



## OXFORDSHIRE RUGBY FOOTBALL UNION LIMITED

# Executive Board Meeting – 10<sup>th</sup> March 2020

7.30pm – Marlborough Arms, Woodstock

### Emergency Board Meeting

#### **Attendees:**

Karen East, Phillippe Perisegaele, Rob Walsh, Doug Bosley, Jenny Bosley, Pete Bramley, Gina Overton, Andy Tacon

#### ***Rob Walsh (Chair for this meeting)***

Action	Responsible	Status
Send announcement to clubs, RDO and Gavin Williams regarding Chair role and the Chair of Competitions role.	KE	
Suggest to clubs that AGM is brought forward to June	PB	
Advise Paul and Jane Weaver formally that role of Chair of Competitions has been approved	PB	
Advise clubs of bank details and request accounts to be sent to AT.	KE	
Speak to Vincent Murphy to ensure VPs know what is happening with VP Association and discuss whether there are any funds in VP account that should be transferred to ORFU.	RW	
Invite Gavin and DL to board meeting on 24 <sup>th</sup> March Book venue for board / clubs 24 <sup>th</sup> March	KE	
Send year to date spend to the board.	AT	
Each board chair / role to send required budgets to PB, KE, AT by 31 <sup>st</sup> March for next season LRP planning	ALL	

LRP board meeting 14 <sup>th</sup> April – book venue	KE	
Submit LRP to RFU by deadline (29 <sup>th</sup> May)	PB	
Volunteer event, County Shield, Festivals etc. to be monitored for cancellation re. Covid 19	GO (Volunteer event) PB / KE - others	
Continue to work with Barclays to get AT on to bank fully.	AT / KE / Accountant	
Arrange thank you gift for resigning chair	KE	
Get Honours badges and scarves from storage	RW	
Circulate LRP to board	KE	
Send last clubs meeting presentations to new chair	KE	
Prepare clubs meeting presentation	PB	
Set new chair email up	KE	
Arrange meeting, decide and set calendar by age group. Kevin Robinson, Jane and Paul Weaver to be invited.	PP	
GO to put together the ‘you said, we did’ aspect and send to PB to include in his report for clubs meeting.	GO / PB	
Circulate final version of sponsorship packages to the board. (Version in format ok to send externally)	GO	
Source potential sales lead to sell sponsorship packages	PB	
Send information for interim newsletter update to KE to send out.	GO	
Remove duplicates and send details of confirmed volunteers and email to send out to KE so invites can be sent by 18 <sup>th</sup> March	GO	
Send RFU confirmed 3 nominees for Mitsubishi award	GO	
Order Patrons pin badges ASAP	GO	
Promote sponsorship packages and Patrons when speaking to people	ALL	
Discuss with board before ordering any kit on-going with immediate	ALL	

effect, as may have direct impact to sponsorship packages. KE to advise W&G and Gordon McMeekan.	KE	
Print A4 black and white handout to give out at County Shield when people pay. JB to print or send to KE to print if need.	JB	
Contact resigning chair and arrange for RFU kit to be returned to ORFU / new chair.	KE	
Provide update on the mental health talks for clubs meeting	RW	
Contact life members with regards to AGM once date sent (query GDPR must include opt out on email). Rob Walsh to send latest list of life members to KE.	KE/ RW	

### 1. AGM

Proposal to bring AGM forward to June – ask clubs at clubs meeting. Jenny will Chair the AGM as per governance.

**Action. PB to canvas clubs at Clubs meeting**

KE will Contact life members with regards to AGM once date sent (query GDPR must include opt out on email). Rob Walsh to send latest list of life members to KE. **Action. RW / KE**

### 2. Chair

Chris Skaife has resigned as Chair. Business is operating as usual.

### 3. Elect Interim Chair

Proposed Pete Bramley, unanimous vote in favour. Pete Bramley has been elected as interim chair and business continues as usual. **Action. KE to advise clubs, RDO and Gavin Williams.**

**Action. KE to set dedicated email up for chair.**

### 4. Chair of Competitions

Jane and Paul Weaver taking on role of co Chair of Competitions (including Shield and cup) to allow PB to take the Chair role forward. Official start dates from AGM. **Action. PB to formally advise Jane and Paul. KE to advise clubs.**

### 5. Club subscriptions

It is not clear where club subscriptions are going. Andy will look at subscriptions level. The secretary will send a mail to clubs out of GMS advising of correct bank details and also a request to send their club accounts to Andy Tacon. **Action KE to advise clubs of bank details and request accounts to be sent to AT.**

### 6. Vice Presidents

RW will speak to Vincent Murphy to deal with closing this down. Patrons are now rolled out. **Action. RW to speak to VM to ensure VPs know what is happening with VP Association and discuss whether there are any funds in VP account that should be transferred to ORFU.**

## **7. LRP & Meetings**

Gavin Williams has been sent a copy of this. Gavin will attend a meeting before further money is released. **Action. KE to invite Gavin and DL to the board meeting on 24<sup>th</sup> March.**

**Action. AT will send year to date spend to the board.**

Reports required from each area regularly (including aspirational pathway)

The suggestion is that DL (RDO) only attends certain meetings, as some board discussions are confidential. PB will determine which to invite to.

Minutes will be presented on the web. Conflicts of interest to be declared at each meeting and action log checked at each meeting as follow up.

LRP to be circulated by KE to all board. Everyone to submit budget to Andy T and Pete B by end March. **Action. KE will circulate to board. Action. All to submit budgets to PB, AT, KE by end March.**

**Action: Karen to book board meeting 14<sup>th</sup> April – primarily LRP meeting 7.30pm**

LRP needs to be submitted to RFU by 29<sup>th</sup> May 2020 by PB. **Action. PB.**

## **8. Covid 19**

Volunteer event monitored and county shield in case Covid 19 requires cancellation. **Action. GO / PB to monitor.**

All events including festivals etc. to be monitored. **Action. KE / PB**

## **9. Banking**

Andy T is still not on the banking but is working on this. Barclays are being difficult. **Action. AT and KE working with accountant to work on this.**

## **10. Thank you to Chris**

Chris needs mark of thanks for his service as Chair. Honours tie and an engraved gift. Engraved two glasses. All approved and in favour of this. **Action. KE will arrange gift.**

## **11. County Badges / Honours badges**

Jane and Paul to have a county badge and scarves – Proposed by Doug, all in favour. **Action. RW to get badges and scarves from storage.**

## **12. Meetings**

24<sup>th</sup> March – Next board meeting and clubs meeting. Start 6pm / Clubs 7.30pm  
**Action. KE will book rooms and advise clubs.**

PB needs last clubs meeting presentation and will put together presentation for next clubs meeting. **Action KE to send to PB. PB to prepare clubs presentation with assistance from KE if required.**

## **13. President**

To be discussed at the next meeting. No reason why PB cannot hold both roles.

## **14. Age grade schools Calendar**

PP working on this with Kevin as this needs submitting. **Action PP – have meeting, decide and set calendar by age group. Kevin Robinson, Jane and Paul Weaver to be invited.**

## **15. Questionnaire**

Survey – need to present report on what we have done. Need to report on this at clubs meeting. **Action. GO and PB. GO to put together the ‘you said, we did’ aspect and PB to put together for report at clubs meeting.**

Newsletter – delay newsletter until end season but interim update to go out.  
**Action. GO to send information for interim update to KE to send out.**

## **16. Mental Health**

RW to provide update on this and put this in the clubs meeting. **Action. RW**

## **17. Sponsorship**

This has not moved forward. Need to recruit someone on commission-based role. Will join the packages with the referee’s society. **Action. GO to circulate latest final version of sponsorship packages to the board.**

**Action. PB speaking to contact via Paul Weaver for potential sales person.**

Board to mention Patrons and sponsor package to contacts to promote this.  
Details on web. **Action. ALL**

Pin badges – need patrons pin badges, 20-30 adequate at the moment. **Action. GO to order.**

Potential to combine with referees before ordering any kit, cheaper by volume. Discuss with board before ordering any kit **on-going with immediate effect**, as may have direct impact to sponsorship packages. **Action. ALL , KE to advise W&G and Gordon McMeekan.**

### **18. Volunteer**

Good list of volunteers submitted. Need to put 3 forward for the Mitsubishi award. **Action. GO to remove duplicates and send details of confirmed volunteers and email to send out to KE so invites can be sent by 18<sup>th</sup> March**

Board agreed to forward for the Mitsubishi main nominees: Jackie Nicholl (Grove), Alan Barnett (Oxford RFC), Andy Lee (Harwell) **Action. GO to advise RFU of these nominations.**

### **19. Shield**

Charging £5 per person on the gate and £3 for concessions (senior citizens), juniors (u16), rotary club are dealing with the movements / parking and collecting money.

Date is 22<sup>nd</sup> March.

JB will prepare leaflet, which is given as people pay. **Action. JB to send to KE if you want it printed by KE. JB can print if need and claim expense.**

### **20. RFU equipment**

Need to contact CS for RFU equipment so it can be returned. **Action. KE**

*Meeting ends 9pm*