

# Oxfordshire & North Buckinghamshire Counties ASA



President: Andy Willis

Chair: Karen Underwood

## MINUTES OF VIRTUAL EXECUTIVE COMMITTEE MEETING HELD

ON 11<sup>th</sup> JANUARY 2022 AT 7PM

Present:

K Underwood (Chair/Officials)	N Mellings (Sec)	O Stockland (Swim Sec/ADSC)	A Willis (ADSC/President)
K Weetman (SwimMark Coord & 4SSC)	B McDonald (SER)	P Shaw (Headington Phoenix SS/County Records)	D Wheatley (Fixtures Sec/Bicester)
A Readhead (Disability Sec/Masters Sec/ Maxwell)	E Anderson (Banbury)	N Brown (COSC)	S-A Clavaud (W&DSC)
S Macnab (Maxwell)	A Gerlin (COSC)		

	Agenda Item	Discussion and Decision	Action
1.	Apologies/Opening Remarks	The Chair welcomed all attendees to the virtual meeting. ONB Papers/Reports were sent out to members on 8 <sup>th</sup> January 2022 at 16:35hrs Apologies were received from: M Hartgill (4SSC); M Leney (Banbury) S Manser (Maxwell) and C Clavaud (W&DSC).	
2.	Minutes of Executive Meeting held on Tuesday Tuesday 16 <sup>th</sup> November 2021	The Chair asked if all those attending had read the minutes of the meeting held on Tuesday 16 <sup>th</sup> November 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	The following Matters Arising remained from the previous mtg: 1. COSC's claim for a Microphone remained outstanding. COSC explained that they were still waiting to order a specific printer and other technology for the timings room; once all received, they would submit the invoice. 2. NPSC have now submitted their invoice to the Treasurer. 3. W&DSC noted that they had not yet purchased their diving blocks due to lockdown and funding issues; GLL will no longer contribute 50% to the cost meaning W&DSC have had to fund the full amount. W&DSC hope to have the blocks ordered by the end of January 2022 and were content to submit a new funding application should one be required. <b>Decision:</b> The Exec Cttee agreed that, on this particular occasion (and without wishing to set a precedent) they were content for W&DSC to present the invoice for funding by the 8 <sup>th</sup> March 2022 Exec Cttee Mtg. If the invoice has not been received by then, W&DSC will have to submit a new funding request. 4. J1 Trainees had been allowed poolside to undertake training during County Championships 2022; the Chair noted that without them the long distance event would not have been able to go ahead. 5. Most of the County Championship roles have been filled. Of note the post of Awards Trustee has now been split into 2 roles – Trophies and Medals. Ayako Gannon will take on the role of	Chair W&DSC /ONB Treasurer

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		Medals – we still require a volunteer to take on the Trophy element. The Sec will advertise this vacancy to Clubs and request a volunteer. <i>Sec's Note: This was advertised to Clubs on 29 December 2021 and with 11<sup>th</sup> January 2022 minute distribution.</i> All other matters had been actioned or were due to be covered within the various Discipline reports.	ONB Sec/AllClubs
4.	Correspondence	The Sec updated the Cttee that we had received correspondence from a member wishing to purchase County Championship swim hats – this will be covered within the Swim Sec's update.	
5.	Chair's Report	The Chair's report had been issued prior to the mgt and is attached. There were no questions.	
6.	Treasurer's report	Ian Powell's report had been issued prior to the mgt and is attached. Net increase in account is due to receipt of County Championship payments; invoices for the main championships will be raised in the forthcoming weeks which will see this reduce. Refunds will be issued at the end of the County Championships. The loss of spectator income, along with a significant increase in pool hire costs has resulted in the County Championship predicting a loss.	
7.	Disciplines	<p>a. <b>Swimming.</b> Oliver Stockland's report was not issued prior to the mtg due to the first of the County Championship events taking place days before the ONB Mtg. Oliver read out his report, which is duly attached. Thanks to all volunteers, officials and coaches for supporting the first event which went well. Total individual accepted entries for the championship were 3,188; 185 less than in 2020; 179 of the 185 were in the long distances. All the 200/100/50 events have been oversubscribed and there are some particularly weak age groups such as the 14 year old boys (only rejected 4% of the 14 year olds entries), open girls and so on - so may not always have full finals in the main weekends of the championships. It is worth noting that we normally make a profit of £10,000 at County Championships – this year we're estimating a £6,000 loss. Considerable savings have been made in catering; we have not had to use Aquavale's catering as their café is closed thereby enabling us to use different caterers. In light of the difficult financial situation this year, the Swim Sec has not purchased the presentation backdrop nor the age group awards for top boy and girl in each age group – this will be reviewed for the 2023 Championships. No spectator revenue at all has been included in the Swim Sec financials, so if we are able to have any spectators at the Championships this will help offset the loss.</p> <p><b>County Swim Hats.</b> The Swim Sec has purchased County swim hats and rather than have swimmers purchase hats on the day, Clubs will be asked to send Oliver their requirements; he will issue them at the main weekend. Hats cost £8 each; one order request from each club stating the number of hats required to be with Oliver by end of 22<sup>nd</sup> January. The cost of the hats will be deducted from each clubs' county refunds. The ONB Sec will notify clubs accordingly and include a visual of the hat. <i>Sec's Note: Clubs notified 11 Jan 2022.</i></p>	All Clubs/ONB Sec
8.	Talent Pathway Dev Camp 2021/22	As Noel Horton had to leave the mtg early, his agenda item was brought forward. Noel's report had been issued prior to the mgt	

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		<p>and is attached. The plan is to have 2 online sessions and one face-to-face session. He proposed some leeway regarding numbers to take into account covid withdrawals; the Exec cttee agreed this proposal. The Treasurer requested that Noel provide him early sight of camp costings. There was a lengthy discussion regarding the format and dates of the camps and it was noted that usually SE/SER dictate camp dates. Ben McDonald and the ONB Sec agreed to contact Kristie Jarrett/SER to confirm camp dates and details.</p> <p><b>Camp TShirts/Swim Hats.</b> Following a lengthy discussion, the Exec Cttee agreed, in principle, that there would be a charge for taking part in the camp (circa £25 and to be confirmed at a later date) with Hats and Tshirts to be included in the cost of the camp. It was noted that there remains an urgent need for the County Camp Admin role - this crucial role is required to organise and undertake the county camp administration. Noel left the mtg at 7.48 pm.</p>	<p><b>Noel Horton</b></p> <p><b>SER/ONB Sec</b></p> <p><b>All Clubs</b></p>
7.	Disciplines (continued)	<p>b. <b>Fixtures.</b> Noted there was nothing to report.</p> <p>c. <b>Records.</b> Peter Shaw presented the Records Claim Report which is duly attached; he highlighted 4 very good swims at the December winter championships in Sheffield.</p> <p>d. <b>Artistic Swimming.</b> Mandy Fuller’s report had been issued prior to the mgt and is attached. She highlighted that nothing had been heard from InSynch Milton Keynes for quite some time and she would follow that up. It was noted that the <a href="#">Competitive Swimmer   Find a club and get into competitive swimming</a> was not accurate; for eg, Henley Synchro Club was still listed although they disbanded some time ago. Ben agreed to raise this with SE.</p> <p>e. <b>Officials.</b> Karen Underwood’s report had been issued prior to the mtg and is attached. She noted that most County Championship Sessions had sufficient officials, but that we were a bit short for the finals, especially on the first Saturday. She has managed to source tops for officials which they can purchase themselves, via Maxwell’s website shop. Thanks to Maxwell for their help with this.</p> <p>f. <b>Masters.</b> Amanda Readhead’s report had been issued prior to the mtg and is attached. At the last Exec Cttee Mtg the issue of purchasing Tshirts was raised. A member noted that some Counties have a stock of Tshirts for masters which they hand out and collect back on the day; therefore, reducing the annual cost of replacing all Tshirts. Amanda will investigate this option.</p> <p>g. <b>Disability.</b> Amanda Readhead’s report had been issued prior to the mtg and is attached.</p> <p>h. <b>Masters’ Records.</b> Noted there was nothing to report.</p> <p>i. <b>SwimMark Coord.</b> Kim Weetman’s report had been issued prior to the mtg and is attached.</p>	<p><b>SER</b></p> <p><b>Masters Sec</b></p>
9.	County Trophies	<p>Due to the issues raised at the November 2021 Exec Cttee mtg regarding the return of trophies, a County Championships Trophy Acceptance Form had been produced and circulated to clubs on 11<sup>th</sup> January 2022. Parents of swimmers under 18 who receive a County Championship Trophy will be required to sign the form before taking the trophy home; this is to enable ONB to contact</p>	

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		<p>the swimmer/parent direct regarding return of trophies and to set out responsibilities for taking care of the trophy. Swimmers over 18 can sign the form themselves. It was noted that if the parent of an under 18 was not present, that the head coach of the club could sign in their absence and then send a signed form by the parent to the Swim Sec.</p> <p>Whilst collecting the trophies in November 2021, we realised that although we had a list of trophies, we did not have a record of what the trophies were or what they looked like. We will be trying to collate a list, with photographs, of County Trophies throughout the championships.</p> <p>It was also noted that none of the County Championship Trophies are insured; we believe that some of the trophies may be quite valuable in monetary and sentimental/historical terms. There was a discussion regarding the merits of insuring high-value trophies vs the cost of insuring them, especially as we'd only get back 60% of the value at best. The Swim Sec agreed to speak with the engraver to ascertain the value of our 'high-value' trophies and will report back to the cttee. The ONB Exec Cttee decided that they would not seek to insure County Championship Trophies.</p>	Swim Sec
10.	Funding Applications	Nil.	
11.	Swim England South East	Ben McDonald's report had been issued prior to the mgt and is attached. He noted that the Young Volunteers programme would be reopened due to a large number of requests, deadline to apply is Sun 23 <sup>rd</sup> January - details to be sent to clubs by SER. <i>Sec's note: this was emailed to Clubs on 11<sup>th</sup> January 2022.</i> Ben highlighted that Team Manager (TM) 2 could only be undertaken if TM 1 has been completed, details on SER website.	ONB Sec
12.	AOB	<p>There were 2 AOB Items:</p> <p>1. <b>County Championships Debrief Mtg.</b> The County Championships Debrief mtg will be via zoom and held, provisionally, on Tue 12<sup>th</sup> April. Details to be sent out nearer the date.</p> <p>2. <b>Remembering Friends of the County.</b> The Swim Sec reminded members that at Counties, we always remember Friends of the County that have passed away over the last 24 months. If any club has anyone that they'd like remembered who has contributed to the County to let him know by 22<sup>nd</sup>. <i>Sec's note: this was sent to Clubs on 15<sup>th</sup> December 2021 and 11<sup>th</sup> January 2022.</i></p>	<p>All Clubs</p> <p>ONB Sec All Clubs</p>

The Exec Cttee Meeting closed 8.12pm.

The next Meeting, which will be virtual, will be held at 7pm on Tuesday 8<sup>th</sup> March 2022. Details to be sent out nearer the date.

Nicky Mellings  
ONB Sec

Date: 30<sup>th</sup> January 2022

Chair Signature:

Date: