

Minutes of the VNWC2019 Board Meeting

Date/Time	Tuesday 18 th December 2018 (14.30)	Location	England Netball, Loughborough		
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	JA	Director (EN CEO)	Emma Fielding	EF	England Netball
Steve Elworthy	SE	Director (Independent)	Ben Williams	BW	ACC Liverpool
Sharon Meadows	SM	Director (Independent)	Molly Simpson (minutes)	MS	VNWC2019
Lindsay Impett	LI	NWC2019 Event Director	Jane Bown (observing)	JB	VNWC2019

Apologies	Initials	
Jo Sinclair	JS	England Netball
Emma Cowley	EC	UK Sport

Circulation List
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 Jo Sinclair (EN).	
2.0	Declaration of any Conflict of Interest	
2.1	The Board agreed no conflicts of interest were reported.	
3.0	Minutes of Last Meeting	
3.1	<p>No amendments were made to the previous Board meeting minutes.</p> <p>ND confirmed to the Board that an individual Annual Board Review with SE had now been rescheduled. All reviews were now complete.</p> <p>LI reported that the remaining actions from the previous meeting had been concluded or were to be addressed in the meeting.</p> <p>ND congratulated EN for success at the BBC Sports Personality of the Year awards. ND also introduced Jane Bown, VNWC2019 Head of Tournament Operations, to the Board as an observer of the meeting.</p>	
4.0	Matters Arising	
4.1	No matters arising were discussed, as they would be covered during the meeting.	

5.0	Financial Update	
5.1	<p>Current financial position and cash flow EF provided a financial update to the Board detailing the event profit and loss to 30th November 2018.</p>	
5.2	<p>Risk update LI provided an update on financial and operational risks to the Board.</p> <p>Sponsorship LI highlighted the reduced risk against sponsorship with the signature of the Vitality title sponsorship contract. The Board congratulated JS on positive movement of the sponsorship budget line.</p>	
5.3	<p>Merchandise LI highlighted that NWC2019 Ltd is in conversation with a potential merchandise provider and are discussing possible merchandise products to be sold at the event.</p> <p>Unknown venue costs LI and BW met pre-Board to discuss additional venue costs. These will be discussed further in January.</p> <p>Power costs LI confirmed discussions are taking place with the venue regarding contingency power.</p> <p>Operational risks LI shared readiness and testing plan with the Board alongside feedback from the Uganda series in November 2018. Testing will continue at the Quad series in January and throughout the VNSL season.</p> <p>ND talked positively about the level of planning gone into event preparation.</p> <p>The Board approved the Readiness and Testing Plan and agreed that the proposals to manage the response to loss of venue is more appropriate than allocating resource to investigate alternative venue options.</p> <p>The Board also approved the list of Governance and Event Policies presented.</p>	
6.0	Event Director Update	
6.1	<p>Governance - Staffing LI confirmed that the Competition and Training Venue Officer and Venue Operations Project Manager will be joining the VNWC2019 team in January 2019.</p>	
6.2	<p>Commercial update</p> <p>Broadcast LI confirmed that the broadcast contracts between NWC2019 Ltd and Sky/BBC had been signed and the announcement made.</p>	

	<p>Sponsorship LI informed the Board that the Vitality contract has also been signed and all assets have been updated with the new logo.</p> <p>Mascot LI informed the Board that a mascot has now been selected.</p> <p>Functions and events LI provided the Board with an overview of the functions and events at the VNWC2019.</p>		
7.0	Items for information		
7.1	<p>Event of national significance LI presented proposals for how the NWC2019 Ltd team would respond to an event of national significance occurring during the event. MS to send presentation to the Board following the meeting.</p> <p>BW informed the Board that the ACC are experienced in this field and are able to provide advice.</p>	MS	
8.0	AOB		
8.1	An additional Board catch up call will be scheduled for mid to late April in case any Board approvals are required. MS to confirm availability, dates and detail.	MS	
Details of next meetings			
Date/Time	20 February 2019 at 14.00 4 June 2019 at 14.00	Location	UK Sport, London ACC Liverpool, Liverpool