

Board of Directors

Conference Call

Monday 10 February 2014



Board attendees: Martin Ward (MW); Philip Baxter (PB); Scott Collier (SC); Elizabeth Dunn (ED); John Flook (JF); Mike Hamilton (MH); Judith Holt (JH); David Maliphant (DM); John Woodall (JW)

Minute taker: MH

Apologies received: Bob Dredge (BD)

1. Welcome & Meeting Administration

The Minutes of the previous Board meeting were agreed to be a true record

Updates on outstanding actions from previous Board meetings: December

Please see the Actions below.

No additional interests were declared in addition to those previously noted in the Register of Interests.

2. 2013 Accounts (MH/BD)

For information it was reported that the yearend audit have gone to plan and as far as were are aware will indicate a small loss will be made for the 2013 Accounts. MH reported that as soon as the draft accounts and Key Issues Memorandum are available they will be circulated to Board members.

3. 2014 Budget (MW/BD)

To agree that the performance (WOC) funding will be £25,000 from British Orienteering with an additional £9,000 allocated from what was the 'Special Fund'.

After discussions between MW and BD they are proposing that £25,000 is budgeted from British Orienteering to support the WOC preparation and competition programme and that the addition amount of £9,000 from the Special fund will be on top of this. A total of £34,000 will therefore be made available to the performance programme in the 2014 Budget.

PB made the point that this additional £9,000 funding is a one off and should be allocated to the programme in the way most able to enhance performance at the 2015 WOC. That is, there should be no pressure to spend the money in 2014 as it can be carried forward into 2015 if required; this was agreed.

For information a reforecast of the budget will be included in the agenda for the March Board meeting.

4. AGM

a) 2015 Membership & Levy Proposal

BD/MH are recommending that membership fees and club affiliation fees remain as for 2014 and that the levy payable on all events is increased by 10% to £1.10. Consideration can be given to maintaining this levy for two years (2015 and 2016) although there was a reluctance to present this to the AGM until the levy situation is better understood.

b) Potential proposal to the AGM regarding map scales

The Board were informed of the situation and the potential for a proposal to be placed before the AGM. At this time discussions are continuing between Event & Competitions Committee and the members. Board members will be informed of progress as the situation develops.

5. National Source group for Coaching Chair

An application to chair the Nation Source Group has been received from Hilary Palmer. There was much support from Board members for Hilary to be appointed and MH was asked to communicate both the decision to appoint Hilary and the Board's support to her in taking up this important role.

6. Staffing (MH)

For information, MH provided an update on progress to appoint staff into the development team. MH reported that 3 appointments have been made: Rachel Atherton, working in the North East; Tim Herod, covering the East Midlands and Thomas Brown, covering the North West.

The recruitment of the Head of Development continues and the Board will be updated when appropriate.

7. Sport England Update (MH)

MH reported that dialogue with Sport England over the matter of gender balance on the Board. Sport England had been informed of the Board discussion that had taken place in December and that a contingency plan is in place should the balance on the Board not meet government requirements.

8. Any other business

Trail O Committee: In line with the other groups that now receive delegated authority from the Board, the TrailO Committee would like to be renamed to become the TrailO Steering Group. The Board agreed this change.

Date of next meeting, Wednesday 5 March 2014 at the National Office, Matlock from 10:45 until 17:00 at the latest.

Actions – December 2013

1. Minutes: Reconsider the level of funding provided to the performance squad when the 2014 budget is reforecast (MH)
Agenda item
2. Strategic Plan: Strategic Steering Group to consider:
 - the vision for orienteering
 - the podiums aspect of the vision
 - the criteria used to reflect British Orienteering's position
 - what British Orienteering and orienteering might look like in 2020*On-going*
3. Strategic Plan: The Board to nominate an England representative to liaise with the English associations (SC)
On-going
4. Strategic Plan: Focus group to be established from members for the Strategic Steering Group to consult with (Steering Group)
On-going
5. Coaching within British Orienteering: Inform membership of the changes proposed by the National Source Group for Coaching (MH)
On-going
6. Insurance: MH to work with Perkins Slade to provide insurance cover for 2014 as quickly as possible (MH)
Insurance cover implemented
7. 2014 Budget: to be reforecast and circulated to the Board (MH)
On-going
8. 2014 Budget: Explanation of the Budget to be prepared for membership/public release (MH)
On-going
9. AGM: Clear explanation to be provided to members regarding the decision to continue with Grant Thornton as auditors (MH)
On-going
10. AGM: A proposal regarding membership, levy and affiliation to be drafted for the Board to consider prior to the AGM (BD/MH)
Agenda item

11. Governance Matters: MW to forward details for the recruitment of the 3rd independent director to MH for publication (MW)
On-going
12. Governance Matters: Policies 2014: Updated 2014 Policy booklet to be published as soon as possible (MH)
Published
13. Gender: MH to approach Sport England regarding the gender balance on the Board issue to try to negotiate a way through the predicament (MH)
Agenda item
14. Gender: Offer to be made to work with Sport England to consider gender/diversity at levels other of governance below the Board and the benefits of diversity (MH)
Sport England contacted and offer to work with them in this initiative made.
15. Club & Association Conference: report to be published as soon as possible (MH)
Published
16. Club & Association Conference: planning to commence for 2015 (MH)
On-going
17. Risk Register: once updating the register and strengthening the recording / documenting of how risk is mitigated is completed register to be circulated (MH)
March Board meeting
18. Risk Register: PB to determine the strategic risk and circulate to the Board for consideration (PB)
On-going
19. Governance Self-Assurance: MH to circulate the succession plan for directors
March Board meeting
20. 2014 Operational Plan: To be circulated when updating is completed (MH)
March Board meeting
21. Staff Structure: To be published once confirmed (MH)
On-going
22. Increasing Participation: Once review is complete it is to be circulated to Board members (MH)
On-going
23. Association Matters: Board to nominate a person from England to act as the liaison person for the English Associations on each Steering Group. MH to include this within the terms of reference for the groups.
On-going
24. Association matters: MH to speak to SP regarding the responsibility for financial administration at major events (MH)
Communication has taken place, to be a Board item in March
25. Association matters: JH to communicate with BSOA regarding the development of resources for schools (JH)
JH to provided an update: JH and staff had met with BSOA in Jan. Clarified the projects that the British Orienteering staff have relating to key stage 1. BSOA now happy that they can get on with complementary work and that it will not be in conflict or competition with the work of staff.
26. Steering Groups: MH to follow up the recruitment news item with a further push to recruit members as chairs of the groups (MH)
On-going
27. IOF Matters: Board to nominate B Porteous for a place on the IOF Council (MH)
Nomination made
28. WOC 2015: MH to communicate with Paul McGreal regarding the need for early progress on the legal/commercial contracts and developing absolute clarity on the organisation rights and responsibilities associated with financial and

individual executive responsibilities (MH)

MH communicated with PM, full update at the March meeting

29. WOC 2015: MH to consider whether British Orienteering has sufficient staffing resource and expertise to address the legal/contractual issues facing WOC and whether further consultancy/temporary resource was required. MH to report back to the Board as soon as possible. (MH)

MH communicated with PM, full update at the March meeting

30. Charity Events: MH to communicate with the club the Board decision regarding the request that each club should be able to stage 1 charity event per year that would not incur levy (MH)

Matter being communicated to the clubs directly through the club mailing but also reinforced in Focus

31. NWOA Request: MH was asked to communicate with the NWOA Chair and clarify the situation prior to the Board meeting in February (MH)

On-going