 2018 meeting CLOSE.

AGENDA ITEM Charitable Status, May 2018 meeting remained OPEN.

AGENDA ITEM 5, July 2018 meeting CLOSE.

AGENDA ITEM 7, July 2018 meeting remained OPEN – an update would be provided at the November 2018 Board meeting.

Resolved and Actions:

1.) Members noted the contents of the Actions/Matters Arising document which would be updated by BPS following this meeting before being considered further at the November 2018 Board meeting.

5. Chair's Report

MN introduced the report and informed the Board that NED interviews had been held on 13th July 2018 – the interview panel recommended that the Board approved the following for presentation to the AGM:

- Steve Grainger MBE
- Peter Crawshaw
- Janyce Holmes

Members noted that a meeting of the Nominations Committee would be convened following the EA AGM on 13th October 2018. The purpose of this meeting would be to review the Board Skills Framework document to ensure that the current skills/expertise of Board members was appropriate.

Resolved and Actions:

1.) BPS to arrange a meeting of the Nominations Committee to take place following the EA AGM on 13th October 2018. The purpose of the meeting was to review the EA Board members skills matrix document.

6. CEO Report

CJ introduced the report and thanked staff within the finance team on the production of the 2017/18 accounts. CJ highlighted the following points during his presentation of the report:

- Awards season was currently running with a particular focus on off-track achievements – feedback from the initial events had been positive.

- The issue of compliance with IAAF regulations (from 1st April 2019) in relation to throwing cages was highlighted. The issue would be discussed further during the Health and Safety update agenda item. CJ informed the Board that at domestic level, EA would be unable to cover the cost of upgrading/replacing cages. A plan would need to be formulated to ensure that all cages were compliant from 1st April 2019. This upgrading/replacement exercise would come at a significant cost and there were no easy answers to meet IAAF compliance. CJ assured the Board that MB was undertaking work with the home countries and meeting with the Sport England facilities team to ensure that an appropriate solution was sought in sufficient time. MN expressed a view that it would be crucial for clubs to be informed of this issue in an appropriate manner. It would also be essential for appropriate advice to be given at the same time as informing clubs of this issue. SG informed the meeting that it would also be crucial to inform local authorities of this issue and the cost implications associated with it.
- Board Directors were invited to attend a Full Council meeting from 14.00-17.00 on the 13th October 2018 (the same day as the AGM and to be held at a location in Coventry).
- In relation to kit, CJ informed the meeting that it was hoped an agreement could be reached with a preferred supplier by November's meeting.
- The Board noted the issues around access to parks (which was now coming at a cost in some instances when arranging cross-country events).
- CJ would be meeting with the Sports Minister in early November 2018.

Resolved and Actions:

- 1.) An update would be provided at the November 2018 meeting.

7. Proposal to Approve the 2017/18 Statutory Accounts

CJ expressed his thanks to the finance team for production of the 2017/18 accounts.

Resolved and Actions:

- 1.) The relevant pages of the accounts were signed by the Chair and CEO. **The accounts were approved by the Board.**

8. Bankline Authorisation Levels

PC informed the Board that the Audit and Assurance Committee had considered a report on Bankline Authorisation Levels at a meeting held on 21st August 2018. Members of this Committee had agreed with the proposals outlined by the executive and the item had been submitted to the Board for formal approval.

Resolved and Actions:

- 1.) Finance staff to ensure that recommendations tabled are implemented as part of the relevant EA policies. **The Board approved this motion subject to one minor change being made.**

9. Affiliation and Athlete Registration Fees 2019/20

CJ introduced the report and informed the Board that this was the relevant time to discuss Affiliation and Athlete Registration Fees for the year 2019/20.

Members noted that four options were outlined in the report with the CEO recommending the implementation of option 4 (as per the tabled report). Scenarios detailing the outcomes of implementing each potential option were included at page 5 of the report. CJ specifically recommended that the athlete registration fee was frozen at £15 for 19-20 due to good growth in membership and a remaining concern that we needed to work harder to evidence our value to clubs, particularly off-track clubs.

The Board expressed a view that the tabled report had proved helpful.

A discussion between Board members then took place where the following points were raised and noted:

- Option 4 was deemed appropriate.
- In terms of the pie chart which outlined how member fees (£15) were spent, the Board expressed a view that a list breaking down the costs of EA should replace this and that the term “corporate costs” was looked at and another definition/explanation sought.

Resolved and Actions:

- 1.) Finance team to provide a breakdown of the annual cost of the Board.
- 2.) Finance team to produce an itemised list for the AGM outlining how EA membership fees were distributed (and the costs associated with the organisation – staff, office, coaching and athlete development, etc).
- 3) That the finance team lists out, in the letter to clubs, in full where our expenditure was realised for the purpose of explaining where EA spends its funding to support the sport

Action - The Board agreed to approve option 4 as outlined in the report which would mean that the Athlete registration fee would be held at £15 for 19-20 and the club and member body fee would increase from £100 to £150.

10. Road Race Licence Fees 2019/2022

The Board agreed to the recommendation as outlined in the tabled report for fees for the period 2019-2022.

11. Social Membership

AWT conducted a presentation to accompany the tabled report.

The Board noted that a rigorous and thorough review process had been undertaken to bring the proposal to the current stage.

Resolved and Actions:

- 1.) Agreement that the exec should now progress and work to source the upfront costs from a range of sources and present an update at the November Board meeting for consideration as an update.**
- 2.) No agreement that the additional unbudgeted money be provided at this stage to further develop the model until the seed corn funding was in place.**

12. Charitable Status

The Board agreed that this would be considered at a future date but that the work undertaken to date had been invaluable and that it can be set up as and when we are ready.

13. Ratification of Commonwealth Games Recommendations

The Board agreed that a further update be provided at the November 2018 meeting. This update should include:

- 1.) Recommendations around the membership of the Task and Finish Group (TFG) – to be led by Martin Rush with complete TOR and suggested membership.**
- 3.) An outline of what the TFG should set out to achieve and how it will achieve its aims.**

14. Council Task and Finish Update

SG introduced the item and informed members that a meeting of the Whole Council would be held as part of the AGM event on 13th October 2018. One purpose of this meeting would be to discuss the recommendations of the TFC group and to facilitate debate on the findings and suggestions of the TFC group. The Board agreed the headline direction detailed in the proposals but the council meeting on 13th October would be sought to help shape the final proposals with specific focus on matters such as geography, election/co-option process and enhancing diversity. The Board would then discuss its final decisions on this work at the November 7th meeting.

MN thanked SG for his work on the TFC and the Board closed the Task and Finish Group.

15. Draft Financial Statements

The Board noted the contents of the draft financial statements.

16. Committees Update

The Board noted the contents of the update provided by PC in respect of the Audit and Assurance Committee.

17. Health and Safety Update

The Board noted the contents of the Health and Safety Update

18. AOB/Date of Next Meeting

The Committee noted that the next scheduled meeting would take place on 7th November 2018 at the AGEAS Bowl, Southampton with a club forum taking place the night before. **ACTION – BPS to liaise with local Club Support Manager Sarah Gardiner to ensure arrangements are in place and that local clubs are inform of this opportunity. Forum also needs to be promoted through the EA website.**

MEETING CLOSED AT 5PM