

# Oxfordshire & North Buckinghamshire Counties ASA

President: Oliver Stockland

Chair: Karen Underwood



## MINUTES OF ANNUAL GENERAL MEETING HELD AT KINGSMEERE COMMUNITY CENTRE

ON 11<sup>th</sup> JULY 2023 AT 7PM

Present:

K Underwood (Chair/Officials)	N Mellings (Sec)	C. McLintock (Treasurer)	K Weetman (SwimMark Coord/4SSC)
S MacNab (Swim Sec/Maxwell)	P Shaw (Kidlington & Gosford/County Records)	E Anderson (Banbury)	L Clarke (Maxwell)
G O'Dwyer (Banbury)	S Clare (COSC)		

	Agenda Item	Discussion and Decision	Action
1.	Apologies/Opening Remarks	Apologies were received from: O Stockland (ADSC); M Fuller (Oxford & Witney Artistic SC); A Readhead (Maxwell); K Hutchinson (SER); H Patrick (NPSC); A Fijalkowski (W&DSC); S Wynne-Jones (CMK); C Clavard (W&DSC); K Dingle (AVSC); D Hall (W&DSC), H Wilson (CMK); L Croft Baker (Thame); L Kelly Onay (Didcot Barramundi); M Simms (Thame); S Joyce (Kidlington & Gosford); I Rennie (Banbury) and K & C Brosnan (4SSC).  The Chair welcomed all to the meeting, but noted the paucity of attendees. ONB Papers/Reports were sent out to members on 9 <sup>th</sup> July 2023 at 22:15hrs.	
2.	Minutes of Executive Meeting held on Tuesday 12 <sup>th</sup> July 2022	The Chair asked if all those attending had read the minutes of the meeting held on Tuesday 12 <sup>th</sup> July 2022 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	There were no matters arising.	
4.	Correspondence	Members attention was drawn the SE Listening Space research, which had also been sent to clubs. Details are below: <b>'Anonymous online 'Listening Space'.</b> <i>Contribute your views anonymously on this online form. You will not be contacted after contributing unless you choose to share contact details with the researchers. <b>Prearranged interviews, focus groups and online research</b> - you will be in dialogue with researchers and everything you say is confidential. If selected, you would be offered a small financial token to thank and compensate you for your time. To find out more and register your interest, <a href="#">click here</a>'.</i>	
5.	Financial Report	The Treasurer's Reports had been issued prior to the mtg and are attached. There were 4 reports: 1. <b>Accounts for FY 22/23.</b> The Treasurer drew member's attention to the asset register. She also noted that Counties pool costs were lower than expected due to shortened days and excellent negotiations by the Swim Sec. She wished to pass on her thanks and to formally recognise Ian Powell (the previous Treasurer) for his	

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		<p>patience and assistance, which was greatly valued during the many challenges with Barclay's Bank.</p> <p>2. <b>Treasurer's Report July 2023.</b> The Treasurer drew member's attention to the free offer of Microsoft 365 for non-profit organisations; details are in her report. She noted that there had been one issue regarding Metro Bank and our inability to pay bills from the account – this was in the process of being addressed and ONB would not transfer monies from Barclays to Metro until this had been resolved. Finally, the Treasurer noted that the projected cashflow for Dec 23 was low due to forecast spending for County Championships.</p> <p>3. <b>Budget 2023/2024.</b> It was noted that the Budget forecast may change depending on the outcome of the ONB Status Paper (see below) and requirements to obtain professional legal advice. It was noted that Intercounties costs had reduced due to negotiations with hotels and that only 24 swimmers would be attending.</p> <p>4. <b>ONB Status Paper.</b> The Treasurer talked members through the ONB Status Paper and her concerns regarding individual liability, notwithstanding SE ASA Insurance. The proposals and implications for members were discussed in depth.</p> <p><b>Decisions:</b> It was decided that:</p> <p>a. The principle of the ONB Status paper was accepted and it was decided that additional information, including legal advice, was required before the AGM could make such a significant decision, especially in light of the low AGM attendance and concern that members may not have had sufficient time to understand the intricacies and significance of the paper. The Treasure agreed to provide this additional information.</p> <p>b. A face-to-face <b>Special General Meeting be held on Thursday 28<sup>th</sup> September at 7pm</b> where members will be able to discuss and vote on the proposals and that an updated ONB Status Paper be sent to members ahead of that mtg. An Exec Cttee Mtg will then follow on immediately from the SGM. Details to follow.</p> <p>Members acknowledged the significant time and effort the Treasurer had put into the ONB Status Paper and thanked her for all her work on this matter.</p>	<p><b>ONB Treasurer</b></p> <p><b>All Members</b></p>
6.	Disciplines	<p>a. <b>Swimming Secretary.</b> Sharon MacNab's report had been issued prior to the mtg and is attached.</p> <p>b. <b>Artistic Swimming Secretary.</b> Mandy Fuller sent her apologies. Her report had been issued prior to the mtg and a further update from In Synch MIlton Keynes had been received prior to the mtg; the updated report will be attached to the minutes.</p> <p>c. <b>Officials Coordinator.</b> Karen Underwood's report had been issued prior to the mtg and is attached.</p> <p>d. <b>Masters Secretary.</b> Lindsay Kelly Onay sent her apologies. Her report had been issued prior to the mtg and is attached. Lindsay was stepping down from the role and Simon Joyce</p>	

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		<p>(Kidlington &amp; Gosford SC) had volunteered for the role. Members attention was drawn to the Masters Intercounties Competition which is scheduled for 12<sup>th</sup> November at the LAC; ONB are requested to provide 2 officials who are willing to support Masters at this event; interested officials should contact the Master's Sec.</p> <p>As noted in previous ONB Minutes, ONB had authorised Master Intercounties Swimmers to be given ONB swim hats, but they had declined to fund T Shirts. This issue was raised again by a member and a lengthy conversation followed.</p> <p><b>Decisions.</b> It was decided that:</p> <ol style="list-style-type: none"> <li>1. Master Intercounties swimmers will be given ONB swim hats.</li> <li>2. ONB would fund the purchase of 30 quick-dry Tshirts of various sizes for Master Intercounties swimmers to wear. These Tshirts were for communal use and not for individuals, meaning they could be reused for years to come. The Tshirts should have the ONB county logo on the front and ONB in writing on the back. The ONB Sec was to inform the Master's Sec and ask that they liaise with the Swim Sec regarding ordering the T Shirts.</li> <li>3. The Treasurer would amend the 2023/2024 Budget by @£500 to reflect the cost of the Tshirts.</li> </ol> <p>The AGM extended their thanks to Lindsay for her time as Master's Sec and, in particular, for stepping in at short notice to organise the ONB Masters Intercounties team last November.</p> <ol style="list-style-type: none"> <li>e. <b>Disability Secretary.</b> Amanda Readhead sent her apologies. Her report had been issued prior to the mtg and is attached.</li> <li>f. <b>County Team Coach.</b> Hannah Wilson sent her apologies. Her report had been issued prior to the mtg and is attached.</li> <li>g. <b>Welfare Officer.</b> Lucie Clarke's report had been issued prior to the mtg and is attached.</li> <li>h. <b>SwimMark Coord.</b> Kim Weetman noted that the Swim Mark panel would be meeting on Thurs 13<sup>th</sup> July.</li> </ol>	<p>All Clubs</p> <p>ONB Sec</p> <p>ONB Treasurer</p>
7.	Chair's Remarks	The Chair presented her report which is duly attached.	
8.	Installation of President 2023/2024	The Chair has asked Oliver Stockland to stand again as ONB President for the forthcoming year; this was wholeheartedly endorsed by the AGM.	
9.	Appointment of President Elect for 2023/24	No nominations were received from Clubs regarding the President Elect position for 23/24. The Chair has asked Chantal Clavaud to stand as President Elect for 23/24; this was wholeheartedly endorsed by the AGM.	
10.	Election of Hon Treasurer	Christine McLintock agreed to continue in the role as ONB Treasurer. Proposed by: P Shaw; Seconded by: K Weetman.	
11.	Election of Hon Secretary	As notified at the 2022 AGM, Nicky Mellings stood down as ONB Secretary at the July 23 AGM. Iain Rennie (Banbury SC) had volunteered to take on this role. He was unable attend the AGM and sent his apologies. Due to summer holiday commitments, the handover will not take place until mid August; Nicky agreed to write up the minutes from the AGM and Exec Cttee Mtg and undertake ONB duties until the handover had been completed. Proposed by: K. Underwood; Seconded by: E Anderson.	

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12.	Appointment of Auditor	The Treasurer confirmed that Trevor Walker will be the ONB Auditor. However, that may need to change depending on the outcome of the SGM and ONB Status Paper.	
13.	AOB	The ONB meeting dates for 2023/24 will be determined following the 28 <sup>th</sup> September 2023 SGM and Exec Cttee Mtg.	

The Exec Cttee Meeting closed 20:25hrs.

Nicky Mellings  
Outgoing ONB Sec

Date: 24<sup>th</sup> Jul 2023

Chair Signature:

Date: