

**Minutes from the Oxfordshire RFU Executive Board Meeting**

**held at Didcot RFC on Tuesday 17 January 2017**

In attendance:

 Chris Skaife (Executive Chairman)

Andy Rolfe (President)

Colin Baldwin (RFU Council Member)

Rob Walsh (Chair of Governance)

Doug Bosely (Interim Chair of Playing)

Dave Larham (Oxfordshire RDO)

Jenny Bosely (County Safeguarding Manager)

Apologies:

 Vince Murphy (County Treasurer)

 Karen East (County Secretary)

*Executive Board Structure*.  All Board members were asked to review the proposed County Executive Board structure and sub-committees with any feedback/comments being passed to the Executive Chairman (CS) no later than 17 February 2017; this will then allow the Board to discuss collectively and approve at the next Exec meeting on 21 February 2017. On-going work would then include engagement with clubs to encourage volunteers to join the various sub-committees and vacant positions. The process for anyone interested in a County position was for clubs/individuals to pass their details to the County Secretary (KE) who would then collate for consideration and approval by the Board at the monthly Exec meetings; this would ensure an objective approach to selection and balanced makeup of the County organisation.

*County Audit*.  In order to assist future planning and financial allocation, a full audit of all County kit and equipment was required.  The Board agreed that this was essential in identifying what the County actually had, and would need in the short and long term future.  Accordingly, all Board members were to arrange for a full 100% audit and accounting of County kit (playing kit, equipment, presentational material, ties etc). As this would feed into the PFR for financial planning, returns were to be submitted to KE for collation no later than 11 April 2017 (a brief monthly progress would be provided at each Exec meeting so any issues could be address sooner rather than later).

*Kit and Equipment Manager*.  The Board agreed it was essential to have someone responsible for the overall management and oversight of all County kit and equipment; the proposed structure mentioned at Serial 1 includes a Kit and Equipment Manager.  The President (AR) indicated he knew someone that had previous experience of this work and could be an ideal candidate.  The Board agreed and asked AR to make contact and see if the individual might be interested in the position and report back at the next Exec meeting (21 February 2017).

*Referee Advisor Workshops*.  The Board heard from AR that one area of difficulty in terms of match official development is the lack of advisors to conduct assessments and feedback on match performance.  Given that referee advisors did not have to be qualified officials, the Board discussed the idea of developing and holding a referee advisors workshop to give individuals a basic grounding and understanding in conducting assessments/feedback.  Clubs would then be approached and encouraged to nominate volunteers to attend the workshops and create a larger pool of advisors. This would in turn assist the Referees Society in their development and growth of match officials, and thus the availability of officials to support club fixtures. AR and the RDO (DL) agreed to look at developing a workshop, with the Board suggesting PFR funding could be used to support.  AR and DL to report back at the next Exec meeting (21 February 2017) on a basic outline of the workshop and any funding/support requirements needed to roll the programme out.

*Value the Volunteer Recognition*. The idea of using one or both of the Inter-County senior championships as an opportunity to provide a basis for a ‘Value-the-Volunteer’ event was discussed. The Board agreed that this could be a great opportunity to combine various activities including valuing our volunteers, presentation of County badges/ties etc as well as supporting our clubs directly. CS suggested appointing a Project Officer to work up some plans and concepts surrounding an event, with a view to the individual reporting back at the next Exec meeting in February. The Board fully agreed and saw this as a great opportunity; CS would approach a possible Project Officer at the next RFU Leadership event on Sunday 22 January 2017. Chair of Playing (DB) was asked to engage with both Banbury RFC and Chinnor RFC to scope the feasibility of these clubs hosting the County Championship fixtures.

*PFR Completion*. CS briefed the meeting that the next draft of the PFR would need to be submitted to the RFU by 30 June 2017 in order to secure funding for the next season (17/18). To avoid the challenges seen this season with the late submission of the PFR, CS suggested that drafting of the 17/18 PFR needed to start very soon to which the Board fully agreed; the RFU Council Member (CB) also proposed this culminate in a one-day workshop in late April (as was successfully held this season) to collate and compile the final submissions from each pillar. To start with, the Board would need a good understanding of this season’s expenditure to date - the County Treasurer was therefore requested to provide for the next Exec meeting (21 February 2017) a full breakdown of expenditure for the season to date, including where/what it had been spent on.

*Coordination and Appointment of Clubs for Mini/Junior Festivals*. DB was asked to confirm which clubs had been approached and volunteered to host the various mini & junior festivals as they had not yet been appointed. DB and CS would contact Bethan to obtain an update and report back to the other Board members so that clubs could be notified soonest and commence planning for the events.

*Contact with Club Chairpersons*. In order to enhance the communication between the County and Clubs, CS stated that he had asked KE to compile a contacts list of all club chairmen as he intended to write out to them all as way of introduction (*action complete*). The intent is to open further lines of communication between the clubs and County, and support the dialogue KE had worked hard to establish with club secretaries etc. CS asked all Board members to consider any key points or messages that could be passed to the various club chairmen as this would be a good opportunity raise any issues or points the Board felt pertinent to communicate to all. Key points etc to be sent to CS by 5 February 2017.

*Appreciation to Didcot RFC*. CS wanted to formally record the Boards thanks to Didcot RFC for allowing them to utilise the Clubs facilities and hosting them for the ORFU Executive Board meeting; AR was asked to pass on to the Club Chairman. February’s Executive Meeting would be held on 21 February 2017 at 1930 in the Holiday Inn, Peartree. The Board fully agreed that holding alternate meetings in clubs was a good idea and that it should be repeated as it increased exposure to clubs, as well as enhancing the awareness to clubs of what the County Exec discussed and were addressing. The proposal was therefore to hold the Exec Board meeting in April 2017 at another club, possibly Banbury RFC - arrangements TBC.

*Meeting concluded at 9.08pm*