

Oxfordshire & North Buckinghamshire Counties ASA



President: Andy Willis

Chair: Karen Underwood

MINUTES OF EXECUTIVE COMMITTEE MEETING HELD AT KINGSMERE COMMUNITY CENTRE

ON 16th NOVEMBER 2021 AT 7PM

Present:

K Underwood (Chair/Officials)	N Mellings (Sec)	I Powell (Treasurer)	O Stockland (Swim Sec/ADSC)
A Willis (ADSC/President)	K Weetman (SwimMark Coord & 4SSC)	P Shaw (Headington Phoenix SS/County Records)	A Readhead (Disability Sec/Masters Sec/ Maxwell)
S Macnab (Maxwell)	N Brown (COSC)	R Hall (COSC)	S-A Clavaud (W&DSC)
E Anderson (Banbury)	A Gerlin (COSC)		

	Agenda Item	Discussion and Decision	Action
1.	Apologies/Opening Remarks	<p>The Chair welcomed all attendees to the face-to-face meeting. ONB Papers/Reports were sent out to members on 14 Nov 2021 at 16:48hrs.</p> <p>Apologies were received from: B McDonald (SER); M Fuller (Witney Artistic SC); N Horton (Maxwell); S Wynne-Jones (CMK); F Gallagher (Oxford Uni SC); D Wheatley (Fixtures Sec/Bicester); N Baum (Didcot Barramundi); H Fisher (Bourne End) and M Hartgill (4SSC).</p>	
2.	Minutes of Executive Meeting held on Tuesday 21 st September 2021	The Chair asked if all those attending had read the minutes of the meeting held on Tuesday 21 st September 2021 and if they were a true record. It was agreed that the minutes were an accurate record, and they were duly signed by the Chair.	
3.	Matters Arising from Previous Mtg	<p>The following Matters Arising remained from the previous mtg:</p> <ul style="list-style-type: none"> - CMK/ONB confirmed that the invoice for the specialist hearing equipment had been paid. - COSC's claim for a microphone remained outstanding. The COSC Chair noted that a new lead and microphone were required. COSC will be undertaking a review of all communication equipment and assured ONB that communications equipment would be fully functioning by January 2022. - At the Sept mtg, concern had been raised around projected losses for the County. The Swim Sec confirmed - at worst case - a projected loss for the 2022 County Champs of @£4.5K noting that restrictions around covid remained fluid. The potential loss of £21K was in relation to the ONB County (not County Championships) and this figure has since been adjusted to reflect latest projected County Championships loss of £4.5k (vice £11k) making the projected ONB County loss of £14,665.00 <p>All other matters had been actioned or were due to be covered within the 16th November Discipline reports.</p>	Chair COSC
4.	Correspondence	<p>The Sec updated the Cttee that:</p> <p>1. Swim England had confirmed on 4 Oct 21 ASA fees for 2022 as: Cat 1 £9.35; Cat 2 £28.15 and Cat 3 £5.25. Region will not be</p>	

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		<p>increasing their fees and ONB will not be charging any fees for 2022.</p> <p>2. The RMB papers for 18 Oct 21 noted an item regarding the Role of the Counties – details in italics below: <i>'Role of the Counties – initial discussion of issues. The Regional Chairs raised the question as to what is the role of the counties? There ensued a discussion as to who regulates the counties and it was mentioned that they are not currently incorporated. It was highlighted that the counties vary enormously in their geography, demographics and activity. It was also mentioned that counties collect fees and a significant amount of money is held by the counties but it was questioned as to whether this is being reinvested in the sport. 3 Examples were given as to where counties play an important geographical role. Questions were raised as to whether counties played a role outside of speed swimming and whether they should adhere to a level of governance standards. Jane gave some background as to the regionalisation process of 2005/06 and the role of counties as sub-regional bodies. Richard summarised saying this was a sensitive issue and clearly there is a need for good governance throughout the structure. He requested an outline framework and timeline for addressing the issue in time for the next Board meeting'. The Nov mtg was pushed back and so will be discussed at a forthcoming mtg. The ONB Exec Cttee noted that ONB did not charge fees and that we reinvested in our County as per our Development Plan. We await with interest the outcome of the SER mtg.</i></p>	
5.	Chair's Report	<p>The Chair's report had been issued prior to the mgt and is attached. She congratulated the ONB Masters team for their excellent performance at the Intercounties on 14th November; the first competition they had taken part in for many years. The Cttee thanked Amanda Readhead for all her hard work to get a team together for the event.</p>	
6.	Treasurer's report	<p>Ian Powell's report had been issued prior to the mgt and is attached. He noted the major expenditures for athlete development and the increased costs for the County Swim Camp, where pool hire costs had risen significantly.</p> <p>He referred to the Outstanding Funding Requets Report, noting that funding requets are to be claimed within 2 years of the request date and asked for an update from:</p> <ol style="list-style-type: none"> 1. NPSC to confirm if their funding request approved on 14 Jan 2020 for IT equipment was still required and if so, to submit an invoice asap. 2. W&DSC to confirm if their funding request approved on 14 Jan 2020 for funding athlete development (new starting blocks) was still required and if so, to submit an asap. <p>It was also noted that significant sums had been spent on officials training fees and that we had not been able to claim any funding back from Region as officials had yet to complete their training. The Chair advised that a review on officials spend and requirement will be conducted following 2022's County Championships. A member asked if J1s would be able to undertake poolside training during the County Championships in order to qualify. The Swim Sec agreed to check guidance and report back.</p>	<p>Chair NPSC</p> <p>Chair W&DSC</p> <p>Swim Sec</p>

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7.	Disciplines	<p>a. Swimming. Oliver Stockland’s report had been issued prior to the mtg and is attached. Oliver was pleased to report that Sharon MacNab had volunteered to take over the Swim Sec/Promoter role in July 2022 and would be shadowing Oliver during the Counties – ONB thanked Sharon for taking on this vital role. It was recommended that an Assistant be found to assist the Swim Sec in order to share the workload and increase knowledge of the role. Ayako Gannon has kindly volunteered to take on the role of Awards Trustee (Trophies and Medals) – ONB thanked her for taking on this important role.</p> <p>County Champs still require a Welfare/Covid Officer(s) and 2 x Gala Admin personnel, one of which must have HyTec knowledge. <i>Sec’s Note:</i> Steve Manser has volunteered to take on Welfare/Covid Officer role (an additional helper would be appreciated); Rachael Whaymand has volunteered to take on one of the Gala Admin roles and will shadow the current team at Counties – one further person is still required. Ernie McDade and Clive Jones had kindly stepped forward to take on the Commentator role. Huge thanks to all for volunteering. Oliver noted that County Champs covid measures continue to be reviewed in light of ongoing changes. The matter of Live Streaming was discussed; it would cost @£2K and the cttee felt that if live streaming could be monetised, it might be worth considering. It was agreed not to pursue this further at this stage. It was noted that the Blackbird Leys pool is due to reopen 4 Jan 2022.</p> <p>b. Fixtures. Noted there was nothing to report.</p> <p>c. Records. Noted there was nothing to report</p> <p>d. Artistic Swimming. Mandy Fuller’s report had been issued prior to the mtg and is attached. She sent her apologies.</p> <p>e. Officials. Karen Underwood updated the cttee that George Adamson had reported that British Swimming is reviewing the current relaxation for the number of officials required for license meets which was due to end in December; no decision has been made yet as to whether this will be extended or finish as planned.</p> <p>f. Masters. Amanda Readhead’s report had been issued prior to the mtg and is attached. Amanda reported on the successful Intercounties Master’s Competition on 14th November and thanked Andy Willis who attended in his role as ONB President and Team Manager at the event too. All results are now on rankings; for many swimmers this was only their 1st or 2nd competition. The paucity of male swimmers, and especially those over 45yrs, was an issue affecting ONB’s results; more male swimmers are required. Amanda will produce a promotional flyer to encourage master members to participate. The 2022 Masters Intercounties is in Kent; it was requested that ONB Master Swimmers have a Tshirt as well as a swim hat and that transport be provided. Amanda was asked to submit a budget for these items at the Jan 2022 ONB mtg.</p> <p>g. Disability. Amanda Readhead’s report had been issued prior to the mtg and is attached.</p> <p>h. Masters’ Records. Noted there was nothing to report.</p>	<p>All Clubs</p> <p>All Clubs</p> <p>Masters Sec</p>

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		i. SwimMark Coord. Noted there was nothing to report.	
8.	Talent Pathway Dev Camp 2021/22	<p>Noel Horton sent his apologies as he was unable to attend the mtg. The Chair read out his report which is attached. It was noted that Tshirts and Hats had been ordered for the 2021 swimmers and we are just awaiting delivery of these items. As highlighted earlier, costs for the 2021 camp had risen due to pool/facility cost increases. The lack of a Talent Pathway Admin Coord resulted in duties being shared out which was less than ideal.</p> <p>County Camps 2022. In line with recently received SER guidance, ONB are looking to hold 2 interactive zoom sessions and one face-to-face camp; dates TBC. SER will provide all online resources. There was still a requirement to find a new Boys Team Manager – and interested coaches were encouraged to contact Noel. We urgently need a Talent Pathway Admin Coord and clubs are requested to advertise this role to their members.</p>	<p>All Clubs</p> <p>All Clubs</p>
9.	ONB Posts	<p>The following ONB Posts/roles need filling now:</p> <ol style="list-style-type: none"> 1. Talent Pathway Admin Coord 2. Boys Team Manager 3. Water polo Secretary <p>The following ONB Post need filling by July 2022:</p> <ol style="list-style-type: none"> 1. ONB Treasurer. <i>Secs' Note: Thanks to Christine Mclintock for volunteering for this position.</i> <p>The Cttee noted the vacant position of Diving Secretary and felt that this position should be removed as we do not have any Diving Facilities/Clubs within our County.</p> <p>All Clubs were asked to advertise these vacant positions to their members.</p>	<p>All Clubs</p>
10.	Funding Applications	<p>Everyone Active (Aylesbury) are looking to upgrade their pool seating area; they had secured 50% funding towards the circa £31K works. They had approached ONB and clubs who use the Aylesbury pool to ask if we were aware of any funding pots. ONB are unwilling to offer any funding to support this. The Sec noted some Sports England Grants which Everyone Active may be able to apply for and she will write to them.</p>	<p>ONB Sec</p>
13.	Swim England South East	<p>Ben McDonald's report had been issued prior to the mtg and is attached. He sent his apologies. Club Chairs had been informed by SER of the 20th Nov Club Chair's Forum. Members were notified that SER had been reviewing Regional Club Development Officer's workloads and resources. Going forward, Ben will only be attending one face-to-face meeting per year per county (reduced from 2 per year pre covid). Ben noted that where mtgs are online he will attend as many as possible, dependent on other work commitments.</p>	
14.	AOB	<p>There was 1 AOB item:</p> <ol style="list-style-type: none"> 1. County Championships Trophies. Clubs had been asked to return County Championship trophies at the ONB Mtg on 16th November. The Swim Sec noted his disappointment that @25 County Champs Trophies had yet to be returned which would impact on engraving timescales and cause additional work. Concerted efforts would be made to obtain these trophies. ONB had not experienced such a significant issue previously and it was 	

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		<p>felt that the cancellation of the 2021 County Championships; along with swimmers leaving the sport/moving clubs had exacerbated this issue.</p> <p>A lengthy discussion followed about how to ensure the timely return of trophies, and how to ensure they were returned in the condition in which they were awarded. The Sec agreed to engage with Region to ascertain how they managed the return of Regional Championship Trophies. This issue will be discussed further at the next ONB mtg.</p>	<p>ONB Sec</p>

The Exec Cttee Meeting closed 8.21pm.

The next Meeting will be held at 7pm on Tuesday 11th January 2022 and will be held virtually via zoom. Details to be sent out nearer the date.

Nicky Mellings
ONB Sec

Date: 23rd November 2021

Chair Signature:

Date: