



BOARD MINUTES

Minutes of the 150th Meeting of the Ulster Hockey Board, held on 20th June 2023 at 7.00pm at Ulster Hockey Office & online via zoom.

Present: George Wilson (GW), Peter Kelly (PK), Neal Lucas (NL), Sarah Little (SL), Christine Reid (CR), Adrian Murphy (AM); Gareth Herron (GH)

In attendance: Margaret McCormack (MMcC) President; Marc Scott (MS) Chief Executive & Company Secretary; Chloe Gillard (CG) Boardroom Apprentice

Apologies: Mervyn Logan (ML) Vice-President, Tim Cockram (TC)

Item	Comments
Chairperson's remarks	GW welcomed everyone to the meeting – his first as Chair and it was confirmed that this was the 150 th meeting since amalgamation. Condolences were noted to MMcC and her family following the passing of her mother.
Conflict of Interest	None MS advised that the Conflict of Interest register would require updating and that he would circulate the relevant forms to be returned in July to be completed by all Board members.
Minutes of last Board meeting	Minutes of the Strategic Planning session in May 2023 - Agreed by all as an accurate record of the meeting.
Matters Arising	None noted
President's Update	No Presidential report - there has been minimal hockey activity since the May meeting
Staff Presentation	Ian Hughes – Club Development Officer – presented an overview of his key work areas with focus on Club Impact, the Clubmark Accreditation programme and the Camp programme. It was agreed – strategically & operationally - that some of the Club Development activities may take an increased focus on Inclusion.
Chief Executive's Report	MS provided a report and highlighted the following areas. <ul style="list-style-type: none">- Recruitment process for the Talent & Pathways Officer, with interviews scheduled for 21st June 2023.

	<ul style="list-style-type: none"> - An update was provided on the Review of Competitive Hockey. A number of trends were identified around over-playing, reduced competitiveness and lack of cohesion between schools, club & pathways hockey in line with expectations. A draft report with some recommendations would be provided in the next 14 days which would be presented to the Review Working Group for consideration in the first instance. - Update on the EYHL2 consultation meeting with Ulster Clubs scheduled for 21st June, to discuss the implications of the HI scheduling of EYHL2 fixtures post-Christmas.
Finance Report	<p><u>Finance & Governance</u></p> <p>The revised Financial Policies & Procedures was agreed as proposed by the Finance Committee subject to ensuring the 'spend authority thresholds' were consistent throughout.</p> <p>It was agreed to increase the reserve by £70,000 – MS & NB to action.</p> <p>It was agreed to profile the budget around monthly spend to enhance financial monitoring. MS & AM to report back to August Board.</p>
Committee Reports	<p><u>Coaching & Pathways</u></p> <p>No report – update on recruitment provided.</p> <p><u>Participation & Development</u></p> <p>No report – update on Review of Competitive Hockey provided.</p> <p><u>Communications & Marketing</u></p> <p>No Report – SL and MS to meet with Andy Morrison (Comms Officer) to commence and support the process of developing a Communications Strategy. Update to be provided at August Board meeting.</p> <p><u>Welfare & Inclusion</u></p> <p>No report – however the Committee is scheduled to hold its initial meeting in July 2023. Committee members are: Gareth Herron – Interim Director Chloe Gillard George Redpath David Hurley Hilary Reid Dwyne Hill – HI Representative</p>
Operational Plan	<p>It was agreed that the revised Operational Plan is heading in a positive direction in terms of reporting mechanisms.</p> <p>MS to review current proposal on objectives and feedback for consideration and agreement at the August Board.</p>
Risk Register	<u>Risk Register</u>

	<p>A draft risk register was circulated. To be discussed at the August Board meeting for approval and agreement of risk scoring.</p> <p><u>Operational Risks</u></p> <p>The funding risk regards Sport NI funding is now reduced as per the confirmation of the baseline funding. Currently this funding is only confirmed until March 2024 and a longer terms agreement is to be in place in Autumn 2023.</p> <p>The outcome of the NI Executive Office Central Good Relations application remains unknown however the financial risk is reduced with confirmation of the DFA funding.</p> <p>The risk regards the current safeguarding function remains, pending restructure of this area.</p> <p>A significant risk is in place due to correspondence received alleging a safeguarding issue in a member club. Owing to the nature of the allegations, this has been referred to the PSNI and the process is ongoing. The Board were in agreement that the Safeguarding Process was being followed regards the complaint and were supportive of the current course of action being taken.</p> <p>There is currently a live police investigation into violent conduct in the Kilkeel v Raphoe match in May 2023. UH are currently in liaison with PSNI.</p>																										
AOB	MS to circulate Skills Audit template – all to complete and return by end July for discussion at August Board meeting.																										
Summary of Actions	<table><tr><th>Action</th><th>Responsibility</th><th>Completion</th></tr><tr><td>Conflict of Interest declarations to be completed</td><td>Ms to circulate – all to complete</td><td>August</td></tr><tr><td>Financial Reserve to be increased by £70,000 –</td><td>MS/AM</td><td>August</td></tr><tr><td>Budget to be profiled with monthly projections – MS/AM</td><td>MS/AM</td><td>August</td></tr><tr><td>Meeting with Communications Officer to commence development of Communications Strategy</td><td>MS/SL</td><td>Report back in August</td></tr><tr><td>Review current proposed Operational Objectives</td><td>MS/GW/PK</td><td>August</td></tr><tr><td>Review Draft Risk Register</td><td>All</td><td>August discussion</td></tr><tr><td>Skills Audit Template to be completed</td><td>Ms to circulate – all to complete</td><td>August</td></tr></table>			Action	Responsibility	Completion	Conflict of Interest declarations to be completed	Ms to circulate – all to complete	August	Financial Reserve to be increased by £70,000 –	MS/AM	August	Budget to be profiled with monthly projections – MS/AM	MS/AM	August	Meeting with Communications Officer to commence development of Communications Strategy	MS/SL	Report back in August	Review current proposed Operational Objectives	MS/GW/PK	August	Review Draft Risk Register	All	August discussion	Skills Audit Template to be completed	Ms to circulate – all to complete	August
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Date of next meeting	15 th August, 7pm																										