

## Minutes of the NWC2019 Board Meeting

Date/Time	Thursday 6 <sup>th</sup> September 2018 (14.00)	Location	Sport Park, Loughborough		
<b>Attendees</b>	<b>Initials</b>		<b>In Attendance</b>	<b>Initials</b>	
Nicky Dunn	ND	Chair	Ron Odunaiya	RO	Liverpool City Council
Colin Povey	CP	Director (EN Chairman)	Mike Kearney	MK	Liverpool City Council
Steve Elworthy	SE	Director (Independent)	Ben Williams	BW	ACC Liverpool
Sharon Meadows	SM	Director (Independent)	Alicia Smith (Presenting)	AS	Liverpool City Council
Lindsay Impett	LI	NWC2019 Event Director	Bev Ayre (Presenting)	OM	Liverpool City Council
Jo Sinclair	JS	England Netball	Olivia du Monceau (Presenting)	OM	Liverpool City Council
Emma Fielding	EF	England Netball	Abbie Collins (Minutes)	AC	NWC2019 Operations Coordinator
Emma Cowley	EC	UK Sport	Molly Simpson (Minutes)	MS	NWC2019 Administrative Assistant
John Muddeman (Observing)	JM	UK Sport			

<b>Apologies</b>	<b>Initials</b>	
Jo Adams	JA	Director (EN CEO)

<b>Circulation List</b>
Attendees
Apologies

Ref	Agenda	Action Led by
<b>1.0</b>	<b>Apologies for Absence</b>	
1.1	Apologies were received from Jo Adams (Board Director, England Netball CEO).	
<b>2.0</b>	<b>Declaration of any Conflict of Interest</b>	
2.1	No conflicts of interest were reported.	
<b>3.0</b>	<b>Minutes of Last Meeting</b>	
3.1	<p>EC queried whether the reference to the team ticket allocation (6.2) reflected two tickets per team or player. LI confirmed it to be two tickets per team member for each game in which that team was playing.</p> <p>The minutes of the last meeting were subsequently approved.</p> <p>LI reported that all actions from the previous meeting had been completed or were to be discussed in the meeting. ND informed the Board that the individual Annual Board Review meetings/calls would be scheduled in advance of the next Board meeting.</p>	ND

<b>4.0</b>	<b>Matters Arising</b>	
<b>4.1</b>	No matters arising were discussed by the Board, as they would be covered during the meeting.	
<b>5.0</b>	<b>Sponsorship Update</b>	
<b>5.1</b>	<p>In a change to the order of the Agenda, the Sponsorship Update was discussed prior to other scheduled items.</p> <p><b>Sponsorship</b> JS presented the NWC2019 Sponsorship Update to the Board.</p> <p>JS highlighted ongoing conversations with a potential technology partner, and interest from possible water suppliers.</p> <p>JS to discuss with SM regarding support with the technology partner discussion, and SM to also introduce JS to other technology providers.</p> <p>JS expressed optimism in achieving the sponsorship target with discussions taking place regarding possible options to support the realisation of this target.</p> <p>ND and CP requested that JS propose a possible resource solution and to discuss with LI re: providing a proposal and scope to the NWC2019 Board.</p>	<p>JS/SM</p> <p>JS/LI</p>
<b>6.0</b>	<b>City Delivery Overview</b>	
<b>6.1</b>	<p>AS, BA and OM presented the Opening Ceremony Overview to the Board, with LCC having underwritten the City Engagement and Ceremonies programme. The presentation provided storyboard ideas and possible additional cost options were discussed.</p> <p>BA explained the concept behind the opening ceremony to the Board.</p> <p>BA acknowledged operational considerations, including the limited court space, covering the courts and ensuring a smooth transition back to a competition set up.</p> <p>It was requested that the ceremony presentation slides were circulated to the Board, as well as BA sharing the Uniglobal opening ceremony with the Board as an example of a similar event.</p> <p>ND thanked the LCC team for their presentation and requested that BA supply LI with the deadlines for making expenditure decisions dependent on when commitment was required to individual items.</p>	<p>LI, BA</p> <p>BA</p>
<b>7.0</b>	<b>Financial Update</b>	
<b>7.1</b>	<p>EF provided the financial update to the Board.</p> <p><b>Income</b> LI reported a reduction in income risks following the success of the ticket pre-sales. LI thanked everyone involved in the ticket sale for their hard work in reaching this milestone, with ND echoing LI's thoughts.</p>	
<b>7.2</b>	<p><b>Expenditure</b> The Board discussed expenditure changes to the financial forecast. It was agreed that a full proposal would be provided at the next Board meeting.</p>	

<b>7.3</b>	<b>Risk and Audit Committee</b> SE provided a summary of the recent Risk and Audit Committee meeting to the Board. SE highlighted that a plan was required for the events response to an event of national significance. It was agreed that this would be discussed in more detail at the October Board meeting. SE to share update from CWC2019 on this with LI.	SE
<b>8.0</b>	<b>Commercial Strategy</b>	
<b>8.1</b>	<b>Broadcast Update</b> LI provided a Broadcast update to the Board.	
<b>8.2</b>	<b>Ticketing Update</b> LI provided a ticketing update to the Board following the EN and NWC2019 pre-sales.  LI suggested that an updated ticketing target was potentially achievable, whilst the NWC2019 Marketing and Ticketing Managers were currently working on a seat fill strategy for the harder to sell sessions.  LI acknowledged knowing where the teams will be playing in the preliminaries stage following the competition draw being favourable for general sale.  CP highlighted the importance of ensuring high ticket sales on day one of NWC2019.  BW advised LI to consider focused marketing around a Liverpool football game for Northern Ireland fans.  LI updated the Board on the schools programme for NWC2019. LI explained that NWC2019 are working closely with EN and their affiliated clubs on this and looking to launch in autumn 2018.  LI to circulate the NWC2019 ticket strategy with the Board.	LI
<b>9.0</b>	<b>Event Director Update</b>	
<b>9.1</b>	<b>Governance Update</b> LI explained how NWC2019 will be managing VIP invites for NWC2019, and requested each organisation provides MS with a single point of contact who will be administering this process and also in attendance at the event by 21 <sup>st</sup> September 2018.	All/MS
<b>9.2</b>	<b>Marketing Update</b> LI updated the Board on ambassador progress. It was requested that the Board inform NWC2019 of any individuals they would like to be considered as one of the event ambassadors.	All to note
<b>9.3</b>	<b>Sport Competition Update</b> LI informed the Board of the updated INF rankings and acknowledged that Trinidad & Tobago and Barbados have both now qualified for NWC2019 following the Americas regional qualifier.  LI reported that the competition draw for NWC2019 will be taking place on 15 September 2018, with ND in attendance.	
<b>9.4</b>	<b>Tournament Operations Update</b> LI updated the Board on volunteer applications, confirming that there had been over 900 applications to date, with the application system closing on 14 September 2018.	
<b>9.5</b>	<b>Legacy Update</b>	

	LI updated the Board on the NWC2019 legacy plans.	
<b>10.0</b>	<b>Items for Information</b>	
<b>10.1</b>	<b>Milestone Plan</b> LI provided a summary of the upcoming milestones to the Board.	
<b>10.2</b>	<b>Risk Matrix</b> LI provided an update on the NWC2019 risk matrix.	
<b>11.0</b>	<b>AOB</b>	
<b>11.1</b>	CP enquired about the candle lighting ceremony planning for NWC2019. LI assured CP that a venue visit has taken place and planning is progressing well.	MS
<b>11.2</b>	The frequency of Board meetings from January 2019 was discussed. It was agreed that a Board meeting would be arranged for March and June 2019, with LI providing interim updates to the Board as required, including a possible interim meeting in April. MS to collate availability for these meetings and confirm dates.	
<b>11.3</b>	The next Risk and Audit Committee meeting is to be scheduled for late November with further dates shared with the Board when agreed.	

Details of next meetings			
Date/Time	31st October 2018 at 14.00	Location	UK Sport, London
	18 <sup>th</sup> December 2018 at 14.00		England Netball, Loughborough