ENGLISH ICE HOCKEY ASSOCIATION

Emergency Board meeting 29th December 2022 NON-VERBATIM

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

The meeting took place online via Microsoft Teams and convened at 10:03 hrs

Guest Present: Hannah Rigard-Mason (H R-M)				
	ogies: Thomas Lillie (TL) neeting started at 10:03 hrs	Action		
1	Welcome Company Secretary opening remarks GA explained the reasons for calling the Emergency Board Meeting and that the meeting was triggered from the correspondence from Sport England in that they would not be releasing any funds until a review of the board had been conducted by an independent company. GA listed a number of agenda items and stated that at the AGM we had been accused of overpromising and not delivering and now it was time to ensure that the board held itself accountable and worked at deliverables.			
2	Apologies Thomas Lillie (TL)			
3	Spordle GA stated there was a need to give the membership dates that training would begin and the roll out of the system would go live. MA confirmed that the system was now ready to commence training and to go live.			
	HRM confirmed the following plan			
	w/c 3 Jan List of teams and contacts to be on Spordle w/c 9 Jan Data Input (teams details etc) w/c 9 Jan Club Training to commence w/c 23 Jan Fixtures to be updated to Spordle w/c 30 Jan Game sheets to be uploaded to Spordle w/c 01 Feb Go Live			
	HRM stated she would liaise with Donna (Spordle) and MA to arrange the training and that each club should have a Spordle champion to cascade the training	HRM/N A		
	GA questioned how fixtures and previous game sheets would be uploaded.			
	MA informed the board that the information such as teams and players etc including fixtures could be uploaded on mass and would send the template to HRM	MA		
	A discussion was had weather clubs could upload game sheets from this season as part of the training a full decision will be made by HRM when discussing training with Spordle.	HRM		
	MA stated there was a need to ensure the following completed training and became super users soonest:	HRM		

		T
	Registration	
	Office	
	Discipline	
	Statistics	HRM
	HRM will arrange.	
	BA stated there was a need for communication to go to the clubs as soon as possible to ensure they were kept updated and make arrangements to complete the training. HRM	
	will complete the communication.	
4	Sport England	
	A discussion was had amongst the board that there was a need to ensure we met the requirements of Sport England to ensure funding was forthcoming. The board would agree to a review of the board procedures and that communication to this effect will go to Sport England. It was further decided that the point of contact is HRM and that she should be supported by the board within this role.	HRM
	HRM discussed the work that need to be completed to continue the achievement of Tier 2A and that there is a plan of action in place that HRM is completing and will look to the board to ensure that any tasks are completed in a timely manner. The board agreed to this unanimously.	
	HRM will respond to Sport England in time for their return to office of 3 Jan 2022 and discuss the next steps.	HRM
	HRM informed the board that advertisements for committees and other vacancies had gone out and that interviews for the vacancies were expected to commence w/c 9 Jan. BA MA and GA all offered assistance with the interviews. HRM to update	HRM
	GA raised the concern about diversity amongst the directors. BA commented that the board can demonstrate that the recruitment is open to all and that the makeup of the board is simply a reflection of those that had applied for the board. However, the proposed advertisement for new directors would ask to encourage applications from underrepresented diversity groups. HRM has already completed the advertisements.	HRM
	GA raised the question about directors all being "independent" as none of the directors were	HRM
	not actively involved in the sport. The definition of the independent non-executive directors was explored. HRM will speak to sport England to confirm the definition.	
5	Finance GA question the position of requirement for the role of Bookkeeper. Due to a potential conflict of interest GA excused himself from any further discussion.	
	HRM confirmed that the advertisement had gone out and to date there had been one applicant the closing date was 3 Jan 2023.	
	MA stated that appointment could be made once closing date had passed.	
	AM stated we may attract more applicants if the wages were raised, and the hours reduced as 20 hrs a week was more than required for the role.	
	BA stated that appointment should be made and then we can discuss hours and payment changes afterwards as the advertisement has already been completed.	HRM MA
	It is envisaged that a person will be in post by w/c 9 Jan.	

6 Processes

GA discussed the need to ensure that all policies and procedures as such should be referred to as EIHA regulations and that work should be finalised in bringing all the documents into one place.

MA stated he had commenced completing some work in relation to this and would be able to forward this work to HRM

HRM stated the team had completed a lot of this work and shared a excel spreadsheet of the work completed it was agreed that all works in this area should be collated by HRM and this should be completed by 04 Jan 2023.

HRM MA

HRM would advertise for a steering group to review all the regulations in conjunction with the new committees being set up. The steering group advertisement would be completed by w/c 3 JAN.

HRM

A standing agenda item for future board meetings will be EIHA regulations until they are completed by the 2023 AGM (Jul 23)

7 Coaching

GA raised a concern that to date a large number of Coaches had not completed their CPD and that there had been a need to extend the deadline to the end of Jan for completion. This was in part due to UK coaching not being open over the Christmas period and had closed on 23 Dec and not due to reopen until 3 Jan.

The issue being that legacy data was not being transferred.

HRM explained the issued with codes previously being given not being revitalised and the date being difficult to locate.

MA stated that the original 500 codes should be working.

BA as an extension had been given till January this should be honoured and if HRM and team could contact on 3 Jan to resolve any issues. There may also be a need to review how CPD for coaches is issued once this extension has been completed. There was also a need for this matter to be discussed again on 15 Jan.

HRM

8 ICE SHEFFIELD LEASE

GA discussed the office lease and its tie in to costs for ice.

MA stated that there had been ongoing conversations in regard to the lease and the at the Sheffield City Trust had been chased a number of times for the lease to be completed but had recently come back with more changes requested. The lease is for 36 months with no break clauses and the EIHA has requested a break clause at the 12-month stages with a 90-day notice to quit which was still awaiting confirmation.

MA gave clarification that ice for the showcase weekend had been identified over the weekend 6-8 May.

GA identified that he was looking to book ice for the ENTP programme for season 23/24.

MA states there was a need to look for other venues to support the ENTP.

	GA confirmed that for season 22/23 the ENTP programme had been delivered away from Ice Sheffield and he was now looking for 23/24 season.	
9	AGM follow up GA raised the issue of the accounts and the following was confirmed:	
	7 Jan members questions in relation to the finances received. 14 Jan Response to the questions will be given to the members 21 Jan Teams meeting for members and C&D to confirm the minutes and submission to company house.	
	HRM and AM to liaise with C& D	HRM AM
10	Staff Pension Scheme HRM confirmed that the pension scheme was now in place and the matter could be removed from the agenda.	
11	National League concerns email GA advised the board that an email had been received from the National League about concerns.	
	AM Acknowledged the email and that issues were being addressed and a full report would be given at the next board meeting.	AM
	BA Mentioned communication from NIHC in relation to games they had issues with.	AM
Data	AM confirmed he would contact them	

Date of next meeting
Sunday 15 January 2023 @ 10.00 hrs EIHA office
Regular interactions/meetings will continue as and when required.

Meeting closed at 13:20