

Board Meeting – October 6th 2022 start 7.30 p.m..

Present - Board: Colin Roper (CR), Martin Hughes (MH), Tom Wilson (TW), Cary Bush (CB), Ray Keemer-Richards (RKR)

- Invited Guests: Kevin Moss (KM), John Edmondson (JE).
- Apologies Ayjay Keemer-Richards.

Colin welcomed everyone to the meeting and suggested that we started with a roundtable discussion re the Inter Regionals.

1. General: JE confirmed that IoW will be having a meeting with Pontins Management in November to iron out and rectify issues that arose during the weekend. He advised that representatives of PE will also attend the meeting. He stated that IoW were currently concentrating on the October programs they were running and there had been limited time to complete a wrap up of the program. CB also mentioned that the financial details relating to the relationship between IoW tours and PE should have been completed within 7 days of the completion of the event and the deposit returned. None of this had happened. CB also advised that at least one region had been requesting a refund of cancelled rooms which was still outstanding and he also felt that individual regions will require reconciliation of their financials between IoW and themselves (individuals booking). The wrap up of the event should be completed within the defined guidelines or should these be redefined for 2023.
 - Comments that arose from the roundtable discussion which related to IoW responsibilities included but were not necessarily limited to the following
 - i. Accommodation – especially linen which was either absent from the rooms or just left on the beds for the occupant to make.
 - ii. Breakfast on the first day which had a limited time span between opening up and players expected to be at the playing area
 - iii. Lunch on Saturday and to some extent Sunday due to lack of facilities.
 - iv. Minimal bar staff
 - v. Single supplements at £20 per night seemed to be excessive given that there were plenty of chalets available. Do they have any single rooms (Hayling offered a number of single rooms with single bed)
 - vi. Lack of porto loos although chalets were made available.
 - vii. Should we be providing an option to opt out of the food?
 - viii. Better communication re the types of chalets available.
 - There were a number of people who complained about certain aspects but did nothing rather than refer the issue to IOW allowing them the opportunities to rectify the problem.
 - Comments raised regarding the PE's organisation
 - i. A number of regions failed to provide team managers which is critical to running the competition.
 - ii. Complaints came re moving between the 2 locations.
 - iii. The Team managers meeting was held on Saturday Morning which delayed the start of the competition on Saturday Morning. Should this be done on Friday Evening.
 - iv. Insufficient lighting for those teams playing late (particularly sat)
 - v. Shooting competition – better than 2021 as it did not hold play up significantly but the issue was raised that it was difficult for participants who may have played all day.
 - vi. Stringing had to be re applied. (Not sure when)
 - vii. Should we be looking at timed games on Saturday.
 - viii. Lack of respect by many regions not turning up to the Presentations on Sunday evening.
 - ix. Communication both before and during the weekend could be improved.
 - Overall there were many positive comments and many of the niggles will be sorted out for next year. Post meeting comments from IoW stated that they had received a lot more comments during the first year at Mill Rythe.
2. Annual General meeting.
 - This has been set for December 10th and will be held at the National Council for Voluntary Organisations (NCVO). Located at Society Building, 8 All Saints Street, London N1 9RL the room has been confirmed accommodating up to 48 people. They do have a larger room (additional cost) if we expect more people. Average attendance is generally around 30.
 - It was agreed that we would not be holding a board meeting before the AGM. This may need to be re considered to review documentation prior to being sent out to be approved at the AGM.

- The Accounts will be presented for the period January 1 2021 to March 31 2022. The accounts need to be submitted to Companies House by December 31 2022. CB requested that we change the accountants who complete the Independent Review from Berkley Bate to a firm located in Bath called Mutu Accountancy (<https://www.mutu.uk/>) to ensure a level of independence as his cousin is a partner in Berkely Bate. It was agreed 100% that we need the accounts to be independently reviewed. At the moment not sure of the fee.
3. Company documentation. TW advised that he had been working on the documents lodged at Companies House but had been requested at the previous board meeting to focus on job descriptions and roles and responsibilities. During his initial review of documents placed on the website he has reached the conclusion that they are a shambles with numerous spelling and grammatical errors and that it provides a poor reflection as these represent the face of our sport. As an example he had looked over the last 12 years for the vision and mission statements and had not found anything. While we as members of the sport know what PE stands for there is nothing that can explain this to a new or potential member. It is clear that we need to provide clear guidance not only to our members but anyone interested in joining the sport.
- To address these issues TW has produced a 15 page document which he has subsequently distributed to all the board members to identify who we are, what we stand for and to define roles and responsibilities. It needs to be clear to anyone who would like to join the board that they understand what is expected of them. Members should not be put in a position when joining the board to find out 2 months into the role the nature and level of input and output expected of them. It is planned that the necessary documentation will be in place prior to the AGM which can be placed on the website for perspective candidates to review and allow them to make an informed decision as to whether or not they want to join the board. It was agreed that all board members will provide feedback on the document to TW.
 - TW continued to explain the importance of documentation that projects a professional image of the organisation on both the company's website as well as information provided to 3rd Parties. If we are to look for external funding from organisations such as Sport England we need to have this in Place. MH stated that while it is important to have this in place, organisations such as netball and rounders have established critical mass which increases the chances of funding a factor that PE currently does not have.
 - It is estimated that presently there are between 30k-40k petanque players in the country with only 2k members of PE. MH feels that this is because members do not see the value of the sport and it is deeply engrained in both the culture and image of the sport.
 - TW provided an example of a member of his club who expressed interest in becoming an umpire but when discussing this further the individual had very little idea of the nature of the role and the responsibilities that come along with it. It was agreed that people should have the opportunity to understand the nature of the role that they are putting themselves forward for and not something to throw back at the individual when they are unable to perform the expected role.
 - It was agreed that some of the roles identified by TW do not have to be taken on by a board member.
 - Prior to the AGM we need to identify the number of vacancies, those that can be appointed by the board and those that can be voted on by members. CR wants to ensure that people applying for a board role are fully versed in what is expected of them and MH advised that there are guidelines on Companies House website defining the role which people applying for the job should be aware. <https://www.gov.uk/guidance/being-a-company-director>
4. AGM (Cont.) It is important that we are seen to be doing this correctly and MH stressed that we must follow the current articles even though these currently shows that we are a charity.
- Timelines of dates that need to be met. TW agreed to put together a list for the board with critical deadlines. 21 days appears to be the deadline.
 - CR needs to talk with David Baxter to confirm that he is willing to support the process which will include the documentation to be sent to members, receipt of resolutions, voting and proxy votes.
 - The role of President, if a member wants to propose an individual the proposal must be received 35 days before the AGM. Alternatively, the board may propose an individual up to 14 days before the meeting.
5. Articles of Association. The Board were reminded that the current articles as written are not fit for purpose as we are not a charity. TW re emphasised the point that grammatical they are poor, cross referencing is poor and at times non-existent. He will clean up the existing articles deleting the use of the word charity,

correct the grammatical and spelling errors and correct all cross referencing. Copies will be forwarded to the directors for their review. It is proposed that the cleaned-up articles are presented at the AGM for approval. Once approved the Articles need to be reviewed to adapt them to a national Governing Body.

6. Minutes from previous Board meeting were reviewed and agreed as being a true and fair reflection of the meeting. MH referred to the Tribunal report and asked if any further progress had been made. He feels that we have two choices, either issue the report or abandon it. CR to follow up with Bob Rumble.
7. Any Other Business: TW advised that he had received a request from a school in Coventry to help set up a petanque program.

The meeting closed at 9.16 p.m.