



## Minutes for a Virtual Exec Meeting Wednesday January 10, 2024

ITEM	SUBJECT	ACTION
1	Opening remarks and apologies (Rob Dent, Jane McQuitty, Fiona Smith, Caroline Ingram, Hilary Pearce, Tegan Lodde, Harry Latham) Attending: Charli Roberts, Will Carter, Dave Peacey, Sophie Mutimer, Phil Robson, Jemma Jones, Rachel Chicken	
2	Review last month's actions (red actions are outstanding)	<p><b>WC</b> - Transfer email addresses over (Secretary, Treasurer)</p> <p><b>WC</b> - Message all members reminding them not to accrue more than £50 Teamo debt – DONE</p> <p><b>WC</b> - Chase players owing more than £50 - DONE</p> <p><b>WC</b> - Chase all safeguarding non-responders with requirement to provide certificates by Jan 31st or payment will be withheld - DONE</p> <p><b>WC</b> - Reach out to all new coaches and managers to offer free coaching jackets –</p> <p><b>PR / RC</b> – Send coaching jacket requirements to Will</p> <p><b>FS</b> - 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) - DONE</p> <p><b>FS</b> - Update safeguarding spreadsheet and send to WC along with copy of email already sent to non-responders - DONE</p> <p><b>JJ</b> - Share instructions to the captains' group on how to create weekly team sheets. Start posting regular team sheets for all teams. - DONE</p> <p><b>JM/HP</b> - Send list of debtors to Will - DONE</p> <p><b>RC</b> - Coaching contract for 2025 season – in progress</p> <p><b>RC</b> - Investigate Cheltenham Lottery – Retrieve previous Chelt Lottery post and send via Teamo</p> <p><b>RC</b> - Reserve hockey camp dates with Hobbs and Padders – Done</p> <p><b>RC</b> - Form U14 open day subcommittee – DONE</p> <p><b>TL</b> - Check and replenish all ladies / academy first aid kits before Jan. <b>ORDER GAUZE</b></p> <p><b>TL</b> - Send club message reminding members to buy their club shirts – <b>DONE</b></p> <p><b>RD</b> - Check and replenish all men's first aid kits before Jan. – DONE</p> <p><b>RD</b> - Check with bath Buccs how Fantasy League money is collected - Buccs don't run a fantasy league. But we have 2 choices: fantasyclubsports can collect the money for us and then transfer (-15%), or, we can collect it via</p>

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		<p>Teamo. Suggest we start on Jan 20<sup>th</sup>. charging £5 for the rest of the season (cost to run it is £35 so only need 7 sign up and we break even) - then next season run from the start and charge £10 - with prizes for 1st, 2nd, 3rd / highest points – in progress</p> <p><b>RD</b> - Target schools to run taster sessions for teenagers(Balcarras, Tommy's, Bournside, LHS) – in progress</p> <p><b>RD</b> - Target unis and private schools with an intro email to CHC (for elite players) - in progress</p> <p><b>RD</b> - Investigate cost of professional photographer taking team photos (3rd Feb good date for ladies) – in progress</p> <p><b>CI</b> - Check races on 27th Jan and 16th Mar won't impact our socials - DONE</p>
3	<p><b>Membership update</b> - HP continues to chase via Teamo, but there has been a big jump in match fees not being paid in Nov / Dec, so any encouragement from Captains very welcome. We are now at £551 unpaid match fees for this season alone.</p> <p>WC acknowledged new debtors that owe over £50</p>	WC – Chase new £50 debtors
4	<p><b>Welfare update</b> – SM and FS to resign at the season.</p> <p>Discussed outstanding DBS list again. Agreed to follow EH guidelines and make sure there are DBS chaperones in the pitch where coaches are not covered.</p> <p>SM suggested a WhatsApp group for coaches</p>	<p>All – consider replacement welfare secretary</p> <p>RC – Share coaching contract with FS / SM to add suggestions for next season</p> <p>JJ – Chase Adam's DBS form</p> <p>WC – Send final reminder for outstanding DBS forms</p> <p>WC – Set up WhatsApp group for all coaches</p>
5	<p><b>Social update</b></p> <ul style="list-style-type: none"> <li>- all socials for the rest of the season are on Teamo</li> <li>- all socials have been put in the captains chat for them to send out to teams in WhatsApp group chats</li> <li>- I have the menu for dinner dance and I will put the tickets up on Teamo on Saturday morning and I will ask captains to tell their teams at their games</li> <li>- please can JJ put an Insta post up (perhaps on Sunday) about dinner dance tickets ?</li> <li>- tickets will be sold at £45 as agreed</li> <li>- not going to book a package with Home and Botanic so that we maximise profit for the club. I am going to ask if we can get a</li> </ul>	<p>CI – Pick “U16s at Dinner Dance” discussion before sharing with the full club, so we are agreed on our position</p> <p>JJ – prepare insta post</p>

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	<p>discounted entry price for CHC members for the night of dinner dance - max capacity of Storyteller is 85 so aim for 65+ attendees</p> <p>SM highlighted that U16s were registering interest for the Dinner Dance. Exec needs to decide whether to allow a table of chaperoned U16s to the Dinner Dance, and once decided, send a message on Teamo to explain our decision</p>	
6	<p><b>Club activities</b></p> <ul style="list-style-type: none"> <li>- 24th March - VP Day / Club Day</li> <li>- Y9 Open Day – Date TBC</li> <li>- Camps – Scheduled for 2 Apr (3 days), and 29 July (5 days)</li> </ul>	<p>RC – VP / Club Day - Agreed to make plans for VP Day at next committee meeting: buffet, running order, etc</p> <p>RC – Check with TL that men's 1 game has been moved to Balcarras for Club Day, confirm with PR</p> <p>RC – Y9 Open Day – Decide on date and continue planning with sub-committee</p> <p>RC – Camp – Continue planning with Padders/Hobbs</p> <p>JJ – Prepare to support VP Day, Open Day, and Camp with posters and posts</p>
7	<b>Treasurer update</b> – JM didn't attend	
8	<b>Fundraising update</b> – half of bobble hats sold. Fantasy League in planning, due to launch before 1 <sup>st</sup> league game in January.	<p>RD – Proceed with Fantasy League</p> <p>All – Continue to push bobble hat sales</p>
9	<b>Coaching update</b> – see pt 4	WC – Review draft contract to make sure it's fully agreed an in place for next season.
10	Date of next meeting	Agreed on Weds 31 <sup>st</sup> Jan , to avoid 7 <sup>th</sup> and 14 <sup>th</sup> Feb