



Minutes for a Virtual Exec Meeting Wednesday November 8th, 2023

ITEM	SUBJECT & NOTES	ACTIONS
1	Opening remarks and apologies	Attendees: Will Carter (WC), Tegan Lodde (TL), Rob Dent (RD), Phil Robson (PR), Jane McQuitty (JM), Caz Ingram (CI), Jemma Jones (JJ), Fiona Smith (FS), Sophie Mutimer (SM), Carli Roberts (CR), Rachel Chicken (RC), Apologies: Dave Peacey, Harry Latham, Hilary Pearce, Katie Dewhurst,
2	Review last month's actions (below)	Outstanding actions: WC – Transfer email addresses over (Secretary, Treasurer) WC/TL/PR – Cleanse member list and move non-players to sabbatical list TL - Move Men's 1s 24 th March match to Balcarras and organise Balcarras training sessions for Thursday prior, to make club day work TL - Book pitch for club days x 2 RC - Secure MSFT 365 package and work with PR and Chris Boulton to implement.
3	Membership update – Only 1 membership is outstanding. Keeping a close eye on outstanding match fees. Investigating Teamo issues around family membership.	RC – Share screenshot of to debtors with TL and RD to chase those listed RC – Tutorial for RD on how to use Teamo to check debtors WC – Send message to all members reminding them not to accrue more than £50 Teamo debt RC – Add “performance player” recruitment to December agenda
4	Update from the welfare team <ul style="list-style-type: none"> - DBS / safeguarding course requests – still chasing - First aid provision – agreed that all lead coaches will have first aid training. Discussed desirability for all captains to be first aid trained as well. - (JJ) M1 and L1 teams, names and any goals are visible on the EHL website, but you can opt out – made everyone aware 	WC/RD/TL – Check DBS safeguarding sheet and chase non-responders (RC to send link) WC / FS – Look at options to host an in-person first aid course for captains and coaches FS – Send email to M1 and L1 squads informing them of the ability to opt of being named on the EHL website (JJ to provide background)
5	Social update – Dinner Dance confirmed for April 20 th at StroyTeller. Price agreed at £45 per ticket.	CI – check capacity
6	Club days <ul style="list-style-type: none"> - 9th Dec – Club day at Balcarras, mixed 6 aside matches followed by teas in the clubhouse. Social in the evening for O18s. - 24th March (make this a VP day as well) 	CI – Promote Dec 9 th club day and evening social on captains' chat All – Promote and attend Dec 9 club day TL – Pitch hire for Dec 9 JJ – create website banner CI – Add to Teamo / prizes etc RC – Invite to VPs to join club day
	Treasurer update <ul style="list-style-type: none"> - Email address for treasurer – requested again. 	JM – Decide where to securely store shared documents RC – Review CASC status. Discuss with Hilary

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	<ul style="list-style-type: none"> - Storage of club financial docs somewhere central so the exec has access – discussed and agreed to find a secure place online, that more than JM can access (similar to welfare teams' solution) - Discussed pros/cons of becoming a CASC or a charity 	
7	Match day fundraising ideas <ul style="list-style-type: none"> - Fantasy league – agreed to go ahead in the new year - Bobble hats – agreed to go ahead and purchase 100 	RC – Purchase bobble hats RC – Work with JM on how to collect payment
8	Academy update <ul style="list-style-type: none"> - Discuss Christmas social – WC agreed to fund pizzas for Academy Christmas social 	DP / PR – Go ahead and confirm arrangements
9	AOB <ul style="list-style-type: none"> - Men's teas update – agreed to pay Chris Laird once all match fees have been collected each week - Improving club comms – discussed the importance of all three social media platforms as they reach different audiences - VEO – Discussed adjusting membership subs for the adults in 2024, to share the cost of VEO between Academy and Senior members, so adult performance teams can make use of the camera as well. 	JJ – Look into posting all comms to FB, Insta and X to reach a wider audience. JJ – Share instructions on captains' group on how to create weekly team sheets. Start posting regular team sheets for all teams. WC – Add RD to captains' chat to share fantasy league details JJ – Promote Men's O40s match on social – 2pm Dean Close, Sunday 12 th November
10	Date of next meeting	Weds December 6 th , 8pm

Outstanding actions from September meeting:

Actions:

- WC
 - Transfer email accounts (chase Diesel).
 - Move non-members to sabbatical list and cleanse old sabbatical list members.
 - Send CI last year's Dinner Dance venue cost comparison.
- TL
 - Move non-members to sabbatical list and cleanse old sabbatical list members.
 - Move Men's 1s 24th March match to Balcarras and organise Balcarras training sessions for Thursday prior, to make club day work
 - Book pitch for club days x 2
- PR
 - Move non-members to sabbatical list and cleanse old sabbatical list members.
- HP
 - Set deadline of October 31st for paying membership. Send reminder before this date to outstanding list and communicate this list to captains.
- FS
 - Chase certificates again, this time using text and email, deadline Oct 31st
 - Communicate meaning of new icons to team captains.
 - Remind parents to double check medical records for their children.
- CI
 - Add all social and club day dates to Teamo.
 - Compare costs of 2023 Dinner Dance venue options, to 2024 Storyteller prices
- JJ
 - investigate social media activity and whether any improvements can be made around club communications.
- RD
 - Teas - Provide financial calculations to Exec.
 - Report back on teas after Sunday's match and get commitment on location for remainder of season.
 - try the bucket fundraising idea and report back
 - provide bobble hat quote to RC and WC
 - Bring proposal together for fantasy league and share with exec
 - More discussion with PR on how Senior club could part fund VEO. Consider how Academy could share usage with Men's / Women's.
- RC
 - Secure MSFT 365 package and work with PR and Chris Boulton to implement. PR suggested RC uses constitution and accounts to prove "non-profit" status – still in progress
 - Update constitution with note on insured players, and send to WC – done, wait until next AGM for sign off
 - Send list of debtors to TL, RD, PR (include HP for next time) - done
 - Start planning 2 x club days with CI - done
 - finalise VP email list - done
 - VP newsletter – first draft – sent, next due Nov 26th
 - Add Exec minutes to website - done
 - Share list of umpires with TL & WC for umpire list. Share coaches with Exec for awareness - done
 - Contact volunteers with open committee roles to see if there are any matches - done