

Oxfordshire & North Buckinghamshire Counties ASA

President: Oliver Stockland

Chair: Karen Underwood



MINUTES OF VIRTUAL ONB EXECUTIVE COMMITTEE MEETING HELD

ON 14th MARCH 2023 AT 7PM

Present:

K Underwood (Chair/Officials/COSC)	N Mellings (Sec/W&DSC)	S MacNab (Swim Sec/Maxwell)	M Fuller (Oxford & Witney Artistic SC)
S Wynne-Jones (Social Media Coord/CMK)	A Readhead (Disability Sec/ Maxwell)	K Weetman (SwimMark Coord/4SSC)	S Wordsworth (COSC)
L Clarke (Welfare/Maxwell)	S Wordsworth (COSC)	P Shaw (Kidlington & Gosford SC)	L Croft Baker (Thame)
H Patrick (NPSC)	R Huck (OUWPC)	L Traynor (ADSC)	K Dingle (AVSC)

	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 12 th March 2023 at 21:29hrs. Apologies were received from: C McLintock (Treasurer/ADSC; O Stockland (President /ADSC) K Jarrett (SER); P Baybutt (CMK), C & K Brosnan (4SSC); C Clavaud (W&DSC); Andrea Fijalkowski (W&DSC); W Brown-Bolton (Bletchley); E Anderson (Banbury); L Kelly-Onay (Masters Sec/Didcot); K Langley (AVSC) and M Simms (Thame)	
2.	Minutes of Executive Meeting held on Tuesday Tuesday 10 th January 2023	The Chair asked if all those attending had read the minutes of the meeting held on Tuesday 10 th January 2023 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 matter arising remained from the previous mtgs: 1. Constitution Checker. No one has stepped forward for the Constitution checker role, despite the post being advertised to clubs. 2. Podium at Blackbird Leys. COSC Chair confirmed that no one knew who owned the podium, but it was clear that podium did need refurbishment. Chair COSC will investigate if a member of COSC could repair it; if not a plea to ONB clubs will be sent out. 3. A Member had queried if the Finals County Championships events where there was only one swimmers in some age groups, would have to swim by themselves. The Swim Sec noted that some finals were merged together; promoters conditions were amended and communicated to all clubs. 4. The ONB Sec position remains vacant. All other matters arising had either been addressed or would be covered during the meeting reports.	All Clubs Chair COSC All Clubs
4.	Correspondence	The ONB Sec noted that the ONB Annual Return had been submitted to SE and that she had received the list of ONB affiliated clubs and members; details of which would be shared with the Chair, Treasure, Swim Sec and Welfare Officer.	ONB Sec

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5.	Chair's Report	<p>The Chair's report had been issued prior to the mgt and is attached. She passed on her congratulations to H Wynne-Jones for a very successful weekends' racing.</p> <p>The Chair brief the cttee on the 11th March 2023 SE Roadshow and new SE Code of Governance which was unveiled at that mtg. She noted that County would be given access to OMS which will be helpful at County Championships. She also highlighted SEs queries around county coaches who were not contracted by county. A member asked for clarification regarding the SE suggestion that Artistic, Diving and Water Polo be split from counties; no decisions has been made by SE. SE will be having a 1:1 meeting with ONB to discuss these matters.</p> <p>Sec's Note: <i>The SE Code of Governance will come into force at the end of the year and has been placed on the ONB website along with Role of Counties SE Survey and Good Governance Roadshow slides.</i></p>	ONB Sec
6.	Treasurer's report	<p>The Treasurer's report had been issued prior to the mgt and is attached. The Treasurer sent her apologies. The Chair highlighted the significant issues that ONB were still experiencing with Barclays Bank.</p> <p>The cttee were asked:</p> <ol style="list-style-type: none"> 1. To amalgamate the current General and Competitions Accounts into one. Separate accounting (competitions, general and reserve) will still take place and be reported at each Executive meeting. 2. To move all accounts away from Barclays Bank. 3. To open accounts with Metro Bank. 4. To open a Metro Bank 'Community and Charity Bank Account'. 5. To open a Metro Bank 'Community Fixed term Deposit Account' for one year which has a fixed interest rate of 3.01% AER. To deposit £17,000 into this "Community Fixed term Deposit Account". 6. To open a Metro Bank 'Community Instant Access Deposit Account' which currently has an interest rate of 0.6% AER. This account will be used to hold the remainder of the ONB money with easy transfer to the main current account as and when required. 7. To confirm in the minutes of this meeting that the key official roles (Principal Officers as stated in the constitution are: Chair, Secretary and Treasurer. 8. To confirm in the minutes of this meeting that the people appointed to the key official roles are: Chair - Karen Underwood; Secretary - Nicola Mellings and Treasurer - Christine McLintock. 9. To confirm in the minutes of this meeting that the people authorised to operate the accounts are: Christine McLintock, Karen Underwood and Sharon MacNab. 10. To confirm in the minutes of this meeting that the account signing rule will be two of the three authorised people. <p>Decision: The cttee confirmed and agreed unanimously to the above 10 requests. Metro Bank require signed minutes confirming the above agreements and it was noted that the next ONB Cttee mtg was not until 9th May 23. It was therefore agreed that a</p>	<p>All Clubs</p> <p>All Clubs</p>

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		<p>Special General Meeting (SGM) would need to be held to enable the minutes to be approved and signed. It was noted that the ONB Constitution requires 14 days notice be given of an SGM.</p> <p>Decision: The cttee agreed that an SGM would be held on Tue 11th April at 7pm via zoom and that the Sec would inform clubs of this date.</p>	All Clubs ONB Sec
7.	Disciplines	<p>a. Swimming. The Swim Sec's report had been issued prior to the mgt and is attached. Of note the County Championships Debrief will be held at 7pm on Tuesday 25th April via Zoom. Members are requested to forward any feedback by email to onbswimsec@gmail.com before 11th April to add to the agenda.</p> <p>b. Records. Updated Records had been issued prior to the mgt and are attached.</p> <p>c. Artistic Swimming. The Artistic Swim Sec's report had been issued prior to the mgt and is attached.</p> <p>d. Officials. The Official's report had been issued prior to the mtg and is attached. A survey is currently being run to ascertain if ONB officials wish to change the uniform worn by technical officials at its licensed meets.</p> <p>e. Masters Sec. The Master's Sec's report had been issued prior to the mgt and is attached.</p> <p>f. Disability. The Disability Sec's report had been issued prior to the mtg and is attached.</p> <p>g. Masters' Records. No report received.</p> <p>h. SwimMark Coord. The SwimMark confirmation meeting is due in April.</p>	
8.	County Team Coach Report (to include Intercounties and Swim Camp)	<p>The County Team Coach's report had been issued prior to the mtg and is attached. The Sec read out a report from Paul Baybutt (ONB County Coord). Sec's Note: <i>This report is in the updated Combined Reports packup and has been placed on the ONB website.</i></p> <ol style="list-style-type: none"> 1. The cttee were asked to provisionally agree to the Intercounties team being allowed an overnight stay. Decision: It was noted that the cttee had previously agreed, in principle, to this request (8th Nov 2022) but that no decision could be made until provisional costs were known. The requirement for a parental contribution would need to be considered. 2. County Champs Volunteers. It was noted that there were issues in obtaining volunteers to assist at counties and that some clubs helped more than others. A member noted that trying to fill both official and volunteer roles was proving difficult. This matter will be raised at the County Championship Debrief. 3. Dates for County Development Camps likely to be 6th April and 3rd September to be held at Stantonbury pool. Currently only 20 swimmers have been identified; only 4 out of 16 clubs have both boys and girl representation. A member expressed concern that Stantonbury pool was being used as it was not in the best condition, although they accepted that this may be the only pool that could be booked for the camps. The ONB Sec would confirm if this was the case. 	ONB Sec

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9.	Welfare Officer Report	<p>The Welfare Officer's report had been issued prior to the mtg and is attached. The topic of period wear and SE guidance, in regard to licensed and unlicensed meets had proved confusing, resulting in questions to the ONB Welfare Officer. The Chair stated that the rules regarding period wear only related to Licensed meets. If clubs holding unlicensed meets chose to disregard the rules, then that was up to them. The Welfare Officer has informed SE that the guidance needs clarification, and she will also look to send something out to clubs to clarify the situation.</p> <p>Sec's Note: On 22nd March 23, SE issued an update to all technical officials re period wear; the update on the SE website is here.</p>	
10.	Future of ONB Funding	<p>The Chair moved this agenda item ahead of the funding requests item. She highlighted the need to consider the funding that we give in light of reducing income from County Championships and that Development Camps make a loss. There was a lengthy discussion regarding the item, a reminder of the County Development Plan and the need to monitor reserves. The reason for tabling this item now was to ensure members had the ONB's finances in mind; no decisions needed to be made at this time.</p>	
11.	Funding Applications	<p>There were 3 applications for funding:</p> <ol style="list-style-type: none"> 1. OUWPC. OUWPC had requested funding for a Level 2 coaching course. It was noted that this club had not made any previous funding requests and that their application met ONB's funding criteria. The President of OUWPC was at the mtg and highlighted to the cttee they had not been able to obtain SER funding due to them not having SwimMark accreditation; however, they are not able to obtain their SwimMark accreditation due to their not having a Level 2 Coach. They needed their coach to be Level 2 qualified so they could maintain their association with SE. The coach who will undertake the Level 2 course is not a student and is a permanent attachment to the club. They have applied to Sports Fed for 33%. The SwimMark coord noted that OUWPC was due to undergo their SwimMark accreditation in the next 4 weeks. He will contact OUWPC and provide support. Decision: The Cttee agreed to fund 33% of the Level 2 coach course at a cost of £206.67. 2. CMK. CMK highlighted that the blocks at the main Stantonbury pool had been condemned due to safety reasons meaning swimmers have no capacity to train starts at Stantonbury and they're unable to run splash galas to help nurture their development squad which is detrimental to their progress. Blocks cost £2000 each (incl VAT); replacing all 6 is outwith CMKs financial reach. CMK have already bought one block and they are actively fundraising and seeking grant applications to fund the remaining blocks. S Wynne-Jones from CMK attended the mtg. CMK have previously had one successful funding application in 2019 for specialised equipment for a deaf swimmer. CMK are requesting £750 which aligns with previous ONB funding towards blocks for another club. Decision: The Cttee agreed to provide funding of £750. 	<p>OUWPC/ ONB Treasurer</p> <p>CMK/ ONB Treasurer</p>

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		3. Thame. Requested funding towards one Level 1 Assistant Coaching course and 2 x Level 2 Coaching courses. L Croft Baker from Thame attended the mtg. As Thame had not yet approached SER for funding, they agreed to bring this funding request to the May mtg instead.	
12.	Swim England South East	The SER Report had been issued prior to the mgt and is attached. K Jarrett, who is currently covering the gapped post, sent her apologies and noted a new incumbent should be in post in April.	
13.	AOB	There were no AOB items.	

The Exec Cttee Meeting closed 20:15hrs.

A SGM, which will be virtual, will be held on at **7pm on Tuesday 11th April 2023.**

The **County Championships Debrief**, which will be virtual, will be held at **7pm on Tuesday 25th April.**

The **next ONB Cttee mtg**, which will be virtual, will be held at **7pm on Tuesday 9th May 2023.**

Nicky Mellings
ONB Sec

Date: 23rd March 2023

Chair Signature:

Date: