

**OXFORDSHIRE RUGBY FOOTBALL UNION**

**Minutes of meeting held at Holiday Inn, Peartree on Tuesday 13th February 2018 at 7.30pm.   
(Chaired by Chris Skaife)**

Present: Colin Baldwin, Rob Walsh, Karen East, Doug Bosley, Pete Bramley, Gina Overton, Simon Matthews  
Apologies: Dave Larham, Vincent Murphy  
*Minutes taken by: Karen East*

*Meeting starts 19.30*

1. Approval of Minutes

The minutes of 9th January 2018 were approved.

2. Matters Arising

No matters arising.

2. Stash

Committee stash was distributed, thank you to Gina for sorting this out.

3. Finance Committee Update

Simon, Vincent and Chris met to start the official handover for the treasurer role. Paperwork is in process for the signatories. Vincent will formerly handover at AGM in June as Treasurer.

Lots of old records to be distributed – we will keep as many records as we can but need to have a look and see what is required. Rob Walsh will have a look and see what is in the storage unit.

Karen will return paperwork signed by Chris and Simon to Vincent.

4. RFU Nominations

Nominations due in prior to end February. Discussion as to whether the nomination form should be completed or should we accept email nominations. Other CBs are using the form so we followed this and guidance is also coming from RFU for the form.

Any nominations – we need CV for those nominated by the deadline in order to send out to clubs in order to enable vote. Need to advise RFU who CB rep is by 31st March.

5. Oxford Harlequins pitch update and fundraising  
  
Chris had meeting with James Knox and Neil Hopper (Quins). Quins are working towards the AGP at Quins site (Horspath) provided by RFU.

Quins also need to refurbish clubhouse and changing rooms.

Quins have asked for support and expertise to support this – this will become a county AGP so we have a vested interest to assist this club. Executive to see if we can put together a small group to provide support and advice quickly.

Quins have now got lease in place, construction is due to start in April. This will be positioned lengthways by the clubhouse. They have to have physio room and 2 x RFU spec changing rooms so the club house needs adapting. Quins need knowledge and experience on where to go for funding.

Gina available for next couple weeks, 20/23rd/27th good for Pete. Team will meet out with Quins.

6. Clubs meeting in March

Suggested for 13th March.

Sending out invites to all rfu reps, secretaries and chair persons.   
  
Handout to be prepared and emailed to clubs ahead of meeting to reduce talk time.

Change to nomination update rather than vote at the meeting.  
Add RDO delivery and targeted work update to agenda.  
Handout information for Jamie – safeguarding update on agenda.

Set networking date – begin May (after bank holidays).  
AP – RFU leadership academy – Chris to speak to Dave

Karen will circulate agenda to clubs again.   
Request quiche / sandwich refreshments for clubs at meeting – cater 25 people

7. Festivals   
Festivals update – haven’t got a host for u15s.   
Before next season want to get festival fixtures out earlier.  
Need festival pack set up for clubs.

8. Volunteer Update  
Gina will send gift ideas around – one volunteer recognition event. Venue likely to be at Henley – 5th May. Mitsubishi will go to this one. Doug confirming Henley ok but everyone agrees to do at Henley if Henley ok with this.

Berkshire ref Craig, two guys from High Wycombe and Ali (physio) at Henley. Rob to issue presidents certificate. Simon will get the contact info from Aubrey for Craig and guys from High Wycombe.  
Ap. Chris to try and get something in recognition for Ali through Dave Stubley (Eddie Jones training session). Karen will provide Chris with the details for Ali.

Need to push for clubs to do nominations.

8. AOB  
Pete – Doug and Jenny have purchased county cup shield medals.  
Pete – Vets county cup kicked off. Quins v Wheatley – good game. Henley v Wallingford have also played.   
Pete – Competitive calendar – meeting on 20th March (7.30pm-9.30pm – to fulfill 120 people (80 people minimum). Refreshments for 50 people.   
Pete – head coaches contact info required for wide range of age groups. Kevin is preparing letter – Karen will circulate to clubs in county.  
  
Colin – Trust discussion Couldn’t do without treasurer present. Vincent note to read at meeting: money should only be loaned if clubs can repay, money has been accumulated from sources (not from RFU), and decision for use of funds should remain in Executive. Money should be held with separate entity. Trust may not be the best decision for holding this money. Officers of the county should be those that agree the loans to the clubs. Board agree Trust is not the answer and we need a separate bank account (clubs grant fund or similar but probably not the VP account). Currently 3 accounts – deposit, current and development fund account. Suggestion is perhaps we set up a completely new account which loans would go out of and repayments back in to. Board cannot agree the detail on where this money should be held at the moment. A separate meeting needs to be held – Karen will arrange.   
  
Colin – Request for small CBs meeting – two attendees needed (3rd March) – Colin attending anyway. Chris likely to attend. Rob may attend.

Colin – Trip to Romania, innovation fund. Set up by Gloucestershire. Week long – Gloucester will do part and Oxford do part of the week. Assisting Romania – rugby development. (July time – Colin will provide dates). People need to consider if wish to go – up to 2 people already. Chris and Pete volunteered.  
  
Colin – suggest we change name of Executive to County Rugby Board.  
  
Colin – Gina sent list of leadership academy – they need to know what each of those is doing now.

Colin – PFR – has it been signed off? Chris – yes, should have had at least 2 payments from this year now. Need to check with Vincent exactly what has come in, Chris has Gavin for it. Chris has agreed last years, last quarter with Gavin. This year is done by invoice – treasurer invoices Gavin. Chris will speak to Gavin / Vincent – needs to know expenditure in quarter to get the money in (for 3rd quarter last year) and Vince can invoice it. Chris has asked Vince for breakdown of that 3rd quarter so we can pursue the money from Gavin. Colin will speak to Vincent.

Doug – NLD – Chris will chase up.

Doug – Cup final confirmed Banbury v Witney – 29th March – 7.30pm kick off (Iffley Road)

Gina – containers – won’t be ordered until at Horspath. Quins need hardstanding for this – need to put this in the plan. 2 x 20ft containers. Do we need planning permission? Don’t think so (temporary). AP. Rob and Chris will speak to Quins.

Pete – funding for festivals – do clubs pay for this and recoup? Pete to query Kevin.   
  
Doug – Martin wants to do a run through before u20s team. Have to book through Legacy Leisure – this will be paid from County.

*Meeting closes at 9.20pm. Next meeting Clubs meeting 13th March 2018 – Holiday Inn (7.30pm)*