



**Board Meeting - 24 #5 Minutes**  
**TUESDAY | 26 MARCH 2024**  
**7:30pm-08:30pm**  
**Meeting of the Board of Officials**



## **Norwich Icení Baseball Club**

Minutes of Meeting #5 of the 2024 Board Officials

26<sup>th</sup> March 2024 19:30

Online

### **Board Officials Present**

Tom Thornhill – Chairman (TT)

Brad Mclean – Vice Chairman (BM)

Liz Overland – Marketing and Communication Officer & Secretary (LO)

Shane Ward – Social Secretary (SW)

Sim Ralph – Warriors Team Manager (SR)

Joe Steward – Norfolk Baseball League Commissioner (JS)

### **Guest Present**

None

### **Apologies for absence**

Abi Ulrych – Queens Team Manager (AE)

James Casey – Treasurer & Icení Team Manager (JC)

### **Minutes Written by**

Tom Thornhill – Chairman (TT)

### **Approved by the Board on:**

18<sup>th</sup> April 2024 – Icení Meeting #6



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<u>No.</u>	<u>Topic &amp; Decisions</u>
	- Meeting Commences at 7:35pm -
<b>5.1</b>	<p><b><u>Chair's Welcome, Introductions and Apologies</u></b></p> <p>TT welcomed the attendees to the meeting.</p> <p>Apologies received from AE and JC.</p>
<b>5.2</b>	<p><b><u>Declarations of Interest</u></b></p> <p>TT declared that he is no longer chair of the East of England Baseball League and that he is now a member of the Marketing Committee of WBSC Europe.</p> <p>No other declarations were made at this meeting.</p>
<b>5.3</b>	<p><b><u>Approval of Meeting Minutes</u></b></p>
<b>5.3.1</b>	<p><b><u>Meeting Minutes #2</u></b></p> <p>The Board approved the meeting minutes.</p>
<b>5.3.2</b>	<p><b><u>Meeting Minutes #3</u></b></p> <p>The Board approved the meeting minutes.</p>
<b>5.3.3</b>	<p><b><u>Meeting Minutes #4</u></b></p> <p>The Board approved the meeting minutes.</p>
<b>5.4</b>	<p><b><u>Ratification of Offline Votes</u></b></p> <p>There were no offline votes to ratify.</p>
<b>5.5</b>	<p><b>Review of Previous meeting</b></p> <p><b><u>2.4 DBS Checks for Iceni Captains, Board Officials and Local League Captains</u></b>  <b>Action:</b> SR to pass on DBS check forms to JC to hand out to relevant club numbers. <b>(Action Completed)</b></p> <p><b><u>2.4 Pitching Machine Battery</u></b>  <b>Action:</b> JS to find out where the pitching machine battery is and investigate if machine has been donated to the club if it needs a damp proof box. <b>(Ongoing)</b></p> <p><b><u>2.4 UEA Fees</u></b>  <b>Action:</b> JS to speak to DM and discuss 2023 UEA Fees. <b>(Ongoing)</b></p>



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	<p><b><u>2.7.1 Finalise Membership Payment Review</u></b>  <b>Action:</b> JC to draft a reserves policy for the club. <b>(Ongoing)</b></p> <p><b><u>2.11 Youth Set Up</u></b>  <b>Action:</b> TT &amp; BM to create Youth plan and propose a visionary plan for the club. <b>(Ongoing)</b></p> <p><b><u>3.7 Safeguarding Training Overview</u></b>  <b>Action:</b> JC to hand out DBS Check forms to relevant club numbers. <b>(Ongoing)</b></p> <p><b><u>4.11 Ground Prep Days</u></b>  <b>Action:</b> JH to set up Spond events for preparing Hewett Academy. <b>(Action Completed)</b></p> <p><b><u>4.12 Local League Schedule Update</u></b>  <b>Action:</b> JS to release the 2024 Local League Schedule <b>(Action Completed)</b></p> <p><b><u>4.12 Local League Schedule Update</u></b>  <b>Action:</b> JS to provide LO with the Local League Schedule has requested for marketing. <b>(Action Completed)</b></p> <p><b><u>4.13.1 AOB – JS – Umpire Clinics</u></b>  <b>Action:</b> JS to set up umpire clinics with Ted Turocy <b>(Ongoing)</b></p> <p><b><u>4.13.1 AOB – JS – Umpire Clinics</u></b>  <b>Action:</b> JS to set up an umpire sub group on Spond. <b>(Action Completed)</b></p>
5.6	<p><b><u>Proposal to co-opt Jay Duran to Grounds Officer Board Role</u></b></p> <p>The Board unanimously approved the appointment of Jay Duran to the Grounds Officer Role on the Board.</p> <p><b>Action:</b> TT to onboard Jay Duran into the Board  <b>Action:</b> LO to update the website and post about the appointment on Spond and Socials</p>
5.7	<p><b><u>Finance Report</u></b></p> <p>The Board reviewed the latest finance report.</p> <p>The following action resulted from the agenda item:</p> <p><b>Action:</b> JC to update the Board on the status of club's income collection.</p>
5.8	<p><b><u>Proposal for Queens Fee Subsidy and Membership Structure</u></b></p> <p>The Board agreed to AU's proposal for the Icení Queens teams, including players from across the EEBL, to be a part of our club. The Board also agreed to subsidise certain costs pending a full breakdown of this.</p>



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	<p><b>Action:</b> AU to propose to the Board a budget income and expenses for the Queens for the 2024 season.</p>
5.9	<p><b><u>Beginner Sessions Proposal</u></b></p> <p>LO updated the Board on Monday 25<sup>th</sup> March's first beginner session.</p> <p>The Board agreed to plan out the season's beginner sessions in line with the beginning of the local leagues.</p> <p><b>Action:</b> LO to create a proposal for dates the 2024 season beginner sessions</p>
5.10	<p><b><u>Cambridge Clinic Icení Attendance 20th April (Youth or Catchers Clinic)</u></b></p> <p>The Board were notified of two upcoming clinics occurring in Cambridge.</p> <p><b>Action:</b> LO to advertise the clinics on Spond for our current members.</p>
5.11	<p><b><u>Icení Youth Proposal</u></b></p> <p>The Board agreed to purchase the equipment that was won from the Youth Grant in order to supply the ongoing Youth Proposal for 2024 activities.</p> <p><b>Action:</b> BM to work with JC on purchasing Youth Equipment won from the youth grant.</p>
5.12	<p><b><u>Vacant Icení Positions</u></b></p>
5.12.1	<p><b><u>Icení Board: Safeguarding</u></b></p> <p>The Board agreed for the need to appoint a new safeguarding officer.</p> <p>No appointees were made at the meeting.</p>
5.12.2	<p><b><u>Icení Committees: Coaches</u></b></p> <p>The Board agreed to appoint SW to head up the coaches committee and include JC and AU as initial committee members.</p> <p><b>Action:</b> SW to create a new 2024 Coaches WhatsApp Group and connect with JC.</p>
5.13	<p><b><u>Next Board Meeting In Person Proposal W/C 15<sup>th</sup> April</u></b></p> <p>The Board agreed to meet in person on Thursday 18<sup>th</sup> April 2024.</p> <p><b>Action:</b> LO to create a spond event for the next Board meeting.</p>



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5.14	<b><u>AOB</u></b>
5.14.1	<p><b><u>AOB – SR – Safeguarding</u></b></p> <p>SR updated the Board on the requirement that guardian permissions were required for all players under the age of 18.</p> <p><b>Action:</b> LO to investigate forms for parental permissions for 18 players.  <b>Action:</b> LO to investigate getting all Head Coaches/Captains Safeguarding Training  <b>Action:</b> LO to add new coaches and captains training log in the Google drive for record.</p>
5.14.2	<p><b><u>AOB – JS – Spitfires Captancy</u></b></p> <p>JS confirmed that Mike is going to take on Captain of Spitfires for the ongoing season.</p>
5.14.3	<p><b><u>AOB – JS - BBF Individual Player Registration</u></b></p> <p>There are still no updates on individual player registration.</p> <p><b>Action:</b> JS to Follow up with BBF if there is a separate IPR Local league fee this year.</p>
	- Meeting Ends at 8:30pm -

- End of Document -