



## England Handball Association

### Board Meeting

6th July 2019 10:30am to 3:15pm

John Woolman Meeting Room, Friends House Quaker Centre, 173 Euston Road,  
London, NW1 2BJ.

Agenda Item	Minute and Action
<p><b>1. Attendance &amp; Welcome</b></p>	<p>Board members: Chair – Tracy Watkinson (TW); Chris J Smith (CJS); Chad Ehlertsen (CE); Amanda Bennett (AB); Heather Williams (HW); Marc Fayemi (MF); Paul Shapiro (PS); Diaraye Diallo (DD); Clare Henderson (CH)</p> <p>Staff: David Meli (DM)</p> <p>a) TW opened the meeting and welcomed everyone. b) Apologies: Sue Whitehead (SW). c) Declarations of interest – no changes. <b>Action: Board members to update declaration of interest – 20/09/2019</b> d) The quorum was confirmed.</p>
<p><b>2. Minutes of Previous Meeting</b></p>	<p>a) Review and Approval of Minutes:</p> <ul style="list-style-type: none"> <li>• Minutes of May Board meeting approved.</li> </ul> <p>b) Matters arising not otherwise on the Agenda:</p> <ul style="list-style-type: none"> <li>• Update on Sport England Governance meeting.</li> </ul> <p>c) Identification of any items of AOB:</p> <ul style="list-style-type: none"> <li>• There were no items mentioned.</li> </ul> <p>d) Review of Actions &amp; Issues Log &amp; Risk Register:</p> <ul style="list-style-type: none"> <li>• Provision of potential additional safeguarding role remains open from the planning of the budget for 2019/20, Due date moved to end of year.</li> <li>• Setting up a Charitable Incorporated Organisation (CIO) deemed too complex to tackle for now, action closed.</li> <li>• Aligning the Board calendar with 2019/20 league playoffs: completed during the Board meeting.</li> <li>• Stakeholder engagement plan remains open, agreed to be completed as part of strategy day. <b>Action: develop stakeholder plan as part of strategy day - 20/09/2019</b></li> <li>• Feedback around concerns raised regarding EHA's compliance with GDPR: a host of operational actions has been raised to improve this, including contacting the governing bodies for Table Tennis &amp; Badminton to consult on their use of the same membership system, making the privacy policy clearer on the website and updating policy wordings. <b>Action: DM to write up paper on what data is collected, how it's used, current issues and actions to mitigate those risks - 20/09/2019</b></li> <li>• <b>Action: DM to check GDPR policy with Sport England to ensure best practice - 20/09/2019</b></li> </ul> <p>Risk register review:</p>

	<ul style="list-style-type: none"> <li>● <b>Action: GDPR policy compliance to be added back into risks by DM - 20/09/2019</b></li> <li>● Safeguarding risk can be moved forward post Liza Ware (CPSU) Presentation on safeguarding standards.</li> </ul>
<b>3. Main Strategic Discussion Topic</b>	<p>a) Proposal to move to individual membership:</p> <ul style="list-style-type: none"> <li>● DM led the discussion around moving from a club-based registration to an individual registration. DM noted that the current structure has been around for 6 years and the current model is becoming outdated.</li> <li>● DM highlighted that while there is less administration for EHA for a club registration as there are less payments to process (it is handled by a club admin) an individual registration will allow for direct contact with the member, due to more accurate data an individual membership will provide.</li> <li>● In addition, DM highlighted that an individual registration will improve GDPR compliance by providing data-use consent at point of sign-up and enable better targeting of communications.</li> <li>● CH highlighted that individual contact would allow EHA to communicate training courses directly to members.</li> <li>● DD highlighted the current strain on club admins to sign up &amp; chase members in time. An individual registration will reduce this strain, as players will be responsible for their own sign-up.</li> <li>● DM highlighted that Tennis &amp; Badminton use similar membership styles, suggested that EHA could reach out to learn their benefits/drawbacks <b>Action: DM to reach out to Tennis/Badminton to discuss individual registration implementation, benefits &amp; drawbacks – 20/09/2019</b></li> <li>● AB suggested that the proposal needs a full business case to fully explain why this is being proposed.</li> <li>● CH questioned whether poor sign-up data affects player insurance policies, DM to clarify.</li> <li>● <b>Action: DM to build business case around the move to individual registration, including options on how this will be implemented. This will include reaching out to clubs to see what their pain points are - 20/09/2019</b></li> </ul>
<b>4. Main Strategic Discussion Topic 2</b>	<p>a) Board plan for next 12 months:</p> <ul style="list-style-type: none"> <li>● DM shared an 18-month calendar with proposed dates, including Board meetings, AGM and club conference.</li> <li>● It was highlighted that funding decisions &amp; proposals for 2021-2025 needs to be considered, Board agreed to target finalising proposals by July 2020.</li> <li>● An in-depth discussion around the timings for the 2021-2025 funding was had: some of the points were around when to bring and discuss plan with Sport England, what meetings to cover the strategy and proposals in, and what will be covered.</li> <li>● Discussion was had around whether to move 2019 strategy day to aid incoming CEO, points were raised around moving the day forward to give more time to CEO to bed in, Board agreed to move day to December.</li> <li>● CE noted that in order to aid CEO, a strong handover plan needs to be in place. <b>Action: Assign leader to each project stream to help CEO Handover – 20/09/2019</b></li> <li>● DD suggested bringing management team to September Board meeting to further aid handover. <b>Action: DM to invite management team to September Board meeting - 20/09/2019</b></li> <li>● <b>Action: Board meeting to occur 20/09/2019 2pm-7pm, 19/10/2019 meeting to be replaced with conference call on 15/10/2019 5-7pm. 12/11/2019 conference call – 6:30pm-8:30pm.</b></li> <li>● <b>Action: 7/12/2019 Board meeting for initial 2021-2025 strategy planning.</b></li> <li>● 2020 agreed dates: <ul style="list-style-type: none"> <li>○ 7<sup>th</sup> February: Board meeting 2-7pm, London</li> <li>○ 16<sup>th</sup> May: Board meeting, Loughborough</li> <li>○ 3<sup>rd</sup> &amp; 4<sup>th</sup> July: 2020 Strategy planning Day &amp; accounts sign-off</li> <li>○ 11<sup>th</sup> September: Board meeting, ahead of club conference, location tbc</li> <li>○ 12<sup>th</sup> September: AGM/Club Conference, location tbc</li> <li>○ 21<sup>st</sup> November : Board meeting, London</li> </ul> </li> <li>● <b>Action: DM to update plan to reflect agreed dates.</b></li> </ul>

<p><b>5. Key Discussion Items</b></p>	<p>a) Feedback from the 2019 Handball Conference:</p> <ul style="list-style-type: none"> <li>• It was agreed that the content for next year’s conference will be discussed at a later date <b>Action: DM to plan when to discuss next year content - 20/09/2019</b></li> <li>• Feedback around the role of Partnership Managers (PMs) was discussed, with the feedback centring on how PMs could be leveraged more (for example to share the best practises from the Nottingham University outreach program).</li> <li>• DD &amp; MF stated that a year on, the role of PMs are not fully understood.</li> <li>• <b>Action: DM to start proactive communication on all channels reminding members &amp; clubs what Partnership Managers do, and who they are. Additionally, track how many reach-outs PMs have performed - 20/09/2019</b></li> <li>• Points raised around private training companies being upskilled to offer more training, this is a point that DM is exploring further.</li> <li>• DM pointed out on the performance feedback, the recruitment process is underway in terms of regional academy staff. <b>Action: add recruitment process update to action log, add back in the data analytics piece to Board meetings - 20/09/2019</b></li> <li>• Coaching &amp; workforce: DM stated that there had been a request for the EHA to investigate franchising delivery of coaching and leadership courses to clubs. DM will be exploring this further with Miriam.</li> <li>• DD highlighted that there are members, such as club photographers, who are willing to help EHA for free. Suggested that a marketing volunteer pool could be created to have people posting to, curated by either an EHA employee or volunteer. <b>Action: New CEO to decide on marketing volunteer role - 7/12/2019</b></li> <li>• TW highlighted that given the November regional meetings with clubs, communication needs to be sent to members around what feedback was raised, and what is being actioned to tackle those. <b>Action: send out communication to clubs around club conference - 20/09/2019</b></li> <li>• Feedback around club conference/AGM attendance was discussed. The idea of clubs being financially incentivised for Conference attendance was debated. DD noted that additionally, to improve club attendance, the content of the conference sessions needs to be improved. <b>Action: DM to work with staff to come up with proposal for content during conference &amp; proposal for financial incentive - 20/09/2019</b></li> </ul> <p>Referee Association update:</p> <ul style="list-style-type: none"> <li>• DM gave an update on the work EHA staff are currently doing with Referee Association, including coaching and committee structuring. AB and CJS questioned what their safeguarding strategy looks like and how that affects EHA. <b>Action: Add Referees Association safeguarding standards to risks log &amp; mitigation - 20/09/2019</b></li> <li>• <b>Action: DM to get referees to sign up to safeguarding policy &amp; create MoU - 20/09/2019</b></li> <li>• DM &amp; HW also highlighted that referees will need to sign-up as members in order to be insured against injury</li> </ul> <p>Coaching &amp; Leadership strategy update:</p> <ul style="list-style-type: none"> <li>• DD &amp; HW are meeting on Thursday 11<sup>th</sup> to develop “Current State Understanding”</li> </ul> <p>CEO Recruitment Process:</p> <ul style="list-style-type: none"> <li>• TW gave update on current process, and highlighted the hiring process.</li> <li>• Board granted recruitment permission to nominations committee (TW,PS, DD)</li> <li>• <b>Action: TW to share hiring process deck &amp; CVs of candidates - 20/09/2019</b></li> </ul>
<p><b>6. Safeguarding</b></p>	<p>a) Update given, no open or new cases to report on. “Dip tests” are still being done at clubs.</p> <p>CH highlighted that there is a key person risk with only her being on the safeguarding committee, CE and MF agreed to share responsibility and fill in when CH is unable to attend. <b>Action: CH to share schedule with CE and MF - 20/09/2019</b></p>

<p><b>7. AOB</b></p>	<p>a) A discussion took place around the audit timings for this year and the issues that arose, Board agreed to separate audit and accounts companies. DM pointed out that changing accountants has to be a formal process with Board signoff. <b>Action: DM to give notice to PM&amp;M - 20/09/2019</b>  <b>Action: DM &amp; TW to check whether some money can be clawed back from previous accountants - 20/09/2019</b></p> <p>b) <b>Action: DD to create a trip report for IHF/EHF events - 20/09/2019</b></p> <p>c) DM Raised that EHF recognise beach handball as an official sport, Board questioned whether EHA have liabilities on beach handball events.  <b>Action: DM to share summary on what current situation is on beach handball - 20/09/2019</b></p>
<p><b>8. Date of next meeting</b></p>	<p>20th September 2019 – London, strategy delivery planning for 2020.</p>