

GLOUCESTERSHIRE HOCKEY ASSOCIATION

Minutes of Committee Meeting held on 7th June 2023 at Cotswold Area Civil Service Sports Association (CACSSA)

1 Attendance

Present: Ian Harvey (Chair), Bob Moxom (Vice Chair), Andrew Hopcraft (Secretary), Graham Wayland (Communications Officer), Helen Jefferies (Youth Coordinator), James Doughty (Youth Coordinator), Sally Privett (West Masters representative and Women's Masters Coordinator).

Apologies: Lisa Lundie (Schools Coordinator), Shaun Cullimore (Treasurer), Liz Waltham (Welfare Officer), Steve Foster (Men's Masters Coordinator).

Not Present: None.

2 Minutes from the Last Meeting – 30th March 2023

The Minutes from the Committee Meeting held on 30th March were approved.

3 Matters arising

Actions from the previous committee meetings were reviewed and updated as follows:

Number	Owner	Action	Update
0922/2	Lisa	Send survey to schools to look at why some schools are not entering	Not yet started
0922/3	Lisa	Forecast for schools for next year	Complete
0123/7	Graham	Make introductions to local media	Not yet started
0123/8	Bob	Ask Simon Mason if he would do a county GK training session	Not yet started
0323/1	Andrew	Send out a mailing list to all clubs that we think are in Gloucestershire to check we have the right POC and to remind them of the AGM date	Complete
0323/2	Andrew	Put the list of affiliated clubs on the shared drive	Complete
0323/3	Shaun	Invoice clubs for affiliation fees as soon as possible	Email sent 8 Apr

0323/4	Shaun	Concerted effort to release the funds in the National Savings account (£1,151)	TBC
0323/5	Andrew	Look in to how we might be able to support GHA coaches with training, dbs and first aid and Gloucestershire TA players, to include a budget.	Draft policy complete
0323/6	Andrew	Write a proposal with the grant sub-committee to cover schools and clubs for a 5 year period	Draft policy complete
0323/7	Liz	Could we do more to support and encourage indoor hockey.	TBC
0323/8	James	It was agreed that using Jhona should be explored further to understand any potential issues and how this would work in practice.	Response received from ClubBuzz
0323/9	James	Investigate what potential affiliation companies would like to get out of affiliation and how much they would be prepared to pay for this	Initial conversations are underway
0323/10	All	Provide feedback to Graham on the Communications Officer job description	Not yet complete
0323/11	Ian / Andrew	Dates for committee meetings for next year to be agreed	Complete, see section 10
0323/12	Ian / Andrew	AGM rehearsal to be booked in for Ian, Shaun, Graham and Andrew	Complete
0323/13	All	Led by the Treasurer, we need to agree on an appropriate level of reserves to aspire to, within an agreed timeframe.	Superseded by AGM

4 Committee working

It was agreed that we would try to improve the effectivity of the committee meetings we have, to make best possible use of the time the committee has together:

- Reports to be submitted 1 week in advance of the committee meetings – items that require a decision should be highlighted as such
- These reports to be read in advance of the meeting so that only the discussion points need to be covered in the meeting
- Decisions are to be voted on and recorded in the minutes
- Meeting cycle should be:

- One meeting post AGM (Jun) - remote
- One meeting pre-season (Sep)
- One meeting early season (Nov) - remote
- One meeting post Christmas (Jan)
- One meeting pre-AGM (Mar)

This was agreed unanimously.

5 GHA Strategy

It was agreed unanimously that we should create a 5 year strategy for the GHA and that this would be presented to the AGM in May 2024.

It was further agreed that the committee would share their ideas for where we would like to be in 5 years time and send those thoughts to James for collation into a framework for discussion in the September committee meeting. We would expect to engage with clubs at a suitable point thereafter.

6 Grant policy

The latest table was that proposed at the AGM. The committee has yet to agree on exactly what this is to cover and what the maximum is for each area. Some of the areas will be planned and committed (e.g. coach training), whilst others will depend on the level of applicants (e.g. TA fee bursaries).

It was agreed by all that the policy would be updated by Andrew in line with the AGM figures and sent round for final approval.

7 Communications approach

It was clear from the AGM that there is more need to communicate with the clubs in the coming seasons. Graham is therefore going to get the communication with the clubs underway by in the first case finding the right POC at each club and introducing himself.

8 AOB

Masters hockey and state schools initiatives were discussed and it was agreed that we need to find someone who would be keen to lead these activities for them to progress well.

EH ED&I policy was also discussed and it was agreed to discuss this further at a later stage.

9 Actions

Number	Owner	Action	Update
0623/1	Andrew	Propose Thursday meeting dates for the year ahead and for the AGM	See section 10
0623/2	Andrew / All	Set up a WhatsApp group for the committee – all to give Andrew their contact number	Done for those at the meeting
0623/3	Andrew	Update the grants policy in accordance with the AGM figures and send round for approval for the coming year	
0623/4	James	Collate feedback from the committee on the 5 year vision for GHA and put into a framework for discussion at the September meeting	
0623/5	James / Andrew	Need to confirm there are no GDPR implications with offshoring ClubBuzz admin	
0623/6	James	Rework the player pathway costs to allow for offshoring of ClubBuzz administration	
0623/7	Ian	For schools and clubs competitions, ask Dean Close and Cheltenham Ladies College to provide pitches for free on behalf of the community for tournaments	
0623/8	Graham	Find the right POC at each club for communication and introduce himself.	
0623/9	All	Let Ian know of anyone who may be keen to lead initiatives with state schools and masters	

10 Date of future meetings

Month	Date	Location
September	Thursday 21 st	CACSSA
November	Thursday 23 rd	Zoom
January	Thursday 25 th	CACSSA
March	Thursday 21 st	CACSSA
May - AGM	Wednesday 22 nd	Zoom
June	Wednesday 5 th	CACSSA

All of the above meetings will be held at 19:30.

Andrew Hopcraft

GHA Secretary