



BOARD MEETING (14)

Date & Time Friday 19th March 2021 **Location:** Via Microsoft Teams

Present: Stuart Cain (Director) **Chair:** Chris Brindley MBE
 Mike Perls MBE (Director),
 Stacey Knight (Director),
 Robert Sullivan (Director),
 Sue Catton (Director)
 Emma Young (Director),
 Karen Moorhouse (Director),
 Lord Jonathan Caine (Director),
 Jon Dutton (CEO)

In attendance: Esther Britten (Observer) Terri Lynam – in part
 Adam Conant (Observer) – in part Russell Scott – in part
 Graeme Thompson (Observer) Rob Graham – in part
 Stephen Brown (COO) Dean Hardman – in part
 Michelle Gibson (Company Secretary) Michael Gibson – in part
 Brian Barwick OBE (President) Duncan Fraser & James Burrows,
 Jon Neill – in part Howden Group – in part

1.0	<p>Welcome CB welcomed everyone to the meeting.</p>	
2.0	<p>Declarations of Interest</p> <p>Declarations of interest were noted as follows:</p> <ul style="list-style-type: none"> • CB – SID on the RFL board. • KM – Director and Company Secretary on the RFL board. • EY – IRL Director • GT – IRL Director • RS – CEO of the Football Foundation 	
3.0	<p>Minutes & Matters Arising</p> <p>3.1 Board Minutes The minutes from the meeting held on 15th January 2021 and the conference call on 22nd February 2021 were approved as an accurate record. This was proposed by SK and seconded by S Catton.</p> <p>3.2 Matters Arising In respect of the broadcast rights, GT requested the breakdown of the production costs from Russell Scott.</p> <p>3.3 Subcommittee Minutes The Board received the minutes from the following subcommittees:</p> <ul style="list-style-type: none"> • Risk & Audit Committee – 10th February 2021 • Risk Oversight Committee – 5th February & 5th March 2021 	

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	<ul style="list-style-type: none"> Project Board – 12th February 2021. 	
4.0	Pandemic	
4.1	<p>Scenario Planning</p> <p>JD summarised the main risks surrounding the pandemic, the different budget scenarios and the significant risk of international travel of teams due to the strict quarantine restrictions in the southern hemisphere. An internal working group had been set up to focus on supporting the tournament.</p>	
4.2	<p>Quarantine</p> <p>The Board discussed in detail the quarantine restrictions in Australia and New Zealand and the subsequent impact on participating nations. A decision-making matrix was presented, with the proposed way forward.</p> <p>SB confirmed that work was currently underway on international travel, including appropriate stopovers for travelling nations, together with operating procedures during the tournament.</p> <p>The Board supported the direction of travel proposed by the executive.</p>	
5.0	<p>Communications</p> <p>The meeting was joined by RLWC2021 Communications Lead, Michael Gibson, to present the high-level communications and PR strategy going forward.</p>	
6.0	<p>Customer</p> <p>TL joined the meeting to present the latest customer research, a plan for general admission ticket sales, and a proposal on a digital solution for the tournament.</p> <p>The Board supported the proposed sales timeline and plans for a digital app.</p>	
7.0	<p>Insurance</p> <p>The meeting was joined by DH, who introduced Duncan Fraser & James Burrows from Howden Group to present an overview of the work done to appoint an insurance. The Board supported a recommendation to appoint Talbot to provide cancellation cover for the tournament.</p>	
8.0	Commercial & Broadcast	
8.1	<p>Commercial</p> <p>JN joined the meeting to update the Board on commercial activity.</p>	
8.2	<p>Broadcast</p> <p>R Scott provided an operational update on broadcast and, in response to GT's earlier query, each element of the production costs were summarised.</p>	
9.0	Finance	
9.1	Management Accounts & Balanced Scorecard	



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	<p>RG joined the meeting to summarise the latest management accounts.</p> <p>The latest version of the balanced scorecard and associated targets were noted.</p>	
9.2	Risk Register & Project Plan SB summarised the key corporate and operational risks and actions being taken to mitigate these risks. The latest project plan was noted.	
10.0	Any Other Business	
10.1	CEO Report The latest report by JD was taken as read.	
	<i>There being no further business, the meeting closed at 14.00.</i>	

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