

2018 AGM - Minutes



2018 Annual General Meeting of the England Touch Association

Venue: Manchester Metropolitan University, Brooks Building, 53 Bonsall Street, Manchester. M15 6GX

Date: 11:30 Sunday 25th February 2018

1 Opening address and welcome

Natalie Davis (outgoing Non-Executive Director) chaired the meeting and welcomed everyone to the meeting. The meeting started at 11.45am.

Attendees :

1. Natalie Davis – Outgoing ETA Non-Executive Director (Chair of AGM)
2. Mark James – Departed ETA Non-Executive Director
3. Geraint Thomason – ETA Non-Executive Director
4. Gregg Cropper – ETA Chief Operating Officer
5. Ian Boyd – ETA Development Director
6. Anthony Atherton – ETA High Performance Director
7. Chris Wearmouth – ETA PR and Marketing Manager
8. Zoe Malarkey – ETA Events Manager
9. Adrian Wake – Club | Northampton COYS
10. Peter Bowyer – Club | Manchester Chargers
11. Gabe Pennington – Club | Wigan Touch
12. Erica Robertson – Club | Percy Park Pirates
13. Jenny Johnstone – Club | Percy Park Pirates
14. *Other* – Club | Percy Park Pirates
15. Gareth McRae – League | In2Touch

2 Apologies

Apologies received from the following:

1. Rich King – ETA Membership Manager
2. Dave Christophi – ETA Non-Executive Director
3. Tom Humphreys – ETA Schools Liaison
4. Max Raymond – Club | Peterborough
5. Allan Reed – Club | Bournemouth Touch Centre
6. Marnie Wills – Club | Galaxy Touch
7. Oxford Touch – Club | Oxford Touch
8. Chris Simon – League | Perfect Motion
9. Michael Abromowitz – League | In2Touch
10. John Kearsley – League | Bedford

2018 AGM - Minutes



3 Registration and accreditation of nominated delegates

14 Voting Members present in person or by proxy: meeting quorate (quorum is ten)

Representative	Voting member	Member type	Votes possessed
Anthony Atherton	High-performance director	ETA board	1
Ian Boyd	Development director	ETA board	1
Natalie Davis	Non-executive director - elected	ETA board	1
Geraint Thomason	Non-executive director - appointed	ETA board	1
Gregg Cropper	Additional director (ED) - appointed. COO	ETA board	1
Peter Bowyer	Manchester Chargers	Club	1
Adrian Wake	Northampton COYS	Club	1
<i>Proxy: Zoe Malarkey</i>	<i>Nottingham</i>	<i>Club</i>	<i>1</i>
<i>Proxy: Chair</i>	<i>Oxford</i>	<i>Club</i>	<i>1</i>
Erica Robertson	Percy Park	Club	1
Gabe Pennington	Wigan Warriors	Club	1
Gregg Cropper	Fully Charged	League provider	1
<i>Proxy: Gareth McRae</i>	<i>In2Touch</i>	<i>League provider</i>	<i>1</i>
<i>Proxy: Zoe Malarkey</i>	<i>Perfect Motion Nottingham League</i>	<i>League provider</i>	<i>1</i>

4 Receive and consider the minutes of the previous AGM and/or other SGMs

No comments or changes. 2017 Minutes accepted unanimously.

5 Directors' Reports:

Attendees all received hard copy of 2017 Annual Report

Gregg Cropper - COO

Touch is growing each year. There were some key personnel missing last year including High Performance and Events Manager roles. We have been on a recruitment drive over the last few months. We now have an almost full Board of Non-Executive Directors. There have been several applications for the Governance Director role which will be reviewed. We will also be recruiting a new Head of Volunteers this year with the main aim to retain existing volunteers and recruit new volunteers.

Key points:

High performance: Last year there were no international tournaments so the focus was on Premiership Permit and the Senior Tournament - both held in Edinburgh. This went well and were well received. We have a newly formed scholars team U21, the squads competed at the Championship Permit in France. Both the Men's and Women's teams won Silver.

Coaching: There was a shortage of coaching courses in 2017. We now have someone dedicated to managing those course and we are trying to upskill more qualified coaches. The aim is for our coaches to deliver community courses to new developing clubs and schools.

2018 AGM - Minutes



Regional Development: We have seen organic growth in the regions, but England Touch will be focusing on our regional development over the next twelve months with the aim of establishing regional hubs to focus on development through to high performance.

Euros: 2018 will be the biggest tournament on record with 65 teams currently registered.

Schools: A schools competition will result in a final to run alongside Euros. There are current foundations in place in Canterbury, Nottingham, Manchester and Peterborough.

Membership: grown 23% over 12 months. Membership structure has been simplified and streamlined. Clubs and league fees have been frozen.

Ian Boyd - Development Director

Schools: The focus for this year will be to work with schools and develop a schools structure. We are currently developing packages/models that can be sold to schools.

Regional Development: We are aiming to increase and develop regional hubs to empower regions to grow touch in their areas in a way that is right for them. We are looking at ways to support and incentivise this.

Funding: There is more scope for development to be included in partnership and sponsorship opportunities. We would also like to look at options around applying for grants, lottery funding, etc

Gregg Cropper, COO: Schools packages developed by Tom Humphries in Canterbury will go online shortly. New toolkits to go out. 6 week delivery packages. School package virtually built. Need to work out how to access online. Most will be free. Coaching courses to be paid for. Waiting for graphics to be finalised. Club toolkit nearly finished.

Chris Wearmouth - PR and Marketing Manager: We would like to improve links with clubs and ensure the ETA is more aware of what clubs are doing in their areas so we can help join up areas of overlap. We don't have a firm grasp of what clubs are doing in schools, for example, Peterborough and Cambridge are doing a lot in schools we don't know about.

Anthony Atherton - High Performance Director

The aim is to win Euros and the World Cup! We need to understand how we go about doing it. The medical and Strength and Conditioning side of the HP set-up is high quality which is crucial to ensure players are ready. The coaching team has a wealth of knowledge but we need to look locally, regionally and nationally at our resources across the country to make sure we are in the best position to compete.

We are putting in place a high performance calendar and understand how competitions fit around that. We need to improve the pipeline so we have a greater number of players coming through playing at a high level. Development side of things is crucial to this. We need to recruit more and develop a framework for players to develop through. We need to understand what the ideal touch player looks like, both physically and psychologically.

Natalie Davis - Non Executive Director

At Last year's AGM we voted in new Articles of Association. This is a new framework for how we govern the organisation. We have a mix of Executive Directors and Non-Executive Directors and a mix of appointed and elected positions on the Board. Our four new Non-Executive Directors all come from outside the sport

2018 AGM - Minutes



which gives us a huge influx of new skills and knowledge. The UK Sport / Sport England Governance Code recommend that 25% of Board members are independent directors and we are at about 40%.

Natalie Davis and Mark James (Non-Executive Directors) stepped down from the Board.

One of the key changes to the organisation has been the introduction of the first fully paid position in the organisation - Chief Operating Officer. We ran a recruitment campaign in Autumn 2017 and advertised widely. Around 15 applications were received in total and five people were shortlisted for interview. Gregg Cropper was appointed and stepped down from his role as CEO. The Non-Executive Directors will work with Gregg to ensure this structure works for the organisation as a whole. It is an 18 month contract which takes us through to the end of the next World Cup but we have built safeguards into the contract to ensure the organisation is not financially exposed.

We are recruiting a Head of Volunteers who will be responsible for a new volunteer strategy to focus on recruiting and retaining volunteers and volunteer wellbeing.

The Non-Executive Directors have also been working behind the scenes to ensure our policies and processes are robust and effective. This is important for the foundation of the organisation.

Zoe Malarkey - Events Manager

All Elite National Series, Men's Women's and Development Touch Series venues will be announced later today. Elite National Touch Series - Nottingham, London, Birmingham, Men's Women's National Touch Series - Oxford, Manchester, Canterbury & Development National Touch Series - Nottingham, Cheltenham, Lincoln, Oxford, Manchester.

All venues booked and confirmed. Working to an events budget and ensuring that there is a good geographical spread of venues.

6 Financial Report

Gregg Cropper COO

All details are in the annual report. There are various Income streams. Events and Membership are the main income streams. There is enough sustainable income and much more from development opportunities. The previous lack of resource in the development role meant that not all income avenues had been explored.

Changed accounting year to not break high performance cycle. 9 month period this year with 12month next year. Accounts to be finalised by the end of March and submitted to HMRC.

Going forward it will be easier to see structure of cost and breakdowns.

Cash position is still strong. We have had to build up cash reserves to pay for things in advance, for example £40k required to book accommodation for the Euros and teams haven't paid yet. We have had to build up cash reserves for that.

7 Receive and consider the annual report

The 2018 Annual Report was accepted unanimously.

2018 AGM - Minutes



8 Election of elected directors

- **CEO - Standing: None**

The Board has the power to appoint an interim CEO. The role will be open for election at the next AGM.

- **Chair - Standing: Mark Croston**

Mark Croston was voted in unanimously. The position starts with immediate effect.

To note: One applicant met the minimum requirements set out in the Job Description. Two other candidates applied but did not meet the minimum requirements and were therefore not put forward at the AGM. This safeguard was built into the Articles of Association to ensure Board members have the appropriate skills and experience to be on the Board.

- **Non-Executive Director (elected) - Standing: None**

The Board has the power to appoint an interim Non-Executive Director. The role will be open for election at the next AGM.

- **High Performance Director - Standing: Anthony Atherton**

Anthony Atherton was voted in unanimously. The position starts with immediate effect.

- **Development Director - Standing: Ian Boyd**

Ian Boyd was voted in unanimously. The position starts with immediate effect.

Note: All Board roles are two-year terms so there will be no vote on these positions at the next AGM. Directors can be elected or appointed for a maximum of four 2-year terms. This is in line with the UK Sport / Sport England Governance Code.

9 Update on Company Structure

Natalie Davis - Non-Executive Director

The main changes are around lines of reporting/accountability with the new Board structure. More information will be circulated when this has been finalised.

10 To consider any proposed changes to relevant policy documents - none

Natalie Davis - Non-Executive Director

The majority of our policy documents are signed off internally and are not subject to a vote. The key policy document that is subject to a vote is the Articles of Association. No changes are proposed.

11 Closure of meeting at 12.40pm.

12 Informal drop in session to discuss plans for 2018 and beyond.