RMB Meeting Minutes 14 September 2023

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| **Name** | **Role** | **Initials** |
| Sian Foley | Chair | SF |
| Laura Elson | Volunteering Lead | LE |
| Louise Morby | Board Member | LM |
| Donna Palmer | Partnerships & Delivery Manager East Midlands &Yorkshire | DP |
| Jayne Field | Competitions Group Member | JF |
| Sarah Howard | Board Member | SMH |
| Lisa Butterfield | Secretary | LB |
| Linda Genesi | Board Member | LG |
| Keith Morris | Board Member | KM |

Apologies: Elizabeth Fairburn, Nicki Shipley

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| **Item No** | **Description** |
| 1 | Welcome and Apologies |
| 2 | **Review of previous minutes**   * Minutes agreed by SF and seconded by JF. Moving forward we need to ensure that all meetings including any ad hoc meetings are recorded for governance purposes. |
| 3 | **AGM**   * Chair of the meeting proposed we run AGM in January. * Suggested that we have a pre AGM meeting to ensure that we are prepped and ready to go for the AGM. * Once we have a date set for the AGM we then call 42 notice to make the membership aware. * Will be going into the AGM with a Chairpersons report which will be written by Sian and will include anything that we have been working on, eg: Safeguarding, projects, volunteering, research, competitions. The report, finances statements and any other reports will be circulated 14 days before the meeting. * Should consider those that have a right to attend the AGM and vote. * Decision to make about membership fees. * Need to book a venue. - Suggestions welcome. Possibly EIS Sheffield - hybrid event where possible. |
| 4 | **EDI**   * Louise met with Danielle Hogan England Netball EDI Lead regrading updates on a national level particularly around trans inclusion policy and the approach that grass roots might get. Approach to EDI - look at what is needed first and then cost everything out. |
| 5 | **Survey**   * Recent meeting with different parties on how we can draw on funding to support the work we are doing. **Action: Sarah share information with group in voice note or email on further research opportunities. Online launch of research meeting date to be diarised before the end of the year.** |
| 6 | **Competition working group and Tournament Update**   * Praise to Jayne and Rachael - fantastic effort. * Gone out to professionals and agreed a tournament referee. * RMB attendees to network and talk to people. * Comp working group. Done a budget and not had any feedback yet. * Underspend on budget for the tournament. * We did go out from the survey to people who said they would be interested in volunteering and received one reply. * Facilities closing down - Action - Facilities - please share what other venues have closed down. * Where does the audit sit with regarding safeguarding and first aid course? - Rachael and Jayne to decide how this should be audited. |
| 7 | **Website**  **Action: Website document to be shared by Lisa and Rachael to the Board and feedback and information to be given back from members.** |
| 8 | **50 Year Anniversary**   * Tag onto the website. * What do we want to do about celebrating the anniversary?     **Action: Keith to circulate document about thoughts on Anniversary next year.** |
| 9 | **Safeguarding**   * Toolkit is excellent and send a welcome to the season friendly email. * Engage with counties as we do not want to look like we are superceding what they expect. |
| 10 | **AOB**   * Shared file storing - What platforms do we use in order for all documents, communication to stored which is accessible to all members of the Board.   **Action -** **LB general capturing of what people use, what comms methods do people prefer to use. What do people use in their workspace. Fact finding what everyone uses - include website as well.**   * How can we be more effective communicatively. Are there any adjustments on how we need to operate.   **Functioning of RMB:**   * There are things that we need to deliver. Times when we lose momentum. * Potentially try and complete or put in place the following items before the AGM: * *Recruit for competitions group roles and filled by the end of the year - or kickstart recruitment - coopetition working group.* * *Need to deliver on our health check and deliver it to the counties.* * *Liz likely to be stepping down and will need to find a vice chair for Chair for G&F.* * *Getting research out there - disseminate the research using the information and feedback and using it to develop a plan.* * *How do we integrate the plan with the Working as One piece- Yorkshire team happy to support along with subject matter experts from England Netball.* * Work on updating the structure. EDI permeated on every group and Louise to Lead. Same as with Research Insight. * Need a date for the research findings and key items.   **Sian to look at the structure of the agenda and timings. Sian to put AGM dates in Whatsapp group and include things that we need to get over the line by the end of the year.** |
| 11 | Meeting close |

APPROVAL

These minutes have been reviewed and signed-off by:

Signature:   
Name:

Position:    
Date:

**Action Tracker**

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| **Item No** | **Action** | **By whom** | **To be Complete by** |
| 5 | Sarah share information with group in voice note or email on further research opportunities.  Online launch of research meeting date to be diarised before the end of the year. | **SH**  **SH** | 13/10/23  Date organised for 23/10/23 |
| 7 | Website document to be shared by Lisa and Rachael to the Board. Feedback and information to be given back from members to LB and RR. | **LB** | Doc shared  Feedback by 13/10/23 |
| 8 | Keith to circulate document about thoughts on Anniversary next year. | **KM** | 13/10/23 |
| 10 | LB to capture what people use, what comms methods do people prefer to use. What do people use in their work space. Fact finding what everyone uses - include website as well.  Sian to look at the structure of the agenda and timings. Sian to put AGM dates in Whatsapp group and include things that we need to get over the line by the end of the year.  Board to send any facility closure updates to Keith. Keith to remind team and deadline in whatsapp group. | **LB**  **SF**  **KM** | 13/10/23  13/10/23  ASAP |
|  | **Actions from RMB Meeting 14/06/2023** |  |  |
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|  | Send out template pack (check with Sian and Liz what this refers to). | **LE** |  |
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|  | Arrange a date with Donna to attend RMB and to share Excel document with regards to England Netball contact. | **LB** |  |
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|  | Team to send development ideas, book 121s and send photos to Laura. | **ALL** |  |
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|  | Organisation structure to be sent out | **G&F** |  |
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|  | Clarity on relationship between Leeds Rhinos and Yorkshire Netball.  Clarity on what the large sum of money was spent on for last year’s award - detailed invoice, correspondence. | **SF** |  |
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|  | Send out survey to One Award winners on feedback on the event. | **LE** |  |
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|  | Share gender equality survey | **SF** |  |