



Summary Minutes of ExCom Meeting held on 1st September 2020 (via Teams®)

Present: PL, JR, NC

ACTION

1. Apologies

SB, DL (*GK called into work due to XR protests*)

Given the current COVID-19 related issues and prematurely curtailed 2019/20 season, with RFU staff furloughed, the majority of previously noted or o/s actions were rolled-fwd, pending a return to 'business as usual' – these have now been categorised into 'priority' (summarised below) and 'BAU' actions, (only shown within each agenda item section, or carried-fwd under AOB) – to differentiate between those that need immediate action versus others that can wait/cannot be addressed until BAU, or something approximating to that, resumes.

PRIORITY ACTIONS

Action (July'20) – Society Zoom Account

GK to set up Society Zoom account/subscription (WEF 31st August), then circulate details to ExCom

GK

Action (Nov'19) – new 'BRUR Ltd' Bank Accounts - ongoing

Once COVID guidelines allow, GK/PL to meet and agree ownership of actions, including:

- Mgmt of RN's access (international tickets)
- Adding NC to bank mandate

GK,PL

Action (Jan'20) - Re-appointments mobile - ongoing

Update – RF has now purchased a new SIM (number still to be transferred) – SB to oversee

RF,SB

Action (May'20) - ExCom to make decision (re: fitness testing) ASAP, once season start-date for Community Game is confirmed by RFU, and communicate expectations to members (*cf. online testing compliance deadlines, below*) - **ongoing**

ExCom

Action (July'20) - Pre-season fitness testing

- **BRONCO** – Fed requirement still to be confirmed
- **YO-YO** – all mandated standards to be maintained at current levels:
 - L6 15.5
 - L7 14.8
 - L8 14.3

(2019/20 Federation candidate requirement: 17.2)

NB – depending on eventual start-date for 2020/21 season, requirement for L6/7/8 refs to pass mandated Yo-Yo is under review, given need for preparation and diminishing window of opportunity once into Sept/Oct (darker evenings, clocks going back, etc)

PRIORITY Action: ExCom to make decision ASAP, once season start-date for Community Game is confirmed by RFU, and communicate expectations to members

ExCom

2. Minutes of last meeting and actions arising

Online Society meetings

Training topics – JR has circulated an outline prepared by RD, running from Oct'20 onwards

(with offers received from Malcolm Miller (D&W MOD, prev. Berks ref) and Ben Moore to lead sessions)

Fitness testing/grading questions

Need to agree what provision of testing to be made available to certain specific members*, if decision taken not to mandate any Yo-Yo attainment this season (due to delayed timing of re-start, etc)

*ie. Federation squad requirements (Simon Long) or for refs seeking return to higher grade *where previous demotion was solely due to not meeting Yo-Yo requirement*

Q – Does DL/SB have a list of referees meeting these criteria?

ExCom

DL/SB

Safeguarding

Dan White now added as potential DBS ‘checker’ – no great rush, given current return to rugby status (JR shared that some RefSoc’s have not even started any DBS compliance as yet).

JR to work with SB to draft note regarding revised RFU requirements and confirmation of full DBS compliance for any Berks refs appointed, to be sent to all age-grade ‘customers’ (schools & clubs) once appointments need to be confirmed, also reminding them of their responsibility to ensure that any other refs they use are similarly DBS-checked

JR,SB

3. 2019/20 AGM planning

Update on previously agreed actions & timeline/deadlines:

1. All ExCom reports to be sent to NC – 31st July – DONE (all reports shared within ExCom)
2. Communication to members, via WTR, re: timing of AGM & nominations for ExCom roles – 31st July - DONE
3. Closure of ExCom nomination window – 31st August - DONE
4. GK to set up Society Zoom subscription – 31st August – O/S (ref. priority action)
5. Sept ExCom meeting - 1st September (DONE)
6. 2019/20 AGM – 15th September

GK

Society

Agreed approach to AGM:

- All reports to be posted on Society website in advance, for pre-read, so no need to recite verbatim; however, a 30 second summary of ‘headlines’ by each ExCom member would ensure members appreciate the key points and encourage engagement with any questions/discussion points arising
- Further prep required prior to AGM:
 - NC to regain possession of Chairman’s Shield (from DE) for engraving with next recipient’s details
 - DL to regain possession of Ref of the Year shield (from JR) and obtain tankard, with engraving of both for next recipient
 - NC to prep certificate commemorating Life Membership for GP
- Depending upon numbers, ‘AOB’ can be opened up to allow wider informal chat/socialising by members

ExCom

NC

DL

NC

4. AOB

M.Patz email of 01/09 – Return to Community Rugby – Phase D

Clear expectation/desire for referees & RefSocs to engage with clubs, potentially in both training and inter-club fixtures (Ready4Rugby, and beyond, once conditions allow)

Recognition that clubs may approach individuals/Appointments team seeking referees

Agreed actions:

1. Need to collate understanding of who, with the Society, would be willing to be appointed at this time (and any conditions/limits on what they would do) – NB: need to stress that there is no expectation/pressure on members to make themselves available: it is an individual's *personal choice*, with no detailed justification required, and no consequences (either positive or negative) will result from that decision, within the Society.
2. Need to ascertain how stringently clubs are applying COVID precautions, so as to protect our members from unnecessary risk
 - All clubs to be required to provide details of what protocols they have in place for training, matches, etc to ensure COVID requirements are met (inc. potential contact tracing details), before any referees will be provided/appointed

NC to discuss above actions with SB, on his return from holiday, since Appointments should probably manage these interactions. (M.Patz letter to be circulated to members in conjunction with above.)

NC,SB

Other carried-fwd actions:

Action (July'20) - Bookkeeping App

Agreement, now that we are a Ltd company, that use of basic bookkeeping app (eg. QuickBooks, Xero, etc) – PL & GK to investigate

PL, GK

Action (July'20) - Online Testing Compliance

DE to circulate status list, once compiled (c.50% done by end July'20) – NB, no urgency, until re-start date is confirmed (member motivation likely to be low, given lack of clarity re: Community Game)

DE

NC to send out minutes, publish summary minutes on website and agree agenda for next meeting. There being no other business, the meeting closed at 20:35

NC

The next (ExCom) meeting is scheduled for Tuesday 6th October - NC to circulate Agenda in advance, point members to previous minutes on website, etc.

NC