

# Wessex Working Group Minutes

**MEETING**

6<sup>th</sup> April 2019

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## Apologies

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## Minutes

- Chair **Dave Gunter (DG)** welcomed and thanked everyone to the meeting and talked through the agenda items to work through.

### 1. EGM Actions

- **DG** ran through the EGM action points to the group to bring everyone up to speed on the changes in the past month.

### 2. BU Partnership Update

- **Dan Hunter (DH)** informed everyone no progress update between the last meeting and this one and explained to the working group why we were looking formalise the partnership that has been longstanding with **Bournemouth University (BU)**. **DH** highlighted that the VISA issues through March did put a pause on this and that he was hoping that we could make some progress over the coming months.
- **Wayne Tinsley-Veale (WTV)** expressed his concern that this has been going on too long and we need to quickly confirm teams for next season.
- **DG, Annetta Minard (AM) and Pete Lambert (PL)** also shared their meeting with the board to look at further opportunities with working closer with **BU**

#### *Actions:*

- **DH** to push this through with **BU**
- **Matt Hunter (MH)** to publish completed accounts for the Men and Women first teams for 2018/2019

### 3. Bournemouth Rugby Club Update

- **DG** shared information about the meeting with Bournemouth Sports Club and their concepts for a multi sports club based near Bournemouth Grammar School for Boys.
- Concerns were raised by a number of members around the quality of the facilities at Sir David English – including concerns with the sports hall flooring.
- **Andy Jones (AJ)** raised concerns of the financial risks it could expose the club to and wanted to make sure the board was 100% clear with the risks and any exposure for the club should we formalise an agreement in the future.
- Everyone seemed excited that something like this was happening but more clarity was needed around the direct impact to the club.

#### *Actions:*

- **DG** to reply to Bournemouth Sports Club to express the thanks for involving Wessex Volleyball Club but currently the club was going through a transition phase to restructure for the future and could not commit to the venture at this point.

### 4. Safeguarding

- **WTV** provided an update with expectation of club coaches/volunteers that are working with young people or vulnerable adults.
- **It was agreed that all club coaches/volunteers working regularly have to be:**
  - **DBS checked through Volleyball England**
  - **Completed an online safeguarding course**
- Committee highlighted it would be useful to put an information pack for all club coaches and volunteers who join the club so they know how to do this.
- **AJ** suggested to put on a first aid course for any club members to increase first aid coverage.
- **AM** mentioned that safeguarding was also a high priority on the strategic plan moving forward.

#### *Actions:*

- **WTV** to put together the information for **DH** and the information pack will be stored on the website for club coaches/volunteers to access
- **AJ** to arrange a first aid course for club members

### 5. Finances

- **WTV** confirmed that longstanding Club Treasurer, **Lynn Allen (LA)**, will be stepping down at the end of the year and will be providing up to date accounts around May/June 2019 ahead of **PL** and team to take forward.
- **Confirmed PL has been appointed to the Wessex Board as Club Treasurer**

- **AJ** requested the group needs a plan for the transition and a group or people around **PL** to help where required.
- **PL** said his goal was to build an understanding of the finances, make them easier to administer for all club members and provide visibility for members each year.
- **PL** said hopefully with a more automated fee collection, he would only require help around ad-hoc costs like match fees, travel costs etc.
- **AJ** also mentioned that local league costs will need to be understood as current group was largely focussed on junior and senior NVL squads.
- A few members of the group questions how the club is set up and whether this should be changed.

*Actions:*

- **PL/WTV/DG** to help with the transition with **LA**
- **Finance Handover Group** – **MH, HB, Ali Kelly (AK), Michelle Honeybun (MHB), Helen Rushby (RB)** And **Colin Angel (CA)** to provide cover across sections of the club where needed
- **DG** to confirm club setup ahead of the next board meeting.

## 6. Next season

- **DH** highlighted the need for confirming NVL entries by the end of April
- **Senior Squads:**
  - **Women 1** – **AJ** summarised the women were all set with the majority of players being provided via **BU** recruitment and current students being retained for another season. Team will have enough cover for the 2019/2020 season
  - **Men 1** – **AJ** highlighted this was his current concern for numbers and the level the team would be capable of competing. His effort now is around recruiting more Men players to give coverage for 2019/2020
  - **Women 2** – **DG & WTV** to confirm player numbers for next season. Given the change in league, fixtures could be on both Saturdays or Sundays.
  - **DH** highlighted a great opportunity to play all matches back to back as we did in previous seasons to bring the club together
  - **DG** raised concerns no Men 2<sup>nd</sup> team again for 2019/2020 season and highlighted the big jump between juniors and Men 1. **WTV** agreed to see if there were any local league players who would be interested in playing NVL. **AJ** agreed to see if any **BU** players would want to play.
  - Number of the group raised concerns that there would not be any coach for this.
- **Junior Squads:**
  - **Geoff Allen (GA)** confirmed to continue mini volleyball
  - **Dave Gunter** confirmed to continue U18, U16 girls age groups
  - **Lynn Allen** confirmed to continue U16 boys age group

- Currently no one confirmed as U18 Men for the 2019/2020 season

*Actions:*

- **DH** to book all training slots and Saturday for 2019/2020 season
- **AJ** to arrange a coaches meeting to discuss training schedule.
- **WTV** to see if any local league players would commit to playing in NVL Div 3 next season.
- **AJ** to see if any BU 2<sup>nd</sup> team players would be willing to play.

## 7. Strategic Plan

- **AM** introduced the plan to help the club identify where it wants to be and any immediate concerns and areas that can be focussed on:
  - **The Board:** must ensure that they represent the club and should be elected yearly and regular board meetings to be scheduled in advance.
  - **Member benefits:** committee discussed the value the members get by becoming a member of the club and what they receive. Coaching, kit, competition etc. The board agreed a welcome pack should be made available but first the group must work on all the club benefits and what is included.
  - **Quality Assurance:**
  - **Finances:** agreed as previously discussed
  - **KPIs:** The board should have Key Performance Indicators (KPIs) throughout the club to show what we are trying to achieve and keep everyone focussed on achieving them and these should be review annually at every level within the club.
  - **Safeguarding:** Additionally, to what was already discussed. It was agreed this should be a standing agenda item for the board and the club should increase its safeguarding profile to ensure members know who they should contact if there are any issues.
  - **Competitions:** Goal of the board should be to host more competitions
  - **Publicity:** It was discussed the club needs to increase its profile in the local area to attract and retain club members and commercial opportunities and was agreed this should be discussed in a separate meeting to move this forward.
- **DH** highlighted the need that the plan should identify positions required for a functioning board that would be responsible for the strategic plan, delivery and longer-term focus for the club and a working group/committee that would be responsible for the day-to-day running of the club. Noted that the current group is great and should be a working group to transition the club over the summer before formally appointing a new board at the next AGM.
- Group expressed the need for a welcome day to welcome new/old members to the club and ensure they have all the information and understanding how the club is run and expectations from them at the start of a new season. Some ideas for the day included an introduction to the club, membership information, kit information and exhibition matches at LeAF. Group also suggested it was an opportunity to fund raise for the Mark Pitman fund.

- **AJ** highlighted the longer-term plan needs to bring more players and coaches through the system.
- **DH** highlighted the need for the group to prioritise work that needs to be done in the next 6 months ahead of the coming season vs longer term targets as there was a lot of things in the strategic plan but limited volunteer resources to advance them all.

*Actions:*

- **DG** to get it confirmed the setup of the club – charity/business etc.
- **AJ & WTV** to come up with a picture for the player pathway currently and the competition outlets that are available to them locally, regionally and nationally for indoor and beach volleyball
- **DH & AJ** to start planning a 'Club Welcome Day' in September/October 2019
- **Club Committee** to discuss club membership and benefits at a following meeting
- **Club Committee** to discuss club publicity (e.g. marketing, website, promotion events)

**AOB**

- **DG** to arrange another meeting for this group in May
- Recorded that the club needs to agree a date for the 2019 AGM where formal board appointments can be made (once working group has agreed the roles, responsibilities and the job specs). Recently appointed members **DG** and **PL** positions would not be up for vote.