

Minutes of the NWC2019 Board Meeting

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|------------------|---|---------------------------|----------------------------|-----------------|------------------------|
| Date/Time | Wednesday 31 st October 2018 (14.30) | Location | UK Sport, London | | |
| Attendees | Initials | | In Attendance | Initials | |
| Nicky Dunn | ND | Chair | Ron Odunaiya | RO | Liverpool City Council |
| Colin Povey | CP | Director (EN Chairman) | Mike Kearney | MK | Liverpool City Council |
| Jo Adams | JO | Director (EN CEO) | Jo Sinclair | JS | England Netball |
| Steve Elworthy | SE | Director (Independent) | Emma Fielding | EF | England Netball |
| Sharon Meadows | SM | Director (Independent) | Kay Wilson | KW | ACC Liverpool |
| Lindsay Impett | LI | NWC2019 Event Director | Abbie Collins (minutes) | AC | NWC2019 |

| Apologies | Initials | |
|--------------|----------|---------------|
| Ben Williams | BW | ACC Liverpool |
| Emma Cowley | EC | UK Sport |

| Circulation List |
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| Attendees |
| Apologies Plus John Moore (ACC Liverpool) |

| Ref | Agenda | Action Led by |
|------------|--|-------------------------------------|
| 1.0 | Apologies for Absence | |
| 1.1 | Apologies were received from Emma Cowley (UK Sport) and Ben Williams (ACC Liverpool). | |
| 2.0 | Declaration of any Conflict of Interest | |
| 2.1 | The Board agreed no conflicts of interest existed | |
| 3.0 | Minutes of Last Meeting | |
| 3.1 | <p>No amendments were made to the previous Board meeting minutes.</p> <p>The actions from the previous Board meeting were discussed and LI reported that all actions had been completed or were to be discussed in the meeting.</p> <p>LI advised that a proposal regarding an event of national significance would be shared with the Board at the December Board meeting.</p> <p>ND informed the Board that all the individual Annual Board Reviews had now taken place with the exception of SE which would be rescheduled in advance of the next Board meeting.</p> <p>LI requested an update on the ACC car park which KW provided to the Board. KW and LI to discuss possible NWC2019 car park branding as per the venue contract.</p> | <p>LI/SE</p> <p>ND</p> <p>KW/LI</p> |
| 4.0 | Matters Arising | |
| 4.1 | No matters arising were discussed, as they would be covered during the meeting. | |

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| 5.0 | Financial Update | |
| | EF provided a financial update to the Board, advising that it was based on NWC2019's financial position as of 30.09.18. CP requested that the full accounts should be presented at each Board meeting. | EF |
| 5.1 | Income LI provided an update to the Board on the income secured to date. | |
| 5.2 | Expenditure LI presented a comparison between the original INF budget, the revised budget from March 2018 and a revised October 2018 budget. LI highlighted that the Risk and Audit Committee had provided their full support for this additional expenditure. Discussions took place as to NWC2019's current financial position and potential for additional income in the lead up to the event. Remaining financial risks and the added impact items were discussed. LI presented the end forecast budget, including all additional operational costs and added impact items. The ticket income target and overall surplus were discussed. The Board subsequently approved the proposed October 2018 budget. | |
| 6.0 | Event Director Update | |
| 6.1 | LI provided the Event Director update to the Board which included updates on the following areas; governance, commercial, marketing, sport competition and tournament operations. A full ticketing update was provided, with LI advising on ticket sales to date and the relevant PR and promotion taking place surrounding this. LI reported that NWC2019 are working closely with EN on a schools programme with a further update to be provided at the December Board meeting. Testing opportunities for NWC2019 at the upcoming EN Uganda and Quad Series have been scoped. LI and SE to work closely on possible testing elements. JA updated the Board regarding the above EN matches at ACC. LI informed the Board that over 1000 volunteer applications were received, with interviews currently taking place. | LI/SE |
| 7.0 | Items for Information | |
| 7.1 | Milestone and Risk Management LI summarised the operational risk register and milestone plan to the Board. | |
| 8.0 | AOB | |
| 8.1 | LI reminded the Board of the VIP hospitality timelines. | |
| 8.2 | It was requested that the next Board meeting on 18 December is a 14.30 start. | |

| Details of next meetings | | | |
|--------------------------|---------------------------|----------|-------------------------------|
| Date/Time | 18 December 2018 at 14.30 | Location | England Netball, Loughborough |
| | 20 February 2019 at 14.00 | | UK Sport, London |
| | 4 June 2019 at 14.00 | | ACC Liverpool, Liverpool |

| Meeting Actions | |
|-----------------|---|
| LI/SE | <ul style="list-style-type: none"> Share event of national significance proposal at December Board meeting (3.1) |
| ND | <ul style="list-style-type: none"> Reschedule individual Annual Board Review with SE (3.1) |
| LI/KW | <ul style="list-style-type: none"> KW and LI to discuss possible NWC2019 car park branding (3.1) |
| EF | <ul style="list-style-type: none"> Provide full finance accounts at future Board meetings (5.0) |