**Minutes of Executive Committee Meeting – 7th September 2015**

|  |
| --- |
| **Attendees:** Nick Kendall, Nik Richardson, Heber Ackland, Pete Squires, Nicky Wilson, Jo Carter, Marty Pellow, Philly Lowton. |

|  |  |  |
| --- | --- | --- |
|  | **Notes** | **Action** |
| **1** | **Apologies:**   * Richard Starkey, Dan Cattermole, Shep. |  |
| **2** | **Minutes of last meeting:**   * Previous minutes accepted (last Exec). |  |
| **3** | **Correspondence & England Hockey:**   * Affiliation fees now not required until the end of November. New system, waiting to hear more from England Hockey. * HA attended Top 30 Clubs event at the Euro Championships. Good networking opportunity with other Top 30 Clubs. Links to work with / learn from other clubs, e.g. sharing ClubBuzz procedures (YouTube video for how to pay on GoCardless on the Buccs TV page). |  |
| **4** | **Diary check:**   * RS to confirm if insurance premium has been paid. * Pre-season newsletter / welcome letter have gone out. * Angus Ross sent out a good Junior pre-season letter. * County affiliations * NR to update Priority Diary – September: Enter subscription amounts on website (Treasury). September: pay County affiliations (Somerset (men) and Avon (ladies/Juniors) + West). * RS to set up link to allow payments. NW/HA to change automated registration e-mail – add BACS info. | RS  NR  RS  NW/HA |
| **5** | **AOB**   * Vice chair election – Philly Lowton voted in as Vice Chair. * Janet Gubbin’s recognition – NK to write on behalf of the Exec and to nominate her as a Life Member (to be confirmed at 2016 AGM). * Outstanding vacant positions:- Marketing - Sarah McBride had previously expressed an interest but since the meeting has said she won’t have time. Position still outstanding. * Jack Bettison is going to do Men’s 1s Twitter/FB results etc. Hayley Oliver & Adam Sandey have expressed an interest to do general social media, update FB/Twitter etc. Men’s club captain still vacant, but HA has this covered with managers. * Umpire co-ordinator (NK to send NR/NW/HA latest list of Level 1/2/3 umpires + probationers). NW to speak to Soph Calvert about Steve Clarke/Tom Menezes as possible candidates? * NK to appoint for this weekend in the short term. | NK  NK  NW  NK |
| **6** | **Finance Report:**   * Already 17 members have paid for 2015/16 2. All outstanding subs for 2014/15 have now been invoiced and so far we are only £22 different from what we expected to collect in net terms at the AGM. The total that we have still to collect is £6,476.50. * The junior sponsorship of £3,500 has been invoiced and paid hence this shows as a negative cost total for the juniors on the report. * The club dinner is currently showing a loss of £615. Not sure who has the final position on this – NR to speak to Dan Cattermole and report back. Something may have been miscoded. * The mixed festival costs have not all arrived yet so the profit shown in the report of £1,729 is as per Nick's budget. * Cash in the bank is currently £7,028 so still pressure on cash flow until we collect the outstanding subs. Bath university bills are being paid off gradually. * Approx. £1000 JA fees are incorrect so we won’t be receiving these. * Cashflow problem over the summer because of outstanding membership debts. A few problems last year have contributed to this relating to the new website and it crashing. This should not happen next season. But still highlights the importance of people paying their membership subs promptly. * HA to ask ClubBuzz to change report to make it easier to show if people have paid/started paying. * RS to provide updated list of those in debt. NW/HA/MP to finalise list of those who genuinely owe and distribute to managers not to select, as per selection policy. * RS to report on validating how we’re performing against our expected costs/income etc. * Can Sarah from ClubBuzz come down for a meeting with HA/NW/Michelle/Richard? * What do other clubs do? HA to speak to Beeston. * All payment arrangements, coaching/sub discounts etc. need to be confirmed/agreed by HA/NW/MP/NK. HA to check website that there is nothing advertised to reduce subs by helping JA etc. No subs are avoided by coaching/helping. Everyone needs to pay subs and the coaching budget is used to reimburse coaches etc. This needs to be advertised – HA/Angus Ross. | NR  HA  RS  NW/HA/MP  RS  HA  HA  HA  HA/AR |
| **7** | **Hockey Committee:**   * Men’s, ladies & JA all progressing well ahead of the season. * Quite a lot of new members’ application enquiries are coming in. * Coaching framework has been introduced now. * All first team players must do at least a JA coaching session or umpiring. * 5th Sept Club Day / Hockey Festival – good turn-out (~45 players for club day). Look to buy modern gazebo for future year Club Day and have DJ/speaker/food in a better location. * Should reinstate Presidents Day now that we have a better communication method set up. * Freshers’ week – HA/NK to meet with Harry Black to work out recruitment plan (last week of Sept). | HA/NK |
| **8** | **Social and Fundraising Committee:**   * NK has had difficulty communicating with the Lime Tree manager to formalise arrangements for post-match teas. New contact. NK meeting in the next week. * Parking at the Uni is also allowed in Permit spaces (still need to pay £2 on Saturdays before 5pm). * HA/NK to write some guidance for token system usage/audit. * Mixed Festival – NK has thanked Sophie Calvert (and Steve Clarke + Alex Menezes) for their help organising. On the whole successful other than one visiting team’s behaviour. We have received a warning from the University. We need to come up with a Code of Conduct for future events and need to steward the event. * Social planned on the 26th Sept. * Freshers will be at Freshers’ Ball on the 26th. Maybe have another event for students/freshers the following week? Maybe a meet & greet social after training on Tuesday/Thursday? TP/HO to consider. | NK  HA/NK  NK  TP/HO |
| **9** | **Commercial:**   * Junior sponsorship – NK has two ongoing conversations with potential sponsors. JA and Competitions sponsorship (Fidelius) – press release coming out this week. £3,500 this season. £4,000 next season. £4,500 the season after. U12 members will get a £5 voucher for a new polo shirt from JMS. Also providing navy/yellow kit for U10s, U11s, U12s. Next year will do U14, U16 and U18 teams. Also writing off previous sponsored kit in JMS. Possibly interested in other areas of club involvement/sponsorship. * HA has updated/to update website, flyers etc. * RS to match this with the Sportsmatch government grant scheme to double it. RS/MP/NK. * HA to update link on Buccs website to JMS website for kit available etc. * MP to update sponsor package info page (NK sent recently) and send out to members (NR to send to Marty). * Junior skorts – currently not available. NK to speak to Robbie Moore to see what they can stock. (TK don’t do junior skorts.) | RS/MP/NK  HA  MP  NK |
| **10** | **Marketing & Publicity:**   * Ongoing FB/Twitter activity. * Vacant position. |  |
| **11** | **University:**   * New watering system in place but not fully working – electrical fault. Should be rectified this weekend. * Watering not needed on Tuesday evenings for training. * Ongoing issue with the faulty carpet on Sitec is going through a legal process, so no quick solution. NK has sent a letter to the University. No response yet. * All to contact NK if the lights aren’t working, or the Duty Manager. | All |
| **12** | **Development:**   * Development Plan – HA. Continue to advertise key parts of the Development Plan that we’ve achieved, e.g. Goalkeeping Coaching. * All to look at it and feedback to HA any comments. * Talent Committee plan – NW to feed names to Angus/HA. * Club house – HA had meeting with Stephen Baddeley and EH rep. Stephen Baddeley keen for us to make proposals – positive response. Designs from Sport England approved company (for free) will be available soon. Need to incorporate Athletics. | HA  All  NW/AR/HA |
| **13** | **AOB:**-   * Trevor Prentice VP nomination. * Non playing membership available to parents supporting (will allow them to get an STV card). | NK |
| **14** | **Date/Venue of next meeting:**   * Monday 16th November, 7pm, Lime Tree café. |  |