

ENGLISH ICE HOCKEY ASSOCIATION
Board meeting 13 April 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 2010 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:

Absent: Thomas Lillie

The meeting started at 20:10 hrs.		Action
1	<p>Welcome 1.1 Vice Chairman’s opening remarks BA chaired the meeting.</p>	
2	<p>Apologies None received</p>	
3	<p>Declarations of Interest 3.2 Declarations of Interest on Agenda Items No declaration of interest.</p>	
4	<p>4 Actions report from previous meeting 4.1 Minutes pre August 2022 They have not been completed, they have been transcribed and will be uploaded now and sent to HRM. 4.2 Update members list This has been looked at and a full sweep can be completed for the new season. But the actions have been completed. MA: Members are those in place for the past 12 months. There is a need to ensure the names are correct and not changed HRM will update list by 14 May 4.3 Survey members A survey is being completed and will be sent out when completed. 4.4 Spordle</p>	<p>MA</p> <p>HRM</p> <p>HRM</p>

	<p>Discussed in Head of Operations report</p> <p>4.5 Credit cards</p> <p>Not yet completed but the virtual cards have been applied for.</p> <p>4.6 Website</p> <p>Discussed in Section head report.</p> <p>4.7 Office contract</p> <p>Nothing received by the office. Advised papers will be forwarded asap.</p> <p>4.8 Section Head report JMC</p> <p>3 x 3 Play paper is now on teams for directors to read. JMC paper is not yet completed.</p> <p>4.9 Reports to the board</p> <p>BA reiterated the need for papers or reports prior to the board meetings. This would assist the board if anyone is absent and allow for the board meetings to be conducted in a timely manner.</p>	<p>HRM</p> <p>DS</p> <p>MA/TL</p> <p>MA</p> <p>All</p>
5	<p>Risk Register</p> <p>HRM will send out the risk register within the next 7 days for directors to complete. HRM commented that there was one already in existence that should be updated and will send to board members.</p>	HRM
6	<p>Finances</p> <p>GA stated there was a need to ensure all the papers for Sport England and the finances were in one place.</p> <p>HRM stated this was the case but will ensure directors are aware of where this is</p> <p>GA stated there is a need for accurate accounts to be presented to the board on a monthly basis to include: Cash at Bank Debtors Creditors And a forecast of expenditure</p> <p>So that the board could see if it was on track for expenditure and give a truer picture of activity to the board.</p> <p>AM stated the reports could be completed by QuickBooks but needed to be highlighted</p> <p>MA stated there was a need to liaise with the auditors committee to seek guidance on the reports that are requested</p> <p>BA: Proposal to the Board that The Finance administrator complete the relevant reports on a monthly basis.</p>	<p>HRM</p> <p>TL/All</p> <p>HRM</p>

	Agreed HRM to inform of requirements	
7	<p>General Business</p> <p>6.1 Previous Board Minutes</p> <p>Minutes from 18 March 2023</p> <p>Proposed by AM Seconded by DS</p> <p>Motion passed minutes approved.</p> <p>6.2 Head of Operations report</p> <p>AGM Timetable was agreed and the accommodation has been booked for the meeting by MA.</p> <p>Rules and Regulations First draft will be sent to directors by 27 April 2023</p> <p>Spordle The meeting that took place was not productive and did not discuss implementation. There are still concerns about the system.</p> <p>A working party have looked at Gameplay and alternative to Spordle and the feedback was positive as per the report to the board.</p> <p>A decision is needed by early May to instruct Gameplay</p> <p>AM: The price is attractive there are concerns about future development however there suggested pricing is very competitive and there is the possibility to run both systems</p> <p>MA: A project report from Spordle is due tomorrow (19 March 2023). I am not supportive of the new system as they have no experience of the game sheet element and the cost of £2000 to complete this work appears unrealistic to myself as someone who has been in IT for 25 years. For example, fixtures live cost £14k for similar changes.</p> <p>GA: We need to confirm the deliverables and have a plan B if Spordle can not deliver. We should also consider penalties against Spordle for not delivering.</p> <p>BA: I need to know can Spordle do registrations, discipline and fixtures.</p> <p>MA: Yes it can but needs work from the administrators.</p> <p>HRM: Spordle not delivered implementation plan.</p> <p>A discussion was had about the level of training needed and that completed.</p> <p>GA: We have 17 weeks before the next season starts, and we need to have a system in place.</p> <p>BA: Proposed: Work is continued with Spordle to ensure that it is ready to go live and that HRM continues work with GameDay to ensure they are able to provide</p>	<p>HRM</p> <p>ALL/ HRM</p>

	<p>There are changes to the make up of teams that had not initially been agreed with NIHL management and the turn around for response was time restrictive. I have discussed the matter with them, and they state it was first mentioned on 25 March.</p> <p>The majority of the report can be agreed but it needs to be tied up as it is one league including NIHL 1 and 2. Only National league will be able to obtain work permits for non British trained players. So the actual impact of 3 imports is limited to the national league and we have to bear in mind no birish trained players that perminaltly reside in this county,</p> <p>MA: DCMS are due to have a call this month about this matter.</p> <p>GA: there is a need to be robust about coaching in the National League and ensure that all bench staff hold the correct licences as per the Rules and regulations.</p> <p>AM: Happy to support</p> <p>BA: There are discipline procedures in place for any coaches that do not have the correct licences.</p> <p>MA: The Rules and regulations for the coming season will stipulate that you must have the minimum licenced bench staff to register a team as minimum standards in line with our insurance policy</p> <p>BA I think if we are upfront at the start of the season or earlier that there is a need to have a designated licenced Team coach Assistant coach and Manager then all clubs can work to this.</p>	
9	<p>Head of section GA</p> <p>Report provided on section activity</p> <p>GA: I have been liasing with IHUK and invited coaching staff and members of the board to showcase.</p> <p>There is an ongoing challenge around costings and in future there is a need to differentiate between costs for support staff and the activity or performance its self.</p>	
10	<p>Section head reports MA</p> <p>There have been primary meetings in regard to fixture and the actions will be available to the board for the next meeting. Discussed registration with the EIHA if monies owed.</p>	
11	<p>Section Head BA</p> <p>A report was provided to the board on all sections</p> <p>Safeguarding and discipline was discussed</p> <p>Officials Fees</p>	HRM

	<p>BA It has been highlighted that monies are owed to the EIHA in respect of officials fees. To this end in the rules and regulations it is proposed that No team will be able to register with the organisation is they have outstanding debts with the EIHA.</p> <p>Agreed HRM to update the Rules and regulations</p> <p>BA previously we have discussed about payments made to EIHA in a timely manner and we should ensure the wording agreed at the last meeting is included within the rules of competition.</p> <p>MA: I would also like it recorded tha the Insurance company had been contacted and it has been agreed that the removal of the revenue increase has been removed from the insurance premium.</p>	
12	<p>Section Head update DS</p> <p>DS: presented a proposed logo change for the EIHA to reflect the modern approach to the sport.</p> <p>The logo was fully supported by the board and the next step is to present to the members for agreement</p> <p>DS: Work in the website will not complete and it is hopeful that a full report will be available for the end of April beginning of May. Working closely with HRM</p>	
	<p>AOB</p> <p>MA advised the board that he had appointed Cybata.co.uk to access emails to answer a Subject access request that had been received. They will utilise software to achieve the requirements on all emails.</p> <p>BA: Ask for the costing</p> <p>MA: the software is about £1000</p> <p>The board were in agreement for the need of this work..</p>	HRM
<p>Date of next meeting 18 May 2023 2000 hrs via teams Reports to the office by 11 May 2023 Regular interactions/meetings will continue as and when required.</p>		

Meeting closed at 2238 hrs