



**Minutes of 1st Executive Committee Meeting
2015 – 2016 Season
Held @ Penrith Rugby Club
10.00h, 23 October 2015**

E-1-15/16-1 ATTENDANCE/APOLOGIES

1. Attendance

Tom Armstrong	Chairman, Secretary, Tournament Organiser & M&R Organiser
Chris Lilley	County Team Organiser, County League Secretary & Treasurer,
Guy Huxtable	Marketing, Publicity & Communications Officer
David Henderson	Junior Organiser
Paul Bell	County Coach

2. Apologies

Jonny Irving	Marketing, Publicity & Communications Officer & Website Management
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E-2--15/16-2 2nd EXECUTIVE COMMITTEE MEETING 2014/2015 – 26 MAY 2015

2.1 Approval of Minutes

The minutes were approved as a true record of the meeting

2.2 Status of Actions from the Meeting

Section 2.2 Ref E-1-14/15-5 Public Liability Insurance

Prepare a reminder of the main areas we will need to work on when this is progressed – in liaison with ESR – Guy.

This is still outstanding – It is now a 2015/2016 ADP initiative and **has been removed from this action list**

Section 2.2 Ref E-1-14/15-7.4 2104/2015 Activity & Development Plan

All members review their particular initiatives and, produce final reports on them and send to Tom for final ADP preparation & issue to members – **action complete**

Section 3.1 Northern Cup for Junior Teams

See if we have time to enter teams in the late notice Northern Cup competition – **Paul**
Too late to organise – no teams entered – we will enter 2015/2016 competition - **action complete**

Section 3.2 2015/2016 ADP

All members review their areas of responsibility and decide what they will be doing 2015/2016 season – this information to be sent to Tom for preparation of a draft ADP

This was done and the final document will be agreed at 23 October 2015 Exec meeting – This was done at the meeting

The ADP will be updated with information identified at the meeting and the final document posted on the website and communicated to members – **Tom & Jonny**

Section 3.2 Child Protection

It was agreed that a CP initiative should be included as an ADP. ESR Child Protection Policy information should be presented to members to support the work – **Guy – Action complete**

Section 4 ESR Council

Confirm that he can attend the ESR Council meeting – **Guy**

Guy attended the meeting and updated the Council on the work he did for the County re achieving CIO status – **Action complete**

Section 5 ESR Region Forum

Advise ESR that we support the Draft Proposal for the new Regional Forum - **Tom**
Action complete

Section 7 Operation as a CIO

7.2 Changes to the way we operate

AGM – Changes to the AGM timing to meet the requirements of the new constitution

Share our recommendation with our members and seek their support – **Guy**
This was done and full support was given – **action complete**

Executive Committee

Prepare an Organisation Diagram to mirror the new organisation and the way we are set up for 2015/2016 – **Tom – Action complete**

The diagram was approved by the members at this meeting and will be posted on the website –
Tom & Jonny

In addition, “Register of Members” and “Financial Reserves Policy” documents have been prepared.

E-3-15/16-3 SELECTION OF ESR BOARD MEMBERS

To meet concerns of Sport England re its desire to see high performing boards responsible for the management of National Governing Bodies – ESR has reviewed its situation and has decided upon a course of action to make improvements to try to resolve them. Richard Antcliffe, Chairman of Kent SRA, has concerns about that approach and is asking for the support of County Associations to change it – he contacted Tom with that request.

The request was debated and the decision was made not to support it because we are not involved generally with ESR politics and do not have full knowledge and understanding of what is being done, and we do not know the people recommended to be elected as board members by Richard. We feel that we are not in a position to make an informed decision – we will stay neutral on the matter.

Richard will be advised – **Action Tom**

E-1-15/16-4 APPROVE 2015/2016 ADP

The ADP draft was reviewed and with some additions and changes recommended, was approved.

The final document will be prepared on that basis, posted on the website and communicated to clubs - **Action Tom & Jonny**

E-1-15/16-5 DEVELOP 2015/2016 INCOME & EXPENDITURE BUDGETS

The ADP initiatives were used as the basis for the budgeting processes. The budgets were not completed but the principles of how they should be designed and developed were agreed.

The detailed budgets will now be prepared on the basis of those principles, ADP specifics and last season`s accounts. - **Action Chris & Tom**

During the work the following were discussed:

- The financial opportunities for application for money for development activities from the new NW Region Forum Development Fund were discussed. An application will be made to the Forum on the basis of some of the ADP initiatives - **Action Tom**
- Currently we maintain a Reserve Fund which is our protection to allow us to operate for one season if for any reason we lose our regular incomes. This would give us time to try to resolve the situation.
We also use it to finance new activities and initiatives until they are established and we can make them self- financing. This means that the level of the fund can vary and to ensure we don`t lose it altogether we have a Reserves Policy that requires the level of reserves to be examined each season when setting budgets so that if required we can take steps to replenish it. We aim to hold the fund equal to the previous year`s expenditure or £5000 whichever is the greater.
Members agreed that to make the process simpler and more easily managed we should hold the fund at £5000. The policy will be changed accordingly - **Action Guy**

- To avoid having to use the Reserve Fund for development purposes, Tom would like to introduce a Development Fund for financing new activities - this was agreed. To get money for this fund Guy has accepted the responsibility to focus his work in the committee on getting external grants, sponsorships etc.
- Last season`s accounts still require formal audit - **Action Chris**

E-1-15/16-6 OTHER INFORMATION

The following is general information since the last Exec meeting in May 2015. It was not discussed in the meeting but has been added for the benefit of the membership - to ensure everyone is aware of what is going on and to provide a formal collective record of it.

6.1 Congratulations to Paul Bell for his great achievement in getting qualified as a Level 4 High Performance Coach and for being appointed as ESR Aspire Head Coach for the North of England

Also for winning the **Active Cumbria Coach of the Year** award

6.2 Our U13 Boys Team has been nominated for a Cumbria Sports Award - in the Junior Team of the Year

category - for its achievement in winning the national trophy in the ESR Inter County Championship in 2013/2014 season. Thus becoming the first junior team to win a national trophy.

6.3 Great news everyone - we are delighted to report that Roger Smith, Managing Director of Thomas

Graham, has very generously extended his sponsorship from a 10 year agreement to a 15 year agreement that ends at the end of 2021/2022 season. The sponsorship is in three stages - £1000 cash per season to Cumbria Junior Squash - squash shirts for all county players - adult & junior - and hoodies with player names for all junior county team players. How lucky are we?

Roger, we accept this very generous sponsorship with thanks and appreciation for your continued support for our organisation

E-1-15/16-7 NEXT MEETING

To be arranged - **Tom**