



BOARD MEETING (2)

Location:	Quay West, Trafford Wharf Road, Manchester, M17 1HH	Date & time: 15 th December 2017 at 11 am
Present:	Nigel Wood (Director), Andrew Honeyman (Director), Stuart Cain (Director), Stacey Knight (Director), Mike Perls (Director), Jon Dutton (CEO)	Chairperson: Nigel Wood
In attendance:	Esther Britten (Observer) David Collier (Observer) Stephen Brown Michelle Gibson (Minutes)	
Apologies:	Jane Allen (Director) Brian Barwick (Director)	

Item number	Agenda item
1.0	<p>Welcome</p> <p>NW welcomed MP and SB to their first RLWC2021 Board meeting. Apologies for absence were received from JA and BB.</p> <p>NW asked for declarations of interest and MP declared that a client of his business was in discussions with the tournament re them becoming an Official Partner.</p>
2.0	<p>Minutes</p> <p>2.1 The minutes from the meeting held on 22nd September 2017 were approved as an accurate record subject to amendments.</p>
3.0	<p>Matters Arising</p> <p>3.1 Items for decision EB requested that the agenda clarify any items requiring decision.</p> <p>3.2 Action Tracker The Board noted the updates to the Action Tracker following the previous meeting.</p> <p>3.3 Audit & Risk Committee It was noted that 2018 Committee meetings would be scheduled via conference call. A Chairman would also need to be appointed at the first meeting.</p>
4.0	<p>CEO Report</p> <p>The CEO's report circulated in advance of the meeting was taken as read. JD summarised the report as follows.</p> <p>4.1 Budget/Finance The second instalment of government funding had been received. Management accounts would be produced for every meeting going forward.</p>

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<p>4.2</p> <p>Host Cities/Towns</p> <p>4.3</p> <p>Workforce</p> <p>4.4</p> <p>Commercial</p> <p>4.5</p> <p>Legacy</p> <p>4.6</p> <p>Marcomms</p> <p>4.7</p> <p>RLWC2017 Observers Report</p>	<p>A brief discussion took place on the fluctuating exchange rate and SC requested a plan be brought back to the Board as to how this risk would be managed.</p> <p>A total of 40 expressions of interest had been received from aspirant host towns/cities, 32 of which had confirmed attendance at the Bid Guide workshops on 15/16/18th January.</p> <p>It was noted that JD and SB would commence full-time work on the RLWC from 1st February 2018 in their respective roles as CEO and Programme Director. Staffing structure and future recruitment would be discussed further at the next Board meeting in March.</p> <p>A proposal had been received from a global charity become the official charitable partner of the tournament. Further work would be carried out before this was brought back to the Board for a decision.</p> <p>The interim work on the commercial strategy carried out by The Sports Consultancy was noted.</p> <p>The prospect of setting up a separate charitable trust to deliver the legacy programme was being considered.</p> <p>A RLWC2021 website would be established early in 2018. Work was ongoing with the 2017 team in Australia on the transition of social media channels from the recent tournament.</p> <p>The Board noted the key findings from the observer’s programme conducted during the 2017 tournament.</p>
<p>5.0</p>	<p>Vision, Mission & Values</p> <p>Feedback was provided on the proposed vision, mission and values for the tournament.</p> <p>The Board was generally supportive, subject to minor amendments.</p>
<p>6.0</p>	<p>Host Process</p> <p>The Board was asked for their feedback on and approval of the Host Bid Guide circulated in advance of the meeting.</p> <p>The Board approved the draft Host Bid Guide.</p>
<p>7.0</p>	<p>Governance</p> <p>SB outlined the action plan to ensure the RLWC2021 adhered to UK Sport’s Sports Governance Code, together with the key areas that needed to be addressed. It was noted that there were still two remaining spaces to be filled on the Board by the end of quarter two.</p> <p>It was agreed that there should be a register of any hospitality/gifts offered to Board members.</p>

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<p>8.0</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p>	<p>Any Other Business</p> <p>Broadcast SK enquired re digital broadcast rights. JD clarified that the tournament’s broadcast rights were the property of the RLIF, however the RLWC2021 could still seek to exploit the digital marketplace.</p> <p>A digital broadcast strategy would be presented to the Board later in 2018.</p> <p>RLWC2017 NW requested a copy of the observer report for circulation to relevant people. It was noted that there would also be a handover from the 2017 World Cup team in terms of any knowledge they could transfer.</p> <p>Risk Register The risk register circulated in advance of the meeting was noted.</p> <p>Key Influencers AH offered additional support by way of reaching out his network of key stakeholders and influencers.</p> <p>Date of Next Meeting 16th March 2018, 11.00 to 15.00</p>
	<p><i>There being no further business, the meeting closed at 13.40.</i></p>