

**Coventry and Warwickshire Place Board AGM and Board Meeting
MINUTES**

Wednesday, 27th March 8.00am – 9:30am
Coventry College, Boardroom

Present:

Les Ratcliffe (Chairman)	Community Engagement Ltd
Steve Stewart (Vice-Chairman)	The Stewart Alliance
Peter Brammall (host)	Coventry College
Paula Deas	Coventry and Warwickshire LEP
Nic Erskine	Coventry & Warwickshire Champions
Adam Dent	Advent Communications
Sophie Davies	Advent Communications
Keith Perry	Coventry Telegraph
Martin Reeves	Coventry City Council
Martin Gibbs	Dafferns LLP (representing Coventry First)
Fleur Sexton	PET-Xi
Kate Hughes	University of Warwick
Kevin Rodgers	WM Housing
David Shortland	Shortland Horne
Jacky Isaac	Ricoh Arena
Louise Bennett	CW Chamber
Mark Ryder	Warwickshire County Council
Paul Evans	Severn Trent
Monica Fogarty	Warwickshire County Council
Iain Patrick	Coventry and Warwickshire LEP

Apologies:

Kelly-Anne Lewis	Coventry University
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1.	Welcome <ul style="list-style-type: none"> • LR welcomed board members to the AGM and Board Meeting. • LR thanked PB for kindly hosting the meeting at Coventry College. • Apologies from Kelly-Anne Lewis. 	LR
2.	Minutes from the last AGM <ul style="list-style-type: none"> • Minutes accepted by Board • All action points complete or discussed in today's agenda. 	LR/NE
3.	Matters arising <ul style="list-style-type: none"> • No matters arising 	LR
4.	Re-election of Chair and Vice-Chair <ul style="list-style-type: none"> • KH proposed LR as Chair and DS proposed SS as Vice-Chair. • Unanimously agreed by the Board. 	KR/LR/DS /SS ALL
5.	Chairman's report and review of 2018-2019 (including membership, PR and finance) <ul style="list-style-type: none"> • LR outlined the highlights for 2018-2019 with C&W Champions being established as a limited company within CWLEP. • LR noted that the Board reaffirmed the four key themes and reshaped the Board roles and Place activity. • There has been national media coverage for Champions in The Daily Telegraph and The Sunday Times and AD raised that there had been a PR gap for the region which Champions has successfully filled. • Champions has supported the Coventry and Warwickshire Business Festival for 2018 and has strongly supported City of Culture 2021 win and Coventry European City of Sport 2019. • LR mentioned the consistent healthy growth of Champions members and the top-quality speakers we have had at recent events. • LR challenged the Board to help with membership and achieve an 80/20 split to drive for more bigger companies to join. • LR thanked the Board for their Place support and attendance and urged the Board to help with the introductions to bigger companies. • NE mentioned that MF's letters to introduce Champions to large companies in Warwickshire in the past have been very successful so any further help from the Board will be appreciated. 	LR LR LR LR LR LR LR NE/MF/ ALL
5.1	Chair's report – Membership summary <ul style="list-style-type: none"> • NE showed the growth in members and the focus on larger companies with 29 new members joining since the last AGM. • NE presented to the Board a breakdown of Champions members by Geography and Sector with 20% of members as BPFs, 13% as Leisure and Tourism, Property and Construction at 12% and Education and Training 9%. 	NE NE NE

	<ul style="list-style-type: none"> • PB suggested we need to circulate a list of companies to target and allocate the responsibilities to the Board and PD agreed to re-circulate the list. • NE concluded by updating the Board on the Champions social media with an increase in followers across all our channels including Twitter, LinkedIn and the recently-launched Facebook and Instagram with members regularly submitting news and events to be promoted. 	PB/PD NE
5.2	<p>Chair's report – PR update</p> <ul style="list-style-type: none"> • AD mentioned that C&W are on the national agenda for news and that there has been a number of national clippings because of this. • AD presented to the Board some of the key clippings from 2018/2019 including coverage in the Sunday Times and Daily Telegraph. • AD updated that MIPIM 2019 was incredibly successful in terms of PR with 28 C&W organisations region attending and Advent working with the companies to promote the new projects announced in the region across the week. • AD also mentioned that other national papers are interested in doing a piece on Coventry's architecture and changing skyline. 	AD AD AD AD
5.3	<p>Chair's report – Finance update</p> <ul style="list-style-type: none"> • MG mentioned that in 2018/2019 CW Champions became a standalone company as CW Champions Ltd in February 2018 with two directors LR and DS and Sean Farnell has now left. • As of July, there was £54,000 surplus in the accounts with £110,000 as the annual income and £100,000 in costs per year so income matched expenditure. • DS raised that if we want to do more big events such as the Shard in London previously, we will need to build these reserves up to afford it. • ALL agreed to keep £25,000 as a reserve to cover overheads and that the rest can be used for future events. 	MG MG DS MG/ALL
6.	<p>Any Other Business</p> <p>No other business for the AGM.</p> <p>AGM meeting was closed with no further matters arising.</p>	LR

7.	<p><u>Board Meeting – 27th March 2019</u></p> <p>Minutes of the last Board meeting</p> <ul style="list-style-type: none"> Minutes accepted by the Board. 	LR ALL
8.	<p>Conflicts of Interest</p> <ul style="list-style-type: none"> No conflicts of interest. 	LR/ALL
9.	<p>Matters arising</p> <ul style="list-style-type: none"> No matters arising. 	ALL
10.	<p>Future Board roles & activities</p> <ul style="list-style-type: none"> Paper 1 outlines the draft proposal for Future Board roles and activities for the Board to action. KH mentioned that the Board needs to support the Transforming Nuneaton project after the impressive presentation for it at MIPIM. FS raised that Champions needs a more diverse membership as we are currently missing representation from BAME groups. LB said that we need to assess the composition of the Champions network in terms of diversity and that we need to develop our aims as a Board to connect the sector with Place and also to interact with young Champions. MF added that we need to decide what the Board can give to provide some context for what areas need focusing on for a planned/structured approach so that any activities avoid duplicating current external events. MR suggested that we focus on who can approach whom on a sector basis. JI added that at the most recent Champions event there was not a lot of gender representation and it was agreed that SD would work out the statistics for the breakdown in attendance figures for gender and ethnicity. MR suggested the Board needs to continue doing all it can to promote diversity and that signing an inclusive leadership pledge may be something to consider. Board agreed that LR and SS will work on having a mix of membership for both the Board and Champions events to represent the community. FS suggested that the dates for Champions events should be published further in advance to encourage better attendance figures and more diversity. PD raised that the LEP has an equality and diversity policy which Champions comes under. PD added that there is currently no formal recruitment process for the Board and that there needs to be policies for recruitment for the future which could follow similar guidelines to those the LEP currently use. MR furthered that the Board also needs to be more representative of genders and ethnicities going forward. DS raised the issues of knife crime and begging in Coventry and FS added that on 12th April there will be a day to create the new day centre for homeless people for any businesses that want to get involved. 	LR KH FS LB MF MR JI MR ALL/LR/SS FS PD PD MR DS

	<ul style="list-style-type: none"> • LR said he was happy with the direction of the Board as a Place Board and that it needs to be actioned to get the specific businesses involved that need to be involved. • Board agreed that LR, NE, PD, KH and SS will meet to discuss equality and diversity within Place Board/Champions. 	LR LR/NE/ PD/KH/SS
11.	<p>Governance</p> <ul style="list-style-type: none"> • NE presented Paper 3 (Resourcing) that CW Champions Ltd are looking to increase the resources available and allow Nic to focus more on his role as Champions Manager by recruiting an additional member of staff to help account manage and this will be 50% funded by the LEP. • MG said that there is money available for this and that it can be reviewed in 6 months as if there is money needed for an additional special event there may be more funds needed. • KP and MF both raised that the salary for the role seems too high and that the role responsibilities will need to be refined to justify this salary. • Agreed that this was a first draft and that the job description will be refined. • The Board gave approval to Paper 3 that an additional member of staff is needed. • Requirement for Board members to provide a brief biography to update the Champions and CWLEP website. Photos will be taken at the next board meeting. 	NE MG KP/MF ALL ALL ALL
12.	<p>MIPIIM review</p> <ul style="list-style-type: none"> • AD raised that a number of key development announcements for Coventry and Warwickshire were made during MIPIIM 2019 and created a lot of coverage including the Michelin-starred chef Glynn Purnell opening a restaurant at the Charterhouse. • There was also a mixture of public and private sector blogs written and also the Coventry Telegraph/Birmingham Post MIPIIM pull out which is a 16-page round up of the stories and developments from MIPIIM. • AD added that there will be an additional Champions event this year in June (20th at 5:30pm) as a Next Generation Champions event. • This will be a more informal panel event with all speakers under 30 including University of Warwick alumni, Paralympic athletes and tech experts. • Attendees will also be invited to bring along a young person from their business to encourage more young people to attend. 	AD AD AD AD AD
13.	<p>Partner proposal – The Festival of Place</p> <ul style="list-style-type: none"> • LR presented Paper 5 for the Board to consider getting involved in the Festival of Place at the Tobacco Dock in London. • MR suggested that there are lots of these types of events and that the Board should be sure that this is the correct one to support. • MarkR added that as Champions could be involved at an early stage there is more opportunity to be able to shape the event. • DS suggested that Ian Harrabin is approached for his opinion on it. • LR agreed not to commit yet but that AD/SS/LR will assess and decide on behalf of the Board. 	LR MR MarkR DS LR

14/15	<p>CWLEP, WMCA, WM Growth Company update/ European City of Sport 2019</p> <ul style="list-style-type: none"> • PD updated the Board that there have been two new appointments made to the CWLEP Board- Helen Peters from Shakespeare’s England and Tony Minhas from Foleshill Metal Finishing, Marion Plant has now become a formal Board Director. • MR explained that that CCC/WMCA are in purdah and that the Police Crime Commissioner will have standalone elections and not be combined with the Mayoral elections this year. • LB said that Jonathan Hunt is the best person to contact regarding City of Sport and that the City of Sport zone at the Chamber Trade Local Expo was incredibly popular with 763 people going through it and AD adding that it had impressive reach having been streamed on Facebook Live. 	<p>PD</p> <p>MR</p> <p>LB/AD</p>
16.	<p>Any Other Business</p> <ul style="list-style-type: none"> • PET-Xi’s new training centre in Nuneaton was agreed as the venue for the next Board Meeting. • LB raised that the NHS Retirement Fellowship has chosen Coventry for its AGM this year in late October/early November and that Champions can get involved with the showcase of Place. 	<p>ALL</p> <p>LB</p>
17.	<p>Future Dates</p> <p>2019 Coventry & Warwickshire Champions board meetings- All 8am to 9:30am</p> <ul style="list-style-type: none"> • 12th June 2019- PET-Xi Nuneaton Training Centre • 4th September 2019 • 4th December 2019 <p>If you are able to host a board meeting, please let Nic know.</p> <p>2019 Coventry & Warwickshire Champions events-</p> <ul style="list-style-type: none"> • 22nd May – Dallas Burston Polo Club (7:30 – 9:30am) • 20th June – Next Generation Champions/ Summer Social, Herbert Art Gallery – (5:30 – 7pm, new event) • 3rd July – British Motor Museum (7:30 – 9:30am) • 18th September – tbc (7:30 – 9:30am) • 20th November – FANUC (7:30 – 9:30am) 	