**ENGLISH LACROSSE ASSOCIATION Ltd.**

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

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

Welcome and opening remarks from HB, MC reviewed video conferencing protocols to ensure a smooth meeting.

**Section 1: Routine Business Matters**

1. **Apologies for Absence**

Prashant Jobanputra (PJ) and Chrissie Owens (CO)

1. **Conflict of Interest Declarations**

No new conflicts of interest were raised. JM reiterated her trustee commitments with the Lacrosse Foundation and Senior England Men’s Squad.

1. **Minutes of the Last Meeting**

Minutes of the 20th July 2020 were approved as a true record with no amendments.

1. **Matters Arising and Action Log**

MC outlined current matters arising

* GB lacrosse has now been established and currently MC is the EL representative. JM proposed that MC continue, seconded by HB.
* SB has been appointed as Head of Governance and Finance for World Lacrosse (congratulations to SB). SB has been the EL representative to WL and HB is to take over that role.
* EL is required to undertake a Board evaluation, PC to coordinate to be in place for the October board. NK highlighted that she is available to assist in producing the survey.

**Action**

* PC to coordinate with NK board evaluation.

1. **CEO Report and Action Log**

MC tabled paper 2, there were no questions on the paper.

MC tabled paper 3 referencing the rollout of phase 3 and 4 COVID protocols.

MC added to paper 3 with a verbal report highlighting:

* the maximum number of participants is 30 under return to pay COVID protocols
* feedback from coaches and volunteers on the protocols has enabled updates and adaptions to ensure they are fit for purpose
* the COVID protocols have been well received
* the need for NLC to ensure the disciplinary process is in place for non-compliance
* the webinar engagement with the lacrosse markets has been positive and will continue.

The board had a brief discussion in relation to the maximum numbers (30) and the clarity of message linked to insurance.

MC also outlined:

* registrations and affiliations had been circulated, there will be a position statement for the October board
* the “Playground to Podium” consultation is ongoing with webinars for the regions and other lacrosse markets (universities, schools and colleges) adding that:
  + the engagement with FE colleges is positive
  + a National League proposal is being developed for the October board
  + the cheaper sticks will be central to driving the expansion in participation
* the National Lacrosse Day will focus on “Valuing Volunteers” especially those deployed to oversee COVID protocols in community settings.

HB thanked the staff for the work on COVID and the 6v6 strategy.

**Actions**

* NLC to ensure that the disciplinary measures for non-compliance with Covid 19 guidelines are in place.
* MC to provide membership and affiliations update for the October board.
* National League presentation for the October board.

1. **Strategic Risk Matrix**

MC tabled paper 4 which had been approved by FARC, highlighting the key changes to the risk matrix since July.

The board had no questions.

1. **Safeguarding**

HB highlighted the reduction in risk in relation to safeguarding issues identified in previous meetings.

SG suggested that Board and EL should all be advised of the appropriate outward facing response if they are asked. The board agreed with this direction.

JN outlined the need to support both Jane Powell and MC for their input into the issue and time spent on the process.

**Action**

* MC to confirm appropriate response.

**Section 2 Finance**

1. **Q1 Accounts and Cash Flow**

NE tabled papers 5 and 6 reviewing the Q1 accounts, cashflow and assumptions.

NE outlined the support from Sport England in relation to grant investment which has enabled EL to maintain a positive cash flow position to date and there is a confidence that the cash position will remain strong until the end of the financial year.

The board had a brief discussion on the current financial position commenting on staff contracts and potential refunds. MC and NE stated that the position in relation to these areas was in order.

1. **Audit Report and Management Letter 2019/20**

NE tabled papers 7 and 7a for board discussion and approval.

NE reviewed the process for the 2019-20 audit, highlighting that the auditors have a focus on ensuring the company is a “going concern” and that the forecast for this financial year supports this view. NE requested that the board confirm they agreed with this view having reviewed the figures in item 8.

The board confirmed that they agreed that England Lacrosse is a “going concern”, the cashflow forecast is strong for 2020/21 and the SE roll over grant for 2021/2022 provides a basis for next year’s finances.

The board had a broad discussion on confirming the liabilities at the time of the audit. It was agreed that the management letter summarised the position.

The EL Board approved the Audited Accounts and the Management Letter 2019-20.

HM proposed the Audited Accounts and Management Letter 2019-20 for presenting at the AGM, seconded by HB.

**Action**

* NE to send HB documents for signing.

**Section 3: Key Strategic Business**

1. **Remcom Update**

NK tabled paper 8 and reviewed the work of Remcom highlighting:

* the need to retain some office space moving forward
* retention of the TEAM working groups
* a need for setting out social time / some face to face.

SG added that these adjustments would need adding to the staff value proposition.

MC outlined the current discussions in relation to the Manchester office space and further solutions will be forthcoming.

NK thanked Abi Merrill for her work.

**Action**

* Remcom to update the staff value proposition.

1. **Strategic Plan 2020-24**

HB tabled paper 9 and invited ME and PC to summarise the document.

PC reviewed paper 9 highlighting that there is a need to improve the thread of inclusion and customer experience content.

The board reviewed the document identifying:

* the document was in a good position but needed some tweaks to really enhance the EL direction
* a need to bring out culture, values and behaviours
* enhance the wellbeing work
* improve the digital thread
* ensure there is a supporting tracking document

The board approved the Business Strategy Group to finalise the Strategic Plan 2020-24 for an October launch.

**Action**

* PC to coordinate finalising the document.

**Section 4: AGM 2020**

1. **AGM 2020 Agenda**

The board approved the agenda for the ELA Ltd. AGM 2020.

1. **Article and Bye Laws Amendments**

PC summarised the tabled amendments in paper 11. The board approved the Article and Bye Law amendments to be tabled at the AGM 2020.

1. **ELA Ltd. Annual Report 2020**

MC tabled paper 12 for board discussion. The board approved paper 12.

NK proposed the Annual Report 2019-20 for presenting at the AGM, seconded by MC.

1. **AGM 2020 and Elections**

The board had a broad discussion on the hosting of the ELA Ltd. AGM 2020 and voting procedures.

MC reviewed the options available, recommending EL use an ahead of meeting approach to voting and the same protocols as have been undertaken with TEAMS webinars. PC highlighted tat government has relaxed rules for AGM’s and these protocols are legal and conform to standards.

The board agreed to the voting and AGM protocols.

**Action**

* PC to set out processes with MC for AGM hosting.

1. **AOB**

* MC reviewed the NLC disciplinary process in relation to an individual breaking an EL Policy. MC outlined that a of protocols for NLC has been developed for future incidents. MC thanked the individuals involved for their time and professionalism.
* 2020 meeting dates – Abi Merrill to circulate a doodle poll.

The meeting closed at 6.02 p.m. with thanks to the Chair.

**Dates for 2020**

Sunday 11th October (AGM and short meeting)

Tuesday 8th December

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

Cc: Jane McCarthy, Sue Livock, Sallie Barker, Neil Edgar.