

## **Ipswich Seven Hockey Club AGM meeting minutes**

Chair: Kate Wingar (KW)  
Secretary: Laura Herbert

Start time: 16:30

I7HC: Ipswich Seven Hockey Club  
ISC: Ipswich Sports Club

### **1. Item #1: Introductions**

1.1 KW welcomed the AGM and thanked everyone for attending.

#### **1.2. Attendees:**

Ant Harper  
Robin Swindin  
Sophie Sexton  
Mark Wheelhouse  
Jasper Mayhew  
Josh Cutting  
James Richards  
Kristine Ayling  
Kat Blake  
Marianne Rix  
Maggie Fairhead  
Lucy Dunnett  
Sarah Daley  
Graham Fretwell  
Richard Wrinch  
Kate Wingar  
Fiona Lane  
Minal Patel  
Lizzy Wheelhouse  
Chris Clough  
Laura Herbert  
Sue Whiting  
Sue Stenson  
Nicola Miller  
Michelle Titcombe-Rogers  
Ryan Rogers  
Andrew Cutting  
James Southgate  
Lucy Southgate

#### **1.3 Apologies:**

Allison Gladding  
Pete Gladding  
Connie Beddingfeild  
Jimmy Nunn  
Howard Walker  
Emma Millar  
Shyam Patel  
Roger Girling  
Simon Miller

Andrew Swindin  
Claire Miller  
James Wrinch  
Mark Wrinch  
Stephanie Allen  
Daisy Palmer  
Kim Wood  
Hannah Cooper  
Rebekah Graham  
Ellen Turner  
Robyn Cura  
Katie Rowe  
Rosie Jackson

## **2. Item #2: Approving minutes of previous AGM**

2.1. Amendment: Fiona Lane to be inserted into the Apologies.

*Motion: the minutes from AGM 2016 as amended were approved by the AGM by a unanimous show of hands.*

## **3. Item #3: Thanking the Committee**

KW formally thanked all the committee members and volunteers for their hard work. In particular she thanked those members of the committee who have stepped into roles halfway through the season including Kristine Ayling as Fixture Secretary and Kathryn Blake as Woman's Club Captain as well as Vanessa Mutimer for continuing with the difficult job of Umpire Liaison Officer and Michelle Titcombe for agreeing to take on the role next year.

## **4. Item #4: Chair's report on the general performance of I7HC**

4.1. Membership has remained fairly stable with over 243 members across eight regular teams and various junior teams but there has been a drop in regular player numbers, affecting the bottom club teams. I7HC will continue to focus on player retention in the forthcoming seasons. I7HC's overall aim for next season is to increase player retention as well as to continue making a healthy profit.

4.2. KW congratulated Mariette Millar Rix on running a successful 'back to hockey' programme last year and encouraged her to do it again.

4.3. ISC has special offers and connections to local schools so I7HC would like to continue to develop these links in the community.

4.4. I7HC has had record breaking turnouts at social events and record breaking fundraising figures.

## **5. Item #5: Chair's report on leagues, event and competitions**

### **5.1 Woman's hockey**

W1:

Outdoor: the team came second place with five points clear in the East Prem League.

KW thanked Mariette Rix for a fantastic success in her first season coaching the W1 team.

Indoor: the team was unlucky to be relegated from National League Division 1 but will work hard next year for promotion from Division 2.

KW thanked Mark Wheelhouse for his coaching throughout December and January.

W2:

Outdoor: the team finished in seventh place in Division 2NE, above IES ladies 1st team and with their first win in two seasons.

KW thanked Pidge for an excellent job.

W3:

Outdoor: the team have been relegated from Division 2NE due to poor availability.

KW expressed thanks to Sarah Logan for her captaincy and the team looks forward to a more successful season next year.

W4:

Outdoor: the team were promoted to Suffolk Prem and despite battling hard every week they have been relegated.

A huge thanks to Allison Gladding for her captaincy and to Emma Rhodes for stepping up to coach with great success midway through the season.

## 5.2 Men's hockey

M1:

Outdoor: the team finished in eighth place in East Prem A which is two places up from last season.

Indoor: the team won promotion to the National League Division 1. It is excellent for the club to be represented at such a high level.

M2:

Outdoor: the team finished 6th place in their league due to poor availability throughout the season. Their last match saw them beat the top of the league with ease which shows promise.

M3:

Outdoor: the team was promoted to Division 4. KW congratulated the team on their excellent performance.

M4:

Outdoor: the team finished 9th and continues to be a team that develops the youngsters.

## 5.3 Junior section

5.3.1 KW began by thanking Chris Clough and his volunteers for an excellent job all season, including Kat Blake, Jane Cook, Fiona Lane and Andrew Swindin. She emphasized that I7HC is one of the best clubs in the county for juniors due to the quality of coaching the club provides.

In particular KW thanked those who are stepping down at the end of this season after successive years of coaching juniors with dedication and enthusiasm; notably Sarah Logan and Pete Gladding.

Chris Clough: spoke from the floor to express gratitude to Pete Gladding in his role as coach over successive years, who has done a fantastic job and is stepping down this year.

KW also noted that a number of volunteer parents also contribute a huge amount to the junior section. Many are team managers and they also help to organise and fundraise for which I7HC is very grateful.

5.3.2 KW updated the AGM on the junior teams' successes. All of the girls' teams enjoyed success (the U10, U12, U14 and U16 teams) as did the U10 and U12 boys' teams. Junior membership numbers have appeared to remain reasonably stable this year with regulars attending on Saturday mornings, although there has been a significant drop in the number of boys attending. This issue will be addressed by the club in the forthcoming season.

5.3.3 KW introduced a new proposal on Junior Hockey membership which will be taken to ISC Counsel. The new proposal has been produced by Chris Clough and approved by I7HC Committee; its purpose is to allow I7HC to become more competitive against other local hockey clubs in terms of rates. KW thanked Chris Clough for putting in so much work on the proposal.

5.3.4 *Action: The I7HC Committee will keep I7HC section updated as to any changes approved by ISC Counsel.*

## **6. Item #6: Chairman's financial report**

6.1 A financial report which was compiled by I7HC former Treasurer Helen Davies and ISC was circulated at the AGM.

6.2. KW emphasised that due to extenuating circumstances, in that the Sports Club are currently in the process of changing their banking software, the figures for 2016 financial year have not yet been audited.

6.3. The current forecast shows a healthy surplus but KW recommended that Members check the audited reports which will be circulated at ISC AGM in June as the real profit figure is unlikely to be as high as shown on this forecast. Any profits that are shown are mainly due to the number of fundraising and social events that have been taking place this season.

6.4. The ISC Counsel has agreed that new hockey account with ISC will be ring fenced for hockey which means that any surplus made will be re-invested in the hockey section and used as the section sees fit. KW has constant access to this account and authorises all payments made. KW indicated that the new account is easier to manage and is a more transparent mechanism for captains and members transferring money.

6.5. KW noted formally that both Cheryl and Andy have both been extremely useful in day-to-day transactions such as making payments and managing cashflow, particularly with a lack of a treasurer.

6.6. *Action: Captains: all team money has been paid in by captains but surplus match fees have not. Captains to ensure that they have done this.*

6.7 Kathryn Blake spoke from the floor, noting that the current financial report has a high level of detail and asked for clarification on whether the audited accounts for each section that will be circulated at the ISC AGM will have the same level of detail.

*Action: KW: Will ask ISC to preview the document.*

6.8. Contributions from the floor on the Financial report:

Mariette Rix noted:

6.8.1 The Academy Indoor hire figure is too high to reflect what was actually paid.

6.8.2 The Income figure is artificially low since the report doesn't sufficiently account for Pitch Hire Income of which there should be three or four more payments than is indicated on the report. This might have been invoiced in July and therefore yet to appear on the books.

6.8.3 The Income figure is artificially high since Vanessa Mutineer is yet to claim back from when she made a direct debit.

Mark Wheelhouse noted:

6.8.4. The Income figure is artificially high since the income from the mast goes to ISC.

KW also noted:

6.8.5. Not all I7HC fundraising efforts has not been included.

## **7. Item #7: New pitch and upgrade of Clubhouse**

### **7.1. The new pitch**

KW confirmed that ISC Counsel voted against a new pitch project at Tuddenham Road. The Committee therefore has tried to come up with alternatives ideas to replace the existing pitch.

#### **7.1.1 There are two primary potential sources of funding:**

##### **a.) ISC**

ISC are due to hear back from Ipswich Borough Council regarding the planning permission application at Henley Road by the 31st May.

Should the application be successful, ISC aims to sell the land at Henley Road. However, ISC will need to get approval from all ISC members to do so at an EGM.

The Committee understands that the Council's s.106 agreement with ISC includes a condition that should the sale go ahead, sale proceeds should be re-invested in sports, particularly hockey. The new buyer of Henley Road will need to replace the fence, lights and pitch and Tuddenham Road under the s.106 agreement.

In addition to this possible source of funds, ISC Counsel has assured KW that they committed to finding a solution for the hockey section and Andy Yorke has done a lot of research into grants available for hockey.

##### **b.) IHC's Sponsor**

Another possibility could be with the aid of sponsorship help to fund a pitch. Just an idea at present and in early stages.

#### **7.1.2 Replay Maintenance**

This is a superficial rejuvenation of Tuddenham Road being carried out mid-August, primarily addressing the moss areas and penalty spot. It is a temporary solution for the quality of the pitch at

Tuddenham Road - being paid for using £2,500 from ISC budget.  
KW informed the AGM that an alternative option of a more thorough rejuvenation at a cost of £17,000 was rejected by the I7HC Committee as too expensive relative to its long-term benefit. Committee would rather that money go toward a new pitch.

Kathryn Blake: spoke from the floor to ask whether the short corner drag out marks could be looked at since it is a particularly poor quality area.

*Action: KW / KB: to liaise with Replay Maintenance and ISC to ensure that the problem areas on the pitch are rectified as far as possible.*

## **7.2. Clubhouse:**

KW updated the AGM on the work being carried out at the Clubhouse over the summer such as re-painting, and putting up new curtains which will be done by volunteer I7HC members.

- ISC has agreed to pay for a new kitchen at Tuddenham Road. Final approval awaits on a fitting estimate from the kitchen fitter but it is expected to be £5,000.

- SEVEN is generously helping with various fittings such as sofas

- KW has applied for a Jewsons grant (community project) and will hear back soon. KW is hopeful for success.

## **8. Item #8: Easy Fundraising**

Chris Clough: wanted to take the opportunity to promote Easy Fundraising. Members sign up (free) to EasyFundraising online and whenever they buy something online (whether grocery, gifts, insurance or holidays) to do so via EasyFundraising.

This way Members can raise money for the club without putting their hands in their pockets.

<https://www.easyfundraising.org.uk/causes/ipswichhc/>

*Action: Captains to encourage members to sign up.*

*Action: Members to sign up.*

## **9. Item #9: Hockey section rules amendments**

9.1. Amendments to the Hockey section rules were circulated at the AGM and the floor were given the opportunity to scrutinise the new rules.

The proposed amendments were as follows:

9.1.1. Amendment to adopt IHC's new name: 'Ipswich Seven'.

9.1.2. Amendment to ensure any issues concerning behavior are dealt with by the ISC rather than IHC as hockey membership falls under the remit of ISC.

The floor sought clarification on this issue and Donna Mills confirmed that the IHC Disciplinary Officer will be IHC's point of contact for the hockey league but if the matter is sufficiently serious to warrant taking away membership Donna will forward the matter to ISC.

9.1.3. Amendment to ensure that each Committee member steps down at the end of every season and stands again without restriction on the number of times a Committee member can stand.

The reason for this amendment is that the current rules state that a Committee Member holding the same role for six years is required to step down. The Committee suggested at their last meeting that this rule is counter-productive given that it is already struggling for volunteers.

9.2. KW asked the floor for discussion on these changes and any proposals for new changes. The floor agreed with the changes and had no new suggestions.

*Motion: the hockey section rules as amended above were approved by the AGM by a unanimous show of hands.*

## **10. Item #10: Kit**

10.1 KW extended formal thanks to Rosie Jackson and Vanessa who did a great job as Kit officers.

10.2.1 KW updated the AGM on issues with the kit supplier Akuma this season including late and incorrect deliveries, a difficult ordering system and Akuma's failure to meet turn-around deadlines.

10.2.2 KW thanked Mark Wrinch (MW) for all his hard work dealing with Akuma to secure I7HC financial redress. MW managed to get £250 back plus socks for everyone who has problems with their kit.

*Action: Members who have been affected were directed to speak to KW.*

10.3. KW updated the AGM on the Committee's suggestion to begin using Coes as a kit supplier as of next season. She reassured members that the kit style will not be changing. KW noted that the Committee has expressed some reservation about using Coes due to the increase in price of some items such as tracksuits. However, there are a number of benefits to using a local supplier including cutting out the inconvenience of storing the kit in bulk, cutting out the middleman so that the buyer can deal directly with Coes, being able to fit out in store as well as the benefits of establishing a relationship with a local store.

KW opened the floor up to questions:

10.3.1. Mariette Rix: asked KW what the cost of shirts is likely to be.

KW: replied that the ladies will be in the region of £32 / £33 and the men's will be more as they also have collars.

10.3.2. Lizzy Wheelhouse: asked KW whether the kit will be branded with the Coes design.

KW: replied that the kit will be similar to current kit without any branding.

10.3.3: Chris Clough: asked how I7HC will implement a numbering system given that everyone will now be ordering their own kit without oversight from a kit officer.

Kathryn Blake replied: there are two options:

a.) to have a comprehensive list of members and every time a new member arrives they get designated a new number.

b.) to ensure that each team has a shirt manager (a la Donna) to ensure that players don't double up.

*Action: KW/ KB to decide how to ensure players aren't doubling up.*

## **11. Item #11: Election of Hockey General Committee members**

KW: Introduced the election process by informing the AGM that each position requires a proposal and a seconding.

### **11.1. Woman's**

#### ***W4: Allison Glading***

Proposed: Kathryn Blake

Seconded: Mariette Rix

#### ***W3: Nicola Miller***

Proposed: Sue Whiting

Seconded: Min Patel

#### ***W2: Steph Allen***

Proposed: Lizzy Wheelhouse

Seconded: Michelle Titcombe

#### ***W1: TBC (due to extenuating circumstances)***

### **11.2 Men's**

#### ***M4: James Richards***

Proposed: Chris Clough

Seconded: Ryan Rogers

#### ***M3: TBC***

#### ***M2: Jimmy Nunn*** (n.b. wants to be a co-captain)

Proposed: Maggie Fairhead

Seconded: Robin Swindin

#### ***M1: Josh Cutting***

Proposed: Mark Wheelhouse

Seconded: James Southgate

### **11.4 Other Committee positions**

#### **Umpiring Liaison offer: Michelle Titcombe**

Proposed: Kat Blake

Seconded: Minal Patel

#### **Chair: Kate Wingar**

Proposed: Kristine Ayling

Seconded: Josh Cutting

KW noted that at the moment she is Vice Chair acting as Chair and asked the floor whether they felt that this structure works. The floor felt that KW is doing an excellent job as Chair but that there might be some benefit in having someone with experience to undertake the role of Vice Chair to

aid her.

**Vice Chair: TBC**

*Action: Kat Blake to approach Mark Winch*

**Secretary: TBC**

**Head of Coaching & Development: To be discussed at Committee.**

**Social Sec: Kate Wingar**

Proposed: Fiona Lane

Seconded: Michelle Titcombe

**Disciplinary Officer: Donna Mills**

Proposed: Kristine Ayling

Seconded: Lucy Dunnet

n.b. Discussion at 9.1.2

**Welfare Officer: Richard Lane**

Proposed: Mariette Rix

Seconded: Kristine Ayling

**Public Relations & Media: Kate Wingar**

Proposed: Kristine Ayling

Seconded: James Southgate

**Ladies' Club Captain: Kathryn Blake**

Proposed: Lizzy Wheelhouse

Seconded: Kristine Ayling

Kat suggested that she would like to be training someone this year to ensure a smooth transition when she steps down and suggested that that person could be Vice Club Captain this year. Lucy Dunnett expressed interest in doing this.

**Men's Club Captain: Mark Wheelhouse**

Proposed: Richard Wrinch

Seconded: Robin Swindin

**Junior Chairman: Chris Clough**

Proposed: Fiona Lane

Seconded: Kathryn Blake

**Treasurer: Lucy Dunnett**

Proposed: Sue Whiting

Seconded: Kat Blake

**Secretary: TBC**

9.5. KW and Mariette Rix noted that the voting roles on the Committee are generally filled by women and it would be beneficial to have more equality.

*Action: Members to think about men who could fill the positions that are yet to be confirmed, particularly Secretary.*

## **9.6. Other non-committee positions**

Equipment officer: Donna Mills

Teas Coordinator: Jeremy Blake

Fundraising officer: TBC

The Committee and the AGM noted that Fiona Lane and Mark Wrinch are able to offer sound advice on a range of issues and felt that I7HC would benefit from their informal presence at Committee meetings.

## **10. AOB**

### **10.1 Club Mark Award**

Kathryn Blake explained that I7HC's application for the Club's Mark Award has been ongoing for two years. It is a requirement for community sports clubs to hold this certificate and a requirement to apply for some types of grants / fundraising.

Kat and Sarah Logan have been compiling the documentation required for the application but the process has changed. Kat asked for someone to take on this responsibility to check and cross reference the forms and apply for the certificate.

*Action: Laura Herbert to take over.*

### **10.2 Junior section feedback**

Chris Clough asked for feedback on the junior section programme. He noted the problems with getting help at the weekend to assist the lead coaches. Chris confirmed that there is no restriction on the age of volunteers and that the programme requires roughly four volunteers for the morning each weekend.

The floor discussed some options:

- to create a list of volunteers and put them on a rota for the season
- to have a rota of one team per month to be overseen by captains who can exercise discretion in deciding who should help
- to have a coordinator to run the rota to ensure that people swap if they are unavailable

Mariette Rix: highlighted that the volunteers should be willing since forcing people to give up their weekends might dim I7HC's competitiveness against other local clubs.

*Action: Get a feel for volunteers / get the ball rolling at the next Committee Meeting*

### **10.3 Coaching**

Michelle Titcombe asked for clarity on who is coaching next season. KW replied saying that coaches have been approached individually: Emma Rhodes for example has confirmed we are waiting on others. KW reassured the AGM that coaches will be in place well ahead of the pre-season

#### 11. **AGM 2018**

The next AGM will be around May.

Meeting closed 6pm.