



Summary Minutes of ExCom Meeting held on 31st August 2021 at Teapot Cottage, Binfield Health (*chez Lee*)

Present: PL, JR, SB, DL, KP, NC

ACTION

1. Apologies

n/a

2. Finances & expenditure (KP)

Bank accounts

'Old' account still being used by RN for international tickets – no issues and KP will seek to transfer to 'new' a/c once Barclays have dealt with set-up of new signatories (KP to follow-up next week)

KP
KP

Subs

~30 active members have paid; 15 (inc. 3x ExCom) still o/s – KP will review next week, since many standing orders are set-up for 1st Sept payment (tomorrow); most now being paid-in to new bank a/c

KP

ZOOM subscription – to be renewed

KP

MOD kit

- **MOD comms kits** – *query raised re: sufficiency of MOD comms, but enough kits should be held, given £4.9k expenditure on additional Sennheiser sets just prior to COVID-19 lockdown*

Agreed action:

- DL to coordinate audit of existing comms kits across MOD group and share with ExCom
- MOD (RN) tablet – DL to provide his (no longer used) tablet, as previously supplied to him by AD as a (one-off) replacement

DL
DL

Members Kit (Gilbert online shop)

Andy Green following-up with Gilbert to re-start process of setting up customer account, and then enable creation of online shop/portal for members via Society website

AG

NB – in-train process was halted due to COVID-19 in March'20, when Gilbert furloughed most staff and required a complete re-start, due to ExCom changes in intervening period.

New customer set-up form completed by AG & KP; customer a/c set-up is precursor to creation of online shop/portal and agreement of BSRFUR-branded pdt range to be 'stocked', allowing direct purchase by members (with subsequent reimbursement through expenses, as appropriate)

3. Appointments team update (SB)

Wellington College (2nd XV)

SB has spoken with Dan Richards re: bandwidth issues preventing consistent provision of appropriately graded Society referees for these fixtures – due to good communication prior to this, DR is appreciative of the issue.

SB to follow up with DR, now ERRR course dates have been published

SB

GMS

Ongoing issues with automated feed of fixtures from GMS into WTR for MO appointments

Workflow:

1. Home club inputs fixture in GMS & 'sends' to visiting club

2. Visiting club 'accepts' fixture in GMS
3. Accepted fixtures are automatically uploaded from GMS to WTR, daily

NB – clubs can 'postpone' fixtures unilaterally in GMS, which flows through into WTR without 'flagging' the amendment

PL requested that SB fwd him his previous email to clubs re: appointments process, for PL to circulate (via CB Exec) to Club Chairs & Youth Leads, to ensure understanding of appointing requirements is properly shared within clubs.

SB,PL

It was also recognised that there may need to be a 'reset' of clubs' expectations re: sourcing of 'club refs', given the current shortage of Society refs & consequent impact on the club fixtures we can cover.

4. Referee Development (JR)

CRefCs & Club contacts (work ongoing by JR & Russell Clark)

Lots of personnel changes within clubs since last 'regular' rugby, so loss of institutional knowledge & understanding of processes is already leading to delays & challenges

Current CRefC status: ~50% coverage of CRefC roles across Berkshire clubs

Actions:

1. JR to circulate 'latest view' list of CRefCs by club to ExCom
2. PL to share/highlight status to CB Exec

JR
PL

Conversations to be continued/extended to schools (Wellington, Pangbourne, Reading Blue Coats, Oratory) & Reading Uni (via Seb Reynolds), with a view to identifying further potential ERRA candidates

JR, RC

5. Southern Federation update (NC,DL)

Request received from SW Group (Terry Friend) for nominations to join SWG Dev't Squad (currently short 6-10 refs)

6. SW Group update (DL)

SW Group now re-organised into geographically-based 'pods', based on 2 MOs & 1 MOD (to reduce travel & expenses). Many potential pitfalls to approach noted.

7. RFRU update (NC)

Allan McGregor working group note re: options for mgmt of MOs covering L5+ leagues in 2022/23

NC to respond detailing ambiguities/need for additional information in order to make an informed choice from the options provided.

NC

Elected Directors

Clare Daniels, David Rose, Allan McGregor & John Pearson were confirmed as the RFRU's Elected Directors at the recent AGM.

CD is leading a task group focusing on **the recruitment, development & support of FMOs**; the members of group have been confirmed as: CD, Claire Antcliffe (RFU MODO), Mel Rose (née Liley, former RFU RDO and senior MO), Craig Maxwell-Keys (RFU PGMOT MO) and NC (!)

NC

Tim Miller (CB RFU Council Rep) has expressed an interest in either attending another Committee meeting or a member's training meeting.

8. AOB

Other relevant carried-fwd actions from pre-COVID break:

(Mar'20) - Rams training session attendance for (L6/7/Dev'mt Squad refs)

PL to follow up with Seb Reynolds re: (re)scheduling at some point during the season

PL

(Mar'20) – RFU training support

JR to follow up with Reece Riley re: structured RFU training available for STOs (prev. Ritchie Denver, now Crispin Davis)

JR(RR)

(July'20) - Bookkeeping App

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

KP

NC to send out minutes for review, publish summary minutes on website and agree agenda for next meeting. There being no other business, the meeting closed at 21:55

NC

The next (FullCom) meeting is scheduled for Tuesday 5th October – however NC to confirm date (given SB/PL absence), circulate Agenda in advance, point members to previous Summary Minutes on website, etc.

NC