

ENGLISH WOMEN'S GOLF ASSOCIATION

Minutes of the Meeting of the Management Board held on Tuesday 31 March 2009 in the EWGA Board Room, 11 Highfield Road, Edgbaston, Birmingham B15 3EB at 12.30 pm

Present:	Ms S Whittaker (SW)	Chairman
	Ms C Owens (CO)	Non-Executive Director
	Ms S Perrins (SP)	Non-Executive Director
	Mr B Richards (BR)	Non-Executive Director
	Mr J Robinson (JR)	Chief Executive
	Mr J Green (JG)	Finance Director/Company Secretary
	Mrs L Walker	Minutes

Action

1. Chairman's Remarks & Apologies for Absence The Chairman welcomed everyone to the meeting. Apologies for absence had been received from Andrew Kean (AK).
2. To Approve the Minutes of the Last Meeting The minutes of the meeting held on 29 January 2009 were approved and signed by the Chairman as a true record.
3. Matters Arising
 - a) Support from Sporting Contacts – As AK was not in attendance, this matter will be discussed at the next meeting.
 - b) Local Solicitors – This matter is on-going. BR will speak with JR outside the meeting. BR/JR
4. Chairman's Report All events attended since the last meeting JR had also attended, SW will add her comments when these events arise in JR's report.. SW has attended some Regional Meetings and has dates in the diary to attend Midlands North and the South West meetings.
5. Chief Executive's Report A detailed report had already been distributed to the Board. JR went through the main points of the report.

An overview of the Golf Forum, LGU meeting and EGU County Secretaries meeting had been well documented in the report.

Update on EGU/EWGA Merger talks – An initial meeting has been held to discuss the issues that a merger may raise. Key points were raised and discussed openly at length. It was agreed to approach David Harrison (R&A) to take the role of Chairman of the Steering Group and a proposal was made for a project manager to be appointed, this proposal has to be considered further. Further meetings are planned for April and June at which David Harrison will take the chair. A questionnaire has been sent out to county representatives and club delegates to elicit their opinions on some of the issues for consideration. A similar questionnaire has been issued by the EGU.

Whole Sport Plan – The performance end of the funding is difficult and discussions have been held with the England Golf Partnership on this matter. A decision has been reached to allocate £400k to performance from the £800k grant. The first quarter's cheque is expected on 30 April 2009 and JG distributed a breakdown of the funding.

Marketing – JR, Lyndsey Hewison, Sarah Charlesworth and Chrissie Owens, Non-Executive Director, have been working on the marketing strategy and brand guidelines and CO will present a Marketing Plan later in the meeting.

Sponsorship – Lorrin Golf Holidays has agreed to sponsor the order of Merit to a value of £3k over 2 years, FirstPoint USA has agreed £5k for sponsorship of the English Girls and Volvo has offered a sponsorship of £8k for Medal Finals over 2 payments (£4k when agreement is signed and £4k two weeks later) together with a free car providing EWGA agree a lease agreement with Volvo for its remaining fleet cars. Discussions are ongoing with Volvo and other quotes obtained from other car lease companies have been put on hold pending these discussions.

JG

County Birdie Squads – these are to be absorbed into the Club and Coach process. Christine Sparks RTO will now be responsible for Further and Higher Education and the University liaison including the AASE and TASS. Linda Carruthers will oversee the glide-path of the birdie programme into Club and Coach over the next 2 years and will quality assure the Club and Coach process.

Golf Forum – A report had been previously distributed, the main points to come from the Golf Forum were falling club membership and the inclusion of golf as an Olympic sport.

LGU – A report had been previously distributed. CO asked what would happen to the LGU if a merger between the EWGA and EGU takes place and JR explained that this matter is not within the merger remit. The LGU are progressing their Business Plan and SW suggested that at the consultation stage this process should be discussed jointly with the Operational Board.

EGU County Secretaries Meeting – A report had been previously distributed. The main area of discussion had been declining club membership.

6. Finance Report

JG presented his finance report, a copy of which is attached to these Minutes. This showed a net subscription income to date of £384k, income from grants of £141k, other income of £8k. Total expenditure stands at £459k giving an operating surplus to date of around £75k.

The 'ring fenced pot' shows a surplus of £5k at the end of 2008, but in this year there were no regional championships. A projected surplus for 2008/9 is also shown but the cost of the regional plates for hosting clubs is to be taken from this amount. The grant of £1.2k for each hosting county for County Match Week will be sent out by the end of April.

7. Items for Discussion

a) Car Leasing Progress – this item was covered earlier in the meeting.

b) Trust Charity Day – The event has now been cancelled due to lack of entries, only 4 were received. Many of the companies who donated prizes do not want these returned and a raffle may be

held in an attempt to raise some much needed funds for the Trust.

c) Attendance at Championships – JR reported that previously the President and Chairmen of the Operational Board and Management Board have attended a range of events, some of which are EWGA championship and others are Home and European Internationals and competitions such as the Vagliano and Curtis Cup, run by the LGU, for which English players are selected and the World Championships, where an English team would play. The Board heard that in 2010, for example, the Curtis Cup will be in the USA and the World Championships in Argentina. Now that the structure of the Association has changed with a President, Management Board and Operational Board, a decision needs to be made and guidelines and policy put in place on who should attend, particularly the overseas events, and what value that attendance would bring to the Association. For some events specific invitations are received by the President and/or Chairman and/or Chief Executive. There is no separate budget for attendance at present. It was agreed in principle that on most occasions, as appropriate, the President or Chairman of the Operational Board would attend and that setting a specific budget would be explored.

d) Membership Numbers – JR presented a schedule of membership numbers as at end March showing the losses and gains in membership by County. JR will discuss these figures with the Regional Development Officers to attempt to ascertain where the losses are and why. Figures to date indicate a downturn in membership of 3.1%. However, the number of members paid for by each club does not always match the numbers shown on our database. It is hoped that once the Central Handicap Database is in place it should be easier to analyse whether club figures are correct.

e) Gender Policy – a copy of the revised Gender Policy had been previously distributed. Although this policy will not feature in the 2009 EWGA handbook, it will be available on the website and will also be shared with the LGU.

8. Marketing and Communications

CO presented the work she had done to date on Marketing and Communications. CO proposed the production of a quarterly booklet to be sent to all members. The booklet would carry advertising space and CO is to seek advice from one of her professional contacts regarding realistic advertising rates when approaching companies for support and sponsorship.

CO

SP congratulated CO on her presentation and asked how golfers who are not members of golf clubs will be targeted. CO commented that she is looking at ways to promote golf to non-members and also ways in which club membership can be more flexible to encourage those who do not have the time or money to warrant a full club membership.

CO

Website Development - A further meeting has been held with Nemisys and the specifications have now been laid down, mock-up of the new website design should be available shortly. No payment has yet been made to Nemisys but it has been agreed

to pay a quarter of the costs at the end of each set of three months and retain £4k to cover 'snags'. Kevin Fowler of Nemisys is to confirm the support element of the contract.

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| 9. | <u>Governance Issues</u> | <p>a) Merger progress – this item was covered earlier in the meeting. The Board agreed to invite the Chairman, Nigel Evans, and/or Chief Executive, John Petrie, of the EGU to attend a Management Board meeting as part of the merger discussion to see how the Board operates. The action point will be SW/JR and can be carried out at a merger meeting.</p> <p>b) Voting Procedures Group – Two meetings of the group have now taken place and it is evident from those meetings that some articles will need to be amended and that guidance notes on the amendments will also need to be issued and some definitions clarified. JG felt that enough material has been gathered to enable him to progress this.</p> <p>c) Non-Executive Directors' Contracts – JR will email to all Non-Executive Directors.</p> <p>d) Appointment of President, 2010/2012 – The appointment of the new President is the responsibility of the Management Board however the Operational Board has been requested to suggest nominations to the Management Board for consideration.</p> <p>e) Resolutions for 2010 AGM – This matter had been discussed earlier in the meeting. Any Resolutions to be voted on at the AGM must be sent out at least 10 weeks prior to the AGM.</p> | <p>SW/JR</p> <p>JG</p> <p>JR/BR</p> <p>JR</p> |
| 10. | <u>Health and Safety</u> | There were no Health and Safety issues to report. | |
| 11. | <u>Risk Management</u> | <p>Risk Register - BR will discuss this matter with JR outside of this meeting.</p> <p>Insurance - JG had distributed a report showing what insurance cover Counties have from the information that has been provided. Insurance cover is inconsistent across the Counties and JG has asked our insurance company to quote to cover all Counties under EWGA insurance. It is thought that there may be benefits in Counties taking out a combined insurance but not necessarily provided by EWGA. JG is seeking further quotes for a combined policy and is also in discussion with another broker.</p> | <p>BR/JR</p> <p>JG</p> |
| 12. | <u>Any Other Business</u> | As there was no further business the Chairman closed the meeting and thanked everyone for attending | |
| 13. | <u>Date of Next Meeting</u> | The next meeting of the Management Board is scheduled for Thursday 21 May 2009 however enquiries will be made to ascertain whether a meeting room can be booked at Wentworth Golf Club or at a venue nearby. | |