

# ENGLISH ICE HOCKEY ASSOCIATION

Board meeting  
15<sup>th</sup> and 16<sup>th</sup> July 2023  
NON-VERBATIM



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

The meeting took place at the EIHA office Ice Sheffield and convened at 10:00 hrs

**Directors Present: Barrie Archer (BA) – Meeting Chair; Mohammed Ashraff (MA); Martin Peters (MP); Alan Moutry (AM); Cornelia Rauba (CR);**

**Apologies: Duncan Hough (DH) Bruce Douglas (BD); Daniel Smith (DS)**

The meeting started at 10:05 hrs.

Action

1

## Welcome

### 1.1 Vice Chairman's opening remarks

BA chaired the meeting.

2

## Apologies

Duncan Hough (DH) Bruce Douglas (BD); Daniel Smith (DS)

3

## Board Makeup

With one vacancy on the board it was decided to seek out a financial director.

Duncan Hough was appointed vice chair of the board.

Barrie Archer was appointed Chair of the board and will stand down from position once new articles allow for an Independent chair.

4

## Roles and Responsibilities

Roles and responsibilities for the business of the EIHA were decided and will be released to the members w/c 17 July 2023.

Each strategic lead will appoint a general manager for each section and they will be responsible for the operations of the EIHA linking in with strategic leads and the operational Manager

All

5

## Strategy

The strategy for the EIHA was discussed and work to date was presented.

Directors are to set strategy for their sections and align with the EIHA strategy sending reports to DS within 21 days of meeting.

DS is to finalise the strategy and report to the board for September board meeting.

Strategy will then be socialised with partners and members.

All

	Strategy is due to go live December 2023.	
6	<b>Brand</b> AM and CR are to produce a shirt/clothing with brand	CR/AM
7	<b>IT system for registration and game play</b> Spordle and Gameday were discussed at length.  Both systems are to demonstrate to the Board on Mon 24 July to the board demonstrating the registration feature and a final decision will be made to which system goes live on 31 July 2023 for registration.	MA/ HRM
8	<b>Finance</b> A working group will be set up consisting of MA/CR/BD/SR/HRM to investigate the current finance systems to investigate if the IT systems are suitable and to finalise the finance manual.  Working group to report to August Board Meeting	MA/CR /BD/SR /HRM
9	<b>Budgets</b> Whilst the above working group is completing their work the initial budget per section will be set at £20K for the season. It is the aim of the EIHA to run events that are cost neutral to the organisation to enable more events to be run.	All
10	<b>Expenses</b> The mileage claim for the EIHA will be reduced to .35p per mile.  This will save the EIHA £1000 pound per 10,000 miles claim by volunteers and allow more monies to be used for the core business of the organisation.	All
11	<b>Online Learning Sites</b> HRM/AM/MP to set up a working group to investigate the move forward with online teaching in particular UK Coaching.	HRM/A M/MP
12	<b>Protocol review</b> All coaches who had their coaching status revoked due to not completing the relevant CPD will be reinstated once they have completed their CPD.  If coaches do not complete CPD they cannot register and can only register once the CPD is complete	AM
	<b><i>The meeting adjourned at 17:35 hrs</i></b>	
	<b><i>The meeting recommenced at 10:05 hrs Sun 16<sup>th</sup> Jul 2023</i></b>	
13	<b>MOU IHUK</b> The MOU IHUK was reviewed, and remarks added to the work.  AM will complete the work and forward to DH once complete for onward discussion with IHUK.	AM/DH

14	<p><b>Articles of Association</b> A working group of DH (Primary)/MA(Secondary)/BD (secondary) will relook at the articles following the questions from the members at the AGM and other partners. The aim is to complete this work in preparation for the 2023/2024 AGM.</p> <p>It was acknowledged that there is a need for more socialising and explanation to the partners and members.</p>	<b>DH/AM /BD</b>
15	<p><b>Sport England/Sport Wales/Para Olympics</b> DH/BD to develop a relationship with the areas of the sport.</p> <p>In addition, DH to update Sport England on the current situation with articles and appointments of new directors.</p> <p>DH to liaise with HRM to ensure milestones are completed for Sport England Finance and apply for second draw down.</p>	<b>DH/BD /HRM</b>
16	<p><b>IHUK</b> DH will be the lead for IHUK and will continue to build a relationship and to arrange a meeting.</p>	<b>DH</b>
17	<p><b>Hockey Canada</b> AM is to continue to develop the relationship with Hockey Canada and to link in with DH for any IHUK requirements.</p>	<b>AM/DH</b>
18	<p><b>Office</b> CR will complete the review of the office. Full report to the board August 23.</p>	<b>CR</b>
19	<p><b>National League</b> MA has been appointed strategic lead for National League. Will liaise with DH to resolve current issues and will feedback to the board any updates.</p>	<b>MA/DH</b>
20	<p><b>Ice Slots</b> Current ice slot bookings by the EIHA were reviewed.</p> <p>AM/MP to confirm bookings required within 72 hrs of the meeting.</p> <p>All bookings of Ice will be made via the EIHA office and HRM going forward.</p>	<b>AM/M P  HRM</b>
21	<p><b>AOB</b> <b>21.1 Future dates for board meetings</b> Online meetings will take place between 1930 hrs – 2200 hrs Face to Face meetings will take place at the EIHA office commencing at 1000 hrs on the first day.</p> <p>Online                    16 August 2023 Face to Face        02 and 03 September 2023 Online                    18 October 2023 Face to Face        06 and 07 Januaray 2024 Face to Face        06 and 07 April 2024</p>	<b>All</b>

	<p>Face to Face 29 and 30 June 2024 (AGM (Prep))  Face to Face 13 and 14 July 2024 (AGM)</p> <p>Directors are to prepare any papers 14 days prior to the meeting and send to HRM who will circulate on arrival of papers.  Urgent AOB may be sent 72 hours before the meeting.  If a paper is not received the matter will not be placed on the agenda.</p> <p><b>21.2 Board review</b>  The board agreed that there was a need to review the board again in Jan/Feb 2024 to demonstrate to Sport England and the members the effectiveness of the board.</p> <p>The board training requirements will also be reviewed and completed prior to Dec 2023 – HRM to source.</p> <p><b>21.3 EIHA Committees</b>  BD was appointed to the Audit committee.  DH was appointed to the nomination committee.</p> <p>HRM to seek new members for the committees, who are required to be independent of and section role within the EIHA.</p> <p><b>21.4 Organisation chart/ Calander</b>  HRM is requested to complete an organisational chart of the EIHA for advertisement via the website.</p> <p>HRM is also requested to complete a live Calander for the board and members to utilise for the forthcoming season depicting all activities.</p> <p><b>21.5 Events Team</b>  There is a requirement to ensure that all events run by the EIHA meet a standard requirement to this end MP will take the lead on developing the NIHL Events team to becoming a EIHA events team liaising with General managers and the operations manager.</p> <p><b>21.6 U14 Checking</b>  AM discussed the need for checking in the U14 league. The previous discussions on this matter were relayed to AM who will consider these points and present a paper to the board.</p>	<p>All/HRM</p> <p>HRM BD DH</p> <p>HRM</p> <p>MP/HRM</p> <p>AM</p>
<p>Date of next meeting  1930 hrs 16<sup>th</sup> August 2023 online via Microsoft Teams</p>		
<p>The meeting concluded at 15:30 hrs Sun 16<sup>th</sup> July 2023</p>		