

## ENGLISH WOMEN'S GOLF ASSOCIATION

**Minutes of the Meeting of the Operational Board held on Wednesday 19 August 2008 in the EWGA Board Room, 11 Highfield Road, Edgbaston, Birmingham B15 3EB at 09.30 am**

Present:	Mrs E Earnshaw	President
	Mrs R Whitehead	Chairman, Operational Board
	Mrs A Andrews	Midlands South
	Mrs M Berriman	South
	Mrs B Brooke	North
	Mrs S Goulds	Midlands North
	Mrs A Pyke	East
	Mrs S Rawles	South West
	Mrs A Allsopp	LGU Councillor
	Mr M Hall	Accountant
	Mr J Robinson	Chief Executive
	Mrs L Walker	Minutes

1. Apologies for Absence Apologies were received from Sonia Harvey, LGU Councillor. Action

2. Chairman's Remarks The Chairman welcomed everyone to the meeting.

The Chairman stated that following an exciting Curtis Cup she wished to congratulate the LGU for their organisation of the event. The Chairman will write to the LGU.

RW

The Chairman congratulated the following: Nicola Race, National Junior College Champion on the US Women's circuit; Jodi Ewart and Hannah Ralph who reached the 3<sup>rd</sup> round of the British Amateur Championship; Jodi Ewart for winning the English Strokeplay and for her inclusion on the elite list of America's top golfers; Emma Brown, who won the Astor Salver; Kelly Tidy, who was runner-up at the British Girls Championship and has been selected for the Junior Ryder Cup and the European Young Masters; Lucy Williams, who won the English Mid-Amateur Championship; Hannah Barwood, Naomi Edwards and Kerry Smith, who will represent England in the Nations Cup; Sarah Tyson, for winning the English Girls Championship; Lauren Taylor, for winning the U15's Championship; Charley Hull, for winning the U13's Championship; Charlotte Hindmoor, for winning the Abraham Trophy; Holly Clyburn, who was 4<sup>th</sup> in the Scottish U21 Championship; Janet Collingham who won the Seniors Stroke Play and Midlands Seniors Championships; Ellis Keenan, who won the Bridget Jackson Bowl; Jamie Lee Voss, who won the English Schools Championship; Charlotte Wild, who was 3<sup>rd</sup> in the Irish Championship; Rachael Goodall who won the Harper

Salver; Alex Peters who has been selected for the European Young Masters and Rebecca Heeles who won the English Schools U16 Championship.

The Chairman has attended seven events to date and wished to record that all events demonstrated good golf and that we should be proud of all England's players and their achievements to date.

2. Minutes of the Previous Meeting

The Minutes of the meeting held on 4 June 2008 were considered and it was agreed that a paragraph noting the Non-Executives apologies for absence at the meeting should be noted. The Minutes were then signed by the Chairman as a true record.

4. EWGA Medals – Presentation

Emma Lowe presented the proposal for the running and format of the EWGA medals from 2009.

It is proposed that the EWGA year should run from 1 January to 31 December and clubs would be allowed to run a minimum of 4 and maximum of 24 medals in each year. Clubs would have one qualifier for the medal final, based on the 4 best nett scores, therefore removing the bronze and silver division winners. Clubs would be encouraged to run Medal Days rather than main day and alternate day with everyone being eligible to compete on each medal day.

One final for each region will be held during April and May with 100 players in each final. Some finals will be held at weekends and some mid-week to help accommodate all players' circumstances. The Regional finals will culminate in the EWGA National Champion of Champions Final, to be held in June, the winner of which wins a trophy, voucher and a place in a Pro-Am event.

The new format would enable the Championship Department to spread the workload over more months.

It is hoped that the new format EWGA medal competitions will increase awareness of EWGA, increase communication with club golfers and provide them with a better service. The estimated extra cost of running the medal finals is £9,360 but it is hoped that the new format will be more attractive to potential sponsors.

There followed some discussion surrounding medal days as main day and alternate day will still continue in many clubs. This should be written into the conditions of competition.

Emma confirmed that it will be the responsibility of the Regions to find the Regional venues, rotating the Regions with regard to

the weekend events. EWGA will secure the venue for the grand final.

It was agreed that Emma should email County club delegates and Regional Chairman with the details of the new EWGA medal format before the mail-out is done.

The Chairman thanked Emma for her presentation.

5. To report on Matters Arising

a) Junior Members Pack – Jim Robinson and Lisa Di Placido are working on proposals for sponsors. Member's packs will not be available until 2009. It was reported that certain County delegates have expressed disappointment that these packs have not yet come to fruition but it must be emphasised that time has to be taken to get this initiative right.

b) County Constitutions - A meeting was initially requested but has not taken place as the committee are not wholly in agreement with what the remit of the committee should be. Jim Robinson agreed to contact Chris Reeves to get this back on track. The Regional Chairmen were asked to speak to their committees to ascertain what they would like this committee to undertake.

JR

All

c) Memorandum and Articles of Association – The revised M&A's had been distributed.

d) Australian Spoons – Emma Lowe is to produce an explanatory note on Australian Spoons which will be distributed to the Operational Board.

EL

e) Regional Competition Mementos – A supplier has been found for a regional plate for the hosts of Regional events. The total cost would be approximately £192 per year but it was felt that this is a good PR exercise. Lynn Walker to go ahead with the order.

LJW

6. To Receive Correspondence

a) Letters of Thanks – letters had been received from: Grace Anderson, Hannah Barwood, Katie Best, Jessica Bradley, Emily Cheshire, Gemma Clements, India Clyburn, Hayley Davis, Eleanor Dimmock, Lucy Evans, Samantha Giles, Georgia Gilling, Jessica Gregory, Georgia Hall, Stephanie Hall, Kyra Horlock, Abi Laker, Brante Law, Victoria Mallett, Mike Miller, Emma Newlove, Florentyna Parker, Emily Savage, Emily Taylor, Margaret Walker, Alice Watson, Nancy Wilson. The Chairman had also received letters from Lady Captain, Little Aston Golf Club: Janet Dent, Yorkshire: Sally and David Chapman: Holly Clyburn.

b) Warwickshire LCGA – This matter is to be discussed later in the meeting.

c) Dorset LCGA – Dorset Ladies County Golf Association have requested a contribution of £2,800 towards County Finals costs, to come from the ring-fenced ‘pot’. After discussion it was agreed that Dorset would be paid £2,000 to help clear their deficit this year.

JR

Currently, Counties are given £1,000 if they reach County Finals to help with expenses. County Finals is now a 6 day event and discussion took place as to whether this amount should be increase. It was agreed to review this next year.

d) Pearson Trophy – The Pearson Trophy Management Committee have asked EWGA to contribute towards the costs of their Centenary Booklet as this was an event previously run under the auspices of ELGA (now EWGA). After discussion, it was agreed that as this is not an EWGA event, no contribution could be made.

e) Northumberland CLGA – Have requested that Counties holding Regional events be given a grant in advance. However, in many Regions expenses are shared across the counties in that Region and it was suggested that this practice could also be adopted in the North. It was also emphasised that EWGA has promised that no county will suffer a loss when holding regional events. Jim Robinson suggested that all counties that have run County Match Week submit their expenses in order that EWGA can analyse the costs across all counties after which the Operational Board will discuss the matter further.

JR

f) A letter had been received from Sue Pigeon regarding running of senior events. Ruth Whitehead has replied and Emma Lowe will also write to Sue Pigeon.

EL

g) A letter has also been received from Marian Rae regarding the running of senior events – this matter will be discussed later in the meeting.

JR

h) Yorkshire LCGA has expressed a view that they are not in agreement with the ‘ring-fenced pot’ financing Regional Meetings. A letter explaining that Regional Meeting costs are not financed in this way will be sent.

JR

i) Leicestershire and Rutland – A letter asking for guidelines on running County Match Week has been received. The Championship Department has a template on this matter, which is for guidance, and not compulsory, that will be sent to Counties on request.

7. EWGA EGM

This matter will be discussed later in the meeting.

8. To Set Meeting Dates for 2009 The following Operational Board meeting dates were agreed for 2009:
- |                  |                   |
|------------------|-------------------|
| 14 January 2009  | EWGA AGM          |
| 15 January 2009  |                   |
| 31 March 2009    | County Conference |
| 1 April 2009     |                   |
| 3 June 2009      |                   |
| 17 August 2009   |                   |
| 14 October 2009  |                   |
| 25 November 2009 |                   |
- It was agreed that Anne Andrews should go ahead to elect her replacement on the Operational Board at the next Regional Meeting. Regional Meetings should be arranged within 14 days of the Operational Board meeting dates.
9. Anti Doping Policy Linda Bayman is working with Neil Hayward of the EGU on this matter. A letter of explanation of the procedures will be sent to all clubs from EWGA and the EGU. EWGA players are already aware of the Anti-Doping Rules.
10. Disciplinary and Grievance Procedures Jim Robinson has written both procedures and given them to Carolyn Baker who has chosen to rewrite them. Jim Robinson is to compare the two versions of the procedures for correctness. Further discussion on the policies will take place following the forthcoming EGM.
11. Handbook Committee It is suggested that the contents of the EWGA handbook be reviewed, taking out all contents that can be included on the website. The matter will be discussed at the October meeting.
12. Appointment of an International Selector Although Ann Irvin is in post until June 2009, the Selection Committee has recommended that Sarah Miller be appointed when Ann's term of office ends. This was agreed.
13. Championship Welcome Parties Welcome Parties at EWGA Championships have been met with mixed attendance this year. A discussion took place as to whether welcome parties should continue. It was agreed to continue these in 2009.
14. Communication with County Delegates The communication line is Operational Board/County regional Delegate/County Executive committees/ Club delegates/ Clubs. No feedback has been received on whether Regions, Counties and Clubs feel that communication has improved.
15. Regional Championship – Order of Merit Status Sue Rawles stated that she understood that Regional Championships would be removed as Order of Merit events as it takes away the pressure on Elite players to compete, although it is the opinion of Linda Bayman that Regional events remain as low weighted Order of Merit events. It was

agreed that Linda Bayman should be consulted on this matter in readiness for 2009.

JR

16. Feedback from County Match Weeks

South: A good week although there is concern about the draw illustrated on page 85 of the EWGA Handbook which means that the same team plays first on each day. Margaret Berriman has included suggestions for change within the South Regional Minutes. Barbara Brooke agreed to email all Regional Chairman with the details of the system used in the North.

BB

South West: A successful week. It was suggested that either EWGA cover the cost for a referee or that the cost should be shared between the Counties.

North: A good week. Anne Herbert had raised the question of the start time for afternoon singles matches as it is often difficult for captains to have results and be able to register their teams to be available to begin play again at 1.00 pm.

East: The event went well, although it was felt that the Captains meeting scheduled for Sunday should be held later in the day.

Midlands North: Very successful week. Referees expenses are an issue as also stated by South West. Captains have arranged a pre-season meeting for October.

Midlands South: Very successful week. There had been a problem with gratuities and the issue of referee's expenses was also raised.

17. Report on Matters from Regional Meetings

The following items were raised:

1. Membership Pack – disappointment had been shown that Member's Packs are not yet available.
2. Australian Spoons – Emma Lowe is to distribute guidelines
3. Conference following AGM – The date for the conference has now been set for 31 March 2009 and Counties will be advised when details of venue are known.
4. East Region Competition – EWGA is unable to support this competition as it is not an official regional competition.
5. Return of Divisional Trophies – These are to be returned by the County Delegate at the EWGA AGM after which they will be reallocated to the Region. Barbara Brook reported that the Wollaton Park trophy is missing – Emma Lowe will speak to the golf club.

18 To Receive the Finance Report

The Chairman expressed the Board's sadness at Mike Hall's resignation but did understand the reasons for this decision. The Chairman wished to record her thanks to Mike Hall for all the financial work that has been done. Mike Hall thanked everyone for their support and friendship during his time with EWGA.

Mike had distributed a Variance Analysis showing a forecast loss for the full year (9 months) January 2008 to September 2008 of £49,530, the increase from the figure budgeted is due to unforeseen and unknown costs, such as professional fees, consultancy costs, higher CEO costs, trademarks, and the application of 9 hole standard scratch. Savings will be made on AGM costs and travel expenses.

The forecast needs to be considered over the 24 month period for a more accurate financial picture, a profit is forecast over the next three years.

19. To Receive the Chief Executive's Report

The report had been previously distributed. Jim Robinson highlighted the following areas:

Expense Policy – the policy is with the Management Board for approval. Mike Hall has undertaken a sensitivity analysis to ascertain what the impact would be on the organisation if mileage rates are rationalised at 40p across the board.

Car Policy – an investigation is being undertaken to ascertain whether it would be more cost effective to lease company cars rather than purchase.

Central Handicap Database – the system is being developed by the EGU but it has no real benefit to this organisation.

Website and Sponsorship – The work on the website has been put on hold for the time being but Lisa Di Placido and Jools Asher are implementing some improvements to the existing site. Meetings are being arranged with various sport clothing companies in an attempt to gain sponsorship for player's uniform. A meeting has been held with FirstPoint who are an American concern interesting in sponsoring our Girl's championship with a view to targeting our top players for places at American Universities. Meetings are also arranged with Jaguar in the hope of potential sponsorship.

Lisa Di Placido has produced an extremely good Marketing and Sponsorship strategy document that was presented to the meeting.

Jim Robinson stated that he has now completed his probationary period with the Association and that his first six

months had gone quickly and relatively well.

20. To Receive the LGU Report

The report had been previously distributed. Angela Allsopp reported that the British Open at Sunningdale had proved to be a very successful event. There had been some concern over pace of play of some players therefore clocks had been set at different points on the course, advising that penalties would be given if play was slow. It proved to be a successful exercise and it is hoped that Home Unions will follow suit.

A review of training is being carried out as the LGU no longer employ a coach. The LGU intend to name a squad of 20 – 24 players and the teams will get together prior to a Championship for a practice match. All other training will be carried out by the Home Unions.

It was reported that the EWGA are considering moving their Mid Amateur Championships to the British Mid Amateur slot. Angela Allsopp will speak to Susan Simpson.

21. To Receive Sub-Committee Minutes

a) Selection Committee – The Operational Board approved the appointment of Captains: Sally Watson, Julie Otto and Sue Westall.

It was suggested that the constitution of the Selection Committee should be changed to 3 selectors and Linda Bayman with the International Selector to also act as Chair. For the selection of junior events the committee will also include Pat Smillie, Claire Lingwood . Steve Robinson will be invited to attend when necessary. The committee should have a quorum of 3 and the Memorandum and Articles of Association will need to be changed accordingly.

b) Handicap Committee – James Crampton from the EGU attended the last meeting at which he advised that the EGU are running a series of workshops/roadshows to which EWGA would be invited give a presentation about the Association.

c) Championship and Venues Committee – The draft unapproved minutes had been previously circulated and there were no further comments.

22. To Receive Report from the Performance Director

The report had been previously distributed and no further comments were made.

23. To Receive the Report from the Tournament Secretary

No report was available as it had been agreed that Emma Lowe would produce a report of the Championships giving a full round up of the year.

The Chairman commented that Championships are the shop

window for EWGA and attention to detail must be given. Several issues from championships have been raised together with some pre-planning errors. All comments on championships held to date should be emailed to Jim Robinson.

24. To Receive the Report from the Development Manager The report had been previously distributed and no further comments were made.

25. To Review the Report from the Compliance Manager The report had been previously distributed, it was noted that CRB checks and general work in the department has increased rapidly

26. To Receive the Report of the Press Officer The report had been previously distributed and no further comments were made.

27. New Clubs and Clubs No Longer Affiliated One new club has affiliated – Ilford Golf Club, Dorset.

Clubs no longer wishing to affiliate: Bassingbourn Barracks Golf Club and Venter Golf Club. The following are no longer affiliated as a result of closure or lack of lady members: Fleming Park Golf Club, Harefield Place Golf Club, Huntercombe Artisans Golf Club, Rookwood Golf Club and West Bowling Golf Club. Broadwater Park Golf Club has not affiliated as it has a course measuring less than 3,000 yards and Oastpark Golf Club's course is undergoing reconstruction.

Mike Hall asked the meeting whether SSS and handicaps should be revoked from clubs who have not paid their subscriptions. It was agreed that a letter will be sent to both Bassingbourn Barracks and Venter Golf Clubs advising them that handicaps and SSS have been revoked and that both the Counties concerned and the LGU will be advised.

28. Health and Safety There were no health and safety issues.

7. EWGA EGM Representations from all sides should have gone to all clubs

A further document, in response to the Non-Executive's email 'Your EGM, Your Vote', dealing with questions that have been raised from the written representations has been sent to all Clubs, and Counties.

All Counties must hold a delegates meeting at which they can discuss the representations and cast the club vote. In some cases club delegates may wish to go back to their clubs before they cast their vote. Counties will then have to hold a second meeting to cast their vote. 33% of a County's clubs must attend

for it to be quorate. EWGA need 25 Counties, including proxy votes, to be represented at the EGM.

The procedural arrangements for the EGM are being discussed with the solicitor.

Another Operational Board meeting has been arranged in September to discuss the arrangements.

29. Any other Business

The Chairman wished to record her thanks to Lynn Walker and the other office staff for their hard work in getting the mailings out to clubs.

Sue Rawles commented on the new uniform for players.

Margaret Berriman had attended an event at Worplesdon Golf Club. The club had presented EWGA with a gift to commemorate the event.

Papers have been received regarding nominations for the Queens Birthday Honours List. The Committee were asked to supply Jim Robinson with the names of any nominations.

All

There being no further business the meeting was closed. Elizabeth Earnshaw thanked Ruth Whitehead for Chairing a long but constructive meeting.

30. Date of Next Meeting

The next meeting of the Operational Board will be held on Tuesday 23 September 2008 at 10.30 am in the EWGA Board Room, 11 Highfield Road, Birmingham B15 3EB.