



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 14th June 2018 at clubhouse

Item	Minutes	Action by	Actioned
Present	Jaime Cox (JC), Barry Coe (BC), Claudia Ringrose (CR), Mark Hawkins (MH), Matt Bennett (MB), Liz Metcalfe (LM) Amy March (AM), Tom Sellers (TS)		
Apologies	Jean Smith (JS)		
Matters Arising	2.6 No power to shed, this is unlikely to change.		
1. Feedback of actions from previous minutes	1.1 JC welcomed the Exec to the first meeting as EH Club of the Year! 1.2 See actioned set of minutes as circulated. 1.3 JC signed as correct	JC	
2. Junior Academy Report	2.1 Strategic overview planning in progress - meeting due early July with committee to discuss (date TBC) 2.2 Follow up introductory meeting planned for end July, as orientation for all staff 2.3 Looking for investment for Quickstix coaching cards and equipment + In2Hockey equipment refresh 2.4 MH to raise proposal forms for above 2.5 MH to meet with Andy Dale to discuss reach into schools 2.6 Pacesetters in Northampton. CR to chase on behalf of MH. 2.7 MH to co-ordinate Mintridge contact 2.8 MH to look into Grammar School Foundation grant for junior kit 2.9 Junior advertising material needed, glossy A5 handout and posters. MB showed Swimming club flyer to Exec as example. MB & BC to co-ordinate flyer design. LM/AM to email club members/Facebook regarding contact for design and print	MH MH CR MH MH MH, BC, LM, AM	

	<p>put in to the running of the club. JC to write personally to express thanks</p> <p>4.3 O75 tournament, AM to approach Claire Jennings to assist. Small working party to be created to help organise event. Exec agreement to support this.</p> <p>4.4 Training times, CR given suggestion and comments from JR, CR explained the amount of work and discussions with captains but acknowledged comments. CR to speak directly to JR to feed back.</p> <p>4.5 Meeting planned by AM for Operation Committee for 20th June to arrange social schedule</p> <p>4.6 Website went to No. 2 with EH win, trending at No. 12 now.</p> <p>4.7 Sponsorship package recirculated, need to agree prices and recirculate to members</p>	<p>AM</p> <p>CR</p> <p>AM</p> <p>All</p>	
<p>5. Treasurer report</p>	<p>5.1 New annual subs structure for 2018/19 agreed by main club at AGM on 24th May, need to circulate to members once agreed by Exec.</p> <p>5.2 Coaches expenses collated and discussed. Coaches are used to sending treasurer a monthly email with timesheet. Treasurer still needs to collect information from coaches who do not claim finances, but still provide a service. There may also be insurance implications and session covering obligations if coach is unable to attend. MB to collate a spreadsheet for circulation.</p> <p>5.3 Set up for Go cardless and Stripe has been done by MB. E-payments to be in place for next season.</p> <p>5.4 'When is a member not a member' document by TS for discussion – if someone is injured and cannot play, agreed payment options should be either £80 full main club member with full benefits or £10 social with no benefits, members choice.</p> <p>5.5 TS to ask Eddie Walker main club rep to float the suggestion of a 'guest' membership for 3 games</p> <p>5.6 Membership season runs from 1st September to 31st August for purposes of finance & insurances.</p>	<p>LM</p> <p>MB</p> <p>TS</p> <p>MB</p>	

	<p>5.7 Match fees proposal document by MB for discussion – some amendments suggested and made. MB to update and recirculate.</p> <p>5.8 MB to discuss with captains and coaches first, then will pass on to LM/AM/BC to circulate on social media to club members</p>	<p>MB</p> <p>MB, LM, AM, BC</p>	
<p>6. Vacant committee positions</p>	<p>6.1 Fixtures ladies – Vacant</p> <p>6.2 Fixtures men – AM to approach Nathan Thomas</p> <p>6.3 Sponsorship sec – Vacant</p> <p>6.4 Kit secretary – Vacant</p> <p>6.5 Umpire co-ordinator – Richard Middleton to be approached by TS</p> <p>6.6 First aid kit stocking – Nathan Thomas to be approached by AM</p> <p>6.7 Easy fundraising – admin to be taken over by MB. MB to contact JR for details about how this works.</p>	<p>AM</p> <p>TS</p> <p>AM</p> <p>MB</p>	
<p>7. Correspondence</p>	<p>7.1 Invitation to World cup seminar on 21st July at Lee Valley – Andy Dale (plus would like to attend committee meeting to discuss prior to this). LM to submit 4 names by 15th June, LM, AM, MH, AS</p> <p>7.2 East league umpire situation – Technicality of East league is that each umpire needs to be a member of a hockey umpire association, unfortunately Northants does not have a HUA. JC to look at local county HUA's which could be potentially approached and join for free to get around this technicality. BC to look at which umpires were used last year to inform JC</p>	<p>LM</p> <p>JC, BC</p>	
<p>8. Proposals from sections</p>	<p>8.1 EX13-OP10-TS-20.01.18 – Umpire Shirts – Aim to have in place for next season. No response from JC contact at Adidas. Current quote from Silverfx is £22, unclear whether this includes printing, assume not. For 'umpire' to be printed on the back, no names or KHC logo. Bright orange shirt. BC to get list of umpires and requested sizes for shirts and get order placed with SilverFX.</p> <p>8.2 EX15-OP12-AM-16.05.18 – Holding playing kit – Proposal from Jan Randle about SilverFx holding stock of playing kit. Discussed and agreed at last meeting. Info received back from Silverfx re numbers ordered. This is on hold currently.</p>	<p>BC</p>	

	<p>8.3 EX16-JA1-MH-11.06.18 – Junior equipment – New proposal from MH regarding junior Quiksticks equipment – agreed.</p> <p>8.4 EX17-SP4-CR-14.06.18 – Whiteboards – New proposal for 2 x white boards for the changing rooms at Bishop – agreed.</p> <p>8.5 EX18-SP5-CR-14.06.18 – Flat markers – New proposal to purchase flat markers instead to cones for training – agreed.</p>	<p>MH</p> <p>BC</p> <p>MH</p>	
<p>9. Any other business</p>	<p>9.1 EH Club of the Year Nomination – KHC has won the EH club of the year and 12 representatives attended the awards ceremony on Sat 19th May. Shirt was signed by England players. JC and JS appeared on Radio Northampton and Look East interested in attending training session in Aug.</p> <p>9.2 EH promotion and sponsorship – Discussed the need for a separate meeting to discuss legacy from EH win and sponsorship opportunities which have the potential to be long-lasting. Meeting set for 2nd July 7.30pm. Ideas suggested: Advertising pack about the club. Club celebration date, clubhouse is free on Friday 29th June and 27th July ref Sue Russell, or look at early Sept and tie in with HockeyFest. EH banner. EH currently busy with World Cup, however want to set up contact with us in August to discuss 12-month promotion plan.</p> <p>9.3 Information to members – LM would like confirmation of exact info to send to members regarding training times in summer and during season, plus annual subs payment requirements once this has been agreed. LM to contact CR and MB separately to get this information to ensure the correct info is circulated to members</p> <p>9.4 Development plan to be reinstated on agenda</p> <p>9.5 New Player Welcome Pack MB to update pack with existing membership and finance information and recirculate</p> <p>9.6 Sponsorship offer – Approach by Sports massage therapist to forge links with Tresham and discount. Needs further discussion.</p>	<p>All</p> <p>LM, CR, MB</p> <p>LM</p> <p>MB</p>	

	<p>9.7 Fantasy hockey – Club member suggested to CR to reinstate this. Needs further discussion.</p> <p>9.8 GDPR – Info circulated to members. Richard Lashbrook confirmed membership figures as below on 12.06.18</p> <table border="1" data-bbox="409 427 987 667"> <thead> <tr> <th>Row Labels</th> <th>F</th> <th>M</th> <th>Grand Total</th> </tr> </thead> <tbody> <tr> <td>Junior</td> <td>63</td> <td>41</td> <td>104</td> </tr> <tr> <td>Senior</td> <td>58</td> <td>48</td> <td>106</td> </tr> <tr> <td>Grand Total</td> <td>121</td> <td>89</td> <td>210</td> </tr> </tbody> </table>	Row Labels	F	M	Grand Total	Junior	63	41	104	Senior	58	48	106	Grand Total	121	89	210	CR	
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<p>10. Items for future</p>	<p>10.1 Coaching cost analysis</p> <p>10.2 Coach education</p> <p>10.3 Head coach ongoing</p> <p>10.4 CUD course (JC)</p> <p>10.5 5-year financial plan</p> <p>10.6 Jan 2020 start Clubmark renewal</p>																		
<p>11.</p>	<p>11.1 Meeting closed at 22.55</p>																		
<p>Date of next meeting</p>	<p>Thurs 6th Sept 2018 7.00pm Venue TBC (Section reports, proposals and update on actions to be submitted to LM by 23rd August 2018) Additional meeting re Club Promotion 2nd July 2018</p>																		