



Board Basketball England

Board Meeting Minutes

Date: 17 December 2018
Location: Basketball England
Eithad Campus
Manchester
M11 3FF

Present:

Clare Wardle, Chair (CW)
Russell Bell (RB)- SID
Nicky Shaw (NS)
Graham Biggs (GB)
Stewart Kellett (SK)
Victoria Jones (VJ)
Shaun Gagie (SG)
Ross McGowan (RM)- present for 30 minutes

Item 1- Apologies for Absence

Steve Bucknall (SB)
Jason Seiken (JS)
Alan Richardson (AR)

Item 2- Minutes from Previous Meeting

Minutes agreed from last board meeting with a minor amendment (October 2018).

Item 3- Declarations of Interest

NS and CW declared an interest in the BBF.

Item 4- Chair Update (CW)

The Chair gave an overview of the recent BBF report proposal, requesting an advance on part of the £150k underwriting fee which has been agreed for the running of the 2019 age-group teams.

VJ explained that Maurice Watkins and Keith Mair were unable to dial in for the scheduled call at 11:30am.

The Board assessed the projected cash flow forecast and acknowledged that the BBF would run into financial difficulty at the end of December 2018 (it was agreed around £50k was required).

CW stipulated the importance of the BBF being financially prudent and continuing to cut costs; all Directors agreed with this. The Board acknowledged that a procurement policy was needed to

monitor and control any operational expenditure in 2019. In addition to this, the Board agreed that positions for coaching and medical staff should be advertised voluntarily first as an attempt to reduce costs.

RB suggested that BE could agree to an advance of the underwriting fee to the value of £50k, in accordance with the following stipulations:

- The cash advance should be via a loan
- The cash advance should immediately be repaid upon BBF receipt of UK Sport funds/ any sponsorship income (to ensure that the £150k funds are used for the sole purpose of supporting age-group teams in 2019 only)
- The BBF should adhere to the list of conditions proposed by BE (discussed and agreed with the BE Board)

The Board agreed with this proposal but acknowledged that a comprehensive plan for the running of teams was required (to be incorporated into the loan conditions). In addition to this, CW suggested that GB players be made available for community-engagement work during the year; the Board agreed.

Action- CW/SK to make this proposal to MW alongside the agreed loan conditions

The Board agreed that it was not financially viable to continue to financially support the BBF, given that BE has its own financial pressures of increasing income by £700k over the next three years.

CW explained that the creation and regular meetings of the Commercial and Performance groups should enable BE to provide non-financial support to the BBF. The Board agreed the importance of these groups meeting regularly to discuss key decisions.

The Chair highlighted that the relationship with key stakeholder, Sport England (SE) was positive at the moment.

SK informed the Board that BE had been open and transparent with SE about current pressures to do with supporting the BBF, and the fact that this could hinder capacity to deliver BE plans. SK iterated the importance of delivering these plans alongside providing BBF support. SK stated that further work was required to do with social impact and how BE can maximise this.

GB queried current work around working with Local Authorities to provide accessible courts. SK explained there are a number of court projects across the country which BE has been involved with.

Action- PG to provide details about recent court hire work and initiatives

WORKING LUNCH 12:30

Item 5- CEO Update (SK)

The CEO informed the Board that he and RB had met with several commercial agencies, with regards to the brand asset valuation of BE for the purpose of commercial sponsorship. SK/ RB will be inviting the agencies to formal pitches in January 19.

SK explained that BE should work closely with the BBF with regards to securing a commercial sponsor. RB stated the wider-impact of BE and BBF should be considered here e.g. the reach of SlamJam and other initiatives.

CW highlighted the importance of CSR in organisations which should be utilised for the purpose of securing a sponsor.

Action- SK to provide MW with material relating to the impact of BE for sponsorship liaison and brand valuation

SK talked the Board through the operational dashboards and explained how they track progress against the strategic plan.

SK queried with the Board whether this was too much granular detail- the Board agreed they would like to continue the circulation of these dashboards for information going forward.

NS expressed her thanks to SR and BB from BE for the communications support during the GB games in November. The Board agreed.

The Board discussed the progress of the Hall of Fame archiving work. SK explained the recent work undertaken by JA to fill gaps in the archive. He highlighted that additional work was required in terms of digitalisation going forward.

GB recognised the importance of this work, however suggested that given current pressures, this should be revisited at a later date. The Board agreed.

CW summarised the importance of preserving current records going forward and ensuring nothing is lost. However, the Board agreed that BE staff should not be utilised for this.

Action- Board to discuss HOF next steps with AR at the February Board meeting

Item 6- Communications Update (SK)

SK outlined plans for wider-engagement outside the membership and discussed figures in terms of headroom for growth.

The Board discussed whether a re-grouping of the comms strategy was required to realign objectives and determine key targets.

The Board suggested a working group should be set up for this.

CW highlighted the importance of being clear about who we are engaging with and suggested JS and GB should be part of the working group.

GB highlighted the difficulty of utilising social media effectively given that Basketball is deemed a 'cool' sport for younger people on one hand, while on the other is the national governing body for the sport in England.

Action- Comms working group (SR, SK, JS,GB) to meet before February Board meeting to refresh focus

CW requested an early slot at the next Board meeting to discuss the comms work and the W&G campaign progress.

GB queried logos for Aspire:

Action- SK/ CF to circulate Aspire logos and approved colour palette

Item 7- Safeguarding Update (RM)

RM provided an overview of recent safeguarding activity and where current work was focused.

RM outlined suggestions for service improvement from the CPSU and how these have been utilised by BE. The process for the recruitment and implementation of the Case Management Group was discussed; the Board acknowledged the positive impact of the group.

RM highlighted that Board training was a recommended action from the CPSU.

Action- RM to organise Board safeguarding training in February 19

SR and SK explained the impact of Baroness Tanni Grey-Thompson's Duty of Care in Sport review and how this has implications to widen the duty of care for which NGBs are responsible.

The Board discussed some examples of cases and the various sanctions which could be imposed by BE.

Item 8- Subcommittee Update- verbal

Action- VJ to arrange and audit, finance and risk subcommittee meeting

CW/VJ gave an overview of the recent Nominations Committee meeting.

Action- VJ to recirculate Director Job Description and meeting minutes

Item 9- AGM actions overview (VJ,SK, CW)

The Board reviewed the proposed AGM action points and discussed their progress.

There was discussion surrounding the purpose and desired requirement of the annual calendar for the website.

Action- annual calendar requirements and purpose to be discussed at communications working group

Action- NS to join AR and GB to meet about reviewing the BE voting system at AGMs

Action- Fees, GB levy and officials fee report to be reviewed at February Board

Item 10- 3x3 update

The CEO gave an overview of the proposal to help build and have a presence in the 3x3 market in the context of upcoming competitive opportunities. The Board discussed plans to monetise the project, timescales for competitions and the possibility of partnering with stakeholders such as local authorities.

The Board agreed that BE should engage with local authorities in order to maximise opportunities here.

Action- report back in February with regards to city council engagement

Item 11- Hall of Fame update- verbal

This item had already been discussed under the CEO update

Item 12- Finance and Governance Update (VJ)

VJ gave an overview of the current financial position and explained that projects were underspent due to staff vacancies and recent BBF pressures. SK and VJ iterated that it was necessary for staff to deliver planned activity in the final quarter of the financial year. VJ highlighted that a lot of activity had been planned up to this point for expenditure to be incurred in Q4.

VJ gave an overview of the cash flow projection for 2019 which encompasses plans to support the BBF. VJ explained that this has been calculated in accordance with the principle of prudence and that the agreed underwriting would put financial pressure on BE and had the risk to deplete reserves. VJ reminded the Board that this should be considered in the context of the need to increase income by £700k over the remainder of the BE funding cycle.

VJ gave an overview of the financial sustainability report which went to SE outlining an update on financial sustainability progress. The report summarised that BE had increased membership income during 18/19 and were focusing on increasing events and education and development income in 2019/20. VJ stated that a commercial sponsor was desirable to reach income targets.

The Board highlighted that the BE shop had potential to generate more additional revenue- NS and GB suggested some online shop platforms with competitive pricing.

The Board discussed proposed AGM and national conference dates for 2019. SK explained the national conference is scheduled for 7th September which has been communicated the members, the Board agreed with this date. The Board suggested the AGM date be changed to the same weekend and location (Birmingham) as the BBL finals.

Action- Confirm AGM dates at February meeting. National Conference and Volunteer awards plan update at next Board meeting

Item 13- AOB

The Board queried progress with the Assist Fund. SK explained that DB is liaising with the Regional Chairs who will administer the fund. The Board suggested a proposed launch at the February Board meeting.

Action- SK/DB to report back assist fund feedback after liaising with the Regional Chairs in the early new year

END OF MEETING

Date and time of next meeting: Friday 1st February 2019 (Bristol)