



## **ENGLISH LACROSSE ASSOCIATION Ltd.**

Minutes of the English Lacrosse Association Annual General Meeting held on Sunday 10<sup>th</sup> October 2021, through TEAMS.

Present: Hannah Bowe (HB) Chair, Mark Coups (MC) CEO, Jane McCarthy (JM), Susan Gordon (SG), Will Evans (WE), Natasha Dangerfield (ND) President, Neil Edgar (NE) Ex-Officio, Paul Coups (PC) Ex-Officio, Abi Merrill (AM) Ex-Officio, Harry Perry (Hillcroft), Alissa Thiel (Cardiff University).

### **Section 1 Business matters**

#### **1. Apologies for Absence**

Michael Estill (ME), Chrissie Owens (CO), Nikki De Kretser (NK), Hamish McInnes (HM), Gavin Devine (GD), Prashant Jobanputra (JP), John Neal (JN)

#### **2. Chairs Opening Remarks**

The Chair opened the meeting at 12.04 pm, thanking all for their attendance. HB highlighted the continued use of the TEAMS to enable the AGM to proceed, reflecting the continued sensitivities surrounding the pandemic and that format is in line with government guidelines to support AGM processes. HB outlined that there will be a continued technological input into future AGM's alongside a face-face meeting in a hybrid format.

HB highlighted the challenges faced by the sport over the last 12 months, and the significant input and collaboration by volunteers to re-start the sport when restrictions would allow. HB also raised the disappointment that National Squads could not train or play due to COVID-19 and it is very pleasing to hear of their return to activity. HB outlined that lacrosse is exiting from lockdown in a strong position launching new products to support existing structures, which will be needed to support areas impacted by the pandemic.

HB reiterated her thanks to the volunteers, board and staff for their time and effort to enhance the game and working in such a challenging time. HB added her thanks to Sport England for their collaborative and partnership approach to the last 12 months, which provided flexibilities and support to EL.

HB thanked Chrissie Owens and Hamish McInnes for their time and commitment as EL board members. HB made specific reference to Hamish for his many years on the EL Board, Chair of the Performance Advisory Group and thanked him for the offer of continued support in the EL governance structure.

HB outlined that it was unusual to reference the future at an AGM, however 2021-22 will be a challenge for everyone. HB outlined that Sport England have been and are continuing to be very supportive of EL (and all NGB's) demonstrating leadership and flexibility. HB highlighted that to overcome these challenges everyone will need to show unity and flexibility.

It was noted that voting had been done prior to the meeting using a secure electronic voting process.

#### **3. Minutes of the Last Meeting**

Proposed Hannah Bowe, seconded Mark Coups.

The Minutes of the AGM 11<sup>th</sup> October 2020 were approved unanimously as a true record (20 for 0 against).

#### **4. Matters Arising**

MC highlighted that there was an error on the agenda, with the amendments to the Bye Laws, which have been voted on the membership not appearing as an item. This will be taken as item 5.

MC outlined that Nikki De Kretser had been misspelt on the voting form and an apology has been sent to her.

## **5. Bye Law Amendments**

As outlined in matters arising, this item was taken as item 5.

The Amendments to EL Bye Laws 8 and 10, proposed Susan Gordon and seconded Hannah Bowe.

The amendments were approved unanimously (20 for 0 against).

HB added her thanks to the voting membership to support the Bye Law amendments which underpin EL's journey to meeting the UK Anti-Doping Assurance framework and our Clean Sport message.

## **6. ELA Audited Accounts 2019-20 and Letter of Representation 2020-21**

The Audited Accounts of ELA Ltd. and Letter of Representation 2020-21 were proposed by Michael Estill and seconded by Prashant Jobanputra

The Audited Accounts of ELA Ltd. and Letter of Representation 2019-20 were approved by the AGM (19 for, 1 against).

HB invited NE to provide the AGM with a summary of EL financial activity for 2020-21 period. NE reviewed the accounts, and the commentary will be available as an addendum to these minutes. NE thanked all the staff, volunteers and FARC for their time and highlighted the need for continued tight fiscal controls in the coming period. NE also highlighted that membership levies, although frozen at 2019-20 levels for a second year, would need to be adjusted upward by 5% for 2022-23.

## **7. Appointment of Auditors**

HB invited NE to review the appointment of Auditors. NE highlighted that an open process for appointment of auditors would normally be undertaken at this point in the financial cycle, however with the continuing impact of the pandemic on EL activity this has been deferred for 12 months. As such the board has agreed that EL is to retain Beever and Struthers as auditors for ELA Ltd. for 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022, noting that an open tender process will be instigated towards the end of 2021.

MC added that the deferment of the tendering process does not breach the Articles or Bye Laws and will also bring EL into line with the adjusted Sport England investment cycle.

## **8. Appointment of Directors**

HB highlighted the appointment of Will Evans to the ELA Board as an Independent Director and Chair of NLC for a 3-year term, outlining the experience he brings from Triathlon and Golf.

HB tabled the proposals for re-election of Nikki De Kretser and Michael Estill.

Proposal to re-elect Michael Estill to the English Lacrosse Association Ltd. Board, proposed Milton Keynes L.C. and seconded Bath L.C. Approved unanimously (20 for 0 against).

Proposal to re-elect Nicky De Kretser to the English Lacrosse Association Ltd. Board, proposed Westonbirt School and Seconded Cirencester L.C. Approved unanimously (20 for 0 against).

HB congratulated both Nikki and Michael on their re-election for another 3-year term.

## **9. ELA Annual Report 2019-20**

The Annual report was proposed by Jane McCarthy and seconded Nikki De Kretser.

The AGM approved the ELA Annual Report 2020-21 (19 for and 1 against).

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**The AGM was formally concluded at 12.29 pm.**

There followed a question-and-answer session from the floor to the Chair and CEO through AM as meeting moderator.

MC outlined that there had been a significant number of supporting webinars during the year and wished to thank all for their contribution.

There were no questions from the attendees.

HB concluded the meeting with best wishes to everyone and thanks to the Chair.

The meeting was concluded at 12.32 pm.

**Date of next ELA AGM Sunday 9<sup>th</sup> October 2022**

## **English Lacrosse Association**

**AGM 10<sup>th</sup> October 2021**

### **Annual Accounts Commentary**

#### **Opening remarks**

As everyone will have experienced, this year has been unprecedented. We explained last year of the assistance afforded by Sport England at the start of the pandemic and without their support we would not have been able to enter the year with the financial security we did. The work we, as an organisation, have put in to understand our financial drivers and cashflows, as well as previous cost rationalisations to ensure we run the organisation with minimal overheads, left us safe in the knowledge that with the Sport England Emergency Grant guaranteed we should be able to financially sustain the sport through the year.

England Lacrosse financial management continues to maintain the strong position we have attained over the last few years. Working from home and a change in departmental circumstances made for a challenging position at the start of lockdown. To address these challenges we have recruited a new member of staff which eased the pressure in the second half of the financial year. All our systems were switched to online from the very beginning of the pandemic and will now remain in place.

A sincere thanks go to the members of FARC for assisting us to navigate the demands for information and their relative timescales during the year. All meetings were held online and produced the same rigorous check and challenge as previous face to face meetings. Once again, we encountered a positive process during the audit and received valuable feedback in the subsequent close meeting from the auditors.

I am pleased to report to the members that with the assistance from Sport England we are a going concern. As mentioned last year our core grant was rolled forward into a "year 5" at the same level as last year. The assistance from Sport England has been very important in creating a positive financial position which has mitigated the continued risk from COVID.

Noting the above I would now like to detail some of the key financial points contained in the 2020/21 accounts and I would remind members that the pandemic has had significant effect on certain aspects of the organisation but has probably affected every area to some extent.

I would also like to detail to the membership that these figures should be viewed as part one of a two part financial report with part two being next year's audit and fiscal statement. The reason for highlighting this to you is that we needed to create a 2 year financial profile which encompassed the 2020-21 COVID restricted year and then the 2021-22 COVID recovery year. This was agreed by the board and FARC to ensure that funds are available to assist with restarting the sport once government restrictions are eased.

#### **Turnover**

Total income, as expected, was lower than the previous year at £1.52m (2021) compared to £1.86m. The key points to note about the turnover were:

**Sport England Grant** – we received a core grant of £674k which is the same as the previous year. This year we received £323k emergency Sport England grant that related to activities which were potentially going to be severely, adversely affected by COVID. This grant has been released into the areas that it relates to.

**Participation** – income was up from £260k last year compared to £297k this year. The majority of income was attributable to Triple Arrow Camps. Of the £244k Triple Arrow Camp income, £180k was

released from the Sport England Emergency grant as our Triple Arrow Camp program as we know it was cancelled. The other £64k came from the Day Camp program we introduced for this year only.

**Performance** – income was lower than the previous year at £288k compared to £645k last year. There were minimal training and no senior performance tournaments as travel restrictions forced organisers to cancel or postpone events. We did manage to run the various talent camps and academies but they were affected by restrictions and not as extensive as previous years.

### **Membership Fees**

This year we received £2k more than the prior year with affiliation fees rate remaining flat.

### **Other Core Income**

We recharged England Squash for a shared service for our Finance Director. This achieved £34.5k revenue. Also, we received and released £50k from the Sport England Emergency Grant to cover overheads.

### **Individual Registration**

This year IR contributed £107k in income for the year, a decrease of £27k, which was considered as a very encouraging figure. We were affected by COVID but the timings of various restrictions fell fortuitously to limit the level of fall-off from IR and directly relates to lacrosse being able to be played at various times during the year, when restrictions would allow.

### **Cost of Sales**

Cost of Sales in total are vastly reduced compared to last year at £429k vs. £941k. The reasons for this are the fact that no events took place last year and the senior performance activity was severely limited.

### **Overheads**

In total, overheads have slightly increased from £904k to £946k and this is due to the following factors;

Staff salaries and NI increased by £60k from the previous year, £611k v £551k. This was a result of recruiting new staff and planned increases in salaries with the Remuneration Committee checking and authorising these. Members should note the England Squash recharge mentioned previously.

Staff expenses have decreased by £61k from last year. This was due to government restrictions resulting in staff working from home for the whole year.

Rent and IT costs have both decreased by £3k from the previous year. We negotiated cost savings during the year as the head office was unavailable for part of the year due to lockdown.

Insurance costs were £9k lower than the previous year. This was a result of a rebate received to compensate for the obvious lack of cover for foreign travel.

Advertising and marketing has decreased by £20k from the previous year. This was due to reductions in spend across the department due to lack of activity to promote the sport, especially at events.

Legal costs were £89k higher than the previous year. This increase was driven by legal work related to a safeguarding case the NGB has been managing with a range of partners. This issue has now been brought to a conclusion.

Irrecoverable VAT is £15k lower than the previous year. This was a result of the considerable reduction in activity across the organisation therefore reducing the amount of VAT charged to the organisation in total.

The Provision for Doubtful Debts was increased by £14k this year which FARC agreed to mitigate risk of individuals and organisations defaulting on payments. This will be an area for attention next year.

An increase in spend of Fixed Assets drove an increase of £5k in the associated depreciation in comparison to the previous year.

### **Balance Sheet**

The main differences to the balance sheet from last year were the effect of the surplus. This flowed through to improve the bank balance compared to last year. The effect of COVID affected the level of end of year creditors (lower) compared to last year. However, the effect of the restrictions at the end of our financial year, which restricted some activities for which we had taken monies, resulted in an increased level of deferred income compared to last year.

### **Summary**

In summary, another surplus was made by the organisation. This allows us to draw up a deficit budget for the 2021-22 year to ensure we are able to guide and help the game to recover.

The Balance Sheet remains positive as another annual surplus was achieved and this continues the process of improving the balance sheet year on year.

EL is in a satisfactory financial position to be a going concern and this is detailed in the management letter accompanying the accounts.

All the above has been achieved, again, by a workforce of 16 staff, working predominantly from home, alongside key volunteers and my thanks go to all of them in achieving the above set of results.

We are slightly unsure of the effect COVID will have going forward, however, we have put ourselves in a strong position to assist the game to recover as quickly as possible to get back to pre-COVID levels of membership and participation. This will be a main aim for the coming period.

We will be introducing the 5% increases to Membership and Affiliation as agreed but deferred by the Board for next season.

