**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. |
| 2 | Apologies   * None to record. |
| 3 | Review of previous meeting actions   * None to review. |
| 4 | Acceptance of previous meeting minutes   * All approved. |
| 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. |
| 6 | RMB Roles and Responsibilities   1. 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 |
| 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. |
| 8 | Marketing and Communication Update   1. 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. |
| 9 | Treasurer Update   1. 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. |
| 10 | Competition and Officiating Update   * Deferred to next RMB Meeting in April. |
| 11 | 2023 Focus and Planning   1. 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. |
| 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