

## Isle of Man Cricket Association Executive Meeting - Minutes

<b>Date</b>	31.01.23	<b>Time</b>	18.00	<b>Location</b>	Isle of Man Sports Development Offices
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### *INTERNAL*

Attendees		Apologies		Also Distributed to	
Mike Haywood	MH				
Peter Crompton	PC				
Russell Miller	RM				
Greig Wright	GW				
Helen Helfrich	HH				
		<b>Author</b>	HH		
		<b>Checked by</b>			
		<b>Approved by</b>			

### Minutes

	Action (or Discussion)	Who/When
<b>1</b>	<p><b>Apologies for Absence and introductions</b></p> <p>N/A</p>	
<b>2</b>	<p><b>Governance review</b></p> <p>HH provided a progress report regarding the review of the memorandum and articles of association and confirmed that the draft resolution and governing instrument have been approved by the Charities Division of the Attorney General's Chambers and the Companies Registry.</p> <p>Together with the draft explanatory accompanying note, the documents will be circulated with the Notice of the AGM and draft Agenda prior to putting the matter to a formal vote at the AGM.</p>	<b>MH / HH</b>
<b>3</b>	<p><b>Additional signatories on the IOMCA IOM Bank Account</b></p> <p>PC, MH and HH confirmed that they have heard nothing further from IOM Bank since having submitted signed mandates and ID</p>	
<b>4</b>	<p><b>Finance Update</b></p> <p><u>4.1 ICC Budget Return</u></p> <p>GW confirmed that the H2 budget return documentation has been submitted to ICC Europe and so confirmation of the H1 funding for 2023 is expected shortly.</p> <p><u>4.2 IOM Support for Sport</u></p> <p>The information required to be submitted annually was submitted 2 days ago. Outstanding 2022 claims for reimbursement are to be submitted by the</p>	

	<b>Action (or Discussion)</b>	<b>Who/When</b>
	<p>start of March and will include expenses claims in respect of the National Women’s Squad trip to Spain trip and Sally’s trip to Germany. Those claims will take IOMCA up to the £20k maximum for which it may claim from Support for Sport. However, GW advised that there may have been an underspend in other sports and so the Department has suggested that IOMCA may be able to submit additional claims from the residual “underspend”.</p> <p>Bids for Support for Sport, for the forthcoming year will be submitted in accordance with Departmental requirements (expected to be required before the start of March, with the IOM Sport Liaison Committee due to meet on 1 April).</p> <p><u>4.3 ICC Funding for 2023</u></p> <p>For the purposes of the ICC budget, we have assumed funding from Support for Sport will be provided.</p> <p>GW advised that ICC membership documentation is to be submitted by 28 February (being the start of the new funding cycle). The responses to the ICC questions (see Schedule 1) will need to be accompanied by copies of the current governing instrument and the resolution and amended governing instrument to be put to the vote at the AGM, together with the explanatory note.</p> <p>GW to circulate draft responses in due course.</p> <p>HH to adapt the note for inclusion to the ICC.</p> <p><u>4.4 Accounts</u></p> <p>PC confirmed that he is in the process of drafting the accounts and will be making contact with the IOMCA auditors (ATLA) shortly. The accounts must be filed with the Charities Division of the Attorney General’s Chambers by the end of June.</p> <p>The accounts are drafted in accordance with ICC requirements, but PC will check whether the auditors require them to be reformatted more conventionally for their purposes.</p>	<p><b>GW / MH</b></p> <p><b>GW / MH</b></p> <p><b>GW</b></p> <p><b>GW</b></p> <p><b>HH</b></p> <p><b>PC</b></p> <p><b>PC</b></p>
<b>5</b>	<p><b>Preparation for AGM</b></p> <p>HH produced a note outlining the relevant AGM provisions from the IOMCA Articles of Association and IOM Cricket Rules, including a provisional timetable (See Schedule 2).</p> <p>It was agreed that the AGM will take place on 21 March 2023 immediately before the Senior Committee meeting.</p>	

	<b>Action (or Discussion)</b>	<b>Who/When</b>												
	<table border="1" data-bbox="384 259 1217 613"> <thead> <tr> <th data-bbox="391 259 1027 331"><b>Requirement</b></th> <th data-bbox="1027 259 1211 331"><b>Latest date</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="391 331 1027 394">Intended business to be notified to Secretary</td> <td data-bbox="1027 331 1211 394">asap</td> </tr> <tr> <td data-bbox="391 394 1027 470">Notice of AGM and draft agenda to be sent to members</td> <td data-bbox="1027 394 1211 470">14.02.23</td> </tr> <tr> <td data-bbox="391 470 1027 546">Notice of amendments to agenda to be sent to Secretary</td> <td data-bbox="1027 470 1211 546">08.03.23</td> </tr> <tr> <td data-bbox="391 546 1027 584">Final agenda to be circulated</td> <td data-bbox="1027 546 1211 584">14.03.23</td> </tr> <tr> <td data-bbox="391 584 1027 613">AGM</td> <td data-bbox="1027 584 1211 613">28.03.23</td> </tr> </tbody> </table> <p data-bbox="288 656 1246 790">Notices will need to be issued to all members i.e. the original subscribers David Entwistle and Colin Kniveton and to the clubs (via their Secretaries, Chairs and Committee representatives and a copy will be posted on the IOMCA website)</p> <p data-bbox="288 831 1094 864">Notice of AGM and draft agenda to be prepared for circulation</p> <p data-bbox="288 902 1286 969">It was suggested that club representatives be asked to complete a new style membership form, including updated contact details etc at the AGM.</p> <p data-bbox="288 1008 1294 1144">A draft membership form was previously prepared for the use of members of clubs, but a membership form will need to be designed for the clubs which are members of the IOMCA, the conditions for which will need further discussion asap (if they are to be signed at the AGM).</p>	<b>Requirement</b>	<b>Latest date</b>	Intended business to be notified to Secretary	asap	Notice of AGM and draft agenda to be sent to members	14.02.23	Notice of amendments to agenda to be sent to Secretary	08.03.23	Final agenda to be circulated	14.03.23	AGM	28.03.23	<p data-bbox="1350 844 1477 878"><b>MH / HH</b></p> <p data-bbox="1393 1090 1433 1124"><b>All</b></p>
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<b>6</b>	<p data-bbox="288 1153 644 1187"><b>Sub-committee updates</b></p> <p data-bbox="288 1225 424 1258"><u>6.1 Senior</u></p> <p data-bbox="288 1294 1126 1328">RM advised that the Senior Committee has made good progress.</p> <p data-bbox="288 1364 1246 1467">A confirmed league structure (fixed for the foreseeable future rather than automatically annually reviewable) and the 2023 fixtures should be published shortly.</p> <p data-bbox="288 1503 1257 1570">The period over which matches will be played has been agreed and allows for a longer season with a greater number of matches.</p> <p data-bbox="288 1606 1190 1673">Competition rules have been agreed and an explanatory note is to be prepared.</p> <p data-bbox="288 1709 823 1742">For 2023 there are 2 fewer senior teams.</p> <p data-bbox="288 1778 421 1812"><u>6.2 Junior</u></p> <p data-bbox="288 1848 1286 1881">GW advised that the numbers of teams and 2023 fixtures have been agreed.</p> <p data-bbox="288 1917 1278 1951">The Coach Education pathway is to be a focus. Help generally, is a concern.</p>	<p data-bbox="1321 1644 1369 1677"><b>RM</b></p>												

	<b>Action (or Discussion)</b>	<b>Who/When</b>
	<p>For 2023 there are 4 fewer junior teams, (subject to a couple of exceptions) with clubs entering one team per club per age group, which will result in a reduction in playing opportunities.</p> <p><u>6.3 Women's</u></p> <p>GW confirmed that the Women and Girls' committee met last week.</p> <p>A new playing structure (to commence after TT Week) was agreed - Division 1 = 4 teams, playing with a soft ball but proper format; and Division 2 = 4 teams.</p> <p>Efforts to attract players from other sports e.g. hockey have been successful.</p> <p><u>6.4 Performance</u></p> <p>The Committee has yet to meet.</p> <p><u>6.5 General</u></p> <p>GW provided a general update regarding the National Men's Team trip at the end of February and with regard to the European T10 Cricket league, established and personally sponsored by Daniel Western ("DW").</p> <p>DW recently messaged GW about the possibility of the IOM getting involved with the ECC. DW presented his vision for European cricket, which is similar to the Champions' League (and adopts ICC eligibility criteria), and IOMCA has committed to joining the September T10 competition.</p> <p>GW explained that teams are paid for entering and their flights and accommodation are paid for.</p> <p>This means that in 2023 there will be - 2 x Senior men's international T20 matches plus the above ECC T10 match; and 2 x Women's international T20 matches All with squad sizes of 14.</p>	
<b>7</b>	<p><b>AOB</b></p> <p><u>7.1 Strategy</u></p> <p>GW and MH have prepared a draft IOMCA strategy as required by ICC Europe and Support for Sport. The draft has been prepared in terms already approved by the ICC and along the lines of the "strategic pillars", a copy of which will be circulated.</p> <p>The draft is to be reviewed and any feedback provided to GW and MH by the end of this week.</p> <p>The Strategy will provide focus for the IOMCA developments and in discussions with members. The Strategy will be introduced at the AGM.</p>	<p><b>GW</b></p> <p><b>HH, PC &amp; RM</b></p>

	<b>Action (or Discussion)</b>	<b>Who/When</b>
	<p><u>7.2 Director's resignation</u></p> <p>PC has the necessary forms to be filed with the Companies Registry and Charities Division regarding Clare Williams having resigned as a director.</p> <p><u>7.3 Revolute Card</u></p> <p>Enquiries are to be made into obtaining a card for GW rather than paying for IOMCA expenses from his own account and seeking reimbursement.</p> <p><u>7.4 Sally Green</u></p> <p>Until Sally is fully recovered, additional coaching support is being provided for the primary schools programme, for which GW will provide PC with the necessary forms to enable the coaches to be paid.</p> <p><u>7.5 ICC AGM</u></p> <p>Has been announced and will take place in South Africa in July.</p>	<p><b>PC</b></p> <p><b>MH</b></p> <p><b>GW /PC</b></p>

<b>Date of Next Meeting</b>	11 April 2023	<b>Time</b>	18:00	<b>Location</b>	Isle of Man Sports Development Offices
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**SCHEDULE 1 – ICC QUESTIONS**

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## SCHEDULE 2 – AGM FORMALITIES

### IOMCA AGM Requirements

1. Article 7 of the Articles of Association provide that the AGM will be conducted in accordance with the Club Rules
2. See Paragraph 5 of the Club Rules - summarised below
3. AGM to be held by 31 March annually
4. Intended business to be notified to the Secretary by 8 weeks before AGM
5. Notice and draft agenda to be served on secretaries of members by 6 weeks before AGM
6. Any suggested amendments to be forwarded to the Secretary by 3 weeks before AGM
7. Final Agenda to be circulated at least 14 days prior to AGM

<b>Requirement</b>	<b>Latest date</b>
Intended business to be notified to Secretary	03.02.23
Notice of AGM and draft agenda to be sent to members	17.02.23
Notice of amendments to agenda to be sent to Secretary	10.03.23
Final agenda to be circulated	17.03.23
AGM	31.03.23

8. Business to be transacted –
  - 8.1 credentials of all delegates to be provided
  - 8.2 minutes from previous meeting to be read and confirmed
  - 8.3 Committee report to be received and considered
  - 8.4 Chairman’s report to be received and considered
  - 8.5 Following appointments to be made –
    - 8.5.1 Executive Committee (Chairman, Treasurer, Secretary, Heads of Performance, Senior & Junior Committees)
    - 8.5.2 President
    - 8.5.3 Any honorary vice presidents
    - 8.5.4 Any honorary life members
    - 8.5.5 An Auditor
  - 8.6 annual affiliation fees to be agreed
  - 8.7 changes to Rules to be received and considered – suggest amendments to refer to women & girls committee
  - 8.8 any special business of which prior notice has been given to be transacted – i.e. governing instrument

