

Board of Directors

Wednesday 23 July 2008; 11:15

National Office, Matlock



Minutes

Attendees:

Neil Cameron
Peter Christopher
Mike Hamilton
Chris James

David May
Ed Nicholas
Martin Ward
Lyn West

Laura Young – Minute taker

Apologies: Roger Hargreaves and Jenny Peel

Meeting objectives:

Finance; raise understanding of the budget and accounts

MH took Board members through a detailed induction to the financial procedures, accounts and budgets for 2008/2009.

IOF Congress; receive a report

The Board noted the report from the IOF Congress.

Decisions required:

Risk Assessment; agree a revised format

MH introduced the tabled paper regarding risk and levels of risk.

The Board agreed to look at the paper in more depth and feedback any issues within the next couple of weeks.

The Board noted that in due course the Risk Management Group intended to meet to discuss the issues further. Further information would be fed back to the Board.

Ranking List Workgroup Terms & Conditions

With discussed modifications, the Board agreed the Ranking workgroup terms of reference.

The Ranking workgroup would be made up of the following people:

- Martyn Broadest (Chair)
- Scott Collier (Development Committee)
- Barry Elkington (Frequent User)
- Mike Forrest (Events Committee)

It was noted that the group could call in expert advice at any time and it was recognised that David May had considerable experience and knowledge of both the British Orienteering and IOF systems.

{Post Meeting note: since the meeting David has been added to the Workgroup}

<i>Item</i>	<i>Subject</i>
1. Opening Business	<p>1. Opening remarks</p> <p>The Board wished to congratulate the Gold medal winning Men's Relay team who triumphed at the World Orienteering Championships in the Czech Republic on Sunday 20th July 2008.</p> <p>Action 1: NC to write to Jon Duncan, Graham Gristwood and Jamie Stevenson to congratulate them on behalf of the Board and Federation (NC, ASAP).</p> <p style="text-align: right;">Action 1</p> <p>Action 2: It was agreed to propose to the 2009 AGM that Graham Gristwood be made an Honorary Life Member of British Orienteering. Jamie Stevenson and Jon Duncan already holding the honour for previous successes (NC on behalf of the Board, by proposal submission deadline)</p> <p style="text-align: right;">Action 2</p>

for AGM 2009).

The Board wished to congratulate Sarah Dunn (W40), Liz Godfree (W60), Elizabeth Brown (W90), James Crawford (M50) on their Gold medals at the WMOC.

Action 3: NC to write to athletes to congratulate them on behalf of the Board and Federation (**NC, ASAP**).

Action 3

Apologies

RH had previously noted his apologies.

JP had also tendered her apologies due to work commitments.

2. Declarations of interest

There were no additional declarations of interest

3. Minutes of the 17 June Board meeting

The Board approved the minutes as a true record of the meeting.

4. Action list, outstanding actions & questions

The Board were taken through the outstanding actions from the meeting held on Tuesday 17th June 2008. Issues raised were:

Action B: NC explained that there were some mandatory changes necessary to the Memorandum and Articles and suggested the establishment of a working group to assess the changes.

The Board agreed to give NC/MH the authority to look at the changes necessary by recent company law changes and to look at the implications of these changes on the Memorandum and Articles.

Actions M, N and O were on the agenda.

There were no further issues relating to the action list.

5. Notification of AOB

NC suggested discussing the recent Gold medal and resignation of Dave Peel, the World Class coach under AOB

NC explained that a paper recently circulated discussing the CCPR AGM and updates needed to be reviewed. This was to be addressed under AOB

NC also highlighted a recent issue that had arisen regarding paid members of staff sitting on groups and committees, sometimes in a volunteer capacity. The Board agreed to assess this under AOB if it didn't arise in the course of other discussions.

MW requested an update on MTBO. MH briefed the Board on the progress made, which included drafting a set of principles under which MTBO and British Orienteering could operate. John Houlihan and MH had looked at the several previous agreements between MTBO and British Orienteering. MH noted that there had been a mutual agreement and acceptance of the best way forward for the working relationship between the two bodies.

NC noted the requirements of overseeing the International teams for MTBO and Trail-O e.g. anti-doping, appeals etc.

MH suggested circulating the minutes of the recent meetings with John Houlihan regarding MTBO and also the

current and past agreements between the two bodies. The Board agreed that this would help put the discussions in context.

Action 4: MH to circulate minutes and previous MTBO agreements by email. **(MH, ASAP)** Action 4

The Board discussed other possible issues regarding the relationship between MTBO and Trail-O and British Orienteering.

MW suggested putting an agenda item on the next Board meeting agenda to discuss the issues further. The Board agreed. Agenda Item

The Board noted a further AOB item regarding JK guidelines and information published on the website relating to local and national member eligibility for competing at the JK.

2. Finance

1. Induction into the budgeting

MH took the Board members through a detailed induction to the financial procedures, accounts and budgets for 2008/2009.

Board members were shown all sources of income including membership fees, event levy, sports council grants etc.

It was noted that currently only the British Orienteering income e.g. membership fees and event levy were under the direct control of British Orienteering. The Board noted that this left a considerable amount of income out of the direct control of British Orienteering and therefore uncertain.

MH explained the different funding grants including the difference between exchequer funding and other grant funding. This included highlighting ring-fenced funding.

It was highlighted that currently the British Orienteering financial year (Jan-Dec) differed from the sports council financial year (Apr-Apr). Although this presented challenges to reporting back to the sports councils and added complexity in reporting and other areas, it also allowed a degree of breathing space between our year end and the date by when expenditure needed to be completed.

The Board were taken through other sources of funding and income to the sport and its athletes e.g. PESSCL, Sportscoach UK and TASS.

MH also took Board members through current and projected levels of expenditure for 2008. This included areas such as the National Office, Development, Membership, Events, International, Business Support, Governance and Leadership.

Action 5: MH to email spreadsheets to Board members with figures removed so that the make-up of totals and subtotals could be available readily in future. **(MH, ASAP)** Action 5

Action 6: NC/MH to write a FOCUS article communicating the different income/expenditure areas and requirements to the wider membership e.g. how certain monies can be spent. **(NC/MH, by 15th August 2008)** Action 6

2. 2009 Budget: To receive the latest draft for consideration post meeting

MH tabled a paper outlining the principles for the 2009

budget.

MH explained that Board members would be emailed highlighting issues and significant steps made on the budget between now and the next Board meeting. MH explained that a draft final version would be available by the end of August.

3. Management Accounts to June 2008 *

Jannette Blunden joined the meeting and Board members asked specific detailed questions regarding the Management Accounts and notes. These questions were largely centred on variances and variance descriptions.

Board members asked if a key of abbreviations and short summary paragraph could be added to the accounts. This would highlight any significant issues and/or concerns and draw attention to significant points. Jannette Blunden agreed.

Action 7: Jannette Blunden to add abbreviation key and short summary paragraph to Management Accounts.
(Jannette Blunden, in production of next set of Management Accounts)

Action 7

The Board members had no further questions and noted the Management Accounts.

4. Debtors & Creditors report *

The Board noted the Debtors and Creditors report and no issues were raised.

5. Financial Policies & Procedures

The financial policies and procedures were distributed to the Board members for consideration prior to the October Board meeting.

3. Whole Sport Plan (WSP)

1. To receive an update on the Plan and discussions with the Sport England 'Engagement Team'

MH gave Board members an update on the recent meetings between British Orienteering and Sport England. MH, LY, Derek Allison, Steve Vernon and Caroline Povey attended the meeting at the British Orienteering National Office.

Our Sport England engagement team is Simon Macqueen and Mihir Warty.

Major themes from the meeting were the Sport England commissioning process, the impact of the building capacity programme and the impact and role of the RDO programme on the WSP.

The WSP for the sport of orienteering will need transposing into a Sport England alignment document. Each intervention (initiative) will need to meet one of the Sport England targets.

NC noted that post submission of the alignment document it may be necessary to prioritise club support.

MH noted that any British Orienteering use of Plas y Brenin as a National Centre needs to be incorporated into the WSP.

4. Terms of Reference

1. To receive the ToR for the Ranking Workgroup *

The Board had previously had email communications expressing their support for a Ranking Workgroup with Martyn Broadest as Chair. The work of the group would not take place comprehensively until after November 2008. This was due to Martyn Broadest's prior commitments.

However it was hoped that any consultation process could operate meanwhile.

Other members put forward by Events Committee are Mike Forrest and Barry Elkington.

Board members discussed the draft terms of reference and agreed modifications.

The Board believed it was important to have Development Committee representation on the Ranking Workgroup. EN, Chair of Development Committee, confirmed that Scott Collier was to be the nominated representative.

It was also noted that a representative from Coaching Committee and a World Class athlete could also sit on the workgroup if it was appropriate.

The Board commented that it may also be necessary to look into the interim requirements for the Rankings list. This would ensure that if the review by the workgroup took an extended amount of time, an interim measure could be in place for January 1st 2009.

Action 8: The Board agreed that MH, LW and DM had authority to look into the interim requirements. **(MH, LW, DM, by next Board meeting)**

Action 8

With discussed modifications, the Board agreed the Ranking workgroup terms of reference.

2. How will the workgroup be populated?

The Rankings workgroup would be made up of the following people:

- Martyn Broadest (Chair)
- Scott Collier (Development Committee)
- Barry Elkington (Frequent User)
- Mike Forrest (Events Committee)

It was noted that the group could call in expert advice at any time and it was recognised that David May had considerable experience and knowledge of both the British Orienteering and IOF systems

{Post meeting note: since the meeting David has been added as a member of the Workgroup.}

5. Any Other Business

1. CCPR AGM and Update

The Board noted a paper circulated regarding the recent CCPR AGM

NC explained that the Board were looking for appropriate representation i.e. a Board member to sit on the CCPR Outdoor Pursuits division.

Action 9: MH to email more information regarding the CCPR Outdoor Pursuits division and its requirements. **(MH, ASAP)**

Action 9

6. Income Streams

1. To discuss the sponsorship paper and agree the way forward * (Circulated previously – May Board meeting)

Caroline Povey (CP) joined the meeting to discuss the previously circulated paper.

CP noted that the current sponsorship in kind was not to be under-estimated. Although not supplementing income it did provide substantial stock and goods.

CP suggested tapping into the orienteering skills course and corporate day market. The National Office receives

frequent calls asking for information on navigation courses and corporate day events. The Board agreed that this did represent an untapped market.

Board members noted that previously the JK and BOC had been sponsored by large companies.

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

NC suggested that CP and MH put together a business opportunities statement pin-pointing 4 possible projects and the resource needed to complete them.

This business opportunities statement would be brought to the October Board meeting for discussion. This was agreed.

Action 10: CP and MH to develop a business opportunities statement. **(CP/MH, by October Board meeting)**

Action 10

7. Any Other Business

1. WOC Gold Medal and Publicity

CP explained that National newspapers had been contacted on Sunday afternoon after the Gold medal had been won.

CP explained that this was then backed up by the distribution of a press release to national and regional contacts. Similarly, contacts at sports councils were informed and the press release sent.

The Board wished to note the excellent coverage of the WOC on the British Orienteering website. The Board wished to thank Gareth Candy for the articles posted on the website.

The Board thanked CP for her efforts to publicise the Gold medal success.

The Board also wished to note their thanks to UK Sport for the financial support they have provided the World Class programme. The funding had enabled the programme to greatly benefit the athletes and orienteering in the UK. The Board also wished to thank UK Sport and its Board for maintaining this funding during the last 4 years and hope that the Gold Medal in a premium event at the WOC is in some small measure reflective of the appreciation for the funding.

8. Risk Assessment

1. To discuss the latest version of the Risk Register and either ratify the Register or agree the changes to be made *

MH introduced the tabled paper regarding risk and levels of risk.

The Board agreed to look at the paper in more depth and feedback any issues within the next couple of weeks.

Action 11: Board to review risk assessment paper and feedback any issues. **(Board, by 13th August)**

Action 11

The Board noted that in due course the Risk Management Group intended to meet to discuss the issues further. Further information would be fed back to the Board.

9. IOF Business

1. To receive a report from the IOF Congress

NC introduced the recent report regarding issues raised at the IOF Congress.

Two amendments were noted, the Australian proposal regarding biennial WOCs was also referred to the IOF WOC workgroup. Similarly, DM was also present at the seminar on Wednesday 16th July.

Further documents from the IOF congress were available to Directors from the National Office.

The Board noted the report from the IOF Congress.

10 **Levy 2009**

1. **To consider the types of events that are causing concern and determine if action needs to be taken ***
MH took Board members through a spreadsheet outlining the 2009 levy implications.

It was noted that some senior and junior combined events would be subject to increased levy charges in 2009. The Board noted that over all the events in a year however the increase would only be approximately 4%.

It was noted that guidance to Junior Competitions Group and event organisers would need to point out the likely issues with the levy changes.

The Board agreed to give Junior Competitions guidance on the parameters of the levy change implications. Once this guidance had been agreed by Junior Competitions Group, it would be published on the website and communicated to event organisers. This guidance would highlight which events are likely to qualify for junior-only exemption.

Action 12: NC/MH to develop guidance and circulate to Board for drafting and approval. **(NC/MH, by 13th August)**

Action 12

11 **Committee & Group Matters**

1. **International Committee – 31 May 2008**
The Board noted item 08/04 from the International Committee minutes regarding hosting JWOC in the UK. The Board members wished clarification as to where hosting a major event such as JWOC sat in the wider major events strategy.

The Board also noted item 08/05 regarding the International Committee's terms of reference with regard to Trail-O, MTBO, Ski-O. The Board wished to inform International Committee that currently their focus was on Foot-O but moving forward may well extend to include the other disciplines.

Action 13: MH to inform Dave Harrison of the current focus of International Committee on Foot-O and possible extensions to this in the future. **(MH, ASAP)**

Action 13

The Board also noted item 08/05 regarding quorums and staff to volunteer ratios. The Board noted that a similar issue regarding Development Committee had been raised as an AOB item. The Board discussed the issues with reference to International, Development and Coaching Committee.

MW highlighted that the same declaration of interest procedure applied to all committees and this should help deal with potential conflicts of interest.

The Board suggested, with reference to Development Committee, to allow the current situation for 1 year and be subject to ongoing review with regard to staff members on committees as volunteers.

The Board agreed to give MH the authority to review the situation and decide on the best course of action.

Ultimately, the Board were happy to accept that the Chair of the committee would deal with the issue of staff members on committees as volunteers or majority staff member quorums.

The Board noted item 05/10 regarding athlete representation at a higher governance level. It was noted that the Board did not have any specific representatives sitting on it from other committees or associations as this would run counter to normal good governance principles and Company Law. Elite athletes could put themselves forward for director nomination.

It was agreed that the views of athletes could be sought and fed back to the Board via the director sitting on International Committee (EN).

The Board noted and agreed with item 08/11 regarding EN taking the role of director representative on International Committee. Further efforts would be needed to find a replacement volunteer for the committee.

2. Events Committee – 14 May 2008

The Board noted the discussion on BOC 2008, the plan to communicate the events structure and the Forestry Commission concerns for with BOC 2009.

The Board had previously approved the setting-up of a Ranking workgroup.

The Board discussed providing directors with relevant information necessary to explain and justify decisions made at Board meetings to the wider orienteering community.

The Board noted the Events Committee minutes.

The Board went on to discuss papers B_0807_9-2b +c put forward by Mike Forrest. With a few minor wording amendments, the Board were happy with the direction the process was moving in.

12 Operational Plan Reports

- 1. Leadership & Governance**
Not dealt with
- 2. Events & Member Services**
Not dealt with
- 3. Development Programme**
Not dealt with
- 4. Talent & Elite Performance**
Not dealt with
- 5. Finance & Business Support (Corporate Services)**
Not dealt with

13 Updates

- 1. Staff matters**
The Board noted the importance of continuing to highlight all the achievements of the office staff rather than just identifying any outstanding issues.

The recent resignation of Dave Peel as World Class coach was discussed. MH explained that Board members would be informed of any developments made with the international coaching situation.
 - 2. Sports Council matters**
Not dealt with
 - 3. Equality**
-

	Not dealt with
	4. Safeguarding Not dealt with
14 Any Other Business	1. Not dealt with
15 Date & venue of next meeting	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

Action 1: NC to write to Jon Duncan, Graham Gristwood and Jamie Stevenson to congratulate them on behalf of the Board and Federation (**NC, ASAP**).

Action 2: It was agreed to propose to the 2009 AGM that Graham Gristwood be made an Honorary Life Member of British Orienteering. Jamie Stevenson and Jon Duncan already holding the honour for previous successes. (**NC on behalf of the Board, by proposal submission deadline for AGM 2009**).

Action 3: NC to write to athletes to congratulate them on behalf of the Board and Federation (**NC, ASAP**).

Action 4: MH to circulate minutes and previous MTBO agreements by email. (**MH, ASAP**)

Action 5: MH to email spreadsheets to Board members with figures removed so that the make-up of totals and subtotals could be available readily in future. (**MH, ASAP**)

Action 6: NC/MH to write a FOCUS article communicating the different income/expenditure areas and requirements to the wider membership e.g. how certain monies can be spent. (**NC/MH, by 15th August 2008**)

Action 7: Jannette Blunden to add abbreviation key and short summary paragraph to Management Accounts. (**Jannette Blunden, in production of next set of Management Accounts**)

Action 8: The Board agreed that MH, LW and DM had authority to look into the interim requirements. (**MH, LW, DM, by next Board meeting**)

Action 9: MH to email more information regarding the CCPR Outdoor Pursuits division and its requirements. (**MH, ASAP**)

Action 10: CP and MH to develop a business opportunities statement. (**CP/MH, by October Board meeting**)

Action 11: Board to review risk assessment paper and feedback any issues. (**Board, by 13th August**)

Action 12: NC/MH to develop guidance and circulate to Board for drafting and approval. (**NC/MH, by 13th August**)

Action 13: MH to inform Dave Harrison of the current focus of International Committee on Foot-O and possible extensions to this in the future. (**MH, ASAP**)

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: Draft sections 6 onwards on Standing Orders paper. (**MH, 23rd July 2008**)
On going

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

Action D: Develop criteria for applying for and awarding money from the new British Orienteering Development Fund. Criteria to be reviewed by Board. (**Development Committee, by 22nd Oct**)
Future action