

Board of Directors

Tuesday 17 June 2008; 10:45 – 12:15

Derby Conference Centre



Minutes

Attendees:

Neil Cameron

Peter Christopher

Mike Hamilton

Roger Hargreaves

Chris James

David May

Martin Ward

Lyn West

Laura Young – Minute taker

Meeting objectives:

Evolve a WSP communication strategy

The Board decided on the relevant documents that needed producing to accompany the WSP.

Decide a way forward regarding sponsorship and other income sources

Not dealt with

Review plans for the 2009 levy system

Not dealt with

<i>Item</i>	<i>Subject</i>
1. Opening Business	<p>1. Opening remarks NC thanked members for their attendance and reminded them of the tight time schedule the meeting was working to as it preceded an afternoon training session.</p> <p>2. Apologies NC informed the meeting that JP and EN had sent their apologies for the Board meeting and the Equality Training. Both were unable to attend due to last minute work commitments.</p> <p>3. Declarations of interest There were no further declarations of interest</p> <p>4. Minutes of the 3 June Board meeting The Board approved the minutes as a true record of the meeting.</p> <p>RH requested that the minutes should only be published on the website once the IOF Post-Holders had been notified of funding allocations.</p> <p>5. Action list, outstanding actions & questions Due to the short time period since the previous meeting, the Board decided not to go through the action list and to address it at the meeting on 23rd July.</p> <p>6. Notification of AOB Further to an email he had received, MW asked about the current status of British Orienteering and MTBO.</p> <p>MH replied by explaining the current situation and outlining recent talks that had taken place between himself and John Houlihan.</p> <p>He noted that both hoped to bring MTBO as a functioning workgroup or committee within British Orienteering.</p> <p>The Board agreed that this was a positive move going forward.</p>

2. Whole Sport Plan

1. To discuss and agree the way forward in communicating the Plan, particularly to members, clubs and associations

The Board split into smaller sub-groups and took part in an activity looking at the most effective way of communicating the WSP.

The Board noted some common and important issues to be communicated successfully to clubs and members e.g.

- Crucial role of volunteers
- The role of British Orienteering in delivering the WSP
- That the WSP is not for the sole purpose of elite orienteering
- The importance of a club-development plan template
- What clubs/members can do to be involved
- The role of the RDOs in the WSP
- Why orienteering needs the funding provided by the WSP
- That not all clubs have to engage with the WSP: they can choose to opt out

The Board decided on the relevant documents that needed producing to accompany the WSP.

Action 1: Production of a list of points to be covered in the 2-page WSP explanation document for clubs and members. List to be emailed to Directors for comment. **(NC/MH, by Tuesday 24th June)**

3. Income Streams

1. To discuss the sponsorship paper and agree the way forward

Not dealt with

2. An action plan is required to generate other income streams: how should this be prepared?

Not dealt with

4. Levy 2009

1. To review plans for the 2009 system

Not dealt with

5. Committee & Group Matters

1. Development Committee 4 June

Board members were asked to approve changes to the Development Committee's Terms of Reference. The Board approved the inclusion of Steve Vernon and the proposed wording changes.

The Board discussed Development Committee's request to approve the modification of the Multi-Day Levy Fund to become the British Orienteering Development Fund.

The Board approved the changes however asked Development Committee to develop clear and detailed criteria for applying for and awarding funding. These criteria should come back to the Board for approval.

Action 2: Develop criteria for applying for and awarding money from the new British Orienteering Development Fund. Criteria to be reviewed by Board. **(Development Committee, by 9th Oct)**

The Board were also asked to note Item 8 from the Development Committee minutes regarding the Ranking List. LW explained that Events Committee recommended developing a working party to look at the Ranking list. LW noted that two members of Events Committee had put themselves forward to be members of the working-party.

The Board decided that a working-party would make a recommendation to be considered by the directors.

The Board noted that it was important that the working-party looked at the principles of the ranking list and did not get 'tied-up' looking mainly at the details of how the list would function.

The Board suggested that Development Committee nominate a representative on the working party to ensure it met the needs of developing orienteering as well as sustaining orienteering.

Action 3: Approach possible Chairman for Ranking List Working Group.
(NC, by Tuesday 24th June)

Action 4: Develop terms of reference for Ranking List Working Group.
(MH, by 23rd July)

Action 5: Finalise Chairman and members of Ranking List Working Group
(Board, by 23rd July)

The Board noted the Development Committee minutes.

2. Coaching Meeting 7 June

The Board noted the Coaching Committee minutes.

3. Events Committee 14 June

Not dealt with

6. Meetings with Associations 2008/9	1. Review meetings held with Associations in 2008 and agree an outline plan for 2009 Not dealt with
7. Any Other Business	None Addressed
8. Date & venue of next meeting	Arranged meetings: Wednesday 23rd July-Matlock Wednesday 22nd October-Birmingham Wednesday 17th December-Matlock Dates for 2009 (venues to be agreed) Wed 25 Feb, Wed 29 Apr, Wed 8 Jul, Wed 23 Sep, Wed 16 Dec

Action List

Actions from previous meetings

Action A: World Masters to be added to Roll of Honour pro-forma (LY/Caroline Povey, by Oct 2008)

Future action

Action B: Board to think about possible changes to 2009 AGM and implications for Memorandum and Articles. (Board, by Oct 2008)

Future action

Action C: MH was asked to collate more information regarding British Orienteering and VAT and was given the authority to commission an independent review by an outside VAT specialist. (MH, ASAP)

Action D: The Board looked forward to a review of the issues and lessons by Events Committee and receiving a report from the committee. (Events Committee, by next Events Committee meeting)

Awaiting review

Action E: Draft sections 6 onwards on Standing Orders paper. (MH, 23rd July 2008)

Action F: 'Chair' to be changed to 'Chairman' in document (MH, before document publication)

Action G: A document outlining how contractors etc... tender for 'approval' be produced. (MH, by 23rd July 2008)

Action H: A modified draft of the meeting guidelines to be circulated to Board members and adopted by email. Decision to be brought to next meeting for formal endorsement. (MH, ASAP)

Action I: Office staff to contact Committee and Group Chairs and ask them to remind members to claim expenses ASAP. (LY, By 23rd July 2008)

Action J: Stephanie Ilsley to be added to the staff profiles on the website. (LY, ASAP)

Actions from this meeting

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