

Minutes of the NWC2019 Board Meeting

Date/Time	Thursday 8 th March 2018 (14.00)	Location	ACC Liverpool, Liverpool		
Attendees	Initials		In Attendance	Initials	
Nicky Dunn	ND	Chair	Emma Cowley	EC	UK Sport
Jo Adams	JA	Director (EN CEO)	Mike Kearney	MK	Liverpool City Council
Steve Elworthy	SE	Director (Independent)	Ron Odunaiya	RO	Liverpool City Council
Sharon Meadows	SM	Director (Independent)	Ben Williams	BW	ACC Liverpool
Lindsay Impett	LI	NWC2019 Event Director	Abbie Collins (Minutes)	AC	NWC2019 Event Administrator

Apologies	Initials	
Colin Povey	CP	Director (EN Chairman)
John Moore	JM	ACC Liverpool
Kay Wilson	KW	ACC Liverpool
Jo Sinclair	JS	England Netball
Emma Fielding	EF	England Netball

Circulation List
Attendees
Apologies

Ref	Agenda	Action Led by
1.0	Apologies for Absence	
1.1	Apologies were received from Colin Povey (England Netball Chairman/Board Director), John Moore (ACC Liverpool), Kay Wilson (ACC Liverpool), Jo Sinclair (England Netball) and Emma Fielding (England Netball).	
2.0	Declaration of any Conflict of Interest	
2.1	No conflicts of interest were reported.	
3.0	Minutes of Last Meeting	
3.1	The following updates were provided: <ul style="list-style-type: none"> LI requested an update on the Finance and Audit Committee. SE confirmed that a telephone call with EF is required ahead of the Terms of Reference being circulated to the Board. LI reported significant progress with broadcast (discussed further in Commercial Update). LI informed the Board that the Technical Delegate visit has been postponed until broadcast are confirmed. 	SE
4.0	Matters Arising	
4.1	No matters arising were discussed by the Board, as they would be covered during the meeting.	
5.0	Budget Update	
5.1	NWC2019 Event Budget LI presented a budget to the Board for approval. It was agreed that recruitment for a part time Ticketing Operations Manager would commence immediately. LI to send details to Board Directors and Partners to circulate.	LI

<p>5.2</p> <p>5.3</p>	<p>Event technical requirements were discussed including the provision of an accreditation system, statistics and a client group services system.</p> <p>It was agreed that amendments from expenditure to contingency were required to the new event budget to provide an additional approval mechanism for the Board.</p> <p>NWC2019 Accounts and Cash Flow The NWC2019 Accounts and Cash Flow were presented to the Board.</p> <p>LI reported that the cash flow remains positive but that the critical period is from September 2018 due to dependencies on the commercial income of ticket sales and sponsorship.</p> <p>Risks and Opportunities LI summarised the Financial Risks and Opportunities Matrix and highlighted that income risks associated with ticket sales, merchandise and sponsorship will remain a red risk until they are reached.</p>	<p>LI</p>
<p>6.0</p>	<p>Commercial Strategy</p>	
<p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Broadcast Update LI informed the Board that proposals have been received from two potential partners. JA and LI are meeting with these next week and will update the Board following this meeting.</p> <p>Ticketing and Fan Packages Update LI presented a summary of findings from the work undertaken by the England Netball Insight Team.</p> <p>It was agreed that the market research was both robust and positive and the Board confirmed they were happy with the ticket prices.</p> <p>LI informed the Board of Ticketing and Fan Packages timelines and EC suggested that NWC2019 consider the wider NWC2019 partner databases in the second presale period.</p> <p>BW queried GDPR considerations and JA/LI confirmed that the NWC2019 database is compliant.</p> <p>Sponsorship JA provided a sponsorship update to the Board, which showed favourable conversations with a variety of potential partners.</p> <p>BW advised that Liverpool have confirmed three big events for 2018 which may be promotional opportunities for NWC2019. Following their announcements in Spring 2018 their fit with NWC2019 will be discussed.</p> <p>EC expressed concerns over the partner bar and LCC having both the Mayor of London and 'It's Liverpool' logos. The Board agreed that there should be one LCC logo moving forwards. MK to confirm which logo is to be used.</p>	<p>LI</p> <p>LI</p> <p>MK</p>

6.4	Fan Packages Fan Packages will be on sale from 17 April and an update on fan package sales following their launch will be provided at the June 2018 Board Meeting.	LI
6.5	Merchandise LI informed the Board that a specialist merchandise consultancy has been appointed and that the NWC2019 merchandise strategy is currently in progress.	
6.6	Hospitality Four hospitality options were presented to the Board–The Board believe there will be strong uptake from the public but a lower corporate response. BW/LI to review proposal to increase options available to the public.	BW/LI
7.0	Event Director Update	
7.1	Governance Update The recruitment of a part time Ticketing Operations Manager and a full time Digital Coordinator was approved. LI updated the Board on insurance provision for the event.	
7.2	Marketing Update LI thanked the Board and its event partners for their support and attendance at the launch event which received overwhelmingly positive feedback from the media and guests. LI informed the Board that the NWC2019 Marketing Manager is working on a content plan surrounding ticket sales. It was confirmed that NWC2019 would provide an updated Marketing Strategy to the Board in June 2018.	Anna Flanders
8.0	Items for Information	
8.1	Milestone Plan The upcoming milestones for NWC2019 were discussed.	
8.2	Risk Matrix The updated risk matrix was discussed. BW provided an update on the ACC Car Park and informed the Board that they are still in the process of undertaking insurance claims but reported that there have been no issues with large events following the car park fire in January. It was requested that BW continues to update the Board.	BW

9.0	AOB	
9.1	An Annual Board Review is being undertaken. ND shared the skills matrix and Board objectives with the Board.	AC/ND
9.2	AC to send ND EN Board questionnaire for review and Annual Board review documents to be circulated to the Board.	
9.3	The frequency, date and location of NWC2019 Board Meetings for 2018 were confirmed. The frequency of meetings in 2019 will be discussed at the June 2018 meeting.	

Details of next meetings			
Date/Time	6 th June 2018 at 14.00	Location	UK Sport, London
	6 th September 2018 at 14.00		England Netball, Loughborough
	24 th October 2018 at 14.00		UK Sport, London
	18 th December 2018 at 14.00		England Netball, Loughborough

Meeting Actions	
SE	<ul style="list-style-type: none"> Schedule telephone call with EF regarding Finance and Audit Committee and share Terms of Reference with the Board
LI	<ul style="list-style-type: none"> Ticketing Operations Manager recruitment and circulation of advertisement to NWC2019 Board Amend event budget with additional contingency from expenditure and recirculate Schedule meeting with ACC regarding venue use agreement Update Board following broadcast meeting NWC2019 to consider wider NWC2019 partner databases in the second presale period
BW	<ul style="list-style-type: none"> Update NWC2019 Board regarding car park progress Update hospitality offer for general public (with LI) Update LI regarding promotional opportunities when three big events are confirmed
MK	<ul style="list-style-type: none"> Confirm which LCC logo will feature on NWC2019 partner bar moving forwards
AC	<ul style="list-style-type: none"> Collate availability for INF Board Meeting and confirm options and budget Circulate Annual Board review documents
Anna Flanders	<ul style="list-style-type: none"> Marketing Strategy for June 2018 Board Meeting Recruitment of Digital Coordinator