

Oxfordshire & North Buckinghamshire Counties ASA

President: Oliver Stockland

Chair: Karen Underwood



MINUTES OF VIRTUAL ONB EXECUTIVE COMMITTEE MEETING HELD

ON 9th MAY 2023 AT 7PM

Present:

K Underwood (Chair/Officials/COSC)	N Mellings (Sec/W&DSC)	C McLintock (Treasurer/ADSC)	M Fuller (Oxford & Witney Artistic SC)
S MacNab (Swim Sec/Maxwell)	A Readhead (Disability Sec/ Maxwell)	K Weetman (SwimMark Coord/4SSC)	K Hutchinson (SER)
E Anderson (Banbury)	S Wordsworth (COSC)	P Shaw (Kidlington & Gosford SC)	A Fijalkowski (W&DSC)
H Patrick (NPSC)	K Dingle (AVSC)	C Clavaud (Lead TM/W&DSC)	H Wilson (County Team Coach/CMK)
G Valentine (Bourne End SC)	G Dick (NPSC)	H Fisher (Bourne End SC)	

	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 th May 2023 at 13:52hrs. The Chair welcomed Kate Hutchinson who is the new representative from the South East Region. Apologies were received from: S Wynne-Jones (CMK); C&K Brosnan (4SSC); L Clarke (Maxwell) and O Stockland (ADSC).	
2.	Minutes of Special General Meeting held on Tuesday 11 th April January 2023	The Chair asked if all those attending had read the minutes of the Special General Meeting held on Tuesday 11 th April 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. Steve Fabes has confirmed he will take on the role. The Sec will create an ONB email address for him and notify SER so they can arrange training for him. 2. Podium at Blackbird Leys. COSC Chair confirmed that COSC will refurbish the podium. The podium had been damaged by the Fusion LC staff and so COSC will be engaging with LC management to ensure this does not happen again. 3. Intercounties. P Baybutt and O Stockland were going to speak re Intercounties to try and source cheaper accommodation. Neither were at the 11 May mtg, so we await an update. C Clavaud will chase this up. 4. The ONB Sec position remains vacant. All other matters arising had either been addressed or would be covered during the meeting reports.	ONB Sec Chair COSC C Clavaud All Clubs
4.	Correspondence	Nil.	
5.	Chair's Report	The Chair's report had been issued prior to the mgt and is attached. She stressed the need for more volunteers and especially the need to fill the ONB Secretary role which will become vacant following the July SGM. It was noted that in light of the County Roadshow, and increased Governance requirements,	

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		<p>that the Sec role is a vital one and needs to be filled. A member asked if the Constitution stated that the Sec role must be filled.</p> <p>Sec's Note: <i>The Constitution does not state that the Sec role must be filled. Constitution can be found here.</i></p> <p>The Chair extended an open invite to members to attend the 11th July SER Governance roadshow which will take place at 6pm prior to the AGM. Details of the AGM are at the foot of these minutes.</p>	
6.	Treasurer's report	<p>The Treasurer's report had been issued prior to the mgt and is attached. She noted that she'd included the cashflow to help members see how the Counties influence ONB monies. As there are 2 (and not 3) Development Camps this year, the Treasurer will amend and update her assumptions. The process to move over to Metro Bank has commenced it is hoped that by July, all will be up and running. She noted that Metro Bank were impressed by the ONB Constitution and ONB minutes which provided the necessary evidence and answered all their questions.</p> <p>The Treasurer noted that she will commence tracking of all J1 online training courses as last year ONB spent nearly £600 on these courses but we don't know how many members actually completed their courses. From a Governance perspective this will help us to know that we're getting value for money. The Officials' Coord highlighted that once we know which members have qualified as J1s, that ONB can claim back £10 from the £20 course cost from SER; the ability for ONB to access OMS this year will really help in this regard. ONB have not been able to do this previously as we could not see who had qualified.</p> <p>It was recommended that the Volunteer Expenses Policy be amended to reflect that the Skills Coach on Development Days be reimbursed the same amount as the Lane Coach as they are undertaking the same role.</p> <p>Decision: The Cttee agreed to uplift the Skills Coach remuneration from £20 to £50 when coaching a full day at the Development camp. The policy will be updated on the website.</p>	ONB Sec
7.	Disciplines	<p>a. Swimming. The Swim Sec's report focussed on the County Debrief, which had been issued prior to the mtg and is attached. She gave her thanks to Chantal and Hannah for coordinating a return from club coaches and to those clubs who joined her (via zoom) for the County Championships 2023 review. The dates for the 2024 Championship and qualifying period were agreed. She talked the cttee through the recommendations and these along with ONB Cttee decisions are on the attached document for ease.</p> <p>b. Records. Updated Records had been issued prior to the mgt and are attached. Harry Wynne-Jones was congratulated on his 3 great swims at the British Championships which had led to him being selected for the GB team for the European Junior Championships.</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. The ONB Uniform survey had been completed</p>	

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		<p>and the majority of Officials had voted for Black trousers. It was noted that SER had yet to make a decision regarding Officials trouser colour.</p> <p>Decision. It was decided that Officials within ONB will wear Black trousers and can wear white or black trainers; this means that all officials at ONB meets would need to wear black trousers. This change will take place from Jan 2024 at the County Championships, however Clubs wishing to introduce these changes now may do so.</p> <p>e. Masters Sec. No report received.</p> <p>f. Disability. The Disability Sec's report had been issued prior to the mtg and is attached.</p> <p>g. Masters' Records. Updated Records had been issued prior to the mgt and are attached.</p> <p>h. SwimMark Coord. The SwimMark coord noted that all ONB Clubs who were due their SwimMark accreditation sailed through the process.</p>	
8.	County Team Coach Report (to include Intercounties and Swim Camp)	The County Team Coach's report had been issued prior to the mtg and is attached.	
9.	Welfare Officer Report	The Welfare Officer's report was read out at the meeting and is attached. She sent her apologies.	
10.	Funding Applications	<p>There was 1 application for funding from Bourne End SC. Bourne End SC had requested funding to upgrade Meet Manager and Team Manager Sports Tek software to enable them to run licensed meets again (details had been issued prior to the mtg) at costs circa £234. The Chair of Bourne End stressed that the club were trying to raise their membership, run meets and come back from the impact of the pandemic. They would be grateful for any support and guidance that clubs could provide. Historically ONB have not supported funding for items which run the administrative role of the club. Following much discussion, 2 options were considered: provide the funding in full or provide a grant.</p> <p>Decision: It was decided that ONB would provide a grant of £234 which Bourne End should repay by 31 March 2024.</p>	Bourne End SC/ONB Treasurer
11.	Swim England South East	The SER Report had been issued prior to the mgt and is attached. Kate's email is: kate.hutchinson@southeastswimming.org	
12.	AOB	There were no AOB items.	

The Exec Cttee Meeting closed 20:07hrs.

The **next ONB Cttee mtg will be the AGM**, which will be held at Kingsmere Community Centre starting at 7pm on **Tuesday 11th July 2023**. The AGM will be immediately followed by the Exec Cttee Mtg. Please note that members are also invited to the **SER Governance roadshow** which will take place **at 6pm prior to the AGM**.

Nicky Mellings
ONB Sec

Date: 26th May 2023

Karen Underwood
Chair

Date: