

**OXFORDSHIRE RUGBY FOOTBALL UNION**

**Minutes of meeting held at Holiday Inn, on Tuesday 15th January 2019   
at 7.30pm.**

Present: Chris Skaife, Karen East, Doug Bosley, Jenny Bosley, Gina Overton, Rob Walsh, Dave Larham, Pete Bramley  
Apologises: Doug and Jenny Bosley  
  
*Minutes taken by: Karen East*

*Meeting starts 19.30*

1. Approval of Minutes

The minutes of 11th December 2018 were approved.

2. Matters Arising

No matters arising.

3. Chairman’s update

Chris spoke with Gavin Williams who may attend the February meeting. Gavin will provide an update from an area perspective regarding changes at RFU and effects on CBs etc.

DL indicated that Hampshire is surveying clubs with a club questionnaire to see what the clubs need; This CB will need to do the same with the PFR changes. **AP: GO**

At the March clubs meeting we need to discuss international tickets, engagement, governance. Finalise clubs meeting agenda at next meeting so can advertise. **AP: KE to add to Feb agenda**

4. Finance

International ticketing will come in house, Nick Cole wishes to hand this over. Gina Overton and Pete Bramley will become the admins. We would formally like to thank Nick Cole and provide him with a gift. We will nominate him for a Mitsubishi awards. **AP: KE / CS**

Karen will speak to Nick to get the ticketing account mandate changed. **AP: KE**

Rob will speak to Simon Matthews to see if he is interested in coming back as a treasurer. **AP: RW**  
  
The CB needs to look at the VP constitution and cascade the constitution to current VPs. Perhaps look at what other counties have and mirror. **AP: CS**  
  
We would as a CB like an audit of the account still. Chris will speak to Gavin re. RFU HQ stance on who does it. **AP: CS**

5. RDO Updates

Abingdon – reaccredited and GMS sorted, deregistered 51 juniors – numbers now accurate. Clubhouse having bar refit, grounds looking good. Seniors doing well. Graham McDonagh has put a lot of work in to get this done.

Alchester – no change.

Banbury – have lost 4th team, only 3 senior teams now. Floodlights going up – due to start any day now.

Bicester – John Deeley funeral has taken place, Jenny Bosley attended as CB representative. Ongoing issues around land, they have written official club response to this with a request for all stakeholders to meet.

Chipping Norton – have lost u14s age group.

Didcot – looking at lighting 2nd pitch. Fencing has also been put up either side of pitch. Looking at trying to increase profile of club to increase junior numbers section. Club is looking at employing a development coach.

Faringdon – accreditation due, no further updates.

GAB and Grove accreditation due.

Oxford – DL meeting on 25th January. Mary Bagnall is the main contact for correspondence.

Wallingford – DL working with, mentoring Stuart Mount. First Aid courses started tonight and play it safe being done and more planned. GMS sorted too.

Wheatley – re-accredited next week. The playing fields trust could improve the site, one to watch for facilities.

AGP – DL trying to get more usage of the pitch. Ox Brooke and Univ interested in using it. Quins proactive in getting people to use it.   
  
Gary Morris gratefully accepts the offer of two tickets for internationals in recognition of his service. (Eng v France). Send a thank you letter to Gary with tickets for his service. **AP: CS / KE**

RFU contacted DL and Oxford is a hot spot for growth of the women’s game. DL invited all the women’s teams to meet at Quins a couple of weeks ago (Banbury, Bicester, Didcot, Gosford, Grove, Henley and Witney came to the meeting). It is clear that there is a lack of women’s representation from this group, they feel disconnected from the CB. The head coach for women’s resigned, they have no coach, no training organised and no team management in place. Chris White is the women’s and girl’s representative. We need to look after this. In the short term the CB need to find out what has happened and plan what can be done. The Jill Burns championship is in May. The Chairman (CS) will engage with chair of representative rugby and chair of women and girls for an urgent update. **AP: CS**

Clubs have indicated they need support with campaigns in terms of social media etc.

Wasps academy stakeholders academy at GAB last week. Excellent attendance, communication working well. All about DPP and academy progression. Nominations open for u13s. CB to ask Wasps if they can offer any sponsorship opportunities. Perhaps ask for 200 match tickets to give to coaches and junior section. (dpp email – Lydia). Karen will contact. Gloucester should also be contacted (Executive day out at games). **AP: KE**

6. AOB

Rob to bring scarf and ties to next meeting. **AP: RW**  
Gina to investigate brooch / badge options for women’s equivalent of ties. **AP: GO**

We need to book an away day to discuss strategies, 3-5 year plans, ticketing etc. (Book a date Friday - March). Karen will ask people to send dates. Full day event. Rob will book venue. **AP: KE / RW**

Leadership Academy is running, need to consider if anyone would like to be looked at for Chair of Development / Strategic Director role. People need to shortlist for the role. Chris to also approach Dave Stubley. All to think of 3 potential candidates to add to shortlists. **AP: ALL**

Sportsman’s dinner – add to future agenda. **AP: KE**

RW - Mitsubishi awards – Danny Crump retiring this year (Witney) – nominate him for award.   
  
Rob to give Gina update for newsletter – news from Twickenham**. AP: RW**  
  
RW - Council members update to go on agenda at clubs meeting.  
  
KE -Board dinner with Kevin for his end of year (retirement). May date – to be confirmed. Guests need to be finalized, Rob to provide list and check Kevin availability May. Once availability is found Karen can look in to finalizing. **AP: RW / KE**  
  
KE - Volunteer event, need to prep Quins and finalise. Need to keep gathering volunteer names.  
  
KE - Non pitchero ORFU website now ceased.  
  
Competitions Dev officer (Katie Oldrieve) at RFU contact Pete. Pete will meet up to discuss competitions in more detail.

PB - Competitions pack, Karen to send to DL so that people can download. Karen will ask Russell at Fineprint to brand it quickly before it goes on web. **AP: KE**

PB – competitions are all allocated. Karen will create checklist / terms which clubs sign and return to Pete Bramley ahead of the festival. After the festivals we need to have a workshop / lessons learnt for festivals (October). CB presence needed at every festival. CB need to allocate people.

GO – Need business planning and marketing sessions for clubs.

GO – went to Chinnor last week. Communities officer discussed how reach out to community (i.e. schools etc.) but one area not developed in is senior schools (state). Question could this communities officer be reached out to and direct to schools on behalf of all clubs. General consensus is if it helps clubs it should be considered. DL sees potential but many things need to be considered further first. There is a problem with u14,u15,u16 section so need to look forward. Other individuals may also be considered.

DL – could we possibly consider what club visits have been performed in previous months. Note CB to wear branded wear when visiting clubs. Karen will create sheet to track where people are visiting. **AP: KE**

*Meeting closes at 10pm. Next meeting 12th February 2019 - Holiday Inn (7.30pm)***Summary of Actions**

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| ***Action*** | ***Who*** |
| Club Survey | Gina Overton |
| Add setting clubs meeting agenda to Feb agenda | Karen East |
| Ask Nick Cole to change ticketing bank mandate | Karen East |
| Arrange gift for Nick Cole | Karen East / Chris Skaife |
| Ask Simon Matthews if he would consider coming back as treasurer | Rob Walsh |
| Look at VP constitution | Chris Skaife |
| Find out the audit process from HQ | Chris Skaife |
| Thank you letter to Gary Morris with tickets | Karen East / Chris Skaife |
| Obtain woman and girls update | Chris Skaife |
| Contact Wasps and Gloucester about match tickets for volunteers / players | Karen East |
| Bring scarf and tie samples to next meeting | Rob Walsh |
| Investigate brooches for women (instead ties) | Gina Overton |
| Dates and venue for away day | Karen East / Rob Walsh |
| Identify shortlist for Chair of Development / Strategic Director role | ALL |
| Add sportsman’s dinner to a future agenda | Karen East |
| News from Twickenham update to GO | Rob Walsh |
| Check availability for Kevin Robinson May retirement dinner (Karen then book) | Rob Walsh |
| Get festival pack branded and pass to DL to put up on web | Karen East |
| Create tracker sheet and distribute to board for completion so can see which clubs are visited monthly | Karen East |