**ENGLISH LACROSSE ASSOCIATION Ltd.**

Minutes of the English Lacrosse Association Ltd. Board held 4pm on Monday 7th December 2020 TEAMS conference call.

Present: Hannah Bowe (Chair), Nikki De Kretser (NK), Mark Coups (MC) CEO, Hamish McInnes (HM), John Neal (JN), Susan Gordon (SG), Michael Estill (ME), Prashant Jobanputra (PJ), Chrissie Owens (CO)**,** Gavin Devine (GD), Jane McCarthy (JM), Sallie Barker(SB),Sue Livock (President), Neil Edgar (NE) Ex-Officio, Jane Powell (JP) Ex-Officio, and Paul Coups (PC) Ex-Officio (minutes).

**Section 1: Routine Business Matters**

1. **Apologies for Absence**

None

1. **Conflict of Interest Declarations**

SB (to be starting a position with World Lacrosse) and JM (the Lacrosse Foundation and Senior England Men’s Squad).

1. **Minutes of the Last Meeting**

The minutes of the ELA Board Meeting 11th October were approved as a true record.

1. **Matters Arising**

Talent pathway and international calendar clashes to be discussed in item 9.

SG provided a RemCom update for the board highlighting.

* Abi Merrill is supporting the committee as part of her amended COVID role assisting with HR;
* some members of the staff have been identified as having current difficulties in relation to the COVID tiered protocols and they are being supported and monitored by senior staff;
* a Christmas payment to staff has been agreed, recognising collective efforts of the group through the; and
* Job Descriptions, policies and procedures are currently being updated in line with the policy review calendar.

HB outlined that the CEO appraisal was being undertaken coordinated by NK and that the Chair appraisal was also due.

HB took item 11 at this point in the meeting, summarising the Board evaluation and highlighting that more work is needed to be done to best utilise the board sub-committee structure.

1. **CEO Report and Action Log**

MC tabled paper 2, referencing that the action log had been adjusted to reflect previous board discussions by removing old actions.

MC reviewed the 4th of December email that outlined the government changes in NGB responsibilities in relation to COVID, adding that this had subsequently been reiterated by Sport England. MC invited JP to brief the board the steps that EL had taken to push out the message.

JP outlined the steps EL had taken to circulate the new message, adding that there were still issues surrounding National Squads not being recognised as Elite rather categorising them as grassroots within COVID protocols. HM confirmed the issue, identifying that as lacrosse is not professional, Commonwealth nor Olympic therefore falling outside of the elite definition. The board a brief discussion on the issue surrounding the elite definition, with key points surrounding facility access and the unique position of sport having multiple statutory bodies as filters to the government.

MC added that NLC had updated its disciplinary procedures to reflect the new guidelines and that SLT had held a meeting with Regional Chairs to support the new messaging.

**Action**

* JP to continue to press Sport England / UK Sport on the elite definition and raise at Performance Committee.

1. **Risk Matrix**

MC tabled paper 3 outlining a further refresh to the Risk Matrix had been approved by FARC and will be circulated.

**Action**

* MC to circulate refreshed Risk Matrix.

**Section 2: Finance**

Items 7 and 8 were taken together.

1. **Q2 Financials and**
2. **Budgets 2021-22**

HB outlined that the February meeting will review an outlined budget. As NE was not present at this time, ME was invited to review Q2.

ME highlighted that the positive balance sheet. Referencing the support from Sport England and the continued flexibility.

MC added FARC will reflect COVID in the forthcoming budget alongside a more positive position.

MC outlined that the budget process for 2021 has started and that the board should expect only a skeletal budget for approval in February due to the ongoing uncertainty of COVID restrictions.

1. **COVID Risks and Recovery Plan**

HB tabled papers 5,6 and 7 to support the item.

The board undertook a broad discussion on the issues surrounding:

* recreational lacrosse;
* performance and international lacrosse; and
* staff wellbeing.

The discussion outlined the following key points:

* focusing on the key delivery areas to enable a gradual movement into the new Business Plan balanced with restart;
* supporting people and regenerating the commercial activities are important;
* World Lacrosse will have an impact on calendars, which will be forthcoming, and a review of priorities may be required;
* a need for agility and speed in delivery to react to demand;
* since March the core market has shown resilience which helps with income generating activities and provides a platform for restart;
* prioritisation mapped to staff capacities will need developing;
* dynamic communications to assist in stimulating good news stories (consider visuals such video’s and continued webinars) cross referenced across all platforms;
* organisational development and staff working practice will need developing alongside staff wellbeing and the staff value offer;
* supporting volunteers and their wellbeing moving into 2021;
* a need to celebrate the work of the sport in difficult times, possibly a celebration event:
* a need to look at setting and achieving goals supported by outputs as new way of monitoring success; and
* consideration of continuing current communication platforms which assist in greater engagement and improved democratic discussions.

The board also highlighted the following challenges:

* extension to the season;
* additional EL interventions, such as Summer Lacrosse;
* weariness of staff and key volunteers due to lockdown pressures exacerbated by an extended season; and
* strain on national squad athletes to train and accessibility of quality training facilities.

**Actions**

* PC to provide a review of priorities mapped to staff capacity.
* MC to work with CR retaining webinar engagement and enhance dynamic messaging to continue key information dissemination and continue to improve internal communications.
* CR to generate good news stories mapped across all platforms.
* JP to ensure performance has clarity from WL and ELF before pushing out communications.
* MC to ensure the recreational game is ready and flexible for restart.

1. **Business Plan**

HB invited ME and PC to give an update on the business plan and discussions from the Business Strategy Group.

The board had a discussion on the plan in relation to the current situation. The key points form the discussion outlined:

* scenario planning is required due to the issues outlined in item 9;
* restarting “Project 300” has to be undertaken to regenerate the income streams; and
* as outlined in item 9, focusing on what is essential is key.

ME outlined that these points had been discussed with PC and would be taken forward to balance income generation vs restart.

MC reviewed the discussions with Sport England in relation to the rollover investment for 2021-22, highlighting the information set out with them dovetails into the Business Plan.

1. **Board Evaluation**

This item was taken in item 4.

1. **AOB**

* MC raised the need for EL to understand and support the inclusion agenda. NK and SG highlighted the work of RemCom aligning paperwork and policies, adding that the committee is there to assist in moving this agenda forward. JN suggested using outside agencies to also add value to the direction.
* HB suggested that the May meeting should be face to face, all agreed if it was possible to do so.
* JN, on behalf of the board, HB for all her leadership during this challenging last 12 months.
* HB thanked the board for their work and wished all a Merry Christmas and a Happy New Year, closing the meeting at 17.58

**Dates for 2021**

Tuesday 4th May

Tuesday 6th September

Sunday 10th October

Tuesday 7th December

**Distribution:** Hannah Bowe, Mark Coups, Prashant Jobanputra, Hamish McInnes, Gavin Devine, Michael Estill, Nikki De Kretser, Jane McCarthy, Susan Gordon, John Neal and Chrissie Owens.

Cc: Sue Livock, Sallie Barker, Neil Edgar.