**ENGLISH LACROSSE ASSOCIATION Ltd.**

Minutes of the English Lacrosse Association Ltd. Board held 3pm on 22nd Tuesday 3rd May 2022 Pullman Hotel, Euston, London and via TEAMS conference call.

Present: Hannah Bowe (HB) Chair, Mark Coups (MC) CEO, Jane McCarthy (JM), Nikki De Kretser (NK), Michael Estill (ME), Gavin Devine via TEAMs (GD)**,** Tim Hunt (TH), Mark Jeffreys (MJ) observer, Neil Edgar (NE) Ex-Officio, and Paul Coups (PC) Ex-Officio (minutes).

1. **Board Appointment**

HB reviewed the board succession plan for JN completing his Term of Office and welcomed Mark Jeffreys as an observer before taking up his INED position.

**Section 1: Routine Business Matters**

1. **Apologies for Absence**

Will Evans (WE), John Neal (JN), Jill Giddins (JG), Prashant Jobanputra (JP), Susan Gordon (SG) Natasha Dangerfield (ND) President

1. **Conflict of Interest Declarations**

None declared.

1. **Minutes of the Last Meeting**

PC highlighted he had received an email from HB making 3 suggestions to the minutes, confirming these were to do with grammar and did not alter the points made. The minutes of the ELA Board Meeting 22nd February were approved as a true record with outlined adjustments (proposed NK, seconded ME).

1. **Matters Arising**

There were no matters arising.

1. **CEO Report, Action Log and Score Card**

HB invited MC to provide an update on papers 2, 3 and 4 (updated version).

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

* continued steps to realign the staff roles and responsibilities, with consideration of Jane Powell moving on, outlining that there may well be a need to have flexibility in the staffing budget to redress the skills and experience gap with JP’s departure,
* Remcom will be meeting Thursday 5th May to review the steps being taken,
* it was highlighted that with the sport now back to a full playing schedule, staff capacity needs to be considered and balanced between the business priorities and operational game delivery.
* the return to play has generated issues at a Regional level (North East / Yorkshire and South East Women) with volunteer vacuums occurring, although a potential risk it should also be considered an opportunity for a re-focus of regional activity and potential streamlining of the structure to support domestic lacrosse, and
* the continued development of governance processes for the EL structure, enabling EL to demonstrate alignment to the code for sports governance, will be forthcoming across the summer for board approval including but not exclusive to Terms of Reference (Board and Board sub-committees / Groups) and Bye Laws.

The board had a brief discussion on the paper 4 highlighting:

* a need to add churn into the data,
* a concern for regular participation and registered workforce, and
* a need for a refresh of the regular participation and workforce targets.

**Actions**

* PC to update score card.
* MC to circulate governance papers for board review and approval.
1. **Strategic Risk Matrix**

HB tabled paper 5 for board discussion, with MC making specific reference to risk 3 and its impact on workforce deployment.

The board discussed the risk highlighting the link between regional play, officials and regular participation

It was noted that the score card in item 6 had identified the issues, with the board outlining that this would be reviewed in item 10 Board / Staff Workshops.

1. **Finance**

HB invited NE to review the financial position.

NE outlined the current staffing issues at Beever and Struthers which has pushed back the audit and as such NE has delayed the FARC meeting until May 18th. NE highlighted he will circulate Q4 accounts for board review after the FARC meeting.

NE reiterated the positive position for cash flow and balance sheet outlined in February, highlighting the forecast tabled in February remains close to the final position.

NE identified the current position for tendering Auditor appointment to ensure good practice, highlighting the limited number of firms who would be interested in a company of EL size.

The Board agreed that the tendering process should continue, albeit on a less formal basis, outlining that generating any value added should be considered strongly.

1. **AOB**

None tabled.

The formal Board meeting ended 1600 with thanks to the Chair and all for their contribution. The EL staff were invited in for item 10.

1. **Board / Staff Workshops**

HB opened the workshop by acknowledging the considerable progress Jane Powell had made in the area of Performance and Talent as well as recognising her contribution and hard work across all areas of the sport. HB thanks Jane on behalf of the board for all she had achieved and wished her every success in her new role with the ECB.

The Board and staff undertook three workshops to refresh the priorities following the return to play from the Covid pandemic.

The workshops focused on:

* Assets,
* Inclusion, and
* Partnerships.

**Dates for 2022**

Tuesday 6th September

Sunday 9th October (with AGM, may need to be moved to a weekday depending on AGM consultation)

Tuesday 6th December

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

Cc: Natasha Dangerfield, Neil Edgar.