



BOARD MINUTES

Minutes of the 154th Meeting of the Ulster Hockey Board, held on 16th January 2024 at 7.00pm at Ulster Hockey Office & online via zoom.

Present: George Wilson (GW), Peter Kelly (PK), Adrian Murphy (AM), Neal Lucas (NL), Sarah Little (SL); Christine Aiken (CA), Chloe Gillard (CG), Gareth Herron (GH)

In attendance: Margaret McCormack (MMcC), President; Marc Scott (MS) Chief Executive & Company Secretary; Mervyn Logan (Vice-President) attended in part.

Apologies: Tim Cockram (TC), Shannon Booth (SB) Boardroom Apprentice

Item	Comments
Chairperson's remarks	<p>GW welcomed everyone to the 154th and wished everyone a Happy New Year.</p> <p>Specific welcome was extended to Jonathan McMeekin who was present to make a presentation regards the Workforce Development programme.</p> <p>GW expressed a specific thanks to all staff and volunteers who had been involved in a large number of events over the last year.</p>
Conflict of Interest	None
Minutes of last Board meeting	Minutes of the September Board were adopted.
Staff Presentation	<p>Jonathan McMeekin delivered a presentation on the Workforce Development programme with a specific focus on the number of clubs impacted by the programme and vast number of volunteers achieving qualifications and attending CPD events.</p> <p>Challenges around the delivery of indoor hockey was also covered.</p>
Matters Arising	<p>An issue regarding a disparity between players registered with Ulster Hockey to compete in Ulster Competitions and the number of players registered on Gameday at Cookstown Hockey Club was raised on behalf of the Competitions Committee.</p> <p>ACTION – agreed that MS to write to CHC and request that the club complies with the membership requirements by 6 February to avoid potential sanction.</p>

<p>President's Update</p>	<p>The President has provided a written overview of her engagements over the last few months. She noted that she was thoroughly enjoying the role.</p> <p>It was advised that there was a focus on attending matches at all levels across as wide a range of clubs as possible and not just concentrating on 1st XI matches.</p> <p>It was noted that Mervyn Logan was sharing the duties to ensure as many clubs were visited.</p> <p>The President and Vice President had been present at the school's finals across November and December.</p> <p>It was noted that the process for identifying the 2024/25 Vice-President had commenced.</p>
<p>Chief Executive's Report</p>	<p>A CEO's report was provided to the Board for consideration.</p> <p>Sport NI funding position – MS to continue to liaise with HI CEO. ACTION – MS to write to CEO to outline UH's position regarding the perceived risks around the management structures for the funding.</p> <p>Draft Schools Committee Terms of Reference were provided. ACTION – MS to liaise with stakeholders for feedback and re-present at the March Board.</p> <p>Draft Bye Laws were presented – ACTION – MS and GH to review Disciplinary Section and represent to March Board.</p>
<p>Finance Report</p>	<p><u>Finance & Governance</u></p> <p>The current financial position was presented to the Board with AM noting that the organisation was in a strong and healthy financial position.</p> <p>AM advised that he and MS were drafting a proposed budget for 2024/25 and this would be made available to the Board once agreed by the Finance Committee.</p> <p>NL highlighted his concerns regarding the lack of progress against several tasks and priorities previously identified by the Board. A lengthy discussion followed on each of the matters. AM noted that although some planned deadlines had not been met, underlying governance and assurance arrangements are well established and operating effectively. PK echoed this view and strong progress made by the Board in recent years. The discussion concluded with the Board acknowledging further improvement could be made but that systems and processes operated broadly as expected and the organisation was in a strong financial position.</p>
<p>Committee Reports</p>	<p><u>Participation & Development</u></p> <p>No formal report – update on Review of Competitive Hockey provided.</p> <p><u>Inclusion & Diversity</u></p>

	<p>Chloe Gillard fed back on the main areas of focus for the Inclusion & Diversity Committee:</p> <ul style="list-style-type: none"> - Transgender policy – currently awaiting Hockey Ireland lead on the development of the policy. This area of work has been re-assigned by HI to Sue Haslam, Director of Communities & Participation - Inclusion Audit scheduled in Code of Good governance Action Plan for September 2025. MS is liaising with Sport NI to determine the requirement for this action and seek templates to apply. - MS & HR to finalise the restructuring of the Safeguarding committee/panel. <p><i>Disciplinary Committee</i></p> <p>16 cases heard to date and all cases up to date.</p>																					
Operational Plan	<p>The operational plan is to be reviewed by the Board on 6 February 2024.</p> <p>OBA training to be sourced for the Board</p>																					
Risk Register	<p><u>Operational Risks</u></p> <p>Schools issue remains unresolved.</p> <p>No new operational risks identified.</p>																					
Policies & Procedures	No updated policies																					
AOB	GW to write to JV Smyth in recognition of his service as a volunteer to Ulster Hockey.																					
Summary of Actions	<table border="1"> <thead> <tr> <th>Action</th> <th>Responsibility</th> <th>Completion</th> </tr> </thead> <tbody> <tr> <td>MS to write to CHC and request that the club complies with the membership requirements by 6 February to avoid potential sanction.</td> <td>MS</td> <td>February 2024</td> </tr> <tr> <td>MS to write to CEO of HI to outline UH's position regarding the perceived risks around the management structures for the funding.</td> <td>MS</td> <td>Immediate action – MS to report back at March Board</td> </tr> <tr> <td>MS to liaise with stakeholders for feedback and re-present at the March Board.</td> <td>MS</td> <td>March 2024</td> </tr> <tr> <td>MS and GH to review Disciplinary Section and represent to March Board.</td> <td>MS</td> <td>March 2024</td> </tr> <tr> <td>Competitive Review Working Group position on Review Recommendations to be provided to the Board.</td> <td>MS/CA</td> <td>March 2024</td> </tr> <tr> <td>OBA training to be sourced</td> <td>MS</td> <td>March 2024</td> </tr> </tbody> </table>	Action	Responsibility	Completion	MS to write to CHC and request that the club complies with the membership requirements by 6 February to avoid potential sanction.	MS	February 2024	MS to write to CEO of HI to outline UH's position regarding the perceived risks around the management structures for the funding.	MS	Immediate action – MS to report back at March Board	MS to liaise with stakeholders for feedback and re-present at the March Board.	MS	March 2024	MS and GH to review Disciplinary Section and represent to March Board.	MS	March 2024	Competitive Review Working Group position on Review Recommendations to be provided to the Board.	MS/CA	March 2024	OBA training to be sourced	MS	March 2024
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	GW to write to JV Smyth re his service to UH as a volunteer	GW	March 2024
Date of next meeting	19 th March 2024		