

ENGLISH ICE HOCKEY ASSOCIATION
Board meeting 8th September 2022
NON-VERBATIM



Company Number: 03730185
Registered Address: Ice Sheffield, Coleridge Road, Sheffield, England, S9 5DA

The meeting took place online via Microsoft Teams and convened at 19:30 hrs

Directors Present: Barrie Archer (BA) – Meeting Chair; Mohammed Ashraff (MA); Gary Apsley (GA); Daniel Smith (DS); Thomas Lillie (TL)

Guest Present: Hannah Ridgard-Mason (H R-M)

Apologies: Andrew Miller (AM); Matt Lloyd (ML)

| The meeting started at 19:30hrs | | Action |
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| 1 | <p>Welcome 1.1 Chairman's opening remarks BA chaired the meeting</p> | |
| 2 | <p>Apologies Apologies were received from AM and ML</p> | |
| 3 | <p>The death of Queen Elizabeth today The directors spoke about the death of Queen Elizabeth II and the protocol in line with her death and the mourning of the country. AM forwarded details of protocols to all directors which were discussed. It was agreed by the board members present that the EIHA will put out a press release with the black banner and the EIHA go black out. DS to send banners to Craig for press release</p> <p>In line with protocols all flags should be flown at half mask where possible.</p> <p>The decision was agreed by all board members present to wait on advice from DCMS by Friday 9th September before notifying clubs that are schedules to play over the weekend. Statement to be sent out to clubs that they are to be put on notice.</p> <p>The directors in attendance thanked AM for his prompt actions and advice provided at such short notice following the Queen Elizabeth II death.</p> | MA DS |
| 4 | <p>Declarations of Interest 3.1 Register There were no amendments proposed to the Register of Interests</p> <p>3.2 Declarations of Interest on Agenda Items No declaration of interest.</p> | |
| 5 | <p>Minutes of the meeting – 21st August 2022</p> <p>The following votes :</p> <ul style="list-style-type: none"> • First vote raised by BA – accurate record of the meeting MA accepted BA seconded. | |

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| | <ul style="list-style-type: none"> Second vote – if a board motion is required then it must come documented. Anything to do with operations and coming to the board. Directors need to be aware this may go against them and that this needs to be accepted. Unanimously agreed by the directors in attendance. <p>MA passed on his thanks to GA and BA and the office team for all their continued work and commitment.</p> | |
| 6 | <p>Action Tracker</p> <p>BA asked if there were any amendments to the tracker. Non raised. BA expressed gratitude and thanks to MA for all the work he is currently picking up including fixtures. The directors in attendance agreed.</p> | |
| 7 | <p>Finance</p> <p>BA spoke on AM's behalf, recapping on previous discussions and decisions from the previous meeting which had been agreed.</p> <p>GA and H R-M work together to locate and find a business who can take on bookkeeping with a view to bringing it back to the board on 31st July 2023 and then move to an inhouse system, utilising the office.</p> <p>It was agreed by the board members present that they would obtain three prices.</p> | |
| 8 | <p>Spordle</p> <p>MA advised the board that all directors had now been given access and noted that some directors had already gained access today and that GA and TL had been made administrators.</p> <p>MA spoke about the role and responsibility model and how this would work for those who have access.</p> <p>MA provided information on how the system will operate.</p> <p>BA asked when would this be going live? MA said for transparency it could be tomorrow but is depends on the activities causing glitches in the system which Spordle are doing updates regularly as he works with them.</p> <p>MA said that e-learning is mandatory for GDPR and safeguarding. He expressed the need for directors to be able to talk to members and state that they have had to complete the courses too.</p> | |
| 9 | <p>Queen Elizabeth II Death - update</p> <p>@20:44 AM provided an update via electronic communication to the board that sports were cancelling tomorrow (Friday).</p> | |
| 10 | <p>GA Section lead Update</p> <p>Informed the directors that he had submitted his report and did not have anything else to add and welcomed feedback from the other directors. No questions or concerns raised.</p> | |

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| 11 | <p>TL Section Lead update</p> <p>TL expressed that he was not prepared due to this item not being on the agenda but took on board MA request for an update re branding.</p> <p>BA asked if he would prefer more time and to bring back before the meeting next week.</p> | TL |
| 12 | <p>BA Section Lead Update</p> <p>BA requested that game sheets are sent to EHIA discipline to allow the team to deal with issues.</p> <p>H R-M explained that not many had been received and that the team are chasing where they can, but it is difficult without a master copy of contacts for all clubs.</p> <p>Playing up policy has not been working so Kerry has set up a consultation with clubs and re wrote the playing up policy. Women's and juniors are happy with the new policy, and it works.</p> <p>The document has been sent to the office and should be placed with in the safeguarding policy.</p> <p>All directors in attendance agreed to change the playing up policy</p> <p>No questions or concerns raised.</p> | |
| | <p>H R-M Operations Update</p> <p>No update on report submitted. H R-M expressed that the work with directors and building the knowledge and the handing over is good and an ongoing process.</p> <p>GA spoke about the work they had completed together today and the implementing of a manual. Discussion around the logistics of how this would be put in place. H R-M explained she has the overall experience to do this but having more knowledge about the sport would help.</p> <p>GA expressed that this is a priority and was concerned about the workload.</p> <p>H R-M confirmed this is a priority job within her current workload. She continued to express the need to sort the organisational chart and would like a more formal meeting to finalise it with directors.</p> <p>H R-M requested a calendar of events. BA confirmed the current situation as firefighting and the need for a clearer path.</p> <p>GA and MA spoke about 35-day window for smaller events such as training courses or jamboree which should have a 35 days' notice. They continued to say anything about 30 delegates should be 3 months' notice. They expressed that people need to be aware that this needs to be built on with the team.</p> <p>Proposal submitted - event planning if anyone is organising an event for less than 35 delegated its 35 days' notice and anything about 35 delegates is three months' notice – all directors in attendance agreed.</p> <p>No further questions or concerns from the board.</p> | |
| 11 | <p>Any Other Business</p> <p><u>11.1 – Planet Ice MOU</u></p> | |

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| | <p>DS asked should this be something that the operations office team deal with. DS happy to run meeting with AM and them pass on the responsibility and accountability to the office.</p> <p>Proposal that the office set up a meeting with Planet ice and DA and AM meet – all directors in agreement.</p> <p><u>11.2- AOB –</u></p> <ul style="list-style-type: none">• BA confirmed that AOB needs to be brought to the agenda 24 hours prior to the meeting. <p><u>11.3-</u></p> <p>BA thanked everyone for a productive meeting at such a trying time.</p> | |
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Date of next meeting
13th October 2022
Reports to the office by – 06 October 2022
Regular interactions/meetings will continue as and when required.

Meeting closed at 21:29 hrs