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**Eesti Kriketi Liit**

**(the “Company”)**

**MEETING OF THE BOARD OF THE COMPANY**

**Meeting Minutes**

**Date:** 04.01.2024

**Time:** Starting 19.00

**Location:** Harju Maakond, Tallinn, Põhja-Tallinna Linnaosa, Jahu tn 4, 10415

**Attendees:**

* Tim Cross
* Zahaan Kahn
* Mart Tammoja
* Liis Bolton
* Travis Beswick
* Terry O’Connor
* David Robson

**Agenda:**

1. **Updates on the Board Meeting Schedule in 2024**

* **Quarterly Meetings:** Scheduled for the first week of March, July, November, and December.
* **Focus of Quarterly Meetings:**
  + Review of Budget: Current balances and financial status.
  + Marketing: Strategies, updates, and plans for the rest of the year.
  + Reports: Updates from the Development Officer and Operations Manager.
* **Other Meetings:**
  + Goal: To ensure these meetings are efficient and concise.
  + Pre-meeting Preparation: Agenda points are to be provided in advance.
  + Time Management: Target to keep the meetings within a 1.5-hour timeframe.

**2. Next Annual General Meeting (AGM)**

* **Date and Time:** March 28, 2024, at 20:00.

**3. Discussion: Roles of Operations Manager and Development Officer**

* **Expectation from Terry O'Connor (Operations Manager):**
* To provide an updated Job Description (JD) and Key Performance Indicators (KPIs) before the February 2024 meeting.
* Draft of Tasks:
  + Managing day-to-day operations.
  + Implementing board decisions.
  + Budget planning and execution control.
  + Communication with member clubs and organisations like ICC.
  + Developing cooperation in cricket.
  + Assisting member clubs with player recruitment and finding venues.
  + Recruitment and registration assistance for new clubs.
  + Preparing competition calendars.
  + Organising national and international cricket competitions.
  + Producing and distributing methodological and training materials.
* **Expectations from David Robson (Development Officer):**
* To review and provide an updated version of his JD/tasks for board discussion and approval before the February 2024 meeting.
* Draft of Tasks:
  + Implementing board decisions on development-related tasks.
  + Preparing and coordinating development plans.
  + Organising training for umpires, scorers, and coaches.
  + Cooperating with local governments and schools.
  + Promoting cricket in collaboration with other sports clubs.
  + Efficient use of volunteers in EKL development activities.

**Action Items:**

1. The next board meeting will focus on confirming main targets and goals for 2024, and finalising expectations, tasks, and KPIs for Terry O'Connor and David Robson.

**Next Meeting:**

* Date: 1st February
* Time: 19.00
* Location: Zoom Call, ,Jahu tn 4

**Meeting Adjourned:** 21.00