



ENGLISH LACROSSE ASSOCIATION Ltd.

Minutes of the English Lacrosse Association Ltd. Board held 4pm on Monday 2nd December 2021 at the Landmark Offices 24 Eversholt Street, Euston and via TEAMS conference call.

Present: Hannah Bowe (HB) Chair, Mark Coups (MC) CEO, Susan Gordon (SG), Jane McCarthy (JM), Nikki De Kretser (NK), Michael Estill (ME), Prashant Jobanputra (JP), Gavin Devine (GD), Neil Edgar (NE) Ex-Officio, Abi Merrill (AB) ex-Officio observer and Paul Coups (PC) Ex-Officio (minutes).

Section 1: Routine Business Matters

1. Apologies for Absence

Will Evans (WE), John Neal (JN), Natasha Dangerfield (ND) President

2. Conflict of Interest Declarations

JM has updated her Conflict of Interest and has now none to declare.

3. Minutes of the Last Meeting

The minutes of the ELA Board Meeting 10th October were approved as a true record (Proposed NK, seconded JM).

4. Matters Arising

- HB outlined that there would be some movement on the agenda and that a January meeting would be used to discuss any outstanding items.
- HB highlighted that an update from Remcom will be added to the agenda.
- HB welcomed Abi Merrill (ex-officio, observer) to the meeting.

5. Anti-Doping

Item 12 Anti-Doping was taken as item 5.

HB invited PC to provide an update on the Anti-Doping Assurance process.

PC outlined the current position in relation to the assurance process, highlighting that EL had submitted 75% of the information required. It was highlighted that the Education Strategy once reviewed by UKAD will come for board sign off at the next meeting.

6. RemCom

HB invited SG to update the board on the Remcom meeting held earlier on the 2nd December.

SG reviewed the discussions of the committee making reference to planning that the committee will be required to undertake:

- refresh of Diversity in Leadership Strategy
- People Strategy
- remuneration structure for the staff
- refresh of the staff Value Proposition Offer from December 2019, noting that due to Covid it was never implemented fully

- succession planning.

SG also informed the board of a new addition to the composition of the committee, Charlotte Repetto, who will join Remcom in January 2022.

7. CEO Report and Action Log

MC tabled papers 2 and 2(a).

- MC added to the written papers with a verbal update on the issues and risks surrounding international tours.
 - MC reviewed the discussions at FARC to mitigate the risks to EL and the touring athletes to identified tours. MC clarified the EL responsibilities on identified tours (international tournaments at European and World level) and summarised that those tours outside of this would be required to take mitigation measures against cancellations. MC also highlighted that NE had ensured FARC was informed of the total exposure to EL and this was detailed to the board.
 - MC updated the board on steps taken by the Performance Group meeting 1st December to review the priority tours and the planned dissemination of information to the National Squad managers.
 - The board discussed the risk mitigation and appetite to EL alongside the issues and the challenges to insurance and refunds (possible voucher redemption rather than cash refund).
- As part of the CEO report, MC invited PC to update the board on the refreshed Code for Sports Governance.
 - PC informed the board that an initial review of the refreshed code had identified some gaps in policy that need addressing: refresh of the Diversity in Leadership action plan, Cascading Good Governance and Environmental Impact.
- MC highlighted that the new Covid variant does cause some concern and that reviewing the previous lockdown paperwork will be undertaken next week as a precautionary measure.

Actions

- JP to provide a priority tour update (January Board meeting)
- PC to address Code for Sports Governance policy gaps

8. Score Card and Risk Matrix

Items 6 and 7 were taken together as item 8 and papers 3 and 4 were tabled with no questions.

9. Q2 Financials

HB invited NE to review paper 5.

NE outlined the positive position for cash flow and balance sheet, highlighting the continued controls on expenditure and the efforts by staff to meet budgets.

The board had a broad discussion on the positive position of the finances, which will enable EL to continue to invest in programmes and interventions initiated in April 2021.

10. Budgets 2022-23

NE informed the board that the budget process for 2022-23 had commenced with staff engaged to provide draft budgets before the December break.

11. Membership Review

HB tabled paper 6, summarising the key points outlined in the paper.

MC reviewed his discussions with the Regions and the current limitations of the membership system. MC highlighted that modernising the membership system is required to meet the needs of the various demographics who engage with EL.

The board discussed the options available and the merits of either a 12-month membership from the point of registration or a pro-rata / mid-point discount. Consideration of the auto-renewal process, marketing, staff capacity and administration were reviewed for both options.

HB proposed to adopt changes for 2022-23, either for a 12-month membership at the point of registration or a mid-point discount.

The board voted 4-3 in favour of a mid-point discount, with a review of the membership system to be an item in 12 months time.

Action

- MC to instigate the membership changes

12. Board Recruitment

Item 13 was taken at this point in the meeting. HB outlined that the refresh of the board skills matrix had identified areas that need consideration to add to the current skills and experiences of the board.

The board discussed the recruitment process, referencing the Code for Sports Governance and the refreshing of the skills matrix. Board agreed to initiate a recruitment process in December 2021 for appointments in early 2022.

SG highlighted board diversity and the need for EL to understand what diversity means to meet its objectives, with the board outlining this needs to be in place for future recruitment.

HB asked for board members to support the recruitment process.

HB informed the board that it is her intention to step down as Chair at the next AGM (October 2022) adding that JN will also be coming to the end of his 2nd term on the board at that time.

Actions

- PC to update the INED application to align to the skills gaps and circulate through relevant channels (2 week open application)
- Remcom and Governance to coordinate the refresh of the Diversity in Leadership Strategy and action plan.

AOB

- Item 11 is deferred to 24th January meeting (via TEAMS)

The meeting ended 17.54

Dates for 2022

Monday 24th January

Tuesday 22nd February

Tuesday 3rd May

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 and John Neal.

Cc: Natasha Dangerfield, Neil Edgar.