

ENGLISH ICE HOCKEY ASSOCIATION
Board meeting 30 March 2023
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 20:06 hrs

Directors Present: Barrie Archer (BA) – Meeting Chair; Mohammed Ashraff (MA); Gary Apsley (GA); Andrew Miller (AM); Daniel Smith (DS); Hannah Ridgard-Mason (H R-M)

Apologies: Thomas Lillie(TL) (Joined later)

Guests: Board Review team Jo Walker Gill Atkinson

The meeting started at 19:30hrs.		Action
1	Welcome Vice Chairman's opening remarks BA chaired the meeting.	
2	Apologies Thomas Lille (TL) delayed due to train joined meeting later	
3	Declarations of Interest No declaration of interest.	
4	<p>OPERATIONS</p> <p>4.1 Previous Board Minutes Proposal that board minutes from Jan 2023 be submitted as accurate record. Proposer: GA Seconded: MA</p> <p>4.2 Board minutes prior to Aug 2022 BA: Discussed a need for a plan for the minutes that are not available dated pre 2022 to have them completed and published.</p> <p>MA: I have them in draft and will be visiting the office W/C 03 April 23 to have them completed.</p> <p>HRM: Confirmed the office have the capacity to complete this task it was agreed that these minutes should be available for the Board Meeting 13 April 2023</p> <p>4.3 AGM 2023 The AGM was discussed, and the following dates confirmed: AGM - 08 July 23 Papers to Members - 08 June 23</p> <p>The following votes took place:</p> <p>The AGM to be Face to Face Meeting at J27 Hotel - Passed unanimously</p>	<p>MA</p> <p>HRM</p>

	<p>The financial year to be completed 30 April and papers forwarded to Auditors – Passed unanimously.</p> <p>It further agreed that the schedule for the day should be based on section head meetings in the morning and the AGM in the afternoon of 08 July 2023</p> <p>GA: Raised the issue of the members list being updated and correct.</p> <p>HRM: Confirmed this is completed monthly and will be up to date.</p> <p>GA: states the rules and regulations booklet for the sport should be completed for the next board meeting for directors to review</p> <p>HRM: Confirmed the officer were working to this date.</p> <p>DS: Stated there was a need to survey our members to obtain data</p> <p>HRM: This is something the office can complete and send out. HRM will liaise with directors to discuss the information required.</p> <p>4.4 Spordle</p> <p>HRM discussed the implementation of Spordle within the organisation and highlighted a number of issues with the system in regards to responsiveness from the company and the issue that no implementation plan had been completed. There was also an issue with the migration of the data to the system.</p> <p>HRM stated to this end she had spoken with another provider who provides similar systems to other sports, but there was a need to ascertain if the company could provide all the requirements that the EIHA require.</p> <p>A discussion was had about the effectiveness and the implantation of Spordle and the need to ensure that whatever game day management system was in place was to be in place by no later that August 2023.</p> <p>MA: Stated he had been in contact with Spordle GM and has planned in weekly meetings to resolve the situation and that HRM could be part of them</p> <p>The costings of both systems was discussed and the issues around the implementation of any new system. HRM thanked MA for his hard work completing the training.</p> <p>The following proposals were made:</p> <p>MA and HRM to continue weekly meetings with Spordle to tackle issues with system and create an implementation plan – Unanimously agreed</p> <p>HRM to create a working group to investigate the other supplier (Gameday) to ascertain full work up of the system and costings to the organisations and to report back to the board by 13 April 23 – Unanimously agreed</p> <p>GA: Also suggested there may be a need to bring on board a system expert to assist the company.</p>	<p>HRM</p> <p>HRM</p> <p>HRM</p> <p>MA/HRM</p> <p>HRM</p>
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	<p>It was agreed that this would be discussed following the reports back at the next meeting</p> <p>4.5 Head of Operations' report</p> <p>4.51 Appointment of fixtures secretary HRM proposed the employment of a fixture secretary for the forthcoming season.</p> <p>Following discussion, it was decided that HRM will complete a job description and roles and responsibilities with full costings to the board for 13 April 2023. Once completed and agreed the position will be advertised.</p> <p>4.52 Credit card and Pre-payment cards HRM proposed that the company obtain credit cards from the current bank and introduce prepayment cards similar to those offered by Revolut, to assist volunteers with the day to day running of the company. The cards detailed would link in with Quickbooks already utilised by the company.</p> <p>Unanimously agreed for HRM to continue and implement.</p> <p>4.53 Website HRM proposed to the board that there is a need to remaster the website to improve the experience for the members. 2 Options were proposed:</p> <p>Option 1 Update current system Current cost of £375 plus vat per year.</p> <p>Option 2 New website designed for a cost of £7000 and from year two a yearly running cost of £350 plus vat per year</p> <p>MA: stated there was a need for due diligence on the new supplier if option 2 was chosen and the security arrangements would need to be completed. Further suggested that the EMAIL system for EIHA should be moved away from its current shared domain with BUIHA</p> <p>The board voted by majority to progress option 2.</p> <p>The board again agreed by a majority that HRM should investigate the security of the provider and the viability and cost of the separation of the email system.</p> <p>4.54 Ice Sheffield Contract HRM reported that Sheffield City Trust were seeking the signed contract in relation to the office space from then board as this had not been received.</p> <p>MA stated the contract had been returned numerous times requesting various changes to the contract that SCT had not completed or had dialogue with the company over. There was a need for these requests to be acknowledged before the contract was signed. MA will send the correspondence to HRM.</p> <p>HRM to return to SCT and ascertain their position on the changes requested. Update to be provided to the board for 13 April 2023</p> <p>4.55 Club Governance project</p>	<p>HRM</p> <p>HRM</p> <p>HRM</p> <p>MA</p> <p>HRM</p>
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	<p>HRM reported that the project was underway and was seeking help from the directors to speak to contacts at clubs to improve involvement with the project.</p> <p>BA stated is there a need to improve the way or style of communication with clubs and suggested maybe there is a need for videos of messages or other forms of communication used to gain involvement of the clubs and to ensure the company message is out.</p> <p>BA further informed the board that he had been invited to speak on a hockey fan podcast and was in the process of organising this.</p> <p>The board discussed this approach and it was decided that DS and BA will continue to pursue opportunities to develop this area with caution.</p>	BA/DS
9	<p>Item 9 moved up the agenda agreed by all for Thomas Lille to discuss his section due to the time of the night.</p> <p>9.1 Draft Articles TL stated the draft articles were now available for directors to review them before production for the AGM.</p> <p>GA Questioned why the articles were still in this position when we had been working on them for 12 months when there was a need for them to be presented to the members in good time for the AGM.</p> <p>MA states that the process had been lengthy due to time restraints like other sections.</p> <p>The board discussed the voting rights of members and that any changes suggested should be approved by all the board members.</p> <p>It was decided that TL will tidy the articles and send out to directors by no later than 6 April and directors will review and return for the 13 April 2023 board meeting.</p> <p>9.2 Sport England A meeting is due tomorrow 31/3/23 with Sport England to discuss the process of the releases of funds.</p> <p>The board review is underway and is due to give a verbal report beginning of April and a written report by end of April, Sport England would then wish to see the boards agreement to engage with any improvements suggested. And will be given a further 6 months to complete this, TL will provide a update to the board on progress and actions to date.</p> <p>9.3 Recruitment of Independent Directors Interviews and meetings have been conducted and the 3 candidates CVS have been circulated with the board prior to this meeting. It is proposed to offer the position subject to references.</p> <p>This was unanimously agreed.</p> <p>TL will liaise with HRM and organise the next stage</p>	<p>TL/All</p> <p>TL</p> <p>TL/HRM</p>

<p>At 22:34 hours the meeting was adjourned to reconvene at 20:00 hrs Fri 31 March 2023</p>		
<p>At 20:07 hours Friday 31 March 2023 the meeting reconvened Directors Present: Barrie Archer (BA) – Meeting Chair; Mohammed Ashraff (MA); Gary Apsley (GA). Andrew Miller (AM) Thomas Lillie (TL) (Joined later)</p> <p>Apologies: Thomas Lillie(TL) (Joined later) Daniel Smith (DS); Hannah Ridgard-Mason (H R-M)</p> <p>BA welcomed and opened the meeting and read out apologies.</p> <p>No declarations of interest were declared and the meeting commenced at point 5</p>		
<p>5</p>	<p>Future BA explained that he had included this section for areas that needed to be kept within the minds eye for the forthcoming events and season. It was suggested that a Risk register be completed and shared via SharePoint to be populated by directors to be discussed at each board meeting and developed.</p> <p>This was agreed unanimously.</p> <p>5.1 Teams/Fixtures BA discussed the need to address registered teams and fixtures for the forthcoming season as time was moving on and informed the board that there were plans to conduct a meeting with JMC in the coming weeks to move this forward. MA/BA</p> <p>MA shared the information he had been socialising with clubs in recent weeks that we need to consider school dates when setting fixtures</p> <p>5.2 ROC – Rules and regulations It was confirmed that ROC will no longer be used and into the future will be referred to as rules and regulations of the organisation and this will be one document with all information for all members.</p> <p>GA stated the aim of this document is again to reduce the number of separate document and to have one corporate messages and bring the system up to date, again this had been in action since Sep 22 and we need to ensure this is completed as soon as possible/</p> <p>From previous conversations with HRM this work is being completed and should be presented to the board in time for the 13 April 2023 board meeting.</p> <p>Unanimously agreed</p> <p>5.3 Showcase GA a full report has been completed for Directors to read and will be used for an operating manual for future events. BA: IS there any further support you need form the board.</p>	<p>BA</p> <p>MA/BA</p> <p>HRM</p>

	<p>GA: Not at this moment it's a massive event with more kids involved with showcase than ever before.</p> <p>5.4 Nationals Martin Peters is the main organiser for the event and has arranged the event with exacting standards</p>	
6	<p>Section head reports AM University playoff will take place at Ice Sheffield and the numbers are no at pre covid numbers.</p> <p>National Playoffs commence over the next 3 weeks. NIHL 2 finals have sold the least tickets but should still break even. The National management league will be liaising the office on completion to move some of the organisation into the office.</p> <p>6.1 Staff pay rise The remuneration committee had agreed to the 3% pay rise all the office staff.</p> <p>This was unanimously supported.</p> <p>It was agreed that guidance should be passed to any of the committees that in future there needed to be a formal notice to the board of their decisions so that there was a correct audit trail.</p> <p>It was also noted that the staff in the office are financed by the Sport England grant and a commitment had been given to members that the costings of supplying the staff would not be at a cost to the members. As of date monies had not be drawn down as even though the EIHA had met the original requirements for release of the monies Sport England had added further stipulations.</p> <p>TL informed the board a meeting had taken place with Sport England and that the Partnership Manager would be recommending to his director that monies are released.</p> <p>A file is attached with the progress to date created by TL</p>	
7	<p>Section Head MA MA has been having meetings with teams to date a total of 19 teams had been met with to discuss the future of the junior set up. MA will produce a paper for the 13 Apr 2023 discussing these proposals of the future make up of the JMC and the proposal for the introduction of a 3 x 3 format.</p>	MA
8	<p>Section Head update BA BA discussed safeguarding and discipline sections.</p> <p>8.1 Officials' fees The board unanimously agreed the official fees for season 23/24.</p> <p>HRM to release information to all members.</p>	

	<p>8.2 Payment of officials</p> <p>It was agreed unanimously that a full review of the current payment of official fees within the national league (including any potential increase to insurance costs) will be reviewed by finance and HRM and report to the board by 13 April 2023.</p> <p>It was further agreed unanimously that if the current procedure of payment of official fees by National teams was leading to any loss of revenue to the EIHA then the system would be stopped and revert to cash payments.</p> <p>It was also agreed that working should be added to the rules and regulations to incorporate the following “if payments for officials are not made in a timely manner namely 7 days then access to officials will cease until monies are paid, and should this occur on more than 2 occasions in a season the team will be removed from the league?</p> <p>NIHL are to manage payment of officials with the EIHA finance</p>	<p>HRM/ finance</p> <p>HRM</p>
<p>10</p>	<p>Section Head GA</p> <p>GA informed the board that full reports had been completed and all planned activities were on track.</p> <p>GA also informed the board that he is conducting a coaching course on 22 April and was planning got invite coaches from Hockey Canada to instruct.</p>	
<p>11</p>	<p>AOB</p> <p>BA reiterated the need for section heads to provide a report to the board 7 days prior to the board meeting to ensure the smooth running of the board as had been previously agreed, this would allow the board to continue the works even with the absence of said section lead.</p>	<p>HRM</p>
<p>Date of next meeting 13 April 2023 – 20:00 hrs via teams Reports to the office by 06 April 2023 Regular interactions/meetings will continue as and when required.</p>		

Meeting closed at 2234 hrs