



Kettering Hockey Club Executive Committee

Draft Minutes of Meeting 28th February 2019 7.15pm KHC Clubhouse

Item	Minutes	Action by	Actioned
Present	Jaime Cox (JC), Claudia Ringrose (CR), Mark Hawkins (MH), Amy March (AM), Barry Coe (BC), Liz Metcalfe (LM), Jean Smith (JS), Matt Bennett (MB)		
Apologies			
Matters Arising			
1. Feedback of actions from previous minutes	1.1 See actioned set of minutes as circulated. 1.2 JC signed as correct	JC	
2. Junior Academy Report	Training: 2.1 Attendance levels still high for all age groups except boys U12 2.2 Coaches continue to work well together I have received no indication of issues Fixtures: 2.3 Snow interfered with a number of fixtures with no immediate plans to reschedule 2.4 Availability could be better but Sunday morning clashes with other sports still problematic, especially for boys. Finances: 2.5 All cash should now be banked - MB took cash last week and started to reconcile training data 2.6 MB to provide a balance sheet/Profit & Loss for cost analysis on the section Administration: 2.7 Most junior academy jobs confirmed for next season, not too much change from this season re coaching - exception is Emma Storey replacement but it's hopefully in hand. We have extra admin support lined up so that will really help	MB MH	

	<p>2.8 Next meeting due 07.03.19 @ 7.00 at the Beeswing pub</p> <p>AOB:</p> <p>2.9 I am investigating some key changes for next season in order to increase fixtures, attract more U8/U10 & U12 and take the section forward with primary schools. To do this we need to accurately cost out the impact to the club and agree the plan. To be discussed in AOB.</p>	<p>MH / Exec</p>	
<p>3. Senior performance Report</p>	<p>Performance - Men:</p> <p>3.1 1st – Playing good attacking hockey but letting in goals and not converting chances. Outlook is a mid-table finish.</p> <p>3.2 2nd – Struggling to put series of wins together. Some disruption caused by 1st team availability. Outlook is a bottom half finish but should be safe from relegation.</p> <p>3.3 3rd – Strong performance, scoring lots of goals and conceding very little. Could break club record for fewest goals conceded? Outlook is promotion</p> <p>3.4 4th – Playing good hockey and building on last season. Surplus players causing a little issue with frustrated players not getting a game. Outlook is a mid-table finish.</p> <p>3.5 Vintage – R2 away defeat to St Neots O50s 1-1 in full time but lost 5-3 on pens. Thanks to Tony Heath for captaining this team.</p> <p>Performance - Ladies:</p> <p>3.6 1st – Struggling to score goals. Currently propping up the league table, must find some points over the next couple of fixtures to avoid play off with teams finishing third in Feeder East and West. Have access to all players from the lower teams when needed.</p> <p>3.7 2nd – Return leg of fixtures has seen more respectable score lines, which shows the improvement made. 1st team unavailability and a small squad to begin with has seen an increase in younger players coming through and holding their own. Outlook is a second from bottom finish, thus return to Northants Div 1.</p> <p>3.8 3rd – Struggled to score goals first half of the season, though beginning to turn this around. Must win a couple of fixtures to avoid bottom place. Youth</p>		

	<p>performing well. Outlook 2nd from bottom to avoid automatic relegation and then play-off with runner-up from Div 2.</p> <p>3.9 4th – Disruption from other teams for call up of players. Winning friendlies but not league matches. Struggling to score goals at key times. However, still managing to attend fixtures with 16 players. Outlook bottom/2nd from bottom.</p> <p>3.10 Vintage – QF home defeat (1-3) to old nemesis Cambridge City. Good performance all round. Thanks to Shez Coe for captaining this team and crowd for their support.</p> <p>Training</p> <p>3.11 No issues reported from any team</p> <p>Availability</p> <p>3.12 Men - recent weeks has seen injury and holiday reduce the team numbers and the M2's hit the hardest</p> <p>3.13 Ladies – half term fixtures always present problems with those on holiday or skiing. Postponed fixtures also being played during this period</p> <p>Coaching</p> <p>3.14 Coach Education Workshop? Next season.</p> <p>3.15 GK coaching – External coaching requested by AS.</p> <p>AOB</p> <p>3.16 Men's 5th team has been floated and had a positive response from players. The view this is essential to help retain membership on the Men's section, as likely to lose some players to other clubs or hockey in general if they aren't playing regular games. More organisation required before confirmation. League has been provisionally advised about this. Posted on website, feedback requested from members.</p>	<p>Exec</p> <p>MH</p> <p>Exec</p>	
<p>4. Operations Report</p>	<p>4.1 Awards Dinner: Final plans and nominations for awards – Ritz in Desborough booked by Claire Jennings. AM to confirm numbers to Ritz by 30th March latest.</p> <p>4.2 MB to create ticket on website for purchase.</p> <p>4.3 JC and JS to get programme to CR by 17th April to print.</p> <p>4.4 LM to send format to BC and send email for nominations of awards to be sent out, to come back to nominations@ketteringhockeyclub.co.uk.</p>	<p>AM</p> <p>MB</p> <p>JC/JS/CR</p> <p>LM/BC</p>	

	<p>4.5 Awards to be finalised on 25th March at next Exec meeting.</p> <p>4.6 JR to get trophies collected and engraved, LM to chase returnees.</p> <p>4.7 LM to email captains for their Player of the Year and Most Improved choices.</p> <p>4.8 CR to make rolling photos powerpoint for awards night. AM to help with this</p> <p>4.9 LM not able to come therefore CR to take on role of trophy distribution</p> <p>4.10 JS to present awards on the night.</p> <p>4.11 LM to confirm menu choice to Ritz, same menu for all.</p> <p>4.12 LM to invite the 2 charities.</p> <p>4.13 JC / Exec to look at table plans.</p> <p>4.14 Beetle Drive 2nd March low numbers (24) but had a brilliantly fun night</p> <p>4.15 Race Night raised approx. £700.</p> <p>4.16 Beer barrel unofficial night with Cransley fundraiser 23rd March.</p> <p>4.17 Junior awards 26th April</p> <p>4.18 Senior Awards Dinner 27th April</p> <p>4.19 County Women's AGM 29th April</p> <p>4.20 KHC AGM 30th April</p>	<p>Exec LM LM CR/AM CR JS LM LM JC/Exec</p>	
<p>5. Treasurer report</p>	<p>5.1 Current Balance and cash flow discussed</p> <p>5.2 Main Expenditure: Coaching (note also includes Moulton, Lodge Park & Bishop, Mileage, Equipment – Rebound Boards, Umpiring, Teas.</p> <p>5.3 Insurance: Copy of the insurance mandate final received (with Tom).</p> <p>5.4 Other: Treasurer succession planning /term appointment/section support to be discussed.</p> <p>5.5 Proposed treasurer roles split for next season – main treasurer to oversee and be responsible for overall finances of the club plus 2 sub treasurers for junior and senior sections to manage day to day money collection and update weekly. To be discussed further</p> <p>5.6 Review staffing as this has tax implications.</p> <p>5.7 Handover of senior match fee collation to Lou Storey complete</p> <p>5.8 Discussion re Junior Section fees held on 20/02/19</p> <p>5.9 Breakdown of expenses provided and discussed.</p> <p>5.10 Coding agreed</p>	<p>Exec</p>	

6. Welfare and safeguarding	6.1 No issues reported 6.2 Email from Kimbolton school about a training event. MH to forward to welfare officers to see if interested.	MH	
7. Development plan progress vs strategy	7.1 Updated		
8. Correspondence	8.1 None outstanding		
9. Proposals from sections	9.1 EX27-OP18-LM-26.02.19 – Bobble Hats – Proposal to re-purchase more KHC bobble hats after the success of the last batch. Approved for purchase at start of next season in same format as last time. LM to inform Kit Secretary. 9.2 EX28-JA4-LM-26.02.19 – Volunteer certificates – Proposal to provide KHC branded certificates to young volunteers / helper who have provided a service this season. Aim is to help youngsters with evience for their CV's or University applications. LM to organise in conjunction with MH. Approved	LM LM / MH	
10. AGM 2019	10.1 AGM 2019 – 30 th April LM to send out AGM notification email for nominations	LM	
11. Any other business	11.1 Update on O75 Tournament Progress – Thanks to Bill for sending update and Jan for sending list of outstanding items for confirmation 11.2 Results co-ordinator – CR to manage this on the Friday. Still need volunteers for Saturday and Sunday 11.3 Physio cover – LM has contacted Leicester Uni, has volunteers lined up and will cover Saturday and Sunday. 11.4 Defibrillator – LM has organised this. 11.5 Photo's and slide show – Jake Randle will manage this. 11.6 Publicity – BC happy to do this 11.7 Presentations – JS happy to do this 11.8 Payments – Bill and MB to organise, Bill to chase teams 11.9 Umpires – AM to re-post on Facebook. JC to post to Midlands Umpires asking for more volunteers. Teams to also chip in with umpiring.	CR LM LM BC JS MB AM / JC	

	<p>11.10 Café / Kitchen – Offers of help from Ant Paton, Toni Hustwaite, Jean Smith, Family Bennett when not playing, and JC will be available Sat morning. Vince Davy has also offered to help. LM to chase Captains for more offers of help</p> <p>11.11 Clubhouse – Bruss and Ian happy to host teams at clubhouse for Sat night meal. JR / BG liaising with Classic Catering (Gloria) for buffet meal</p> <p>11.12 Costing for Junior Development plans – move to next meeting</p> <p>11.13 Summer Camp – MH speaking with Tom Sellers about holding this at Bishop Stopford and set dates</p> <p>11.14 Podcast – Hockey Development Talk. EH approached JC about being part of this. To look at date for meeting and recording via Skype with JC, BC, MH, MB</p> <p>11.15 Repeat Club Survey – MH to check if we have the survey for 2 years ago and repeat towards the start of the year</p> <p>11.16 Set dates for next seasons Exec meetings – move to next meeting</p> <p>11.17 Newsletter – LM developing next newsletter. Ensure Skymoos event on it. MB to put on e-ticket at start of next season</p>	<p>LM</p> <p>MH</p> <p>JC/BC/MH /MB</p> <p>MH</p> <p>LM</p> <p>LM/MB</p>	
<p>12. Items for future</p>	<p>12.1 Next meeting – Exec Committee structural change options.</p> <p>12.2 Next meeting – Costing for junior development plans</p> <p>12.3 Next meeting – AGM, awards, dates for next year Exec meetings</p> <p>12.4 September 19 – Bobble hats proposal – to advertise and purchase at start of next season</p> <p>12.5 Coaching cost analysis, education and head coach</p> <p>12.6 5-year financial plan</p> <p>12.7 November 2019 to review club policies as annual check</p> <p>12.8 Sept 2019 start Clubmark renewal (Due Jan 2020)</p>		
<p>13.</p>	<p>13.1 Meeting closed at 22.40</p>		
<p>Date of next meeting</p>	<p>MONDAY 25th March 2019 7.00pm at clubhouse (Section reports, proposals and update on actions to be submitted to LM by 18th March) (Meeting dates 2018/19: 27th September clubhouse, 1st November VENUE TBC, 6th December VENUE TBC, 10 January clubhouse, 28th February clubhouse, 25th March clubhouse)</p>		

