

# ENGLISH WOMEN'S GOLF ASSOCIATION

## Minutes of the Meeting of the Management Board held on Thursday 23 July 2009 by Conference Call at 12.30 pm

Present: Ms S Whittaker (SW) Chairman  
Mr A Kean (AK) Non-Executive Director  
Ms S Perrins (SP) Non-Executive Director  
Mr J Robinson (JR) Chief Executive  
Mr J Green (JG) Finance Director/Company Secretary

- |    |  | <u>Action</u> |
|----|--|---------------|
| 1. | <u>Chairman's Remarks &amp; Apologies for Absence</u>  |               |
|    | The Chairman welcomed everyone to the meeting. Apologies for absence had been received from Chrissie Owens (CO) and Bill Richards (BR).  |               |
|    | The Chairman stated that at the last meeting AK had been requested to present on the American Collegiate Golfing System and the process for English players wishing to study and play in the USA, however this will be deferred to the meeting scheduled for 24 September 2009.  |               |
| 2. | <u>To Approve the Minutes of the Last Meeting</u>  |               |
|    | The minutes of the meeting held on 31 March 2009 and 21 May 2009 were approved and signed by the Chairman as a true record.  |               |
| 3. | <u>Matters Arising</u>   |               |
|    | a) Local Solicitors – A meeting has been arranged in August with Blythe Liggins who are a group practice covering all aspects of law but one partner has experience with sport governing bodies. BR is arranging meetings with two other firms on his return from holiday.   | BR            |
|    | The invoices received from Bates, Wells and Braithwaite for work done on the Memorandum and Articles of Association are still in dispute but it is hoped that an agreement can be reached.   | JG            |
|    | b) Support from Sporting Contacts – JR has met with Glenmuir and is awaiting a proposal from them. Glenmuir do supply uniform for the Seniors on a 'Trade minus basis'. JR has almost met with Andrew Bough who deals with Cutter and Buck, Green Lamb and Calvin Klein and a proposal is awaited. A meeting is arranged to meet with Daily Sports but no further contact has been received from Adidas. |               |
| 4. | <u>Chairman's Report</u>   |               |
|    | The Chairman reported that a letter of thanks to the Management Board had been received from Claire Lingwood regarding the birth of her son.   |               |
|    | The Chairman also reported that Sue Rawles, who represents the South West on the Operational Board, had been a referee at the British Open Golf Championship at Turnberry. She congratulated Sue on her achievement.   |               |
|    | SW also advised with regret of the sudden death of Susan Bayley-Ward's partner.  |               |

5. Chief Executive's Report A detailed report had already been distributed to the Board. JR went through the main points of the report.

Update on EGU/EWGA Merger talks – Replies to the questionnaires asking for Counties' views on a merged organisation are being collated. 29 Counties had replied. The general feeling is that the merger should go ahead with proportional representation and subscription fees equal to those paid by the men.

Whole Sport Plan – Funding should be received next week which will include the funding of the new position covering 'Widening Access'. The new employee will report to Kirstie Jennings and the job specification has now been agreed by the EGU, Golf Foundation and England Golf Partnership.

Marketing – Two presentations have been given on the Marketing Plan. It is hoped that at least 50,000 members will have signed up with their details by the end of the year. All avenues of communication are being used to increase the database information.

The welcome booklet is now complete and will be issued to club delegates to include in new members' information packs.

Volvo – The contract has been signed and the free car received, two other cars will be delivered shortly.

JR has completed three interviews, with Radio Cumbria, Golf Club Manager and the Lady magazine and a meeting has taken place with Peter McAvoy regarding power-play golf. EWGA has been asked to enter another team on the Eggheads programme.

6. Finance Report JG presented his finance report, a copy of which was distributed.

The full year subscriptions forecast (including April and May) is £1.237m which equates to a 4% decrease on last year. The total income stands at £1.02m which is 94% of the amount expected, due to the low bank interest rates. At the present time a profit of £30k is showing at the full year against a target of £40k but there is some provision to attempt to achieve this target.

A balance of £20k is available within the 'ring fenced pot' (RFP) at the end of April. These funds can only be used for certain activities and a proposal will be made in respect of the Public Liability Insurance for the Counties being paid for out of this RFP.

HM Revenue and Customs have now acknowledged EWGA Trust as a Charity therefore a claim for £3,200 has been made to reclaim tax on investment income. Gift Aid forms have been sent out which has also resulted in the receipt of further donations of approximately £600 to date.

All insurances have now been moved to Towergate. JG is still waiting for all counties to respond regarding the Public Liability insurance.

Voting Procedures – all amendments to the Memorandum and Articles of Association will be reflected in the AGM Resolutions.

Website – There was a problem with the integration of the back-office systems associated with the website but it is hoped that we have now resolved this issue. The website is now on-hold until the integration of the back-office systems is finalised.

Car Leasing - £4k has now been received from Volvo together with the free car. Two cars have been ordered for delivery in August. At the moment Volvo have committed to a 12 month sponsorship but have issued a letter of intent for a longer commitment.

Budget 2009/10 – a template has been issued to budget holders, the budget needs to be finalised by the beginning of September for presentation to the Management Board for approval.

The capital sum of £22,000, due on completion of the lease on 11 Highfield Road has now been received.

Salary Review – Preliminary discussions were held on staff pay for next year. It was agreed that a decision would be taken at the September Board Meeting when all Non-Executive Directors would be present and further financial information available.

7. Items for Discussion

Appointment of President 2010/2012 – The Board received and discussed recommendations from the Operational Board and decided on a preferred candidate. The views of the two Non-Executive Directors unable to attend the meeting had been canvassed and were shared with the meeting.

8. Marketing and Communications

The strategy presented to the Management Board is currently being implemented. A Commercial Proposal is currently being printed from which a list of targets will be approached for potential sponsorship. SP requested a copy of the presentation and a copy of the draft Commercial Proposal will be distributed to the Management Board.

JR

9. Governance Issues

a) Merger progress - The next meeting is scheduled for 24 August at which the EGU will be presenting their proposals. John Petrie and JR have produced a governance paper, also to be discussed at the next meeting. JR clarified that Sport England are in support of a merged organisation but if this does not happen it is likely that future funding may be viewed differently. AK having given more thought to the merger issue will email the Management Board before the next scheduled Merger meeting with his views.

AK

b) Voting Procedures Working Group – Once the voting procedures have been agreed they will form the Resolutions for the AGM.

10. Health and Safety

The Health and Safety Committee has requested that the Management Board indicate a course of action to be taken following a problem that had arisen following a risk assessment of the office of a remote worker. It was considered by the risk assessor that the chair provided did not give adequate lumbar support for the employee and that this could result in back problems. After discussion, it was agreed that as the employee chose the chair which was then purchased by EWGA, it was not

appropriate for EWGA to replace it. If problems occur in the future the matter will be reassessed. Specifications will be issued if any future remote office set-ups are necessary.

11. Risk Management Risk Register – This matter is ongoing with JR/BR. All risks are covered but the details need to be looked into BR/JR
12. Any Other Business CDH – The Central Handicap Database has been developed by the EGU but potentially will now include women and will be useful for player pathway and handicap audits. Earlier in the year it had been agreed that EWGA would not pay anything towards the capital cost of building this system but would contribute towards the hosting costs, however JR has now been advised that EWGA are expected to pay approximately £8.5k plus VAT towards the costs. JR sought approval from the Management Board for these costs. It was agreed that JR would continue to seek a reduction in the costs but should he not be successful the amount would be paid and included in next year's budget. JR
13. Date of Next Meeting The next meeting of the Management Board is scheduled for Thursday 24 September 2009 at 1230 hrs in the EWGA Board Room, 11 Highfield Road, Birmingham B15 3EB.