**Meeting Minutes (Yorkshire Netball RMB)**

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| **Date:**  |  Tuesday 6th December 2022 |
| **Time:**  |  6.30pm – 8.30pm |
| **Place:**  |  Microsoft Teams |

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| **ATTENDEES** |
| **Name** | **Role** | **Initials** |
| Sian Foley-Corah |  Interim Chair | SFC |
| Katie Puplett |  Vice Chair/Head of Governance and Finance | KP |
| Laura Elson |  Volunteering Lead | LE |
| Louise Morby |  Equality, Diversity and Inclusion Lead | LM |
| Keith Morris |  Co-Opted Member | KM |
| Mark Pritchard |  Marketing Lead | MP |
| Jayne Field |  Competitions Group Member | JF |
| Kate Cox |  Elected Member | KC |
| Liz Fairburn |  Governance and Finance Group Member | LF |
| Leona Beecroft |  Club and Coaching Group Member | LB |
| Nicki Shipley |  Treasurer | NS |

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| **NOTES** |
| **Item** | **Description**  |
| 1 |  Welcome and Introductions * Donna Palmer is the England Netball Partnerships and Delivery Manager – East Midlands and Yorkshire.
* Donna’s role is to manage the Regional Officer, Netball Development Officers and Netball Development Community Coach staff employed by England Netball in Yorkshire and East Midlands.
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| 2 |  Apologies  * None to record.
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| 3 |  Review of previous meeting actions  * None to review.
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| 4 |  Acceptance of previous meeting minutes * All approved.
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| 5 |  AGM Preparation 1. Purpose of AGM/AGM Agenda
* AGM agenda is dictated by the constitution.
* End of year report, finances and changes to constitution are to be discussed and approved alongside election of new members.
1. RMB Member Actions
* As detailed in actions list, but all proposed members are to send across a statement and nomination form to be eligible ASAP.
1. Confirmation of AGM logistics
* AGM will be face to face at Cedar Court Bradford and with a zoom link to be circulated; 31st January.
1. AGM Marketing Plan
* Social media platforms as well as Engage (EN membership list) to have information sent to them to reach the audience far and wide for as many attendees as possible.
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| 6 |  RMB Roles and Responsibilities1. Proposed Elected and Appointed Members for 2023
* Katie Puplett, Mark Pritchard, Lisa Woods and Kate Cox to all step down at the end of their elected term.
* All co-opted members to put themselves forward to be elected.
1. Overview of vacancies:
* The following vacancies are required as per the constitution and will be circulated with the AGM papers.
1. Governance and Finance Lead/Vice Chair
2. Marketing and Communications Lead
3. Volunteering Lead
4. Regional Resolutions Lead
5. Regional Safeguarding Officer
6. Secretary
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| 7 |  Regional Chairs Forum Update* SFC to share update at next RMB meeting and look to upload key documents to OneDrive.
* Key focus currently with EN is to have a Regional 4 year plan in place by August 2023.
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| 8 |  Marketing and Communication Update1. Outstanding website actions
* Final input of information required which will then trigger the final payment to the website company (£2,500).
1. Handover
* Need to handover the workings of the website in order to finalise the pages and have it fully populated with information.
1. Social Media
* Currently Facebook, Twitter and Instagram are in existence for Yorkshire Netball, need to acquire passwords and addresses.
1. Resourcing
* Consideration to advertise for a paid intern to work on this.
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| 9 |  Treasurer Update1. End of Year Accounts
* Been signed off by Lisa Woods (previous chair) and ready to be distributed for AGM.
1. Current Account Update
* As above.
1. Access to account; signatures, card
* This is to be discussed in next Governance and Finance Meeting to update financial controls now there have been changes with the board.
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| 10 |  Competition and Officiating Update* Deferred to next RMB Meeting in April.
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| 11 |  2023 Focus and Planning1. RMB Ways of Working; Communication, Structure, Meetings
* WhatsApp group important to drop information and reminders in.
* Minimum of Formal meetings of once per quarter.
* Focus of 2023 to set up mini working groups with personnel and budgets attached to.
1. RMB Inductions
* Laura to consult with board members to understand regional board member needs and start to pull together a pack.
1. England Netball Introduction
* DP to circulate an EN 101 pack and talk through this in a subsequent session.
1. Delivery Plan and Budgets
* As part of 4 year planning discussions, focus is to develop a delivery plan and agree budgets linked to key workstreams.
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| 12 |  Meeting close  |

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| **ACTIONS** |
| **Action** | **Owner** | **Deadline** |
| Set up of Yorkshire RMB WhatsApp Group. | SFC | 7th Dec |
| Rachael Radford to circulate Regional Competitions Proposal. | RR | Jan 2023 |
| SFC to work with KP to pull together AGM Papers to circulate for approval and feedback. | SFC | 14th Dec |
| All current co-opted members (Linda, Jayne, Leona, Laura, Liz, Keith, Nicki) to send across CV and Nomination form to be put forward for election at AGM. | KP | 14th Dec |
| SFC and MP to arrange handover of website. | SFC | Jan 2023 |
| Add Financial controls to Governance and Finance Agenda in March. | SFC | Mar 2023 |
| LE to pull together an induction pack and consult with the board. | LE | June 2023 |
| SFC to set up an England Netball 101 session. | SFC | Apr 2023 |

NEXT MEETING’S AGENDA

* AGM Preparation
* 2023 Planning and Budgets

APPROVAL

These minutes have been reviewed and signed-off by:

Signature: S.Foley-Corah
Name:  Sian Foley-Corah
Position:  Chair
Date:  9th December 2022