



Executive Committee Meeting

DATE: 06th September 2018

Venue: LRU Office

Start Time: 1830 hrs.

Minutes of the Management Committee Meeting held at the LRU Office – 06th September 2018

Present:

Paul Green (Chair)	Alan Royer
Peter Howard	Kevin Whitcombe
Kevin Whitcombe	Anna Macdonnell
Gail Bates	Barbara Crellin
Dean Toon	Marc Birr
Steve Rice	Helen Wrihten

Apologies: Pauline Harding
Malcolm Ross

1.0 Apologies for Absence

1.1 Apologies for absence as above

2.0 Appointment of Management Committee Chair

2.1 The Executive Committee discussed the election of this seasons chair. Paul Green being the sole applicant was unanimously elected

3.0 Minutes of the Executive Meeting dated 17th of May 2018.

3.1 Minutes agreed as a true record proposed and seconded by Gail Bates and Peter Howard

4.0 Matters arising from the minutes of meeting dated 17th of May 2018.

4.1 The actions from the meeting of the 17th of May 2018 were discussed as follows:

1	Contact Henri Ginvert re Unity Project	Hon Sec		ongoing
2	Arrange debrief re County Cup and Presidents Day	Hon Sec		complete
3	Arrange a Finance Narrative for the AGM	Hon Sec		complete
4	Consider the formation of a Nominations Panel	Exec		ongoing
5	Finalise the LRU strategic plan	Exec		ongoing
6	Remove the role of the JPE from the constitution	Hon Sec		ongoing
7	Identify a Data Officer for the CB	Exec		ongoing



4.2 Contact has been made with Henri by Alan Royer and the Hon Sec. There is still a belief that we can still work with the Croatians in relation to the unity project. Alan Royer has recently visited Croatia and has discussed the project with several officials in the Croatian Rugby Union. Alan gave an overview of the Croatian RFC who themselves have gone through several changes. The initiative is a CB led project however Alan was able to discuss their wants and needs. The project has stalled, but there are still funds available to support the process.

4.3 Alan has asked the Croatians to email 3 areas of agreed workstreams. Volunteers coaching and player recruitment. After a lengthy discussion in which everybody shared their views the chair asked whether the current structure was correct in relation to goals we were trying to achieve. It was felt that the project was better suited to age grade rugby initiatives. The Hon Sec reported that he had already drafted a program, but it was hoped the key stakeholders could have come over from Croatia to discuss their requirements, meet volunteers and coaches within our own rugby clubs and ultimately take some of what we do back to Croatia. It was felt that ultimately Leicestershire and Warwickshire could send either an under 18 or under 20 squad to Croatia to play rugby and showcase the game, but this was some way off at present.

4.4 Going forward we need to be action focussed and those involved need to be active within the delivery of the project. The questions asked were has Henri removed himself from the initiative and who within the AGR should take the lead for further discussion. Action engage with the Croatians re a programme and arrange a meeting between the Hon Sec Henri Alan Royer and Dean Toon to discuss the way forward.

4.3 The debrief of the County Cup has taken place the notes from that meeting need to be circulated. The Chair has engaged with Leicester Tigers to bring down the invoice cost, however this is unlikely.

4.4 The finance narrative to the AGM was completed.

4.5 The formation of the nominations panel will take place. It was hoped that both Pauline Harding and Malcolm Ross would be here tonight to discuss. Ongoing. Discussions have taken place regarding succession planning, and both Mark Powell and the Hon Sec intend to visit clubs to assess their wants and needs.

4.6 It is safe to say that at present we are struggling to fill key roles within the union. Clubs are not coming forward with volunteers and eventually we will run out of presidents, treasurer and Hon Secretary's – Alan Royer was asked if recruitment issues were experienced elsewhere - other CB's were discussed and succession planning is key, but there are difficulties, NLD have implemented a young volunteer academy and council that gives them an opportunity to have an overview of what happens within a CB with a view to attracting volunteers

4.7 Peter Howard discussed the shortfall in the recruitment of a Discipline Secretary, 3 people had applied but not shortlisted. The vacancy still exists and is to be further advertised in the meantime Brian Hesford is continuing the role

4.8 We can have a long debate on the way forward and still not know the way forward. We as a CB have over the past seasons discussed all the initiatives being piloted in other areas. And we have had numerous discussions over the position of administrators and bookkeepers. Recruiting via social media platforms was discussed, GMS as a recruitment



tool and personal head hunting. It is however identified that clubs are very protective of their own volunteers.

4.9 The LRU Strategic Plan needs finalising. Ongoing

4.10 The role of Junior President Elect needs to be removed from the constitution as this is seen as an unnecessary role

4.11 Gail discussed the need for a Data Officer, currently covered by Gail but was proving difficult to fulfil due to other roles. The scope of the role and the expectations of the CB Data officer were discussed, and it was decided that in the main this was a function dealing purely with the executive side of the CB. Dean Toon volunteered to carry out the role – It is not our job to deal with club issues it is our job to deal with GDPR in our own groups.

5.0 Hon Secretary's Report

5.1 The Hon Secretary had nothing to report as it was very early in the season.

6.0 Hon Treasurers Report

6.1 The Hon Treasurer has continued in the post albeit in a minimum capacity. We are at a point where we need to coordinate the year-end figures to go to the auditors to complete the financial process. Kim will continue with the latter and he is also been paying out on several outstanding invoices.

6.2 It is agreed that we do need a treasurer. It has been quiet during the close season, but we need another push in order to find a treasurer. Discussions took place in relation to advertising for both a treasurer a good discipline secretary. Steve Rice asked whether the auditors would know anybody to take on the role of treasurer. They do have paid bookkeepers and we may have to go down that path because we have nobody coming forward as a volunteer.

6.3 Dean Toon stated that one of our challenges was the financial process needs to be tightened up, and if everyone was doing their job it would make financial matters easier to deal with. It goes without saying that the CB administrator is necessary and is the key role. There are several applicants in relation to the administrator this issue needs to be resolved as we've been talking about this for 2 years.

6.4 There was a brief discussion around the prior year report – See Appendix A. The RFU Q1 payment has not been received to date and the blue figures are a carry-over from last season.

6.5 Dean asked where the competition fees and the costs for medals in relation to age grade rugby were noted [AGR] - the latter is the sort of question we get picked up on all the time, where are these figures shown. A lengthy discussion on what and how we present fiscal matters followed we need to look at the platforms that we are using in relation to recording our expenditure, is Sage the best product or QuickBooks. There is a lot more work to do in relation to our financial processes.

6.6 The PFR Plan 2018 -2019 has been submitted and agreed. However, we do need a review of the 17/18 plan. Action to discuss at the forthcoming PFR Meeting, dates to be



circulated - we do need to discuss the latter. Documents have been submitted - Action PFR dates

6.7 Further discussion took place on the admin role as we currently have 5 candidates the question was asked could we appoint from one of those 5. The answer to the latter is probably yes, our objective is to try and sort this by the end of this month we need to get on with it as the closing date for applications is the 24th of September. We will look at applications following the closure of the advert and select an interview panel to conclude the process

7.0 Nominations of Sub Committee Chairs 2018 – 2019

7.1 This year's chairs were discussed. Our current chairs remain in post, and Marc Birr has taken on the role of Development Officer.

7.2 As a result of the shortfalls in the Executive Committee and as Marc has one of the bigger roles within the CB the Hon Sec has invited Marc to tonight's meeting for him to sit as an executive member. The current membership was asked if there were any objections. Non-were noted and following a unanimous vote Marc was duly elected to the executive.

7.3 In relation to the sub groups there has been a tweaking of roles and responsibilities – the role of Director of Rugby has gone, and all that work load should be passed over to Marc Birr. Any overlap with other areas of business should be discussed. In relation to the W and G forum a discussion has taken place with Tam Bream and this will possibly join up with Game Development with Tam eventually making the transition onto that committee.

7.4 The Operating Committee of the 20th of this month may need to be moved. Dean Toon made an observation that there should be an interchange within the AGR group and the women and girls forum in relation to safeguarding and welfare as there is a very big crossover in this area of business

8.0 Meetings Diary

8.1 Diary dates were circulated (Attached) and they were discussed in the meeting. One of the questions that has been asked in the past is why the AGM is always in June, initially it was held that the date was set by the constitution when in fact the date set in a constitution is by the 31st of July each year. A discussion took place in relation to moving the date out or would it not be beneficial to hold the AGM in March. This is for discussion at another time and any suggestions will be gratefully received.

8.2 There are three Operating Committee meetings this season, The SGM's are set in stone at September and March and a general meeting will be held in November. It is an action to have a look at the format of the general meeting. PFR meetings are set to match the RFU quarterly funding dates. Action to Recirculate the meetings diary

8.3 All other sub groups will make their own meeting arrangements

9.0 PFR Update

9.1 Discussed within the Hon Treasurers report



10.0 The 2018 -2019 Season

10.0 The Hon Sec reminded the group that we are here for fiscal and strategic matters, not to run the clubs but to and to help clubs with their wants and needs. Richard Hickson once or twice alluded to the fact that all they want [Clubs] is to play rugby, get people into their clubhouses spend money, make profit, arrange the competitions deal with their discipline and make sure the clubhouse doesn't collapse.

10.1 It was discussed that one of the better decisions was the development of the web and marketing strategy – clubs do run themselves. Our AGR section is about regulation observations and safeguarding, introduction of changes such as the half game rules and colts playing up, in short, the clubs process change we potentially have to police those changes as appropriate

10.2 The issue of club sustainability was raised and the fact that we do not get around to seeing all the clubs accounts and that should be part of the executive strategy and we need to emphasise the latter with our clubs. The constitution clearly states that club accounts should be submitted for the committee to view, in the past the treasure view was that if everything is alright it doesn't need to be reported, however it doesn't say that in the constitution. In the main each club should submit their accounts to the FCA and they would be available for us to view as a matter of course.

10.3 The question was raised on how many clubs were not limited, conclusion only 4 in the CB. It was asked what we do with the accounts when we see them, the consensus would be if they're in the black fine. But again, discussion followed that it would help facilities and funding if a club was looking for money in relation to a capital spend and facilities and funding could say the club has x in the bank and y a funding stream could be found to match application on a pound for pound basis. Unfortunately, many of the processes that have been adopted are just becoming a tick box process and no real scrutiny of a club takes place for example accreditation of clubs is a tick box process.

10.3 It was felt that clubs sometimes hide behind their year-end and accounts are potentially missed or not asked for. The constitution caters for most of the Year ends. **(18.2 On or before 31st December each year a properly prepared Financial Statement for the previous season shall be sent by each Club for examination by the Committee. Such financial statement shall be audited or inspected in accordance with the Rules of the Union).** Again, what are the options if they do not submit their accounts and what powers do we have to make sanction against them.

10.4 The Clubs do need reminding of their obligation regarding their club's accounts. If the accounts are not in good health, then the CB can go and work with that club to assist. It may be clubs are not submitting their accounts because there are things that are not right, and they do not what the scrutiny of governance which may be viewed as Big Brother watching. We are doing it for the right reasons in support of the clubs that may be experiencing difficulties to support the club. Action to check with Kim Swift re subs etc. Who has not paid subs and submitted their accounts.

11.0 Constitutional Review

11.1 No report at present



12.0 Any Other Relevant Business NB the main meeting 80 minutes - AOB another 40 mins

12.1 Marc Birr discussed the current coaching vacancies across representative rugby – the job adverts are out

12.2 Peter Howard discussed the state of the union – Peter met with Steve Grainger recently to discuss the RFU email that summarised the current position. There is currently no appetite in other CB's for further action to hold the RFU. There has been an offer of senior member of the RFU executive to come to speak with us, this should be either Steve Brown or Andy Cosslet. The group decided that they wished to meet with them. Action Peter Howard to arrange

12.3 Discussion took place regarding the state of the union, if we do nothing then potentially grass roots rugby is destroying itself and that the RFU Council should be more insistent on issues surrounding what impacts on the game and more robust in their scrutiny of the RFU. Action Peter Howard to submit a report prior to the SGM.

12.4 At the recent Midland Counties competition was discussed, a comps meeting has been arranged as it is evident that the competitions dept at the RFU has been devastated no county dates have been set, others have a committee i.e. Messrs Sherville Kaminski et al who will be reviewing the programme and competition dates are likely to follow

12.5 Alan Royer discussed life at the RFU is challenging at present. Anna who is hear tonight is in post covering for Jenna who has recently had a baby boy. Leicestershire does have consistency in an RDO and Tm and Phil remain as CRC, Pete Shaw facilities, Darren Gourley training, John Widdowson match officials so no real change locally. Competitions are introducing local competition officers. There will be 4 across the country working with divisional competition committees – competitions in the future will be set for participants

12.6 Anna Macdonnell RDO has several meetings planned to meet stakeholders in the CB – Action to update the web contacts page

12.7 Steve Rice discussed the leadership academy. There has not been the response they would have liked. PFR monies have been allocated to the strategy – there are possibly 10 - 12 candidates assigned to the course but there is still time to recruit

12.8 The memorial match at Coalville on November the 4th is a large event - Gail is marketing the event, the game is Leicestershire v The Royal Signals - Rory Underwood may be attending. The main match will kick off at 14.15hrs. Dignitaries including the Lord Lieutenant are being invited. A bespoke kit has been designed by Akuma in conjunction with the RBL and us. Polos a spin off from the kit are being sold at £35 through an online shop and every club in Leicestershire, Leicester and Rutland has been ghosted into the weave. Any profit from the day will go to the poppy appeal.

12.9 Permission to purchase shirts for sale on the day was requested. The vote was unanimous for support of the latter.

12.9 Details of the event are to be presented at the SGM. There is a significant outlay involved in this event, but expenditure will be accounted for. Funding streams were discussed including a £500 funding application to Coalville Council. There was further discussion on media cover and infrastructure etc.



12.10 Helen Wrighten reported that Andy Beevers has been nominated for the RFU President's Award.

12.11 On GDPR it was suggested that we all use our CB email addresses and consider using bcc more

12.12 On succession planning Mark Powell and the Hon Sec will be visiting clubs and will go with a purpose. Sending a letter to the clubs seeking nominations to roles is not working we need to get into the clubs to ascertain what they know about the CB and what they want

12.13 The all-weather pitch is working but there have been teething problems re bookings – This appears to be a Leics Forest issue with them not using the online booking diary. A question was asked if the AGP contract was an issue now that Forest are playing players – There are no plans for second AGP at present

12.14 Mark Powell asked why the local small CB Meeting was cancelled and not rescheduled. Alan Royer was looking at getting together with others but there was no uptake. The small CB meeting was cancelled due to the weather

12.15 Dean Toon told committee that Chris Hayward was taking on the AGR disciplinary role for this season. Dean will be stepping down at the end of the season and a succession plan required.

12.16 The AGR Committee has discussed the Syston tag festival and agreed that this LRU Festival should be shared across clubs, as it is always at Syston. The competition will be put out to tender and the Hon Sec will write to clubs and raise awareness that the LRU will ask clubs to tender for all competitions.

12.17 Marc Bir discussed the LRU Coaching Conference. Marc has already been in contact with John Fletcher and Russell Earnshaw former England under 8 coaches. They have agreed to do next seasons conference for the cost of £1000 plus hotel. We will look to attract up to 45 per day on both the Saturday and Sunday which should cover that cost.

13.0 Confidential Matters - To consider if any matters previously discussed should be treated as confidential

13.1 No matters were considered confidential

Meeting Closed at 20:40hrs

Signed

Date: 25th October 2018



Actions to Be Completed

New/ Ongoing Actions		Responsible	Completion Date	Action Result/Outcome
1	Contact Henri Ginvert re Unity Project	Hon Sec/ Dean Toon		ongoing
2	Consider the formation of a Nominations Panel	Exec		ongoing
3	Finalise the LRU strategic plan	Exec		ongoing
4	Remove the role of the JPE from the constitution	Hon Sec		ongoing
5	PFR Dates to be circulated	Hon Sec		
6	Recirculate meetings diary	Hon Sec		
7	Ascertain if all our cubs have paid their subs	Chair/Hon Sec		
8	Ascertain if all our cubs have submitted their accounts	Chair/Hon Sec	Post October 31 st 2018	
9	Arrange meeting with RFU Exec Members – Steve Brown/Andy Cosslett re the State of the Union	Peter Howard		
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Prior Year Report

Date: 06/09/2018
Time: 07:17:34

Leicestershire Rugby Union Limited
Prior Year Report

Page: 1

From: Brought forward
To: Month 3, September 2018

Chart of Accounts:

Default Layout of Accounts

	Period				Year to Date			
	Actual	Ratio	Prior Yr	Variance	Actual	Ratio	Prior Yr	Variance
Sales								
RFU GRANTS	0.00	0.00	12,283.00	(12,283.00)	0.00	0.00	12,283.00	(12,283.00)
Other Sales	0.00	0.00	5,601.17	(5,601.17)	0.00	0.00	5,601.17	(5,601.17)
SUBSCRIPTIONS	4,300.00	36.80	875.00	3,425.00	4,300.00	36.80	875.00	3,425.00
INTERNATIONAL TICKETS	7,281.66	62.31	1,250.00	6,031.66	7,281.66	62.31	1,250.00	6,031.66
DISCIPLINARY	104.17	0.89	0.00	104.17	104.17	0.89	0.00	104.17
	<u>11,685.83</u>	<u>100.00</u>	<u>20,009.17</u>	<u>(8,323.34)</u>	<u>11,685.83</u>	<u>100.00</u>	<u>20,009.17</u>	<u>(8,323.34)</u>
Purchases								
Purchases	0.00	0.00	2,230.30	(2,230.30)	0.00	0.00	2,230.30	(2,230.30)
SENIORS	0.00	0.00	658.50	(658.50)	0.00	0.00	658.50	(658.50)
UNDER 18	0.00	0.00	7,982.50	(7,982.50)	0.00	0.00	7,982.50	(7,982.50)
WOMENS & GIRLS	450.00	3.85	19.82	430.18	450.00	3.85	19.82	430.18
INTERNATIONAL TICKETS	0.00	0.00	3,694.17	(3,694.17)	0.00	0.00	3,694.17	(3,694.17)
DISCOUNTS TAKEN	(112.01)	(0.96)	(18.00)	(94.01)	(112.01)	(0.96)	(18.00)	(94.01)
	<u>337.99</u>	<u>2.89</u>	<u>14,567.29</u>	<u>(14,229.30)</u>	<u>337.99</u>	<u>2.89</u>	<u>14,567.29</u>	<u>(14,229.30)</u>
Direct Expenses								
Sales Promotion	1,419.00	12.14	1,142.93	276.07	1,419.00	12.14	1,142.93	276.07
Miscellaneous Expenses	938.34	8.03	42.87	895.47	938.34	8.03	42.87	895.47
	<u>2,357.34</u>	<u>20.17</u>	<u>1,185.80</u>	<u>1,171.54</u>	<u>2,357.34</u>	<u>20.17</u>	<u>1,185.80</u>	<u>1,171.54</u>
Gross Profit/(Loss):	<u>8,990.50</u>	<u>76.94</u>	<u>4,256.08</u>	<u>4,734.42</u>	<u>8,990.50</u>	<u>76.94</u>	<u>4,256.08</u>	<u>4,734.42</u>
Overheads								
Printing and Stationery	0.00	0.00	502.05	(502.05)	0.00	0.00	502.05	(502.05)
Telephone and Computer charges	0.00	0.00	270.16	(270.16)	0.00	0.00	270.16	(270.16)
Professional Fees	0.00	0.00	1,150.00	(1,150.00)	0.00	0.00	1,150.00	(1,150.00)
General Expenses	6,164.72	52.75	4,369.50	1,795.22	6,164.72	52.75	4,369.50	1,795.22
MEETING EXPENSES	0.00	0.00	881.58	(881.58)	0.00	0.00	881.58	(881.58)
	<u>6,164.72</u>	<u>52.75</u>	<u>7,173.29</u>	<u>(1,008.57)</u>	<u>6,164.72</u>	<u>52.75</u>	<u>7,173.29</u>	<u>(1,008.57)</u>
Net Profit/(Loss):	<u>2,825.78</u>	<u>24.18</u>	<u>(2,917.21)</u>	<u>5,742.99</u>	<u>2,825.78</u>	<u>24.18</u>	<u>(2,917.21)</u>	<u>5,742.99</u>

* WGS SUBS 190.0
LEVEL 4 833
WGS V CMT 1220
CUP FINAL NIGHT 3784
TOUCH COMP 137
6164

FOOD LEICESTER LIONS
LEICESTER TICKETS



Appendix B

COMMITTEE and SUB - COMMITTEE CALENDAR Season 2018 - 2019

The **Annual General Meeting** will be held on Wednesday, 26th of June 2019 commencing at 7.00pm.

Executive Committee Meetings will be held on Thursday 06th September 2018, Thursday 25th of October 2018, Thursday the 24th of January 2019 and Thursday 23rd of May 2019.

All meetings to commence at 6.30pm

Operating Committee Meetings – 20th of September 2018, 17th of January 2019 and 25th of April 2019

Special General Meetings will be held on Wednesday 26th of September 2018 and Wednesday 20th of March 2019. Both meetings commence at 7.00pm.

A **General Clubs Meeting** will be held on Wednesday, 28th November 2018 at 7.00pm.

PFR Sub Committee Meetings to be held on Monday 15th October 2018, 7th January 2019, 15th of April 2019 and 03rd June 2019