

ENGLISH ICE HOCKEY ASSOCIATION

Board meeting 2nd September 2023

NON-VERBATIM



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

The meeting took place in person at EIHA Office, Sheffield and online via Microsoft Teams.

Directors Present:

Barrie Archer (BA) – Meeting Chair; Mohammed Ashraff (MA); Duncan Hough (DH); Martin Peters (MP); Cornelia Raubal (CR); Alan Moutry (AM)

Remote: Hannah Rigard-Mason (HRM);

Apologies: Bruce Douglas (BD); Daniel Smith (DS)

The meeting started at 10:06 hrs.

Action

1

Welcome

1.1 Vice Chairman's opening remarks

BA chaired the meeting and thanked everyone for attending.
Confirmed HRM will be attending remotely.

2

Apologies

BD due to traveling and DS. Will attend for his section.

3

Conflicts

No conflicts were noted

4

Board Minutes

Minutes have been forwarded to the office, once circulated board members to add comments and feedback.

All

5

Operations Report

HRM referred to her report submitted.

Question raised by the board from the operation highlights regarding registration and income.

Invoices to be raised to clubs with immediate effect to recoup costs for registrations.

Query raised about the raising of invoices through the office and detail.

MA ran a report of what was paid through the system. £36K to be recouped.

The board queried the risk element.

HRM raised the issue of capacity within the office, BA confirmed that this is on the agenda and HRM will be updated

HRM

6	<p>Risk Register DH raised the issue of not much movement on the risk register. BA confirmed that BD had been directed to update the register.</p>	BD
7	<p>Finance BA confirmed to the board that expenditure has increased with the addition of a £50k invoice Ice Hockey UK.</p> <p>Sarah joined the meeting at 10:35 hrs.</p> <p>BA informed the board of what was required and spoke about a working group with Directors including CR and MA.</p> <p>SR spoke about quick books and the limits it comes with and that the recommendation to move to Xero, which will help with raising purchase orders and recouping monies.</p> <p>Zoho is better than Cognito forms especially in regards to claiming, Example used was referees and mileage.</p> <p>BA confirmed that clubs pay the officials direct.</p> <p>DH raised the cost issue with Zoho.</p> <p>BA asked the question about how many expenses claimed in the last year? Would this outweigh the cost. SR confirmed that the more users reduce the cost.</p> <p>The board discussed that anything with a cost element needs to be put back on to the members.</p> <p>HRM asked for advice from MH. MH spoke about the ledger and discussion with Crosly and Davis. He confirmed that the organisation needs a 3 tier system. The most cost effective system would be to upload on the website – woo commerce.</p> <p>For transparency MA confirmed not a fan of Xero and he likes the flexibility of Sage. The organisation needs to work towards a platform that works.</p> <p>SR spoke about the need to reduce expenditure and approaching Sport England to look at systems.</p> <p>SR spoke about the need for purchase orders. BA spoke about speaking to general managers about raising purchase orders. Expenditure is to be approved by a director.</p> <p>The board discussed the £77K that is outstanding. The question was raised about £37 being invoiced to university. MP to chase today.</p> <p>DH asked which Xero platform would be needed. SR confirmed that the organisation would need the premium.</p> <p>SR and HRM left the meeting @ 10:57.</p>	

	<p>The board agreed a consistent approach is needed across all departments. All expenditure is event led which will help with PO chasing.</p> <p>MA and CR will discuss Finance and come back to the board by Friday 14th September 2023.</p>	MA / CR
<p><i>Meeting adjourned 11:14 hrs</i> <i>Meeting reconvened at 11:25 hrs</i></p>		
8	<p>PINIHL Section Report - MA MA updated the board. No issues outstanding at present. Personnel structures will stay in place for the operational purposes of the section.</p> <p>MA made the board aware of the work load for the general manager and thanked him for his work.</p> <p>The board discussed the press announcement regarding the league leaving the organisation, commencing season 2024/2025.</p> <p>No questions raised regarding the report.</p>	
9	<p>National 1 & 2 Section Report - MP MP updated the board. He made the board aware of Gameday issues and registration. He confirmed communication has improved and members have praised this and this is thanks to the general manager.</p> <p>Clubs have raised issues over monies outstanding from finals. MP and MA to discuss and finalise outstanding issues.</p> <p>MP confirmed seniors are ready for the season.</p> <p>The board discussed communication from the office and the need for clear dialogue with clubs.</p>	MP / MA
10	<p>WNIHL Section Report - CR CR updated the board on the information available with no concerns.</p> <p>BA confirmed the registration and dispensations for England and Scotland.</p> <p>BA highlighted a recent concern in which a female requested not to wear a cage in women's league. The issue is ongoing. The issue is cultural but the board agreed the priority is safety of all players.</p>	
11	<p>Juniors & Elite Section Report - MP MP update the board. All leagues have been authorised but have not been published</p> <p>He continued to inform the board regarding National finals weekends on location, cost and equality. The board heard this has been well received by members.</p>	

	<p>BA spoke about Ice slots need to be with Sharon by the 1st May so that fixtures can be started. Structure changes need to be agreed by February. This will allow for smoother processes and stop delays and issues.</p> <p>MP informed the board that ML has been recruited as general manager which has been well received on social media. Michelle has been heavily involved with JMC for a number of years and was a good choice for the role.</p> <p>Recruitment will continue and move forward in the next week to bring on the right members for the role.</p> <p>Recent Jamboree events have generated a surplus, which the board have approved the purchase of a second set of shirts, to provide the North and South with a set each. This should allow for more events to run.</p> <p>Elite league player pathway is up and running and communication has been sent out to girls. The board heard that whilst the girls will not be going to Quebec they have appreciated the communication.</p> <p>Communication is ongoing with other European countries and options that are best value for the players and organisation.</p> <p>BA confirmed that no directors will go to foreign competitions. Players, Coaches and Managers will travel.</p> <p>The board discussed that the events need to be cost neutral.</p> <p>MP informed the board about the potential link with Mulberry Sports and the merchandise that will be available to members and a revenue stream that will be generated.</p> <p>DH spoke about a corporate image is needed including directors.</p> <p>BA spoke about the lack of a consistent message and the various designs that are utilised. A decision is needed on what can be purchased and the costs remain neutral.</p> <p>MP raised his concerns about identity and the importance of it.</p> <p>BA confirmed that no clothing will be purchased whilst the organisation is going through the re branding. MP to do a cost projection, minimum standard dress/identity and risk by Friday 14th September 2023.</p> <p>The board agreed that all ice slots and hotels will be booked through the office.</p> <p>AM asked about the cancellation of flights to Quebec. MP confirmed that all flights have been cancelled and re-booked by the general manager. There has been a saving which has been passed on to the players.</p> <p>CR raised the question following feedback from parents about feedback from showcase. MP to speak to the general manager regarding feedback, if a 100% available all to go out by Friday 14th September 2023.</p> <p>The board discussed previous costs for Bratislava and reduce future risk.</p>	<p>MP</p> <p>MP</p>
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	<p><i>Meeting adjourned 12:43 hrs</i> <i>Meeting reconvened at 13:21 hrs</i></p>	
12	<p>DOPS, Safeguarding, Para, Rec Section Update - BA</p> <p>12.1 DOPS BA updated the board.</p> <p>The board heard that match penalties have been removed. Which has filtered down from the IIHF. The leagues have been informed of all new rules.</p> <p>Administrator has been facilitated to document and publish decisions regarding discipline.</p> <p>12.2 Rec Hockey The board were updated. AGM will be held on Sunday 3rd September 2023. The board heard that no under 18s will be playing for them in the future.</p> <p>12.3 Para Hockey The board were updated The SLA pay for the play offs which will be held in Cardiff this year.</p> <p>The board agreed to £2K for kit for the Mens World Championships</p> <p>12.4 Safeguarding The board were updated that clubs are not administrating their safeguarding with the requirements of the organisation, which has been requested for 2 years regarding DBSs moving to Vibrant Nation.</p> <p>BA spoke about best practice for safeguarding training and every individual should be given a graded qualification from level 1 through to level 4. Assistant coaches will be level 1 all those above will be level 2. NSPCC will continue this year due to time frame. Next season will be delivered on 1 day for all, prior to the season starts. This will then be valid for three years.</p>	
13	<p>Education Section Report – CR & AM</p> <p>13.1 CR update CR updated the board on recent discussions with Strength and Conditioning team about becoming more strategic and transparent.</p> <p>A discussion was held regarding an app that is available and linking with the Elite league pathway. The board agreed in principle the concern was the holding of data.</p> <p>The board agreed there was a need for the players to improve their off ice, which will benefit the sport and players.</p> <p>MA suggested looking at Gameday and linking it.</p> <p>CR to investigate and update to the board at the next meeting.</p>	

	<p>The board were updated on the manager's training, symposium and CPD for them.</p> <p>CR and AM to collate a document for manager's CPD.</p> <p>The board agreed that the communication and planning needs to be clearer and earlier.</p> <p>The board discussed the addition of managers on the bench. The board agreed that the bench strength should be Coach and Assistant coach. MP to direct the office to change the line in the rules of competition as advised.</p> <p>13.2 AM update AM updated the board on coaching and dispensations.</p> <p>The board heard that the coaching team are motivated and working towards accreditation.</p> <p>AM discussed the current course content</p> <p>Coaches can register independently.</p> <p>Division 2 players and up will be considered for the accelerated program.</p> <p>The board discussed the possible pathway for 18/19-year-old net minders and be specific and developing the younger generations. BA to speak to department lead of net minding.</p>	<p>CR</p> <p>CR / AM</p> <p>MP / HRM</p> <p>BA</p>
14	<p>External Affairs Section Update DH DH updated the board on the current position with the articles.</p> <p>IHUK is silent at the moment due to the MO.</p> <p>DH asked for the board to not work in silo and be more cohesive so that everyone knows what's happening.</p>	
15	<p>Secretarial Update - CR CR updated the board on the office and IT.</p> <p>CR spoke about buying the licenses and confirmed there will be a cost due to non-charitable status. The organisation needs to become a tenant and transfer historical data. MA responded about charitable status and a sister company under a trading status to aid such issues.</p> <p>The board agreed that Finance and IT are the priority and close programs not being used.</p> <p>CR and MA to report back to the board with a strategy by Friday 14th September 2023.</p> <p>CR updated the board on staffing. HRM to update and put her recommendations forward to the board.</p>	<p>CR / MA</p> <p>HRM</p>

	<p>Recommendation were heard by the board.</p> <p>BA requested that CR link with Office to establish the use of Teams for messages between the board once the new IT system is in place.</p>	CR
16	<p>AOB</p> <p>16.1 MA Request Request for a One Off Payment. Board approved</p> <p>16.2 General Manager Request Request from General Managers to have free entry to games.</p> <p>This matter was discussed and whilst there is a need to attend games etc we as an organisation can not force clubs to allow entry.</p> <p>16.3 Request for information The board heard a request for information.</p> <p>16.4 Trading Name/Companies House CR spoke about the trading name of England Ice Hockey. The board agreed for CR to apply for this.</p> <p>16.5 Acronyms DH Ensure the office use the correct acronyms if used</p> <p>16.6 Finance Director DH expressed the need to move forward and appoint the director.</p> <p>BA a new advert should be sent out as soon as possible.</p> <p>16.6 Social Media The board agreed social media needs to be more strategic and relevant. The board agreed that the right person needs to be sourced and consultation with the office.</p> <p>16.7 Board Meetings The board agreed to move from two days to one-day board meetings wherever possible to reduce the cost of such events</p> <p>16.8 Gameday The board discussed payments and the percentage charges.</p> <p>16.7 Bank Accounts The board discussed the current banking and signatories.</p>	<p>CR</p> <p>CR</p> <p>HRM/ MA / DH / BA</p> <p>CR</p> <p>MA</p>

	<p>16.7 Directors Training BA informed the board as part of the Velko Report, the directors need to look at training.</p>	DH
17	<p>Digital, Brand, Strategy Section Update The board agreed the brand and website and to advise DS to move forward.</p> <p>The board discussed the strategy document that has been produced. Feedback to be forwarded to DS and brought back to the next board meeting.</p>	<p>DS</p> <p>DH</p>
<p>Date of next meeting 4th November 2023 at 10:00 hrs, in person, Sheffield Office</p>		
<p>Meeting closed at 17:17hrs</p>		