

## Minutes of the NWC2019 Board Meeting

|  |   |  |                            |                 |                        |
|--|---|--|----------------------------|-----------------|------------------------|
| Date/Time                                    | Wednesday 6 <sup>th</sup><br>June 2018<br>(14.00) | Location                                       | UK Sport, London           |                 |                        |
| <b>Attendees</b>                             | <b>Initials</b>                                   |  | <b>In Attendance</b>       | <b>Initials</b> |                        |
| Nicky Dunn                                   | ND  | Chair  | Emma Cowley                | EC              | UK Sport               |
| Colin Povey                                  | CP  | Director (EN Chairman)                         | Mike Kearney               | MK              | Liverpool City Council |
| Sharon Meadows                               | SM  | Director (Independent)                         | Ron Odunaiya               | RO              | Liverpool City Council |
| Lindsay Impett                               | LI  | NWC2019 Event<br>Director                      | Ben Williams               | BW              | ACC Liverpool          |
| Anna Flanders<br>(Presenting and<br>Minutes) | AF  | NWC2019 Marketing<br>and Commercial<br>Manager | Aysha Smith<br>(Observing) | AS              | UK Sport               |

| Apologies      | Initials |                        |
|----------------|----------|------------------------|
| Jo Adams       | JO       | Director (EN CEO)      |
| Steve Elworthy | SE       | Director (Independent) |
| Jo Sinclair    | JS       | England Netball        |
| Emma Fielding  | EF       | England Netball        |
| Kay Wilson     | KW       | ACC Liverpool          |

| Circulation List                         |
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| Attendees                                |
| Apologies                                |
| Plus John Moore (Liverpool City Council) |

| Ref        | Agenda  | Action Led by |
|------------|---|---------------|
| <b>1.0</b> | <b>Apologies for Absence</b>  |               |
| 1.1        | Apologies were received from Kay Wilson (ACC Liverpool), Jo Sinclair (England Netball) and Emma Fielding (England Netball), Steve Elworthy (Independent Director) and Joanna Adams (England Netball). |               |
| <b>2.0</b> | <b>Declaration of any Conflict of Interest</b>  |               |
| 2.1        | No conflicts of interest were reported.   |               |
| <b>3.0</b> | <b>Minutes of Last Meeting</b>  |               |
| 3.1        | The minutes of the last meeting were approved.<br><br>LI reported that actions from the previous meeting had been concluded or were to be addressed in the meeting.                                   |               |

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| <b>4.0</b> | <b>Matters Arising</b>   |   |
| <b>4.1</b> | No matters arising were discussed by the Board, as they would be covered during the meeting.   |   |
| <b>5.0</b> | <b>Financial Update</b>  |   |
| <b>5.1</b> | <p>EF provided the updated financial report.</p> <p><b>Income</b><br/>LI reported that she is pleased with the current income position.</p> <p>The Board requested EF plot the actual against the cash flow projection.</p> <p>The Board requested a forecast of potential sales revenue per phase of sale.</p> <p>ND requested the Board receive regular updates of tickets sales. LI advised that the Board would be sent an update of sales in the middle and at the end of each pre-sale and then regularly via email once tickets are on general sale.</p>  | <p>EF</p> <p>LI</p> <p>LI</p>                 |
| <b>5.2</b> | <p><b>Expenditure</b><br/>LI reported that an update on the event lighting would be provided at the next meeting, with positive conversations taking place with ACC Liverpool.</p> <p>LI asked how it was best to manage the flow of information to the Board for changes to expenditure occurring between Board meetings. It was agreed that LI would develop a proposal for levels of approval based on the existing terms of reference.</p> <p>LI reported a requirement for a part-time freelance Workforce Coordinator to start in July to support the Tournament Operations Manager as the heavy bulk of work will be throughout the recruitment process. LI to discuss proposal and requirements with ND and JA.</p> <p>CP requested that the financial update paper is circulated to the EN Board.</p> | <p>LI</p> <p>LI</p> <p>LI/JA/ND</p> <p>LI</p> |
| <b>6.0</b> | <b>Commercial Strategy</b>   |   |
| <b>6.1</b> | <p><b>Broadcast Update</b><br/>LI informed the Board that positive broadcast conversations were taking place, with an update to be provided at the next Board meeting.</p>   |   |
| <b>6.2</b> | <p><b>Sponsorship Update</b><br/>The Board requested that the EN Commercial Director provide a sponsorship update in person at the next meeting.</p>   | L/JS  |
| <b>6.3</b> | <p><b>Ticketing and Fan Packages Update</b><br/>LI provided an overview of the fan packages sales to date.</p> <p>LI provided an overview of ticketing timelines and detail on the draw event which takes place at the EN Golden Globes Event on 15<sup>th</sup> September in Nottingham. Molly Rhone (INF President) and Clare Briegal (INF CEO) will be in attendance.</p>   | JS  |

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|---|--|---------------------------|
| <p><b>6.4</b></p> <p><b>Merchandise Update</b></p> <p><b>6.5</b></p> <p><b>Hospitality Update</b></p>   | <p>LI confirmed that a ballot would not be undertaken. In addition SEE Tickets had been contracted as a secondary provider.</p> <p>It was acknowledged that two tickets per team per match they were playing would be available for teams to purchase.</p> <p>LI reported that NWC2019 met with three shortlisted companies through a tender process. LI will update the Board once a supplier has been secured.</p> <p>EC raised that a positive of the NWC2015 merchandise was that it had been designed with women/netballer in mind. LI confirmed that this had been requested in the brief to merchandise companies.</p> <p>LI updated that hospitality packages had been reviewed with ACC with a preference to sell to the public with suites aimed at corporate sales. Hospitality will go on sale in line with tickets on 3<sup>rd</sup> July 2018.</p> <p>BW confirmed that ACC would be promoting the suites to their current/previous clients.</p> <p>CP requested that the commercial paper is sent to the EN Board.</p>  | <p>LI</p>                 |
| <p><b>7.0</b></p>   | <p><b>Event Director Update</b></p>  |                           |
| <p><b>7.1</b></p> <p><b>Governance Update</b></p> <p><b>7.2</b></p> <p><b>Marketing Update</b></p> <p><b>7.3</b></p> <p><b>Sport Competition Update</b></p> | <p>LI reported that the insurance policy has been extensively reviewed by the ED and R&amp;A Committee members. The Board approved the insurance policy.</p> <p>LI reported that NWC2019 had been working with England Netball's GDPR consultant to ensure the company is compliant.</p> <p>INF Board meeting in July – all acceptances in and sending out invites next week. AC has confirmed accommodation for those who requested it.</p> <p>Annual Board review – ND and LI to discuss the comments and decide if any action is required.</p> <p>AF provided an overview of strategic objectives, progress so far and the marketing plan from June 2018 to July 2019.</p> <p>LI informed the Board that the following nations have officially qualified for NWC2019.</p> <ul style="list-style-type: none"> <li>• England – as hosts</li> <li>• Northern Ireland and Scotland – European qualifiers</li> <li>• Fiji and Samoa – Oceania qualifiers</li> </ul> <p>On 2<sup>nd</sup> July the top 5 ranked nations (this will be top 6 as England currently are ranked within the top 5) will automatically qualify for the competition. The remaining final regional qualifiers will take place over August and September 2018.</p> | <p>LI/JS</p> <p>ND/LI</p> |

|     |  |       |
|-----|--|-------|
| 7.4 | <p>LI informed the Board that all competing nations will be confirmed by 12<sup>th</sup> September and NWC2019 will then commence formal communication with all nations.</p> <p>LI reported that NWC2019 are working with the INF on the statistics provision for the event.</p> <p><b>Tournament Operations Update</b></p> <p>LI advised that operationally NWC2019 are moving forward well with the workforce management, temporary structures, accommodation and accreditation system.</p> <p><b>Culture, Ceremonies and Legacy Update</b></p> <p>LI informed the Board that planning for the opening ceremony, fan park, city branding and activations are progressing well with close liaison between NWC2019 and LCC.</p> <p>EC questioned whether people would only show up for a later England match, after the Opening Ceremony, but CP reported that England fans tend to attend whole-day events well. It was agreed that the marketing of the opening ceremony session would be important to ensure people come from the start of the session.</p> <p>The Board requested that a representative from Culture Liverpool attends the next meeting to present details of the city and culture engagement programme.</p> <p>LI reported that England Netball are progressing well with the legacy plans and are looking at launch dates.</p> | AC    |
| 8.0 | <b>Items for Information</b>   |       |
| 8.1 | <p><b>Milestone Plan</b></p> <p>The upcoming milestones for NWC2019 were discussed.</p> <p><b>Risk Matrix</b></p> <p>The updated risk matrix was discussed.</p> <p>LI provided an overview of the recent Risk and Audit Committee meeting and confirmed that Terms of Reference were under final review by the Committee. CP requested that these are sent to Annmarie Wallis (EN Treasurer) when circulated to the rest of the Board.</p>   | AC/SE |
| 9.0 | <b>AOB</b>   |       |
| 9.1 | BW provided an update on the ACC car park situation.   | BW    |

| <b>Details of next meetings</b> |   |          |                               |
|---------------------------------|---|----------|-------------------------------|
| Date/Time                       | 6 <sup>th</sup> September 2018 at 14.00 | Location | England Netball, Loughborough |
|                                 | 24 <sup>th</sup> October 2018 at 14.00  |          | UK Sport, London              |
|                                 | 18 <sup>th</sup> December 2018 at 14.00 |          | England Netball, Loughborough |

| <b>Meeting Actions</b> |  |
|------------------------|--|
| EF                     | <ul style="list-style-type: none"> <li>Plot the actual against the cash flow projection with future finance papers (5.1)</li> </ul>  |
| LI                     | <ul style="list-style-type: none"> <li>Provide breakdown to show the value of tickets released at each sale phase (5.1)</li> <li>Provide ticket sales update to the Board in the middle and end of each pre-sale and regularly once tickets are on general sale (5.1)</li> <li>Develop a proposal for levels of contingency approval (5.2)</li> <li>Circulate financial paper to the EN Board (5.2)</li> <li>Update Board following the appointment of a merchandise provider (6.4)</li> <li>Circulate commercial paper to the EN Board (6.5)</li> </ul> |
| LI/JA/ND               | <ul style="list-style-type: none"> <li>Discuss proposal and requirements of a part-time Workforce Coordinator (5.2)</li> </ul>   |
| JS                     | <ul style="list-style-type: none"> <li>Provide a sponsorship update in person at the next Board meeting (6.1)</li> </ul>   |
| ND                     | <ul style="list-style-type: none"> <li>Meet with respective Board members individuals to discuss Annual Board Review (7.1)</li> </ul>  |
| AC                     | <ul style="list-style-type: none"> <li>Circulate details of next Board meeting to Culture Liverpool (7.5)</li> </ul>   |
| SE/AC                  | <ul style="list-style-type: none"> <li>Circulate Risk and Audit Committee Terms of Reference to the Board and Annmarie Wallis (EN Treasurer) (8.1)</li> </ul>  |
| BW                     | <ul style="list-style-type: none"> <li>Continue to update the Board on ACC Liverpool car park development plans (9.3)</li> </ul>   |