

EIH Board Meeting Minutes

Date: Saturday, 6 January 2024 and Tuesday 30th January 2024
 Venue: Ice Sheffield- / Microsoft Teams
 Attendees: Vice Chair - Duncan Hough (DH) Director - Bruce Douglas (BD)
 Director - Martin Peters (MP) Director - Daniel Smith (DS)
 Director - Alan Moutrey (AM) Director - Cornelia Raubal (CR)
 Director - Alex Flynn (AF) Head of Operations - Hannah Ridgard-Mason (HRM)
 Apologies: Director - Mohammed Ashraff (MA) – Attended 30/1/24

The meeting commenced at 9.35am

Agenda Item	Discussion points	Actions	By Whom
1. Welcome & introduction to new Director	DH opened the meeting and thanked all for attending. AF was welcomed to the Board and short introductions were made.		
2. Apologies			
3. Conflicts of Interest	No conflicts were declared in relation to any agenda items.		
4. Previous Board minutes	The previous Board meeting minutes were approved for signing.	Sign previous Board meeting minutes Arrange for minutes to be uploaded to website	DH HRM
5. Operations Report	HRM presented the Operations Report and raised the following topics for discussion. Sport England Finance related: <ul style="list-style-type: none"> - A reconciliation has been submitted to Sport England, who has now requested a print-out from the accounting system which is currently not available due to the system not being up to date. Funds for the Sector Renewal Fund (operational staff) cannot be drawn until this is submitted. - The £31,000 received from Sport England for two prior projects (Sport Survival Fund) does not appear to have been ringfenced for the purposes it was received, mainly for staff salaries. - Draft accounts are required by 12 January 2024 for the Sport Survival Fund. Skills matrix: Board agreed to take no action on training until a new Independent Chair is appointed. Skill scan form to be circulated to all Board members for completion by 12 th Feb 2024 . When new Independent Chair is in place and skill scan is complete, Bvalco be appointed to undertake a further Board report.	Board members to send to BD by 12/2/24	
	Media strategy HRM confirmed that she and DS had looked at the media strategy in December and a draft had been prepared.	Discuss proposal for student volunteers to assist with	DS / HRM

HRM advised that Seth Bennett had proposed using Sheffield University student volunteers to assist with social media. The Board discussed the pros and cons of such an arrangement. It was agreed that DS and HRM would discuss the proposals further and come up with some guidelines.

social media and come up with guidelines.

The Board agreed that social media content and appearance was much improved following the recent rebrand. The Board discussed the proposals outlined in the media strategy document concerning the appointments of JDG and Craig Simpson to create and manage social media content and debated the cost implications of each proposal. It was generally agreed that it would be beneficial to appoint both, but that the financial viability must be considered and confirmed before a final decision is taken.

This instigated a discussion regarding income and commercials, including exploring sponsorship and partnerships. DS agreed to discuss this further with HRM and revert to the Board with proposals.

Discuss commercials and prepare proposals for Board.

DS / HRM

Para Ice Hockey

HRM advised that a positive meeting had been held with the Para Ice Hockey board, noting that there is a new Chair and a mostly new board. The meeting highlighted the current challenges facing Para Ice Hockey.

Discuss GB Para with IHUK

DH

- Exposure - MP confirmed he is investigating the possibility of holding a Para exhibition game at an existing EIH event
- Referees - Para board have been put in touch with referee coaches to explore additional training options to increase the pool of referees
- Coaching - AM confirmed this is being discussed
- Articles - It was agreed that GB Para Ice Hockey should come under Ice Hockey UK, with the grassroots remaining with EIH. DH summarised that 'performance' sits with Ice Hockey UK and 'participation' sits with EIH.

Pixelot

The Pixelot contract is due to expire in Feb-April 2024 (TBC). All junior clubs use Pixelot cameras to record games to aid with coaching, safety, and discipline. The cost is £600 per club for c. 30 clubs.

The Board discussed the pros and cons of renewing the contract with Pixelot, agreeing that there was a benefit to DOPS and for coaches, but that the technology is outdated.

BD mentioned an alternative system called Sportway. Cameras are installed at all clubs for no cost. Users (e.g. players' family members) pay a small monthly subscription fee enabling them to watch games live. Benefits include access to more modern technology and the ability to generate revenue. BD, AM and HRM agreed to explore this further and request system demo. Also look at Dartfish

Explore Sportway option and request system demo

BD / AM / HRM

Confirm Pixelot expiry and options for extension

HRM

The Board requested HRM clarify the Pixelot expiry date and options for short term extension.

DOPS

HRM raised the need to revise the DOPS handbook but highlighted that this can't be done mid-season. The Board agreed that MA would need to be involved in changes as the Director in charge of DOPS but agreed that action needs to be taken ahead of next season, including

Discuss changes required and agree plan/proposal for action ahead of next season.

MA / HRM

changes to the handbook and the recruitment of independent committee.

The Board discussed violence in the sport and agreed the need to strike a balance between encouraging spectators and the safety of players. The Board requested AM and HRM develop a document to set out how the game should be played, incorporating ethics and respect.

Develop document setting out how game should be played.

AM / HRM

Acceptance of UKAD highlighted incident has now been received and the case will be finalised by the first week in February and players suspension will now be removed

MA to send out response within 7 days

MA

Manager protocols / DBS / Safeguarding

CR, as Director leading on this area, advised that a new manager steering group is in place and agreed to send the relevant documents to HRM.

Send manager steering group documents to HRM

CR

There was no IT update in the absence of MA.

CR to advise how to proceed

CR

HRM advised that there still needed to be a decision made regarding visors in WNIHL after a complaint regarding equality was made. EIH want to have a collective approach with SIH and IHUK.

Insurance

Travel insurance - The Board discussed the travel insurance restrictions and agreed that where clubs are travelling for purposes other than EIH-organised events, the clubs would need to arrange their own independent travel insurance.

Blind Hockey - HRM advised that insurance to include Blind Ice Hockey would cost in excess of £5,000 for up to 100 players. Currently there are only approximately 20 players. The Board agreed that, although there is a desire to be inclusive, the costs must be covered by the clubs and/or players, not EIH.

Office capacity and resource

HRM highlighted the limited resource and capacity of the office, and the need for an in-house finance person, noting that this could form part of a wider senior administrator role. DH noted these comments and confirmed this would be considered again later in the meeting.

Partnership with British Ice Skating (BIS)

HRM drew attention to the proposal contained with the Board meeting papers, highlighting that the partnership would be free to EIH with users paying subscription fees. The Board raised concerns regarding the sharing of data and potential for loss of sponsorship as a result. HRM agreed to request and review the data sharing agreement and look for examples of where similar arrangements have worked in practice, and feed back to the Board.

Review data sharing agreement with BIS and identify examples of arrangement working in practice

HRM

Operational v strategic

DH referred to an email sent relating to the role of the Board and whether the Board view their role as operational or strategic. The Board discussed this and gave their individual views and agreed that the Board should move in a more strategic direction, noting that in the short term some Board members may need to be more hands on (e.g. Finance Director) to get things in a position to move forward.

DH stated that HRM should be involved in all Board discussions going forward.

Provide weekly short report detailing work undertaken and ongoing tasks

All

DH also requested that HRM and all Board members provide a short report each week detailing work undertaken

Agree time and day for issue

HRM

and ongoing tasks. Time and day for these to be issued is to be agreed. DH advised this is not intended to be a tool to beat anyone up but to enable prioritisation, share information, and to identify available resource and training requirements.

Gameday:

- It was noted that HRM is working hard with Gameday.
- Outstanding issues around missing stats and penalty minutes - MP highlighted that this is important as data is required for the fair play awards.

6. Risk Register No further update on the Risk Register, the upcoming Skill Scan having been covered earlier in the meeting.

7. Finance

Bank account signatory list

It was raised that there is currently only one Board member on the current signatory list for the bank account. AF agreed to liaise with MA to make sure this is updated. DH noted that Andrew Miller (previous Board member responsible for finance) had offered to assist if necessary.

Arrange for bank account signatory list to be updated

AF / MA

Office staff

HRM highlighted that the office staff are currently paid from Sport England funding which will stop at the end of the term. HRM was asked to confirm with Sport England when the term ends, given that staff were not hired until approximately 6 months after the funding was approved.

Confirm when Sport England funding will end

HRM

HRM confirmed the amounts received and due:

- £96,000 received
- £200,000 (approx.) due
- One final payment after that, amount TBC

HRM also advised that she had been unable to claim the next payment. Information requested by Sport England from the finance system is unavailable due to the system not being up to date. It was agreed that a temporary or part-time employee be sought to ensure the accounting/finance system is up to date.

Seek temporary or part-time finance person

AF / HRM

The Board discussed options for continued staff salaries when the Sport England funding ends, including seeking sponsorship, increasing fees, looking for other revenue streams. DH requested that any ideas are brought to the next Board meeting for further discussion.

Bring revenue/funding ideas to next Board meeting

All

BD raised a suggestion regarding a lottery option which could be rolled out to clubs. Each club would be able to run their own lottery where players pay £1 per month to participate and win prizes. All revenues are split 50% to the club, 10% to EIH, and the remaining 40% retained by the lottery provider to cover costs. There is an upfront cost of £5,000.

Ongoing finance reporting

AF and DH agreed that more regular reporting on EIH finances is required and should be possible once the accounting/finance system is updated. AF agreed to provide monthly reports going forward.

Provide monthly finance reports to Board

AF

Office space

DH started a discussion regarding the office space, which currently costs EIH approximately £1,000 per month. HRM was asked to explain why staff don't work from the office more frequently. HRM explained that the team don't

	<p>currently work on similar projects and that the office environment was not suitable (e.g. toilet facilities, lack of private space for confidential calls and one to one meetings).</p> <p>A number of the Directors stated that working from the office could improve interaction and information sharing, as well as enable HRM to monitor and attempt to improve the issues relating to capability previously raised.</p> <p>It was agreed that staff would be asked to work from the office a minimum of 2 days per week initially, and for the situation to be kept under review.</p>	Staff to work from office minimum 2 days per week	HRM
8. Section report: NIHL	<p>MP provided an update on NIHL, confirming that NIHL 1 and 2 were going well but highlighted an ongoing issue with UK Anti-Doping (UKAD) and issues already discussed regarding DOPS.</p> <p>Meeting with NIHL planned with DH/MA</p> <p><u>National finals:</u></p> <ul style="list-style-type: none"> - Budgets have been prepared. Second signatory required to approve expenditure. - Medals and trophies need to be ordered - MP requested assistance of the office with this. - Venues confirmed as Sheffield and Alexandra Palace. - Anticipated finances: <ul style="list-style-type: none"> o Expected income of c. £100,000 o Based conservatively on 2/3rds capacity sold o Early bird ticket prices being offered o Shared prize fund expected to be in region of £40,000 o Little to no financial risk associated o MP agreed to share the budget with the Board 	<p>MA to speak to NIHL before 2/1/24 to arrange a date</p> <p>Office to assist with ordering medals and trophies</p> <p>Share national finals budget with Board</p>	<p>MA</p> <p>HRM</p> <p>MP</p>
9. Section report: WNIHL	<p>CR updated the Board on WNIHL section, noting that all was going as expected.</p>		
10. Section report: Juniors and Talent Pathway	<p>MP provided an update on the Juniors and Talent Pathway.</p> <p><u>Juniors:</u></p> <ul style="list-style-type: none"> - Club feedback will be sought which will be used to help shape both national and junior leagues. - Junior leagues are running well. - Junior national finals are at the end of May and planning is in progress. - Quebec trip (second week of February 2024) - MP highlighted that cash will be required. The Board discussed ways to manage this, and it was agreed that AF would be put in touch with Rachel Gay to discuss this further. <p><u>Elite Player Pathway:</u></p> <ul style="list-style-type: none"> - Going very well, working alongside GB Ice Hockey. - GB Ice Hockey have confirmed that players not in the England pathway will not be eligible for GB. <p><u>Showcase:</u></p> <ul style="list-style-type: none"> - A schedule has been prepared and budgets are being worked through. - MP is working to try to accommodate Para Ice Hockey in the event. - Posts relating to showcase on social media have been successful. 	<p>Put AF in contact with Rachel Gay to discuss cash requirements for Quebec trip</p>	<p>MP</p>

- The involvement of Scotland in this year's Showcase has been received positively.
- Feedback from previous years is being reviewed to inform and make changes this year.

11. Section report:
Education

AM provided an update on the Education programme.

Essex University MoU:

A Memorandum of Understanding (MoU) has been received from Essex University, which would allow Dr Quick to have involvement in the coaching and education programme. AM confirmed there would be no cost to EIH. Club would benefit from courses being brought up to date and into the modern world. All Directors were asked to review the MoU and provide comments to AM. If approved, AM will take forward.

Review and comment on MoU

AM

AM confirmed over 700 coaches are registered which represents an increase in participation. A new General Manager has been appointed, Peter Wynn. Lots of positive feedback has been received. DH queried whether these positive numbers could be highlighted on social media.

Consider social media content regarding increased coaching participation

AM

AM

The Board discussed advanced level coach qualifications, as AM flagged that Ice Hockey UK (IHUK) are unable to provide this. IHUK looking to employ a Canadian coach to follow the Canada elite coaching pathway. The Board raised concerns and agreed that care needs to be taken to ensure EIH are working with IHUK to amalgamate views and ensure the solution works for both parties. Also need to be cautious of putting coaches through the advanced level qualification who are either not ready or simply attending to collect badges.

AM also confirmed that Tony Hand had completed a clinic with coaches. The turnout was slightly disappointing but aware it was held mid-season. A further session is due to take place in January 2024 in Bristol and an online webinar will also be offered.

Presentation:

AM talked through his Education / Coaching presentation, which had been prepared using DS's rebranded and updated templated. The presentation highlighted the differences between the current pathway and the suggested improved pathway.

The proposed changes include:

- Adding a requirement for coaches to submit videos for assessment
- New courses, both in-person and virtual
- A new framework which introduces a Head Coach certificate
- Introduce new ways for people to get into coaching by allowing individuals with relevant skills to bypass levels - considered on case-by-case basis
- Introduction of GK 1 and GK 2 levels to help coaches to include netminders in sessions
- Introducing mentors covering geographical areas to help clubs deliver quality coaching, unify coaches, and align practices across the EIH.

Generally feedback from the Board was positive. Concerns were raised, which were discussed in detail. Specific areas covered include costs, mentoring, Head Coaches, and the ability of individuals to bypass coaching levels.

	<p>The consensus of the Board following these discussions was that they are in favour but would like more detail on areas such as costs and certification.</p> <p>HRM raised the current GDPR training requirements imposed on clubs, advising that other NGBs (such as the FA) do not require GDPR training. The Board mostly agreed this should not be a barrier and that the requirement could be removed.</p>	Provide more detail of proposals, including costs and certification	AM
12. Section report: DOPS, Safeguarding, Para, Rec	These areas were covered in other sections.		
13. Section report: Digital, brand, strategy	<p>DS spoke to the Board about the digital brand and strategy, noting that the new brand was launched in December 2023 which has seen the website and social media accounts rebranded and a lot of new content added.</p> <p>DS noted that limited feedback has been received from the community at large, but generally the feedback has been positive. A small amount of negative commentary had been received but that was not deemed a cause for concern. Engagement on social media has been good - one video posted on Instagram had received over 10,000 views which represents the highest for EIH.</p> <p>The media strategy had been discussed earlier in the meeting so was not revisited but DS invited questions from the Board.</p> <p>It was agreed that, following the successful launch of the new brand, other logos should now be updated, including Showcase, Team England, etc. DS agreed to move this forward with the relevant project owners.</p> <p>MP asked for updated logos to be provided for inclusion on medals, trophies, and shields for upcoming events.</p> <p>DS also mentioned his recent appearance on the 4,000 and counting podcast, which had gone well. The Board agreed that no further public comments be made regarding DOPS and to simply respond that it is under review. DS suggested that when a new Independent Chair is appointed and has settled into the role, they appear on the podcast as it is a useful way to get the Board's message out to a wider audience and to promote the positive things being done.</p>	<p>Liaise with project owners to update logos following rebrand</p> <p>Provide updated logos to MP</p>	<p>DS</p> <p>HRM</p>
14. Section report: External affairs	This was convened until a later date TBC.		
15. Section report: Secretarial	<p>CR advised that action needed to be taken to register AF as a Director with Companies House. AF confirmed access to an EIHA email address. CR to send papers for completion.</p> <p>HRM confirmed AF has already completed some papers so would forward these on to CR.</p>	<p>Forward papers for completion to AF</p> <p>Forward already completed papers to CR</p>	<p>CR</p> <p>HRM</p>
16. Actions			
17. AOB			

Articles

Confirm room booked for AGM

Meeting with Tony Boynton of Rec would be good to discuss the AGM and look at increasing involvement and attendance

Independent Chair interviews

DH confirmed that first interviews had been carried out with 3 applicants and there was a further interview to be done. Those involved in the first interviews agreed that 2 candidates lead the way. CR, DH and HRM will conduct second interviews with the candidates put forward.

BD suggested that those interviewed but unsuccessful in role be considered for other roles within the organisation - either on the Board or within sub-committees (for example, MP suggested forming a sub-committee to look for funding and commercial opportunities).

At 2.15pm, as a result of Directors unable to remain in the meeting due to other commitments, the Board was no longer quorate. It was agreed that a follow up meeting would be held to cover the remaining agenda items and to revisit the finance related items that could not be discussed in detail due to absence of MA. The date of the follow up meeting will be confirmed.

Roster Rules

Survey to be sent out to clubs for better understanding and feedback towards the end of the season, to discuss and get a better idea

EIH Branded apparel

MA to look into and report back to the Board before end of February

The meeting closed at 2.17pm.