



## OXFORDSHIRE RUGBY FOOTBALL UNION

### **Minutes of meeting held at the Holiday Inn, Peartree on Tuesday 13<sup>th</sup> September 2016 at 6pm. (Unofficial Executive meeting called by Vincent Murphy)**

Present: Vincent Murphy, Kevin Robinson, Colin Baldwin, Rob Walsh, Chris Scaife, George Merry, Karen East, Andrew Rolfe (arrived 6.30pm)  
*Minutes taken by: Karen East*

#### AGENDA

1. PFR
2. Officers of the County
  - 2a. Chair
  - 2b. Secretary
  - 2c. Chair of Governance
  - 2d. Chair of Playing
  - 2e. Chair of finance
  - 2f. Chair of Community
  - 2g. Date of next Exec meeting
3. Should we have a management board?
4. Development bank account
5. Schools
6. Oxford Sports Partnership
7. Referees
8. AOB

*Meeting starts 18.00*

#### 1. PFR

Vincent asked for consent for a meeting at Holiday Inn – perhaps a day meeting for the PFR. Everyone agreed that this was fine. Colin will organize and will put a document together. (Peter Bromley will be asked to put something together for the referee society and Chris Scaife to put something together to cover the ladies / women's section).

The plan is that the separate budget holders will come in at different times throughout the day to go through things and get sign off ahead of it going to Gavin Williams.

Colin will look for a suitable date and will confirm to Karen so she can book the Holiday Inn. Chris Scaife advised he is away for two weeks from 9<sup>th</sup> October.

## 2. Officers of the County

### 2a - Chair

Chris White (Current Chairman) – Vincent advised that they have been told Chris is unwell. The situation is not clear.

It is suggested that we need an 'Acting Chair' until things are clearer. Chris cannot be replaced unless he puts in a resignation although if no contact a resignation could be instructed.

Suggestions for a possible 'Acting / Deputy Chair' were Simon Vickers – Colin will approach him. If this is not an option a possible second is Peter Ramsdale.

### 2b – Secretary

Vincent suggested that George (current secretary) may be better suited to short term assignments (Africa etc.) and asked George to consider resigning which George agreed.

Suggestion is that Karen East takes over as the secretary and while she gets used to how things work Hugo McNeil could perhaps provide any necessary mentoring. Karen is ok with this. Kevin to contact Hugo to see if he is happy to mentor as required. George is also happy to provide information to Karen as needed.

### 2c – Chair of Governance

A Chair of Governance is required – Rob Walsh said he would be happy to do this.

### 2d – Chair of Playing

There is a team in place, it needs leadership. Rob Walsh is happy to help. Chris Scaife will consider taking on this role and will confirm.

### 2e – Chair of Finance

Vincent Murphy will stay on as Chair of Finance until a suitable successor is found, suggested that Vincent's firm continues with the bookkeeping as they know how it works. The next Treasurers meeting will enable Vincent to ask if anyone is interested in taking this on in the future.

### 2f – Chair of Community

Nick Cole previously did this and did an amazing job. Need someone or more likely a team of people to take on this role. It takes in schools, referees, new format, volunteers, 7s, PFR, RDO linkage etc. There needs to be someone as a key liaison for the role who can work with a team of perhaps 4 people together.

Possible suggested lead is Chris Stone – Rob Walsh will approach him. Johnny Valentine is another possible. Andy Rolfe will also approach anyone he thinks may be interested and that will suit the role.

### 2g – Date of Next Meeting

Official Executive meeting to be held on 27<sup>th</sup> September – 7.30pm – Karen has booked the room (Carroll room). Meeting invites will be sent.

It is proposed that Chris Scaife, Kevin Robinson and Rob Walsh are co-opted on to the Executive in the short term – this will be the first item on the agenda on the 27<sup>th</sup> September so that they can attend the meeting.

SGM (Special General Meeting) – We need a meeting – 4<sup>th</sup> October at 7.30pm is suggested at Stratfield Brake (GAB). Karen has contacted and is awaiting confirmation – meeting invite will be sent once confirmed. All county reps, club members can be in attendance – reps will receive invite.

### 3. Should we have a Management Board?

Kevin suggested that we have a management board for quality assurance. This would provide scrutiny of PFR money, performance of each area – playing, finance etc. It could provide reassurance that things are being done by the Executive, as they should be. The board could perhaps meet 3 times a year and consist of two younger and two older more experienced members.

Kevin would be willing to sit on the board with another experienced member and between them could coach the younger ones (mentor). The management board would have no power but would act as a quality assurance body. The board could take recommendations from them. Kevin will think of potential members.

This needs to be put forward to the official Executive meeting for approval.

### 4. Development Bank Account

Vincent advised that Dave Larham sent an expense to be paid through expenses but Vincent asked him to get independent verification as it was to be paid direct to him. This stirred the question of who has control of the account. Vincent suggests that the funds come under ORFU directly. He will propose this at the next Exec meeting.

### 5. Schools (Under 18 rugby)

Adam White (Was Schools Chair) asked Vincent to look after the schools funds as treasurer. Vincent is however worried about handling schools money and has advised Adam that he will no longer be responsible (and monies will go back to Adam).

### 6. Oxford Sports Partnership

The Oxford Sports Partnership works out of the Oxford City Council offices (by BMW). The ORFU have never engaged with them. Kevin has suggested that they are invited to general meetings. No objections for this. Kevin to provide contact details so they can be invited.

### 7. Referees

Andy Rolfe reported that RFU for several seasons have been pushing club referees hard. Society now has retirees or referees are moving out of the area.

Referee advisors are really lacking. Training for advisors has stopped. We are now at a stage where we need more advisors. They need to know rugby and the laws on rugby. If anyone knows anyone walking away from rugby that might be a candidate as an advisor the referees society would like their details so that they can be approached. This will also be made known to the clubs at the SGM.

Suggested that a leaflet goes out with the handbook. Andy Rolfe to provide Karen with some text / info that can go on the leaflet by end of this week and Karen will arrange printing of it with the handbook so they can be distributed together.

### 8. AOB

**Job Descriptions** - Rob Walsh – asked for the job descriptions of each post (Chair Playing etc.) to be circulated – Kevin confirmed he has these.

**Meeting** - Colin / Kevin are meeting David Winpenny – Rob asked if they could ask him about setting up social media for the ORFU so that it can be active and regularly updated.

**Handbook** – Karen confirmed that any amendments are to be finalized this week. Final chasers have been sent this week and people have until Friday to provide updates. Karen is checking against GMS as well. Colin and Vincent will assist Karen with final proofread ahead of sending to print. Plan is to hand out handbooks at SGM.

**CB Conference-** 6<sup>th</sup> October – Twickenham – Karen and Chris Scaife suggested to attend. Both will check their availability to attend.

**Value for Volunteer** – the nomination needs to be submitted to Jill Loader by 30<sup>th</sup> September for an invite to the 3<sup>rd</sup> December game. Andy Rolfe put forward Paul Costello of Didcot RFC. He was instrumental in getting the new ground at Didcot set up, setting up trustees, the management committee and running the bar. Karen has emailed this nomination and contact details for Paul Costello to Jill Loader today.

The president (Andy Rolfe) will also be invited to the 3<sup>rd</sup> Dec game; Andy noted he hadn't received his invite. Karen has updated GMS today confirming Andy as president and taking Chris White off the role – this may be why invite had not arrived, Karen has also emailed Stephanie Tucker at the RFU to confirm this update.

Value for volunteer nomination is to be kept under wraps – please keep this confidential.

*Meeting ends 19.25*