



RMB MEETING 02112020 ZOOM 7PM FINAL

ATTENDEES:	JULIE TUCKER -JT (C), TONI BRUNSDON-TB (VC), JAN JOHNSON -JJ1(BD), JULIE ARNOLD -JA (GM), SARAH FEAST – SF (BD), PHYLLIS AVERY MBE –PA (P), (BD), CAROLYN DAVIES – CD(GM), (BD), CHRISTINA BERENGER – CB(GM), LUCY FARRELL – LF (RC)	KEY: (C) CHAIR,(VC) = VICE CHAIR, (BD) = BOARD DIRECTOR, (PM) =PARTNERSHIP MANAGER ,(RC) =REGIONAL COORDINATOR, (P) = PRESIDENT, (RMB) = REGIONAL MANAGEMENT BOARD, TSG =(TECHNICAL SUPPORT GROUP), (NS) = NETBALL SOUTH, (EN) = ENGLAND NETBALL
APOLOGIES:	SCOTT CONNORS-SC (T), AMY STEWART-AS(PM), JANE JEWELL- JJ2 SHELLEY AUSTIN – SA ANNETTE ALLANSON –AA (GM)	
CONFLICTS OF INTEREST:	DETAILS: NONE DECLARED	ACTION TAKEN: NO ACTION NEEDED

NAME	TITLE	FUNCTION/TSG GROUP
PHYLLIS AVERY -PA	PRESIDENT	GOVERNANCE & COMPLIANCE
JULIE TUCKER -JT	CHAIR	STRATEGY,GOVERNANCE AND COMPLIANCE, FINANCE
TONI BRUNSON-TB	VICE CHAIR	STRATEGY,GOVERNANCE AND COMPLIANCE ,FINANCE
SCOTT CONNORS-SC	TREASURER	FINANCE
JAN JOHNSON-JJ1	COMPETITION DIRECTOR	COMPETITION
SARAH FEAST -SF	COACHING AND DEVELOPMENT DIRECTOR	COACHING AND PLAYER DEVELOPMENT
JULIE ARNOLD-JA	OFFICIATING DIRECTOR	OFFICIATING

CAROLYN DAVIES-CD	DISCIPLINARY TSG OFFICER	GOVERNANCE AND COMPLIANCE (DISCIPLINARY)
CHRISTINA BERENGER-CB	COVID AND SAFEGUARDING TSG OFFICER	GOVERNANCE AND COMPLIANCE (COVID AND SAFEGUARDING)
ANNETTE ALLANSON-AA	COACHING AND PLAYER DEVELOPMENT TSG OFFICER	COACHING AND PLAYER DEVELOPMENT
SHELLEY AUSTIN-SA	VOLUNTEERING TSG OFFICER	GOVERNANCE AND COMPLIANCE (VOLUNTEERING)
JANE JEWELL-JJ2	COACHING AND PLAYER DEVELOPMENT TSG OFFICER	COACHING AND PLAYER DEVELOPMENT
<u>NON BOARD TSG GROUP MEMBERS:</u>		
CHRIS GRAINGER	COMPETITIONS OFFICER - HAMPSHIRE	COMPETITION
JO COKER	COMPETITIONS OFFICER - HAMPSHIRE	COMPETITION
KATE MILLER	COMPETITIONS OFFICER - SUSSEX	COMPETITION
JENNY POORE	OFFICIATING OFFICER - BERKSHIRE	OFFICIATING
JULIE WILKS	OFFICIATING OFFICER - SUSSEX	OFFICIATING
TRACY STUBBS	OFFICIATING OFFICER - HAMPSHIRE	OFFICIATING
SARAH CLIFFORD	OFFICIATING OFFICER - HAMPSHIRE	OFFICIATING

ITEM	AGENDA ITEM	MAIN POINTS:	ACTIONS FROM AGENDA ITEM:	ASSIGNED TO:	DUE BY/FINISHED BY:
1	PREVIOUS MINUTES	Due to technical difficulties with Zoom and accessing the meeting recording, the previous meeting minutes	1. Troubleshoot Zoom issues and circulate minutes for sign off.	JT	6.11.20

		had been delayed. These would be circulated to be signed off in the coming days.			
2	ACCOUNTABILITY CHART	A lot of work has been completed to finalise this document. A draft has been created and all Functional Directors were asked to send final amendments and feedback.	<ol style="list-style-type: none"> 2. Agree titles and names for functional directors 3. Email any outstanding feedback to TB 4. Draft TSG job descriptions 	All functional directors	<p>6.11.20</p> <p>6.11.20</p> <p>December</p>
3	GOVERNANCE	A huge thank you was extended to TB, PA and all involved with the task of reviewing our governance documents. In some instances it may be easiest to simply adopt the EN versions. Others, such as the complaints policy and disciplinary policy for example, may need to be written specifically for NS.	<ol style="list-style-type: none"> 5. Finalise NS governance documents 	TB & PA	End of December
4	FUNCTIONAL REPORTS	<p>Include links to reports:</p> <p>Governance</p> <p>Performance</p> <p>Officiating</p> <p>Competitions</p> <p>We will continue to use the new report templates and will introduce and monitor KPIs once the FDs decide what measures will be reported.</p>	<ol style="list-style-type: none"> 6. FDs to liaise with JJ1 and LF and discuss what information and or reports can be pulled from the ENgage system to form KPIs 7. LF to circulate reports 5 days prior to meetings 8. FDs to send report to LF 7 days prior to meetings 	FDs, JJ1 & LF	<p>2.12.20</p> <p>30.11.20</p>
5	VACANCIES	Finance Director:		JT, TB, PA	10.11.20

		<p>We received 2 application for the finance director role. Both of whom are qualified for the role. If both are suitable and interested, it is proposed that one will be offered the finance director role and the other co-opted onto the FTSG as a finance officer.</p> <p>Media & marketing: EN are keen to underpin how messages should be communicated to RMBs across the country. To do so they are setting up working groups with each region.</p>	<p>9. Interview panel will organise to speak to both applicants.</p> <p>10. Appoint media & marketing director</p> <p>11. Source marketing strategy form SW region where they have a strong media TSG</p> <p>12. Explore the apprenticeship opportunities with local colleges to offer volunteering opportunities</p>	<p>JT, TB</p> <p>LF</p> <p>JT</p>	<p>10.11.20</p>
6	Goalden Globe Awards (GGA)	<p>NS GGAs have set the date of this year's event as Friday 20th November. A save the date communication has already been sent to county chairs, County netball development officers & nominated candidates.</p> <p>This year we want to emphasize the THANK YOU'S to the netball community. NS would like to extend acknowledgements to recognise any "Lockdown heroes" who have been inspirational during the Covid closures. As such a Covid hero award will be included at this year's event.</p>	<p>13. Set up GGA steering group meetings</p> <p>14. Produce GGA draft running order</p> <p>15. Advertise nominations for Covid hero</p>	<p>JT, TB, LF</p> <p>JT, TB, LF</p> <p>SF</p>	<p>06.11.20</p> <p>09.11.20</p> <p>03.11.20</p>

		NS has set up a GGA steering group including JT, TB & LF who will work together to make the virtual event as special as possible.			
7	AOB	<p>Constitution: Proposal to hold an EGM to change the wording in 4.15 of the constitution regarding the terms and involvement on the President. The board discussed the reasons for making the amendments and agreed it would best to hold an EGM and propose the changes</p> <p>Lockdown #2: Following the government announcement of a second lockdown, EN had only released a holding statement. NS will release our own statement regarding competitions by end of play tomorrow unless EN release one in the interim.</p> <p>Creating a youth panel: NS are considering introducing a youth panel under the volunteering TSG</p>	<p>16. Draft wording on how to propose constitution changes</p> <p>17. Review if EGM required</p> <p>18. Create role description for president</p> <p>19. Prepare statement about the impact of the second lockdown on NS competitions</p> <p>20. Prepare rearranged competitions timetable for rescheduled fixtures in the new year</p> <p>21. Progress proposal of including a youth panel within the volunteering TSG</p>	<p>PA</p> <p>JT, TB PA</p> <p>JJ1</p> <p>JJ1</p> <p>SA</p>	<p>31.12.20</p> <p>01.2021</p> <p>31.12.20</p> <p>03.11.20</p> <p>31.12.20</p> <p>31.12.20</p>
8	CLOSE	The meeting was closed. The next meeting is scheduled for 7.12.20 at 7pm on Zoom			

		<u>CARRY OVER ACTIONS FROM PREVIOUS RMB MEETINGS</u>			
RMB ORIGINAL DATE	REVISED COMPLETION DATE	REASONS FOR CARRY OVER:	ACTIONS FROM PREVIOUS AGENDA ITEM:	ASSIGNED TO:	ORIGINALLY DUE BY/FINISHED BY:
05.10.20		In progress	2. FUNCTION DIRECTORS to adopt monthly reporting template and work towards submission to LF 7 days prior to the RMB.	All	
05.10.20		In progress	3. Progress dual signatory option and produce authorisation process for expenses – Functional Director to approve manually as first approval, Treasurer to authorise as 2 nd by release of funds.	JT/SC and FUNCTIONAL DIRECTORS.	31/10/2020
05.10.20			4. Debit Card to be destroyed for Matt	JT	
05.10.20	27.11.20	A few niggles with ENgage reporting system. Now also working with JJ1 to identify system capabilities	6. ENgage data to underpin the KPI's and propose to Functional Directors	LF /JT	30/10/2020
05.10.20		New FD being onboarded	7. New FD to assess how funds are deposited as part of Finance Strategy.	JC	30/11/2020

			8.New FD to propose segregation of duties to cover banking limitation on single authorisation		
5.10.20			14.CB to update policies re live streaming (safeguarding)	CB	31.10.2020

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