

Minutes of the VNWC2019 Board Meeting

Date/Time	Wednesday 20 th February 2019	Location	UK Sport Offices, London		
Attendees	Initials		Attendees	Initials	
Nicky Dunn	ND	Chair	Emma Fielding	EF	England Netball
Steve Elworthy	SE	Director (Independent)	Emma Cowley	EC	UK Sport
Sharon Meadows	SM	Director (Independent)	Kay Wilson	KW	ACC Liverpool
Lindsay Impett	LI	NWC2019 Event Director	Molly Simpson (minutes)	MS	NWC2019 Ltd
Ron Odunaiya	RO	Liverpool City Council			
Mike Kearney	MK	Liverpool City Council			

Apologies	Initials	
Jo Sinclair	JS	England Netball
Jo Adams	JA	Director (EN CEO)
Colin Povey	CP	Director (EN Chairman)
Ben Williams	BW	ACC Liverpool

Circulation List
Attendees
Apologies

Ref	Agenda	Action Led by
1.0	Apologies for Absence	
1.1	Apologies were received from Jo Sinclair (EN), Jo Adams (EN), Colin Povey (EN) and Ben Williams (ACC). Kay Wilson attended on behalf of ACC Liverpool.	
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	No amendments were made to the previous Board meeting minutes. LI reported that the actions from the previous meeting had been concluded or were to be addressed in the meeting.	
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</p> <p>EF provided a financial update to the Board detailing the event profit and loss to 31st January 2019 and gave an overview of the updated cash flow.</p>	
5.2	<p>Financial Risk update</p> <p>SE provided an update from the 28th January Risk and Audit Committee.</p> <p>SE congratulated LI on the ticket sales to date.</p>	
5.3	<p>Sponsorship and Commercial Delivery</p> <p>LI provided an overview of the current position of event sponsorship.</p>	
5.4	<p>Merchandise</p> <p>LI confirmed that VNWC2019 merchandise went on sale on the 1st February 2019.</p> <p>ND asked how sales are currently progressing. LI confirmed that sales are progressing well after two weeks.</p>	
5.5	<p>Readiness and Testing</p> <p>LI provided the Board with an overview of the findings from testing days at the Quad series.</p> <p>EC informed the Board that she had been working with LI to carry out operational readiness sessions with each member of the VNWC2019 team. EC provided an overview of the findings from these sessions that will be sent to the Board following the meeting. ND thanked EC for carrying this out.</p>	EC
6.0	Event Director Update	
6.1	<p>Governance – Staffing</p> <p>LI confirmed that Kate Macgregor had joined the team as Venue Operations Manager, Jayne Pearce as Media Manager, Lucy Hynes as Transport, Accommodation and Catering Manager, Joanna Maloney as Functions and Congress Co-ordinator and Natasha Riall as Sport Presentation and Fan Engagement officer.</p>	
6.2	<p>Partner Activities and Activations</p> <p>LI gave the Board an overview of VIP hospitality and suggested that a Board member should act as a host for each day of the event. The schedule of this will be confirmed with Board members closer to the event.</p> <p>LI confirmed that NWC2019 Ltd have gone out to tender for a commercial monitoring and research company.</p>	

6.4	<p>ND questioned about the Event ambassadors. LI stated that we have Peace Proscovia and Jade Clarke confirmed at the moment.</p> <p>Other</p> <p>LI commented that the accreditation application process is due to go out at mid-march and that the legacy programme is progressing well.</p>		
7.0	AOB		
7.1	<p>LI informed the Board that NWC2019 Ltd have been approached by a sustainability specialist and would like to undertake an assessment of the events sustainability.</p> <p>The Board agreed that NWC2019 Ltd should work with the partners to establish what is currently in place to increase the sustainability of the event.</p> <p>MS to collate dates for a post-event Board meeting in late September 2019.</p> <p>SE reminded the Board that this was his last Board meeting due to commitments at the CWC. The Board and LI thanked SE for his help and contribution to the event and wished him luck for the up-coming event.</p>	MS	
Details of next meeting			
Date/Time	4 June 2019 at 14.00	Location	ACC Liverpool, Liverpool

Meeting Actions	
MS	<ul style="list-style-type: none"> Collate dates for a post-event Board meeting
EC	<ul style="list-style-type: none"> Send the Board an overview of the operational readiness meeting findings
RO	<ul style="list-style-type: none"> Introduce LI to LCC environmental team