

## Summary of Board meeting – 25<sup>th</sup> February 2009

The Board met in the Conference Centre, Derby from 11:00 until 17:10



- The minutes of the meeting held on 17 December 2008 were approved.
- The final audited Accounts for the year ending 31 December 2008 were reviewed and approved.
- The Board expressed their satisfaction with the quality of work done by the Auditors, Grant Thornton, including in the Key Issues memorandum created during the audit.
- The surplus generated due to a combination of prudent budgeting, tight expenditure controls, and some underspend would be added to the Reserves.
- The Chief Executive reported orally on an update to the figures that guided the Reserves policy, and it was agreed that the detailed figures would be reviewed at a future meeting. However, now that the Reserves exceeded the up-to-date amount for continued operation during a period of difficulty envisaged in the policy, a proposal to consider any extra money beyond the policy reserve as money that could be invested in the sport was agreed. This would also discourage any end of year spending to reach agreed budgets.
- A summary of the status of 16 projects being implemented in the Federation was reviewed and the Board took the opportunity to seek clarification or to ask questions on the reported status and on other matters associated with the projects.
- The Chief Executive reported that there had been a technical problem with providing membership information and financial returns to clubs. This had now been resolved but he proposed in due course to consult clubs on the nature and timing of information provision and financial payments and to try to minimise the number of different club reports and recipients. An automatic e-mail to clubs when new members join will be implemented soon.
- The Federation's advanced portfolio in the area of Safeguarding had been submitted and the Board thanked the Chief Executive and Laura Young for their extensive recent work on this.
- The new event and activity registration and display on the web site were now operational and the first e-learning module, one supporting the role of Volunteer Coordinator, would be available soon.
- Keith Marsden, Chair of Coaching Committee, presented to the Board on the history and current status of the Federation's involvement with the UK Coaching Certificate (UKCC). Key figures reported included that:
  - Teaching Orienteering Part 1 approximately 1000 attendees, Part 2 approximately 200 attendees, 57 Tutors retrained
  - UKCC Level 1: Trained 54 (6 courses in 2008 with a pass rate 90%); Currently Planned – 16 courses
  - UKCC staff: 22 qualified Coach Educators, 23 in progress; 11 qualified Assessors, another 30 in progress; 4 Internal Verifiers, 6 more in progress
  - UKCC spend: 2007 of £4.5K, 2008 £50.4k (development) + £10k (resources)
  - UKCC Income: 2008 of £11.5k

The Board thanked Keith for his work particularly in the most recent period where he had operated without a Director of Coaching. Arising from Keith's comments, the Board also discussed how to improve the perception of coaching amongst the members and generally how to raise its profile.

- The latest draft of the AGM booklet was reviewed and modifications agreed.

- After considerable discussion, a way of presenting options to the membership was agreed regarding the proposals for levies in 2010 and the Chief Executive authorised to finalise the text.
- The draft Annual Report for 2008 was received and noted.
- The nominations for Director for the AGM 2009 were noted. Jenny Peel (SYO) will stand again and Phillip Baxter (LVO) and John Woodall (NOC) have also been nominated.
- The minutes of meetings of Events, Development and Trail-O Committees were received.
- A brief report from the Steering Group for the Welfare of Children and Vulnerable Adults was noted, and it was agreed that minutes from this Group would be published on the web site.
- A paper on how the Board interacted with Committees and Groups was discussed. It was agreed that a good way forward might be to hold a conference on some future date where Committees and Groups could meet with the Board to discuss and agree the issues and to use the opportunity to brief everyone on relevant strategies and plans. A proposal would be developed for the next meeting looking at the timing, budget and objectives of such a conference.
- The Board agreed the principle that British representatives to IOF Commissions etc should have greater certainty of continued funding of their expenses as the UK Sport/CCPR funding was again unclear for 2009-10. Those affected would be informed of exactly how this would operate.
- MH reported on progress made by himself, Mike Forrest and Scott Fraser in developing an international event hosting strategy. As the Board knew, discussions had taken place with EventScotland (ES) who were interested in supporting a series of major events in Scotland. The Board expressed strong support for the development of the strategy and for working co-operatively with SOA and ES in its delivery, and looked forward to commenting on the draft when ready.
- An interim report from the Ranking Working Group was considered and its recommendations supported, although it was stressed that the Board wanted to see the results of the proposed consultations on various aspects of the scheme before endorsing all the views expressed in the report. Recommendations included starting as quickly as possible the technical development work for a single ranking list which would use results from the web site results database, and further consultation on some aspects of the scheme.
- The Operational Plan for 2009 showing progress against a number of project milestones was reviewed.