

Oxfordshire & North Buckinghamshire Counties ASA

President: Oliver Stockland

Chair:



MINUTES OF SPECIAL GENERAL MEETING HELD ON ZOOM

ON 4th June 2024 AT 7.15PM

Present:

Name	Club	Role
Heather Patrick	Newport Pagnell	County Past President
Angela Mackay	Maxwell	Club Chair
Iain Rennie	Banbury / City of Oxford	County Secretary
Kim Weetman	4 Shires	County SwimMark Coordinator
Christine McLintock	Aylesbury & District	County Treasurer
Richard Elvidge	City of Oxford	
Caroline Crosby	Thame	Head Coach
Heather Fowler	Aylesbury & District	Coach
Sharon MacNab	Maxwell	County Swimming Secretary
Michelle Barringer	Didcot Barramundi	Club Secretary
Oliver Stockland	Aylesbury & District	County President
Hollie Robbins	City of Oxford	Club Secretary
Kate Dingle	Abingdon Vale Swimming Club	Club Secretary
Martin Kabat	Banbury	Club Vice Chair
Karen Underwood	City of Oxford	County Officials Coordinator
Gemma Scrivener	Bicester	Club Chair
Stephen Wynne-Jones	CMK	County Social Media Coordinator
Maco Bryan	City of Oxford	Club Officials Coordinator
Graham Dick	Newport Pagnell	Club Chair
Alex Dodd	Thame	Club Chair
Lissa Francis	Wantage	Club Treasurer
Mandy Fuller	Oxford & Witney Artistic	County Artistic Swimming Secretary
Kim Brosnan	4 Shires	Club Chair
Chantal Clavaud	Witney & District	County Lead Team Manager
Nick Ray	Wantage	Club Chair
Andrea Fijalkowski	Witney & District	Club Chair

	Agenda Item	Discussion and Decision	Action
1.	Introduction	Apologies were received from: Emma Anderson (Banbury/Team Manager), Amanda Readhead (Maxwell/Disability Secretary) Louise Croft Baker (Thame) Grace O'Dwyer (Banbury) Helen Fisher (Bourne End) Sinead Lavin (Buckingham Swans) Simon Joyce (Masters Secretary) Kate Hutchinson (South East region)	

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2.	Minutes of the SGM held on 7 th May 2024	The Secretary asked if all those attending had read the minutes of the meeting and if they were a true record. It was agreed that the minutes were an accurate record, and they were duly signed by the Secretary.	
3.	Matters arising from Item 2 - Actions	Check Parent Membership Requirement It was confirmed by Swim England that it was recommended best practice for parents of under age swimmers to be members but it is not mandatory. eMail to all County members Kate Hutchinson arranged for an email to be sent to all ONB members. Club Chairs to canvas members for Volunteers for County Roles Advertise on Social Media Stephen Wynne-Jones has posted the opportunities and the County situation on Social Media. Bicester and Banbury Chairs to consider roles Bicester Chair confirmed that she was willing to stand for the role of County Chair Banbury Chair confirmed that she was willing to stand for the role of County Vice Chair Include Duty Welfare Officer in roles for County Activities Agreed that the Role of Duty Welfare Officer would be included in County Activities and supplied by the Clubs taking part. Club Chairs to discuss membership of County Welfare Panel with their Welfare Officers and confirm Inclusion in the Rota. Welfare Officer Panel Status Currently 3 Clubs have provided Welfare Officers (CoSC, CMK & Witney), awaiting confirmation if 4 Shires Welfare Officer can join the panel. We still need clubs to come forward for the rotation. Draft Job Description for County Judicial Officer The Secretary circulated the draft Job Descriptions and is awaiting any feedback. Explore Volunteer Association Option Action to explore Volunteer Associations for a Judicial Officer.	Ongoing – Club Chairs To be proposed at the AGM CC to add to roles for County Championships and all County Camps and other County Activities. Ongoing – Club Chairs 4 Shires to confirm if their Welfare Officer is able to form part of the initial Panel. Yet to be started

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		Dates for County Championships to be confirmed with Venue Dates circulated and confirmation received from Blackbird Leys, awaiting a response from Aylesbury Vale. Circulate County Championships tasks/roles Roles and Tasks lists were circulated to all Clubs. Update constitution for SGM decisions Constitution updated and circulated. Noted that it needs to refer to Artistic Swimming (name changed).	CC to confirm if Venue can accommodate. IR to update
4.	Roles - Updates	Principle Roles Chair and Vice Chair – Confirmed Initial Volunteers Welfare – 3 of 4 Clubs confirmed, need further volunteers Other Roles County Judicial Officer – Job Description Prepared Swim Secretary Chantal and Sharon to draw up detailed list and timeline Chantal to convene a Working Group after AGM Treasurer and Secretary will sit in on Working Group Officials Coordinator and Admin Still not confirmed, now advertising the roles Confirming with Region the Role Descriptions and Requirements Confirming with Region Interim Training Plan for J2 and J2S. CoSC volunteered to provide the Officials Administrator Confirmed that County Championships will need a Role of a Technical Director for the Championships (all sessions), this will be added to the County Championship Roles and Tasks.	
5.	Approve updates to Constitution from SGM (7 th May)	Constitution approved with correction to Artistic Swimming	
6.	AGM	Nominations for President 2025/26 Two nominations received Volunteer/Nominations for County Roles A request for anyone able to stand for one of the open roles or wanting to assist with any of the roles to let the Secretary know by 6th July. Virtual (Zoom) or Face to Face Meeting With the higher attendance at Virtual Meetings Clubs were asked if they would like the AGM and next Committee Meeting to be Virtual or Face to Face. The results were:	IR – Confirm with Nominees IR – Circulate the Virtual Invite.

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		Responses 21 Typical time spent 25 seconds Completion rate ⓘ 100% Question summary 1. AGM - Face to Face or Virtual (Single choice) * (21/21) 100% answered Virtual Face to Face 0 3 6 9 12 15 18 21 <table><tr><th>Options</th><th>Responses ⌵</th></tr><tr><td>Face to Face</td><td>(2/21) 10%</td></tr><tr><td>Virtual</td><td>(19/21) 90%</td></tr></table> The AGM and Executive Committee meeting will be Virtual.	Options	Responses ⌵	Face to Face	(2/21) 10%	Virtual	(19/21) 90%	
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7.	Next Steps	Masters Secretary requested funding of £500 for the National Masters Intercounties competition. This needed approval before the next Executive Meeting. This was approved. Sharon and Chantal to prepare detailed list of Jobs for the County Championships Secretary to pass on any volunteers details to Chantal Chantal to confirm dates for first working Group meeting AGM on 16th July.							

The Special General Meeting closed 20:05Hrs.

The next Meeting, which will be **ONB AGM and ONB Executive Committee Mtg** will be held at **7.30pm on Tuesday 16th July 2024, via Zoom**. Details to be sent out nearer the date.

Iain Rennie
ONB Secretary

Date: 11th June 2024

Chair Signature:

Date: