

ENGLISH WOMEN'S GOLF ASSOCIATION

Minutes of the Meeting of the Management Board held on Thursday 26 November 2009 in the EWGA Board Room, 11 Highfield Road, Edgbaston, Birmingham B15 3EB at 1000 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 M Hall (MH) Finance Director (Interim)

In Attendance
Mrs L Walker Minutes

- Action
1. Chairman's Remarks & Apologies for Absence The Chairman welcomed everyone to the meeting, particularly Mike Hall who has returned to EWGA for a period of 3 months following John Green's departure. Apologies for absence had been received from Andrew Kean and Sylvia Perrins.
 2. To Approve the Minutes of the Last Meeting The minutes of the meeting held on 24 September 2009 were approved and signed by the Chairman as a true record.
 3. Matters Arising
 - a) Appointment of Local Solicitors – Blythe Liggins, a local firm of solicitors based in Leamington Spa, has been instructed to represent EWGA. David Lester, a Partner in the firm will attend our AGM. BR asked JR to check whether Mr Lester is a corporate lawyer. JR
 - b) Risk Register – BR has prepared a draft register which will be populated before the next Management Board meeting. The biggest risk to the business is seen as the information held by JR in the event of him having an accident.
 - c) Widening Access Appointment – The post has been renamed as Inclusion and Diversity Development officer. Joel Graham-Blake is now in post and has spent the majority of his time attending meetings around the country. Joel is very experienced in this field and will be an asset to the Association.
 4. Chairman's Report The Chairman has attended the Golf Forum at St Andrews, a further merger meeting, a meeting with the LGU at St Andrews and has also had talks with Ann Irvin, the Association's new President with effect from 2010. Updates on these meetings are covered within the Chief Executive's report. SW therefore would comment at appropriate points in JR's report.
 5. Chief Executive's Report A detailed report had already been distributed to the Board. JR went through the main points of the report.

Merger Update – At the recent meeting the EWGA proposal paper, written by SW, was put to the Group and discussed. Agreements were reached which showed EWGA's willingness to move forward with the talks. The next meeting is scheduled for December at which working groups will be appointed who will

have specific areas for review and terms of reference agreed. CO asked if other members of the Management Board could have sight of the Merger Meeting Minutes – JR to get agreement for this from the Merger Group.

JR

Whole Sport Plan – The strategic plan for the EGP has been submitted to the EGP management Board. The financial and operational aspects for golf have been addressed and it is expected that, following agreement at the EGP Management Board, a strategy document will be produced. EWGA has received the second half payment from Sport England.

Marketing and Communication – The marketing plan is being implemented and the next meeting is scheduled for mid-December.

November Ladies Links has been mailed to all clubs, together with the New Members' booklet and Regional posters. Sponsors/advertisers will be sought for the next edition of Ladies Links. The database continues to grow and has now reached approximately 8000.

EWGA will have a stand at the Golf Show at Birmingham's NEC from 27 – 29 November which is to be manned by a Regional Development officer and staff members. There will be a 'spot the ball' and putting competition as well as information on the activities of the Association. It is hoped to gather more sign-ups for our database. The stand has been given free of charge and members of our Elite squad will be present to help promote Women's golf.

Website Development – A meeting has been held with Nemysis outlining our expectations and their ability to deliver in an attempt to move this forward. Nemysis will talk to OCS regarding database integration following which a further meeting will be arranged to include Nickie Clarke as an expert for EWGA on golf and IT.

Sponsorship – All existing sponsors are expected to be retained for 2010, additionally Virgin Atlantic have confirmed sponsorship of County Finals from 2010 although a contract is still to be signed.

CO attended an International Golf event in Malaga as a guest of Virgin Atlantic at which good contacts were made and now need to be followed up. A decision needs to be made on how payments can be made to EWGA from overseas clients.

Governance – If approved at the forthcoming AGM, Godfrey Mansell will be appointed Auditors for 2010.

John Green has now left the Association and Mike Hall has agreed to cover this position for a period of 3 months to give time for recruitment of a new Finance Director/Company Secretary. The vacancy will be advertised in local press and NGB websites as a permanent part-time post.

LGU Resolutions to be voted upon at the EWGA AGM have been amended. The LGU paperwork, on the instruction of the LGU, will not be sent out in EWGA's AGM mailing but will be sent under separate cover by the LGU.

6. Finance Report

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

- The full year shows a profit of £152k but this is subject to adjustments and accruals. MH had issued a more up to date report that showed a figure of £98.5k, £54k of which is attributable to negative goodwill, therefore giving an actual operating profit of approximately £44k.
- The ring fenced pot shows a balance of £19k to be carried forward to 2009/2010.
- Investigations have been carried out into the origins of the Capita Balanced Income Fund investments entered into in 2004 at which time this investment was considered to be low risk for a reasonable return. During 2008 the stock market and all associated investments have suffered badly. An investment policy is to be produced making certain that all risks are covered and a need to diversify may be appropriate. MH commented that the Association has approximately 6 months' worth of reserves, therefore it is unlikely that investments would need to be cashed. BR requested that CF Midas be requested to produce a history of our investments. BR also suggested that a reputable IFA be consulted on our investments – BR/JR/MH will liaise on this matter.

MH
BR/JR/
MH

7. Governance

Joint Meeting – As Andrew Kean was unable to attend this meeting because of a family funeral, his presentation cannot be given, however more time will be available to examine the LGU paperwork relating to the AGM.

It was hoped that the two Boards can establish a better rapport through this joint meeting by listening to the views of the members of both Boards on how they can work more effectively together, under the current structure, moving forward to achieve the same goals, even though both Boards have different functions and remits.

Appointment of Chairman of the Operational Board – This appointment is the responsibility of the Management Board. This post is a one year appointment and the views of the Management Board will be considered following the joint meeting.

8. AGM Update

The AGM booklet has been printed and all paperwork copied ready for the mail-out to clubs and counties on Monday 30 November. The paperwork relating to the LGU Resolution has been amended and the LGU have elected to send this out to clubs under separate cover.

JR recommended that a sub-group of the Boards be set up to decide whether EWGA should recommend this resolution to be voted through by our membership. BR offered to take a look at

the LGU paperwork outside this meeting.

The meeting was adjourned at this point for the Joint Meeting of the two Boards

9. Golf Forum This matter had been covered within the Chief Executives' report.
10. Marketing and Communications This matter had been covered within the Chief Executive's report.
11. Health and Safety There were no health and safety issues.
12. Risk Management This matter had been covered under Item 3.
13. Any Other Business

Appointment of the Chairman of the Operational Board – further discussions were held and it was agreed that Elizabeth Earnshaw would be offered this position for 2010. Elizabeth would bring a wealth of experience and expertise to the Board and would offer continuity especially as she sits on the Merger Steering Group.

Distance Measuring Devices – JR pointed out that two papers regarding the feedback on the use of DMD's had been distributed to the Board for their information.
14. Date of Next Meeting The next meeting of the Management Board will be held on Thursday 4 February at 1200 noon at the EWGA offices, Highfield Road, Birmingham.