

Board of Directors

Tuesday 21 September 2010
10:30 – 17:00

Derby Conference Centre, London Road, Derby,
DE24 8UX



Attendees:

Philip Baxter
Neil Cameron
Mike Forrest
Mike Hamilton
David May
Jenny Peel
Martin Ward
Lyn West
John Woodall

Laura Martin
– Minute taker

<i>Item</i>	<i>Subject</i>
1. Opening Business	<p>1. Apologies There were no apologies, all directors were in attendance.</p> <p>2. Declarations of interest There were no additional declarations of interest</p> <p>3. Minutes of the July Board meeting The minutes were accepted as a true record of the meeting</p> <p>4. Action list, outstanding actions & questions Directors discussed previous Action 3 regarding LW reporting back to Events Committee regarding association representatives on committees and groups. LW agreed to complete this action by the next meeting of Event Committee.</p> <p>There were no further questions.</p> <p>5. Notification of AOB Items of AOB were noted as -International Influence Strategy -Regional Roadshows -Event levy system 2011-the way forward -Woodland Trust</p> <p>6. Ratify any Board decisions taken since the previous meeting Board members ratified Brian Porteous as person appointed to conduct the Events Committee and Group governance review.</p> <p>7. Correspondence: to deal with any significant correspondence received since the last Board meeting</p> <p>a. Forestry Commission agreement MH explained the situation regarding the Forestry Commission. MH had been in negotiations with FC for 18 months and the draft agreement presented was unfortunately the best outcome possible. The agreement was yet to be signed but the signing of it was now inevitable.</p> <p>DM pointed out some slight errors in the agreement that needed amending.</p> <p>Action 1: MH to update clubs on the situation regarding the FC agreement and any actions that were necessary before it was signed. (MH, ASAP)</p> <p>b. Clive Allen re record keeping & 50th Anniversary Board members discussed the current situation with regards to archiving and record keeping.</p>

Action 2: JW and DM to contact Clive Allen, discuss current process for archiving and record keeping and access and review current records. Report back to Board. (JW/DM, by February 2011 Board meeting)

8. Ratify the outcome/actions from the away day

Board members discussed how the coaching programme could be adapted to better suit the needs of other departments. This need had been a recurring theme throughout the 'away day' sessions. Board members wished these concerns to be raised with Coaching Committee.

Action 3: MH to explain these issues and concerns raised about coaching and its servicing of other departments to Coaching Committee. (MH, 9th October 2010)

Action 4: Board members requested Development Committee to look into the responsibilities of volunteer development and where they should sit in the staffing structure. (Development Committee, next Development Committee meeting)

Action 5: The MEG were tasked with looking into and discussing Dave Peel's paper on a JK Ltd company (MEG, next MEG meeting)

Board members expressed their support for the JK Ltd Company idea in principle and wished MEG too look into it further.

Action 6: PB and MF to look into income raising through membership, levy and donations. (PB and MF, by next Board meeting)

Action 7: Dave Peel to circulate draft WOC 2015 budgets and papers to Board of Directors (Dave Peel. ASAP)

Action 8: Staff to review and discuss income generation papers produced during 'away-day' session. Staff to circulate responses to Board prior to next Board meeting. (Staff, by next Board meeting)

2. Performance Management & Monitoring

1. Finance

a. Quarterly Accounts to September to be agreed by email/phone conference in October

MF to attend office on 7th October to prepare quarterly accounts to September 2010.

Action 9: MF to circulate accounts to Board electronically by Monday 11th October 2010 (MF, by Monday 11th October)

A teleconference to discuss accounts was scheduled for Friday 29th October at 10.00am. NC gave his apologies for this teleconference.

MF requested any questions or areas for clarification to be submitted to him prior to teleconference in order to prepare responses.

b. Reserves position update

Board members discussed the paper prepared on the Reserves Policy. Board members agreed to publish details of reserves to members in the interests of transparency.

MF noted the details of the reserves policy may need re-working due to changes to staffing costs brought about by the restructuring.

Board members approved the paper.

c. VAT: to consider and determine if a further VAT audit is required

After a discussion, Board members agreed to run with the VAT situation as is with an emphasis on re-evaluation if anything significant changes.

d. Budget 2011: To receive the 2011 budget

MH and MF explained the uncertain position regarding funding in 2011. Subsequently this meant that any budget would be subject to amendments in light of Government spending reviews.

Board members discussed a paper prepared by MF on the budget for 2011. The paper had been produced based on grant funding remaining at the same level. Board members discussed the contingency plans for funding being reduced.

Board members specifically commented on the reduction in funding of the marketing programme. MH explained that marketing would be a servicing department working on behalf of other departments and subsequently those departments would be providing funding for specific projects.

Board members also commented on the lack of profit being made from the coaching programme. MH and LM explained that the current delivery of the coaching programme was under review in light of planned staff restructuring.

The Board approved the principles of the budget with previously discussed amendments.

MH and MF were tasked with ensuring Ed Nicholas and Gareth Candy have contingency plans in place for their programmes should funding be reduced.

MH explained that, although in the Whole Sport Plan, a Volunteer Manager would not be appointed until the funding situation was clear.

Board members went on to discuss event levy income.

Action 10: MH and MF to further develop a document for clubs and associations outlining event levies and how they are calculated. MF to circulate to Board members for comment prior to circulation (MH and MF, by November 2010)

Whilst discussing issues regarding finance in 2011, Board members went onto discuss the International Influence Strategy 2010/11.

LM briefed Board members on the £6,000 awarded by CCPR for the 2010/11 International Influence Strategy. Board members agreed to authorise LM and Jannette Blunden to administer using the principles within the International Influence Strategy and those applied in 2009/10.

DM explained that IOF representatives were being asked by IOF if they intended to continue in post for the next 2 years. It was likely that representatives would wish to know if funding was likely moving forwards. MH explained that in the current climate it was just not possible to say whether or not funding would be available.

Action 11: LM to re-circulate previous example of allocations for International Influence Strategy to Board members (LM, by November 2010)

LM agreed to keep Board members informed of progress made with allocations.

2. Sport England

a. Preparation of the 6 Monthly Report

MH explained that the Active People Survey results for period July 2009 to July 2010 showed a decrease in participation from 12000 to 8400. Although this is a decrease, it is not seen as statistically significant by Sport England.

MH noted that internal British Orienteering statistics suggested participation was actually increasing. MH explained that the 6 monthly Sport England review was due at the end of October and there was a significant amount of work to be done before the submission.

b. Key Performance Indicators update

Board members reviewed and there were no questions.

2. UK Sport

a. Justification for continued funding

MH explained the funding situation regarding UK Sport to Board members. MH explained that British Orienteering would submit a paper to UK Sport outlining the benefits of continuing funding to British Orienteering.

Board members supported the proposed profiling of potential funding cuts outlined by Gareth Candy in previous 'away-day' session.

3. 2010 Operational Plan Update and Q&A

Board members highlighted the programme of roadshows detailed in the Operational Plan.

Action 12: Board members requested LM to circulate planned Board members attendance at each roadshow (LM, ASAP)

Action 13: LM to forward Word version of Operational Plan to MW. LM and MW to produce a version of Operational Plan to be published on British Orienteering

website (LM/MW, By November 2010).

4. **Monitoring reports and updates: comments or queries arising**

MH explained that the UK Sport and Sport England Self Assurance statement was required by end of September. MH would produce and sign off would be required by MF as treasurer and LW as Chair.

5. **Restructuring: to receive an update**

LM left the meeting and Board members discussed the staff restructuring. LM returned to meeting post discussion.

3. **Strategic Issues**

1. **4 Tier Event Structure:**

a.To agree the quality event criteria

Board members discussed the criteria necessary for deciding event quality.

Action 14: MH to compile feedback on event quality criteria and circulate to Board members for comment. (MH, ASAP)

Board members agreed that event levels should be labelled A-D.

b.To agree the brief for the groups/people tasked with agreeing and implementing the changes

Action 15: MH to update 4 tier event structure implementation plan and circulate to Board members (MH, ASAP)

MH noted that changes necessary to the website would be difficult and wouldn't be started till at least November 2010.

DM asked about the implications for the ranking system. Board members agreed that this would remain unchanged in the interim, levels A-C would be ranked. This would be further considered with the Competition Review.

2. **Competition review – To receive an update on progress**

MH explained that he was hoping more feedback to Competition Review would be received by National Office after clubs and associations held their AGMs.

Board members discussed need for development of schools competition framework.

MH noted the importance of an emphasis on competition outside of the elite. A common theme from the feedback received was a need for competition throughout the age classes.

Action 16: MH to compile feedback on Competition Review and report principles to December Board meeting. (MH, by next Board meeting)

Board members went on to discuss the potential time span for implementation.

MTBO: Where next with the potential for integration of MTBO into British Orienteering activities

Due to family commitments JP wouldn't be taking this project any further.

Board members discussed the possibilities for the potential integration of MTBO into British Orienteering activities. It was decided that interested parties would be approached to discuss this further.

Action 17: LW to approach interested MTBO parties suggested by other Board members and discuss possibilities for integration into British Orienteering. (LW, ASAP)

3. **Web development:**

a.To receive an update on progress to install a content management system

MH explained that the web developers had been working to move the site to a content management system over the summer while Caroline Povey was away on maternity leave. On completion the site would look visually different to the general public. MH explained that the 2 sites (current and new) would run in parallel until new site was up-to-date and had been tested sufficiently.

It was suggested the site would be available for testing from the end of September 2010.

b.To discuss the viability of hosting a members forum

Board members discussed the pros and cons of hosting a member forum on the British Orienteering website. Board members decided against having a member forum at the current time and agreed to look at the

wider communication strategy it employed with members.

c. To receive an update on the events registration system, particularly in regard to the 4 Tier structure

MH explained that the events section of the website would be redesigned in early 2011.

4. Governance

1. Director feedback from Association visits

NC noted that SWOA were currently operating without a Chairman as Roger Hargreaves has recently stood down and there was no replacement.

MF explained an issue raised at the SCOA Association meeting regarding the lack of a colour coded award scheme.

Action 18: Board to raise lack of colour coded award scheme issue with Development Committee for them to address. (Board/Dev Comm, by Jan 2011)

SCOA raised a further issue regarding Home Internationals and whether or not they were leviable. After investigation it was noted Home Internationals were leviable.

Action 19: MF to go back to SCOA and SBOC and explain levy is due on home internationals. (MF, ASAP)

Action 20: LW to circulate new BSOA draft agreement to Board members for review. (LW/MH, by end November 2010)

The final BSOA agreement will be ratified at the December Board meeting.

2. Committee / Group Review of Governance: update on progress

Board members reviewed a paper produced by MH on the Committee/Group Review to be commenced by Brian Porteous.

Action 21: Board members tasked MH with drawing out functional areas from current Committee/ Group terms of reference and using these functional areas to further develop the brief. Circulate to Board for review. (MH, ASAP)

3. Code of Conduct for Directors: consider and agree on how this will be progressed

Board members reviewed draft code of conduct and fed back potential amendments including adding in an Equality and Safeguarding clause.

Action 22: MH to amend Directors Code of Conduct as suggested including adding Equality and Safeguarding clauses. (MH, by next meeting)

Action 23: LM to check Board of Directors have Enhanced CRB Disclosures. (LM, by next Board meeting)

4. Memorandum & Articles of Association: update on progress with the re-write

Board members discussed the relative benefits of major and minor changes to the Memorandum and Articles of Association. Board members decided it was appropriate to make the minor changes and present to 2011 AGM. At the 2011 AGM the Board would explain necessary changes to members and subsequently present major changes to 2012 AGM.

Action 24: MH to prepare draft of Mem and Arts with minor legal changes and circulate to Board members for review. (MH, by next Board meeting)

5. Receive committee and other meeting reports

a. Development Committee – 5 June 2010 (n/a in July)

Board members noted issues raised and approved minutes

b. Coaching Committee – 12 June 2010 (n/a in July)

Board members noted issues raised and approved minutes

c. International Committee – Any issues to be raised with the Board

There were no further issues to be raised

d. Events Committee – Any issues to be raised with the Board

There were no further issues to be raised

e. Trail O Committee

There were no further issues to be raised

f. IOF matters to report

i. Congress Report 2010

Board members reviewed and approved report

ii. WTOC 2012 update

Board members discussed request made by IOF for British Orienteering to hold WTOC 2012 in Scotland.

Board accepted invitation to bid for WTOC 2012.

Action 25: LW/MH to inform IOF, Trail O Committee and SOA of intention to bid for WTOC 2012. (LW/MH, ASAP)

6. WOC 2015 Submission update

Action 26: Dave Peel to develop risk assessment, budget and draft arrangements for WOC 2015 bid and circulate to Board of Directors. (Dave Peel, by end November)

5. Any Other Business

1. Consider matters raised by Board members at the meeting if time is available

a) Ski-o

LW noted that the IOF were encouraging member nations to send teams to the Ski-O World Championships in 2011. A good turn out of nations would aid the IOF's bid to have Ski-O included in Winter Olympics.

Board members approved formation of Ski-O team from Great Britain assuming specific selection criteria had been met.

Action 27: LW to approach Ski O specialists within British Orienteering to assist in developing selection criteria (LW, by end of December 2010)

b) Insurance and U16s (Urban events)

MH outlined insurance position regarding U16 competing in Urban events requiring significant road crossings.

Action 28: MH to make specific statement about U16s and urban road crossings on risk assessment form. (MH, ASAP)

6. Dates & venues of next meetings

Dates for 2010:

Thu 15 Dec Darley Dale (formerly 9 Dec)

Wed 9 Mar, (Sat 23 Apr AGM), Wed 11 May, Wed 6 Jul, Wed 21 Sep, Wed 14 Dec
