

# ENGLISH WOMEN'S GOLF ASSOCIATION

**Minutes of the Meeting of the Operational Board held on Wednesday 9 April 2008  
in the EWGA Board Room, 11 Highfield Road, Edgbaston, Birmingham B15 3EB at  
10.30 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. Chairman's Remarks  
and Apologies

The Chairman welcomed everyone to the meeting especially Elizabeth Earnshaw, EWGA President and Jim Robinson, EWGA, Chief Executive

The Chairman congratulated the following: Rachel Jennings, winner of the French Lady Junior Championship; Liz Bennett, Jodie Ewart and Florentyna Parker for their selection to the Curtis Cup team; Kerry Smith on reaching the quarter finals of the Spanish Women's Championship and also for being selected as reserve for the Curtis Cup team; Kerry Smith, Naomi Edwards, Liz Bennett and Florentyna Parker who are competing in the Ashes Match in Australia; Fern Grimshaw who has won on the US College circuit; Joy Hunter and June Poffley who have been awarded the England Golf Partnership Volunteer Award; Rachel Connor winner of the Leveret Trophy and Joanne Morley who has been selected Vice Captain of the Solheim Cup Team.

Apologies were received from Sonia Harvey.

2. Minutes of the  
Previous Meeting

The Minutes of the meeting held on 15 January 2008 were approved and signed by the Chairman as a true record.

3. Matters Arising from  
the Previous Minutes

Championships and Venues and Rules of Golf Committee – It was reported that Sandra Fraser (Staffordshire) will represent Midlands North region and that Judi Walker (Suffolk) will represent East Region on this Committee.

Selection Committee – There is still a problem finding Committee members to represent the South West, Midlands

Action

South and Midlands North.

Golf in the Olympics – EWGA had been asked to complete a questionnaire from the USGA to enable them to ascertain whether there is support for golf to be included in the 2020 Olympics. Jim Robinson, after consultation with Roger Moreland, has completed the questionnaire and returned to the USGA and the R&A supporting the initiative.

4. To Receive the Financial Report

2008 Accounts: A paper was issued which compared the actual and budget figures for the period January-February 2008 and also the 9 month budget and 9 month forecast figures.

a) Year to Date - The staff costs were running higher than the original budget due to changes in personnel. There had also been an invoice received for £5,000 after the books had been closed for year-end in respect of the Modernisation Review in 2007. There were savings in other areas, but overall year-to-date we are showing a profit of £40,259 v a budgeted profit of £43,467.

b) 9 month Forecast - A 9 month forecast for the financial 'year' January 2008 had been prepared taking into account all known changes since the original budget had been set. Overall it showed that the budgeted loss for the 9 months would increase from a budgeted loss of £7,400 to a forecast loss of £40,900. If there are any other changes throughout the year this forecast will change. The reasons for variance were, primarily Staff costs which include an ex-gratia payment and higher Consultancy fees due to several projects that have been agreed that were not in the budget.

Jim Robinson is working on developing commercial income to offset the loss.

5. Reports and Matters from Regional Meetings

a) Facility Fees for County Match Weeks – The facility fee has been agreed at £500 per day. A decision needs to be made whether the facility fees are paid prior to County Match Weeks or following submission of the County Profit and Loss Account. Mike reported that the costs have been included in the budget, ie 6 x £3,000. The grant for Counties reaching County Finals remains unchanged at £1,000.

b) Facility fees for Regional Competitions – It is intended that the Regional Competitions become self-funding. One day competitions facility fee has been set at £750. The Australian Spoons is not included as the facility fee is covered by the entry fees. Sue Rawles will liaise with Carolyn Maynard with regard to the process for Australian Spoons. The London Foursomes is not the responsibility of the Region and is to be

run as a self financing competition

c) Method of Distributing Posters – At present the EWGA office copy and distribute posters for most Regions. After discussion, it was agreed that one standard poster showing Regional Events should be produced. Design Passion will be asked to do the design.

JR

d) Junior County match Week – It had been previously agreed that EWGA would not fund these events but it was the Region's view that these should continue and be subsidised by EWGA. The Chairman asked that each Regional Chairman consider the matter. It was the majority view that EWGA should be seen to be supporting the juniors. JR will look into gaining some sponsorship.

JR

Sally Goulds reported that Midlands North and Midlands South had requested a meeting to discuss 2<sup>nd</sup> and 1<sup>st</sup> team junior matches within the new regions because of problems with travel and general logistics. Sally had proposed that the regions meet to discuss how these events should be run. The Operational Board were not prepared to give a directive on this issue and felt it should be decided within the Regions.

e) Club Delegates on the EWGA Website – Nearly all Club Delegates' lists have been received in the office. There has been some concern as to whether these lists would be published on the EWGA website but it was stated that this was not the intention in the immediate future.

f) Cost of South Regional Championship – this item was covered in item 6b).

6. Minutes of the Operational Board

Minutes are to be sent electronically to all Regional Chairmen for comment and are to be approved within two weeks of the date of the meeting. All comments and amendments are to be emailed to Lynn Walker.

7. New Member's pack

The Chairman thanked everyone for their contribution. All ideas and suggestions are being collated by the Chief Executive who is looking for sponsorship to cover the costs. Jim Robinson will circulate a report on the progress before the next meeting.

JR

Frequently Asked Questions will be included on the EWGA website.

8. County Constitutions

EWGA Solicitors are to be asked to provide a template for a constitution for Counties who wish to become a company limited by guarantee. JR will report back to the next meeting.

JR

It was suggested that a working group could be formed to help Counties with their constitutions. Chris Reeves (Oxfordshire) and Marion Jackson (Bristol) were suggested as candidates for this working group, any other nominations should be emailed to JR for follow up.

9. County Golf Fund If a County applies for money then it is felt that the Association is justified in asking for their accounts for the last 3 years. Applications will be considered by the Operational Board. All money will be from the ring-fenced 'pot' Survey of County Per-Capita Fees – All information is to be sent to JR for collation and report back to the next meeting.
10. Regional Meeting Agendas It was agreed that the following items should be included on Regional Meeting Agendas:
- 1 County Golf Funding
  - 2 Members' pack
  - 3 County Golf Constitutions
  - 4 Update on Club Delegates
  - 5 9 Hole SSS
  - 6 Format of Regional Championships 2009
  - 7 Income and Expenditure
  - 8 Facility Fees
  - 9 Change of Date for Abraham Trophy
  - 10 Format of Challenge Bowls
  - 11 Medal Finals
- EWGA will be responsible for medal finals from 2009 and it had been proposed by the Championship, Venues and Rules of Golf Committee that only 1 Final per Region is run ie 6 finals rather than the present 8. The Operational Board felt that 2 finals per Regional should continue to be run but stated that Regional Chairmen should help with the administration and planning of these events to ease the load of the Championship department.
11. 9 Hole SSS Nickie Clarke has released around 500 9 hole SSS to date but there are still many more to be done. As the original 12 day contract has been completed, it was agreed to offer a further 12 day contract to Nickie Clarke to enable her to complete the work. Resource within the EWGA office is to be established and trained in order to undertake the administration of SSS.
12. To Receive Correspondence a) Letters of Thanks – letters had been received from: Jessica Bradley, Georgina Blackman, Holly Clyburn, Hayley Davis, Jessica Foord, Lucy Goddard, Emma Harris, Harriet Hewitt, Charlotte Lucas, Emma Newlove, Alex Peters, Francesca Roberts, Emily Savage, Helen Searle, Hannah Turland. The Chairman had also received letters from Jenny Clink and Brian Connor.

b) Nancy Lopez Award – It was agreed that EWGA would nominate Melissa Reid for this award and that Jenny Clink would complete the paperwork.

c) Affiliation of University Societies - It has been agreed that Universities will be able to affiliate to EWGA to enable girls at University to continue playing in qualifying competitions and maintain their handicaps. The EGU already have this facility in place and it was agreed that JR should speak with James Crampton at the EGU.

JR

13. To Receive the Chief Executive's Report

a) Memorandum and Articles of Association – The Articles of Association state that in order to hold an EGM or an AGM members are to be notified by letter to home addresses, to club addresses or by email. The Association does not hold this information, therefore, following advice from Solicitors, it was agreed that a notice is to go to all Counties explaining the change. This would be signed by the counties and must be returned within 28 days with a 75% agreement in order that the resolution for change may be put forward.

JR

Once the Resolution is passed the Articles will be amended in line with the Companies Act 2006.

b) England Golf Partnership - JR attended an interesting meeting at St Andrews which was also a useful networking meeting. Discussions around Golf in the Olympics established that a sporting visa will be required for all competing athletes outside the EU and organisers will be held responsible for ensuring that those athletes leave the country.

c) Golf Forum – There was no business to report from the Golf Forum held at St Andrews.

d) LGU Meeting – A useful, well run meeting which covered USGA Course Rating. Around 75% of Home Union's courses have now been rated. Some course rating money is still available and it was agreed that this should be distributed to Home Unions based on the number of courses yet to be rated.

A replacement LGU Councillor is being sought and Sarah Miller, Jenny Clink and Ros Weston have registered their interest in the position. JR agreed to write to those interested in the post requesting their CV's. The job description will be distributed to the Operational Board and the matter discussed again at the next meeting.

JR

14. To Receive the LGU Report

Angela Allsopp distributed the report. The LGU are presently working hard on both the Curtis Cup and British Women's Open events.

15. To Receive Sub-Committee Reports
- a) National handicap Committee - The Minutes had been previously distributed.
- b) Trust Management Committee – At a meeting held on 8 April 2008 Individual grants totalling £4,180 and County Group Coaching grants amounting to £4,250 were awarded, making a total of £8,430. Late applications were not considered and have been deferred to the next meeting of the Trust.
- Rename of ELGA Trust to EWGA Trust – JR to ring the Charities Commission to progress the matter.
- c) Championships, Venues and Rules of Golf Committee – Minutes from the January meeting had been distributed. Ann Andrews reported as follows:
- 1 Stuart Fowler is now the appointed Anti Doping officer
  - 2 Regions will be required to find two venues for medal finals
  - 3 All Regional Administrators have been sent Referee and Observer Lists
  - 4 EWGA will host the 2013 European Ladies Team Championship and negotiations are ongoing with the Forest of Arden Golf Club.
  - 5 EWGA will adopt the new LGU gender policy.
16. Report from the Performance Director The report had been previously distributed and was taken as read.
17. Report of the National Training Manager The report had been previously distributed and was taken as read.
- JR commented that he had attended a training session at Stratford Oaks and wished to note the excellent behaviour and manners of all squad members.
18. Report of the Development Officer The report had been previously distributed and was taken as read.
- It was noted that County Club partnerships continue to progress and that Warwickshire had recently received good newspaper coverage locally.
19. Report of the Compliance Officer The report had been previously distributed and was taken as read.
- JR commented that Kirstie Jennings is now working with Diane Flint on a shared complaints procedure.

20. Health and Safety a) New Draft Policy – The new draft policy had been reviewed at the Health and Safety Meeting earlier and JR outlined the reasons behind the policy. When finalised the Policy will be available on the EWGA server for all employees to access. All identified training will be undertaken. JR
21. Any Other Business a) British Schools Report - The report had been previously distributed and was taken as read.
- b) Senior European Team - It has now been agreed that teams may include a reserve taking the team to 7. It was suggested that, as budgets have already been set, the 7<sup>th</sup> player should also act as Manager. This was agreed.
- c) It was confirmed that Event Questionnaires for insurance purposes have been updated to reflect the re-brand.
- d) It was confirmed that EWGA blazers are in the process of being re-badged and will be available for the Seniors' Match Play event next week.
- e) JR advised that two representatives from EWGA had been invited by the EGU to sit on their Club Services Committee. It was agreed the EWGA representatives will be:
- Lynn Walker, Office Manager  
Margaret Berriman, Southern Regional Chairman
- f) JR advised that it had been originally planned to hold a conference day to include a representative from all Counties plus the Management Board and the Operational Board, on the day following the EWGA AGM in January. On recommendation from JR the Operational Board agreed that this should be deferred until April 2009 at which time the 4 year plan will be in place. Regional Chairmen are to inform their Regional Committees. All
- g) Uvistat – JR reported on an opportunity for the development of a commercial relationship between EWGA and Uvistat. Uvistat are keen to take the lead with sports associations in educating sports people on the dangers of frequent sun exposure and how they can still enjoy their sport by taking very basic and easy precautionary steps. Uvistat have a deal with the EGU for the use of the EGU logo and the CEO will follow this up on behalf of EWGA. JR
- h) Ruth Whitehead asked that a link from EWGA's website to the CONGU website be set up.
22. Date of Next Meeting The next meeting of the Operational Board will be held on

Wednesday 4 June 2008 at 10.30 am in the EWGA Board Room, 11 Highfield Road, Birmingham B15 3EB.

The Chairman thanked everyone for attending and there being no further business the meeting was closed. The President thanked the Chairman for chairing the meeting.