

ENGLISH WOMEN'S GOLF ASSOCIATION

Minutes of the Meeting of the Management Board held on Thursday 24 September 2009 in the EWGA Board Room, 11 Highfield Road, Edgbaston, Birmingham B15 3EB at 1330 hrs

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

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| 1. | <u>Chairman's Remarks & Apologies for Absence</u> | The Chairman welcomed everyone to the meeting. Apologies for absence had been received from Andrew Kean and Sylvia Perrins. | |
| 2. | <u>To Approve the Minutes of the Last Meeting</u> | The minutes of the meeting held on 23 July 2009 were approved and signed by the Chairman as a true record. | |
| 3. | <u>Matters Arising</u> | <p>a) Appointment of Local Solicitors – JR/JG held a meeting with Blythe Liggins, a local firm of solicitors who specialise in sport. EWGA's requirements were outlined. A cost will be calculated for these.</p> <p>b) Risk Register – On-going – BR/JR are to arrange a meeting to discuss.</p> <p>c) BWB Settlement – JG advised that a settlement of £4.5k has been made for the work carried out on the Memorandum and Articles of Association and the matter is now closed.</p> <p>d) Sporting Contacts – Several meetings have been held with suppliers in regard to European team uniform. The main problem has been finding a company that has Pink in its collection in 2010. Daily Sports seem to be the only company that can offer the style and colours required, therefore an order has now been placed.</p> <p>JR commented that it had been disappointing that following numerous calls to Adidas, no call-back had been received.</p> <p>e) Website Update - The Website build has been put on hold because of problems with the integration of the back office systems. Presentations by three CRM database providers have been received but the matter is still ongoing. Nemysis has completed the Website Home Page and navigation system and JG will be meeting with them shortly.</p> <p>f) CHD – On-going. A presentation by James Crampton of the EGU was given to EWGA Handicap Advisors which was well received. The EGU currently has approximately 200 out of 2000 golf clubs uploaded onto the system which is being adapted for use by ladies' sections.</p> <p>g) Widening Access Appointment – This post has now been renamed as Inclusion and Diversity Development Officer (IDDO).</p> | |

Well over 100 applications have been received for the post and interviews will be held between 5 and 7 October 2009. The post is funded by Sport England to broker relationships with external stakeholders, enhance existing and develop new initiatives, identify development opportunities and disseminate examples of good practice to support the Development Teams in the delivery of the Whole Sport Plan for Golf.

4. Chairman's Report

The Chairman reported that a further merger meeting has been held followed by a telephone conversation with John Petrie (CEO, EGU) to understand the detail of the presentation given to EGU Counties. The proposal put forward by the EGU had been unacceptable and EWGA will be tabling a further paper for discussion at the next meeting. However, following a conversation between the Chairman and the Chairman of the EGU, EWGA representatives felt the merger talks were now more likely to move forward.

CO enquired whether there is a timeline set on merger talks, SW responded that no timelines are in place at the present time. BR stated that the talks are presently only at the stage where the merger group is attempting to agree a proposal that can be taken to the membership for discussion/agreement.

The Chairman, along with EWGA President attended the Home International at Irvine Golf Club and although the result was disappointing it did provide an opportunity to meet the Captain, Manager and Coach and some members of the LGU.

The Chairman attended County Finals at Pleasington, which gave another opportunity to meet members of the Counties. The Final of the Australian Spoons was also held at this event.

The Curtis Cup squad was announced during County Final Week, six English players have been named in the squad: Hannah Barwood, Holly Clyborn, Charlie Douglass, Jodi Ewart, Rachel Jennings and Kelly Tidy.

5. Chief Executive's Report

A detailed report had already been distributed to the Board. JR went through the main points of the report.

Whole Sport Plan – The financial aspects of the WSP II have been incorporated into the EWGA budget proposal. Payments covering the first 6 months from April 2009 have been received.

Resolutions – The Resolutions to be put to this year's AGM are almost complete and will be sent to all Counties by the middle of October to give them ample opportunity to discuss with their clubs prior to the AGM on 13 January 2010.

Marketing – The marketing plan continues to be developed and the commercial proposal has been completed. A target list of potential sponsors has been collated. 25,000 copies of the welcome booklet are being printed and are due to be delivered shortly. The booklet will be sent to club delegates and will be distributed according to the size of club membership.

The marketing working group has agreed a new font to be used

as standard by EWGA. This will be Vectora font and should be used by all Regional Chairman, and Regional Administrators as well as all staff. The brand guidelines are now finalised and the new EWGA letterhead agreed.

JR has held a meeting with the EWGA Coach concerning the role of the coach with regard to relationships and perceptions between Coach, Manager and Players. A job specification for Captain and Coach will be made available after discussion with Linda Bayman and existing coaches and captains..

JR/LB

JR has attended the Skills Challenge, held at Woodhall Spa. which included many young people aged approximately 8 or 9. The event being the culmination of Regional events

A consultant has been engaged to help the EWGA and the EGU in issuing questionnaires to all child squad members, to ask them how they have enjoyed the experience of being part of a squad, and what we have done well, or poorly, as well as enquiring about safeguarding issues. The parents of the children will receive a short questionnaire initially to provide their permission for their children to be contacted.

The independent consultant is being used to ensure that parents and children feel confident that their comments will be handled confidentially, without threatening their place on the squad. We will receive responses that are anonymised.

Approval of the wording of the questionnaires is awaited from the EGU Director of Coaching before the questionnaires can be issued.

6. Finance Report

The report had been previously distributed - the main points being:

- The financial year ended on 30 September 2009 and the Auditors, Heathcote and Coleman, will soon commence their audit. The surplus target for end of year is £40k.
- Next year's budget has been agreed by the Management Board, which is broadly in line with this year. At the moment a slight deficit is showing but a budget challenge has been set for all budget holders to come in under budget as budgets are tight with no room for manoeuvre or contingencies built in.
- A separate bank account has now been opened for the ring fenced pot which shows an amount of £19k in available funds. These funds can only be used for certain activities and the remaining balance as at 30 September 2009 will be carried forward to the next financial year.
- The Association's investments are in the Capital Balanced Income fund which shows steady improvement. BR questioned whether the Association should be spreading its investments more widely. JG agreed to provide a detailed report for the next meeting.
- EWGA Trust – An additional bank account has been opened to control the bursary funding and income from investments and other specific bursary donations will be held in this account until bursary disbursements are made. HM Revenue and Customs has refuted the claim for £3.2k

as this is regarded as the capital investment income which is treated as a dividend distribution and tax credits are no longer claimable in this respect.

7. Budget 2009/10 Meetings have been held with all budget holders. It is recognised that budgets are tight this year and all budget holders have been made aware of this fact and asked to look at making a 5% saving on all budgets throughout the year.
8. Governance
- a) Merger Talks – this matter was discussed earlier in the meeting.
 - b) Appointment of President 2010-2012 – The Chairman announced that Ann Irvin has accepted the post of President. A press release will be issued accordingly.
 - c) Appointment of Chairman of the Operational Board – This matter was discussed but will be finalised after the Joint Management/Operational Board meeting scheduled for 26 November 2009.
 - d) Job Description/Person Specification – needs to be written for the role of Chairman of the Operational Board as one does not current exist.
 - e) Non-Executive Appointments – The appointment of NED's is the subject of a proposed amendment at the AGM.
 - f) Joint Meeting Agenda – The Chairman will speak with the Chairman of the Operational Board regarding the contents of the agenda for the joint meeting on 26 November 2009.
9. AGM
- a) Timetable – a timetable has been set for the distribution of all documents relating to the AGM. Resolutions will be sent to all Counties by mid October to allow enough time for them to discuss them with their golf clubs.
 - b) Booklet – Management Board and Operational Board reports for inclusion in the booklet need to be finalised by 15 October. Contents of the booklet need to be with our designer for artwork at the beginning of November.
 - c) Resolutions are now complete, JR went through these with the Board.
 - d) Ratification of Appointment of Non-Executive Directors will be included on the Agenda
 - e) LGU Items – An LGU resolution is to be voted on at the AGM, all clubs will be asked to vote on this resolution individually. The Resolution has not yet been received from the LGU, JR to follow-up.
10. Marketing and Communications This matter was covered under item 5.
11. Health and Safety There were no health and safety issues.
12. Risk Management This matter is on-going BR/JR
13. Staff Pay Award Due to the current financial climate, a minimal pay award was agreed for staff.

14. Finance Directors' Salary The Board considered the remuneration of the Finance Director at his request and decided to review the matter again when his contract came up for renewal. JR

15. Any Other Business No further business was discussed

13. Date of Next Meeting The next meeting of the Management Board is scheduled for Thursday 26 November 2009, order of the day will be:

10.00 – 1.00	Management Board meeting
1.00 – 2.00	Lunch, both Boards
2.00 – 4.00	Joint Meeting
4.00 – 5.00	Management Board

to held in the EWGA Board Room, 11 Highfield Road, Birmingham B15 3EB.