

Meeting Minutes: Cardiff Junior Ice Hockey Club

Meeting: Cardiff Junior Ice Hockey Club – General Committee Date: Meeting Wednesday 7 th November 2007		Venue: Cardiff Bay Yacht Club	
Issued by: Paul Hayes	File Name/Location:		Meeting No: 6
Next Meeting: 28 th November 2007	Next Meeting Venue: Cardiff Bay Yacht Club	Next meeting date: 19:00hrs for 19:30hrs start	
<p>Present: 1/6</p> <p>Dave Oliver [DO] Zbynek Sabor [ZS] Paul Hayes [PH] Wendy Grey [WG] Steve Baber [SB1] Jason Jones [JJ] Lisa Galea [LG] Jane Hall [JH] Rob Jones [RJ] Jana Raffaelli [JR] Eddie Evans [EE] Jon Oliver [JO]</p> <p>Apologies: 2/6</p> <p>Mandy Powell [MP] Bill Buglass [BB] Richard Hart [RH] Steve Grey [SG] Dave Newton [DN] Shannon Hope [SH] Scott Buglass [SB] Jamie Elson [JE] Andy Edwards [AE] Ian Wood [IW] Sharon Davies [SD] Steve Fisher [SF]</p> <p>Copies To:</p>			
Meeting/ Item Number	Item	Actions	Action Assigned
3/6	ADOPTION OF LAST MEETING MINUTES	Minutes of the previous meeting on the 3 rd October 2007 had been circulated to all members of the committee prior to the meeting and it was requested that they were accepted as a true record. Proposed: Rob Jones Seconded: Jane Hall	

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		Vote 10-0	
4/6	MATTERS ARISING	There were no matters arising from the minutes	
5/6	ACTIONS	<p>Actions from the last meeting were discussed and the following noted:</p> <p>Item 6/5 – Completed removed from list.</p> <p>Item 7/5 – Completed agenda item 7/6 refers removed from list.</p> <p>Item 11/5 – Completed remove from list see item 11/6 for update.</p> <p>Item 12/5 – Completed removed from list photographs obtained.</p> <p>Item 18/5 - Both items completed first aid course dates circulated and u18's Div 2 disbanded and players integrated into div 1 squad.</p>	
6/6	REGISTRATIONS & CRB FORMS	<p>No update all registrations appear to have been completed and all licences issued RJ stated that U18 were waiting for the Div 2 licences to be passed over this will be completed in the next couple of days.</p> <p>JJ stated that he had one outstanding registration matter which required the relevant paper work from MP. WG was able to supply copies of the required forms.</p> <p>WG requested CRB forms for SG and herself as SG had taken over the responsibility of the Learn to play program management. SB request from email that duplicate licences be obtained for two players in his age group. Details passed to MP for action.</p>	MP

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<p>7/6</p>	<p>SPONSORSHIP AND FUNDRAISING</p>	<p>PH announced to the committee a new co-opted member Lisa Galea who had agreed at the recent parents meeting to chair the fund raising committee. She was informed that she could co-opt as many as she required onto her committee but she would be responsible for the reporting to the main committee.</p> <p>LG thank the committee and stated that she had already started work on a number of projects and requested that a meeting at the next meeting a discussion could take place in relation to how the division of funds would take place [for example only £100 is raised 60% goes towards Head Coach funding an 20% goes towards equipment and 20% into the central fund].</p> <p>A number of ideas on fund raising matters were then discussed and it was agreed that there would be announcements made via the CJIHC Newsletter.</p> <p>Lottery licence to be sourced and obtained for CJIHC.</p>	<p>LG</p>
<p>8/6</p>	<p>ON ICE & OFF ICE TRAINING</p>	<p>Update from ZS</p> <p>ZS was pleased with the progress that was now being made within the junior development of the CJIHC, he was also happy that within the learn to play structure that most players joining had some skating experience and ability which assisted greatly with the programs advancement. He was grateful for the assistance JO and of U18 Chris Hart who he had asked to help out with the program and was now attending on a regular basis. He hoped that by Xmas he would have more players available to the teams.</p>	

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He was now planning to embark on schools visits with a hope that this would encourage further players attendance at the learn to play program which would then convert into more numbers for the CJHC.
ZS then updated the committee on the progress of each team.
U10 working well and developing but still lacking in numbers for an official league team LG suggested an approach again to Bristol to see if then had any players that wished to play league hockey.
U12 have had a good start to the season and ZS believed that this year would be a good experience for the team now playing in the higher league and he believed that they have the ability to consolidate themselves at this level.
U14 are performing the same as the U12 and have had a promising start to the season it is hoped that if they continue in this vein then the possibility of promotion back to the Division 1 league will be achievable.
U16 ZS reported that there had been some discipline problems within the team but this was being managed by the manager JJ the dressing room rota had gone some way to assisting in reducing some of the problems. A minor matter was reported to the committee by WG in relation to incidents on Monday, this matter will be dealt with by JJ and PH. It was hoped to arrange some challenge matches for the 16's to hopefully increase the confidence.
U18' & ENL were being managed and coached with ZS assistance when required and there were no issues

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		with this procedure. EE at this point suggested that the CJIHC approach the CSC to work together to obtain some sponsorship and publicity from the opening of the winter wonderland Thursday week, the ideas being leaflets attendance at the opening and possibly a joint display stand. SB1 stated that he had a good contact with the organisers and contact them to see what was available to both clubs.	
9/6	WEB DEVELOPMENTS	No issues at present website being up dated as soon as possible, any announcements also being place on site asap to help with dissemination of the information.	
10/6	GAME DAY PROCEDURES	PH updated the meeting that with the issue of the new changing room rota there should no longer be any problem as game days had also been included. PH also stated that there were no excuses available to managers any more and that under no circumstances are away teams to get two dressing rooms it is explained plainly on the plan what should happen. No other issues forthcoming.	
11/6	TREASURERS REPORT	DO updated the committee that the services of an accountant had been obtained at a some what reduced cost to the quotes given to DO and that the accounts had been checked and were all in order with the accountant who only required some outstanding statement sheets before certify them as correct. DO then stated this would allow him to furnish LG with the	

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		<p>relevant data and copies for her to include in funding applications. DO stated that he hoped to give a definitive numbers of members by the next meeting in relation to those who are paying there standing order he was unable to at present due to a recent up take of 16+ members who standing orders had not yet gone through this month.</p> <p>DO stated, that these new standing orders and the continued increase in the membership was very positive for CJHC.</p>	<p>DO</p>
<p>12/6</p>	<p>PR & NEWSLETTER</p>	<p>Update by EE who stated that the newsletters first issue had appeared to be a success and Sharon, Anna and he would like the managers to obtain feed back from the parents about it. EE also said that they may reduce it to a 1 sheet double sided letter on the next occasion, DO asked that it remained the same or SB1 suggested that it was a folded A3 sheet. EE stated as long as the articles were forth coming they would attempt to do so.</p> <p>EE updated the meeting that in relation to other offers that were in the pipeline for announcement via the newsletter that they were pending due to the fact that they required head office approval and a specimen of the CJHC membership card to be supplied. Action to SD for laminated specimen copies to be made.</p> <p>Also a poster to be designed on the lines as the one in the display cabinet by SD for circulation to leisure centres in the CJHC area. EE stated that Cogan centre had agreed to display the newsletter and any poster we</p>	<p>SD</p>

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		could produce. EE stated he would assist SD in the adaptation of SD's poster.	SD & EE
13/6	INSURANCE	PH stated that after the presentation of the details at the last meeting and that the company concerned had attended at the rink to speak to the parents there was no longer a requirement for this matter to continue on the agenda, therefore PH requested agreement for the committee for its removal. Vote: 10-0	
14/6	FIXTURES	PH stated that SG had sent him a revised fixture update which had been transferred to the web calendar which had been posted on the web and was currently up to date. JR request that SG looked into the current state of play regarding the U14's fixture with Lee Valley	
15/6	Travel	DO said there was some concern that buses were still not being covered by the teams and that he was grateful that the home game fee had been introduced to supplement this short fall along with the referee's fee increase. There was an issue highlighted in relation to the fee being paid by an individual and that this was a carry over from the previous season. DO informed the committee that there had been no approach or agreement for this to continue for this season and this matter would be investigated by DO.	DO & MP

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16/6	Merchandise	PH reported to the committee that there had been no further contact by the Devils and that due to this he had no intention of delaying the merchandise any longer and that enquires would be made with CH sports to Obtain samples and orders to be collated by the managers for submission to PH and CH Sports	
17/6	AOB	<p>PH stated that there had been an offer from a qualified CPO to assist the club. PH stated that the main CPO was not standing down but that it would be advantages to the club to have an assistant CPO who was available at the rink. After a short discussion the committee agreed for PH to ask Rowena Parkinson if she was willing to undertake this role and be co-opted onto the committee as Assistant CPO.</p> <p>U10 WG stated that there had been some problems with U16 players as previously reported this matter to be dealt with by JJ & PH No other AOB</p> <p>U12 Due to previous engagement SB was unable to attend the items requested by SB for clarification will be addressed by PH to SB a number of the items have already been addressed in the above minutes.</p> <p>U14 No issues for AOB</p> <p>U16</p>	

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		<p>No issues for AOB</p> <p>U18 No issues for AOB</p> <p>ENL ZS informed the committee about concerns that he had and had been raised in relation to the direction of the team and it was decided after a long discussion that this matter will be taken forward by him with the support of EE & SB1</p>	
18/6	NEXT MEETING	Next meeting 28 th November 2007 7.30pm for 7.45pm start	
		The Meeting concluded 10.35pm	

TABLE OF ACTIONS:

Agenda Item:	Action On:	Details	Completed Yes/No
6/6 - Registrations	Mandy Powell	Arrange duplicate licences for Andrew Grey and Owen Bradshaw.	One supplied Carried over to next meeting
7/6 - Sponsorship & Fundraising	Lisa Galea	Lottery licence to be sourced and purchased for CJIHC	Carried over to next meeting
11/6 - Treasurers Report	Dave Oliver	To supply definitive numbers of members by next meeting	Carried over to next meeting
12/6 – PR & Newsletter	Sharon Davies & Eddie Evans	Laminated specimen of membership cards for companies Posters for circulation at leisure centres	Carried over to next meeting
15/6 - Travel	Dave Oliver & Mandy Powell	Bus fee's	Carried over to next meeting
18/5 - AOB	Zbynek Sebor, Eddie Evans & Steve Barber	Direction and discipline of ENIHL Dragons	Completed

Accepted as a true record at meeting 28th November 2007 all actions updated

Signed: Paul Hayes

Signed: Zbynek Sebor
28th November 2007