



Netball South Regional Management Board Meeting 8 JUNE 2021 via Zoom

ATTENDEES:	Phyllis Avery (PA) - President Toni Brunsdon (TB) - Vice Chair Jo Coker (JC) - Treasurer Jan Johnson (JJ1) - General Member Julie Arnold (JA) - General Member Sarah Feast (SF) - General Member Carolyn Davies - General Member Natalie Park-Griffiths (NPG) - General Member Lucy Farrell (LF) - EN Regional Coordinator	Key: Chair (C) Vice Chair (VC) General Member (GM) Partnership Manager (PM) Regional Coordinator (RCO) President (P) Regional Management Board (RMB) Technical Support Group (TSG) Netball South (NS) England Netball (EN) Regional Chairs (RC) County Chairs (CC)
APOLOGIES	Julie Tucker (JT) - Chair Annette Allanson (AA) - General Member Jane Jewell (JJ2) - General Member	
CONFLICTS OF INTEREST	None Declared	No further action required
NAME	TITLE	FUNCTION/TS GROUP
Phyllis Avery Julie Tucker Toni Brunsdon Jo Coker Jan Johnson	President Chair Vice Chair Finance Director Competitions Director	Governance Strategy, Governance, Finance, Player & Coaching Strategy, Governance and Finance Finance Competitions

Julie Arnold Sarah Feast Jane Jewell Annette Allanson Carolyn Davies Christina Berenger Shelly Austin Natalie Park-Griffiths	Officiating Director Player and Coaching Development Director Player and Coaching Development Officer Player and Coaching Development Officer Disciplinary Lead Officer COVID Lead Officer Volunteering Lead Officer Marketing and Media Director	Officiating Player & Coaching Development Player & Coaching Development Player & Coaching Development Governance Governance Governance Marketing & Media
NON BOARD TSG MEMBERS Chris Grainger Kate Miller Julie Wilks Tracy Stubbs Sarah Clifford	Competitions Officer - Hampshire Competitions Officer - Sussex Officiating Officer - Sussex Officiating Officer - Hampshire Officiating Officer - Hampshire	Competitions Competitions Officiating Officiating Officiating

Standing Agenda Format:

- 1 Apologies
- 2 Conflicts of Interest
- 3 Previous Minutes and Matters Arising/Actions
- 4 Functional Reports: Chair, Finance, Competitions, Officiating, Player & Coaching Development, Volunteering, COVID, Disciplinary, EN Update, Governance, Marketing & Media
- 5 AOB
- 6 Date of Next Meeting

No.	Agenda Item	Main Points	Actions	Assigned to
1	Apologies	Julie Tucker, Annette Allanson and Jane Jewell. In the absence of JT, the Vice Chair TB Chaired the meeting.		
2	Conflicts of Interest	None		
3	Review of Previous Minutes	Approved		
4	Matters Arising			

Date	Completion Date	Carry over Actions from Previous Meetings		
1.02.21	COMPLETED	1 Set up NS Drop Box account	JC has set up a Google Docs shared account	
1.03.21		Ongoing - Job Descriptions for COVID Officer needed	TB/CB to create COVID Officer Job Description	TB/CB
1.03.21	COMPLETED	7. JJ1 & CB to organise prizes for Virtual League	CB has obtained prizes and will circulate in due course	
1.03.21	COMPLETED	12. SF ensuring Coaching database is up to date	SF reported it is up and running	
1.03.21		Ongoing	13. JT to price NetballSMart	JT/SF
1.03.21		Ongoing	14. SF ascertaining franchise material updates 15. SF arranging coaches meeting after material updates received	SF SF
1.03.21	COMPLETED	23. SA to ensure Constitutional changes incorporating Youth into roles of Board & TSGs	SA has resigned and this matter will be put on hold for now.	
12.04.21	COMPLETED	2. JC to discuss further clarification with JJ1 on Senior expenditure	Matter discussed and resolved	
12.04.21	COMPLETED	7. JT/SA/JC/TB to meet and discuss Volunteering Code of Conduct	Matter on hold	
12.04.21		Ongoing	10. JT to report on EN Survey	JT
12.04.21	COMPLETED	11. PA/JT/TB to work on RMB composition	Composition completed	
12.04.21	COMPLETED	12. LF to produce document outlining Board members date of appointment and re-election timescales	LF produced and circulated document to Board Members	
12.04.21	COMPLETED	13. JC to contact Lindsay Palmer re account audit	JC reported accounts with Lindsay	
12.04.21	COMPLETED	17. CD to report on Mental Health Training	CD circulated information to Board	

12.04.21	COMPLETED	1. LF to provide a list of Accredited Netball South Clubs to JJ1	LF provided information to JJ1	
04.05.21	COMPLETED	2. JC to contact former Treasurer Kelly Hartney to obtain previous years account records	JC reported contact had been made but some records were still unavailable	
04.05.21	COMPLETED	3. LF to request and receive Officer reports and circulate them all together	This will be the ongoing process	
04.05.21	COMPLETED	4. JA to discuss with OTSG with proposal to move U19 Div 1 group to the same weekend as Div 2 and determine whether the OTSG can allocate Umpires to both Open & U19s	JC had discussed and as stated in her report the Group will be requesting the Competitions Group to inform Clubs to source their own umpires	
04.05.21	COMPLETED	5. JJ1 to circulate proposed tournament information to Clubs	JJ1 reported this had been done	
04.05.21	COMPLETED	6. NPG to publish information when appropriate	NPG is publishing information when it is sent to her to do so	
04.05.21	COMPLETED	7. JT to reiterate to CC the importance of cascading communication from CTSG and ask them to check EnGage that their Board Member information is correct.	New Action: 1. JJ1 requested whether the CC meetings could be recorded and whether Board Members could be added to the meeting invites, so that they could attend if available	TB LF
04.05.21	COMPLETED	8. NPG to temporary close down Performance page on Website for updating	NPG has hidden it from public view until it is updated	
04.05.21	COMPLETED	9. SF to request that Performance TSG members be allowed to attend workshops	SF has requested this	
04.05.21	COMPLETED	10. JJ1 to reiterate to all Clubs in the Regional League the COVID protocols.	JJ1 reported this had been done	
04.05.21	COMPLETED	11. CD/LF to clarify complaints procedure with EN	CD reported that they had and has clarified the main points in her report	
04.05.21		Ongoing	12.. LF to propose Reporting Template	LF
04.05.21		Ongoing	13. LF/JT/JC to meet and discuss issues	JT/LF/JC

			with regard to EnGage and do some problem solving	
04.05.21	COMPLETED	14. JT to clarify with EN that our proposed Constitution changes are acceptable	TB reported that this had been done and EN were happy with our proposals	
04.05.21		Ongoing	15. NPG to work with JC and JJ1 to determine what might work with regards to the new Website. NPG had reported to JT & TB. New Action: 2. TB would forward the information on.	TB
04.05.21		Ongoing	16. Directors of TSGs to do a precis of their Group members for the Website. JA reported that she had spoken to her Group and they declined.	JC
04.05.21	COMPLETED	17. JC to include COVID supply information when new Bursary application process is available	JC reported that the Bursary application form now live on the Website would cover the request for COVID supplies	
04.02.21	COMPLETED	18. All Board members to review Board members years of service document	They had duly done so, although JA pointed that it might be appropriate for Estelle Ball to be removed as she had passed away recently	
5	Review Reports	CHAIR - JT In the absence of JT there was nothing to report.		
		Finance - JC JC presented the current accounts and reported that all new fees were being paid into the new account. She would still like to ascertain the previous Account records, as we should keep 7 years worth.		
		Competitions - JJ1 JJ1 reported that with the current Government guidance teams can now		

		<p>play either indoors or outdoors. Entries for the Open, U19s and Juniors had now closed. The U19s Div 1 will play on the same day as the U19 Div 2 and will therefore move to the alternate Sunday to that of the Open Competition. The OTSG had confirmed that they felt they could not allocate umpires to these games for the forthcoming season.</p>		
		<p>Officiating - JA JA reported that she now has access to the appropriate Course information on EnGage and can see who has applied for what courses. She can do this from a Regional perspective, as well as a County perspective. SF asked if County Umpiring Secretaries could do so, and they can. Further training with EN is due later in the month. The OTSG had conducted a survey to all AUL umpires in relation to their commitment to the forthcoming season, to ascertain whether the Group could allocate umpires to both the Open and U19 competitions. With the response received it was agreed, and the CTSG have been informed, that they cannot allocate to the U19s for the forthcoming season, but will review the situation around Christmas time.</p>		
		<p>Player & Coaching Development - SF SF reported that various workshops are scheduled over the next few months with EN and franchises, the first one being 24 May with Ned Partridge, England Roses S&C Coach. TSG have been given permission to sign up. The Coaching database has been created and about 70 responses received so far. Coaching handbook is still ongoing. JT had discussed with David Parsons at EN the quality of resources that EN are working on and will continue to work with him.</p>		
		<p>Volunteering - SA SA has resigned from the Regional Board and this position will remain vacant for the time being.</p>		
		<p>COVID - CB CB had no further information to report at this time.</p>		
		<p>Disciplinary - CD CD outlined the new Disciplinary Code which came into force on 1 June and the process of making a complaint to EN. She felt that the position of</p>		

		<p>Disciplinary Lead should go and a Resolution Lead be appointed to support the resolution of complaints relating to code of conduct and other non-disciplinary issues relating to service or competition, as applicable. She outlined the qualities that a Regional Resolution Lead would need. As a result of this TB expressed that the proposed Complaints document issued to the Board should be reviewed and would undertake to do so with CD</p>	<p>3. TB and CD to look at Resolution Officer and review Complaints document</p>	<p>TB/CD</p>
		<p>EN Updates - LF LF did not have anything significant to report from an EN perspective.</p>		
		<p>Governance - PA Apart from work on the Constitution, not much else to report. PA did inform the Board that the former President of EN Lindsay Sattori was now living in the Region, in Sussex.</p>		
		<p>Marketing & Media - NPG NPG reported that the Group she had connected to, to discuss the Website had gone very quiet. She had submitted her proposals to JT and TB, but JC and JJ1 would like to have been involved and information would be forwarded to them. She was pleased that articles were coming into her for issuing and the Website and interest had grown.</p>		
		<p>Any Other Business Constitution - The amended document circulated to Board members was discussed. An area of concern related to the number of possible General Members. Currently the Board consists of 3 Executive Directors and 8 General Members, but the document referred to not exceeding 17 in total, which Board members thought was excessive. The EGM will be held on Tuesday 29 June to propose the changes to the Constitution. There was then general discussion on the date of the AGM, with the date being agreed as Tuesday 31 August. Also, the Section relating to Disciplinary (Section 12) would need to be changed from the title of Disciplinary Secretary to Resolution Lead Officer, which TB proposed and the Board agreed. Also, CB raised a question about applicants automatically being elected onto the Board if they were the only ones applying for a vacancy, but the</p>		

		<p>Constitution does state that the Board have the power to reject any nomination on the basis of the nominee not fulfilling the criteria. Section 5.7 needs to be rewritten, as someone elected to the Board as a General Member and then appointed to be a Director of a TSG, but wishes to resign as a Director, can return to the Board as a General Member, until their term expires. Someone who has been appointed to a specific role, i.e. Chair, Vice Chair or Finance Director, who wished to resign, would not be allowed to return to the Board as a General Member, and would have to seek re-election at the next AGM. A General Member who wishes to resign will leave the Board completely.</p> <p>SF then commented on the Complaints procedure and suggested that we need some form of Informal Complaint/Concerns procedure, as not all issues would need to be sent directly to EN. TB would look at rewriting the paper.</p> <p>Dates were set for RMB meetings and CC meetings.</p> <p>JJ1 stated that her term was due to expire, so she would need to seek re-election as a General Member, as well as the General Member vacancy created by the resignation of Shelley Austin.</p>	<p>4. JT/TB to rewrite section 5.7</p> <p>5. TB to rewrite Informal Complaint/Concern paper</p>	<p>JT/TB</p> <p>TB</p>
6	Date of Next Meeting	<p>RMB Meeting Dates for your Diaries: Tuesday 29 June - 7.30pm - EGM Tuesday 6 July - 8.00pm - Board Meeting Tuesday 17 August - 8.00pm - Board Meeting Tuesday 24 August - 8.00pm - AGM Final Check Meeting Tuesday 31 August - 7.30pm - AGM Tuesday 28 September - Board Meeting Tuesday 9 November - Board Meeting Tuesday 21 December - Board Meeting</p> <p>County Chair Dates for your Diaries: Tuesday 10 August Tuesday 2 September Tuesday 2 November Tuesday 14 December</p>		