

Board of Directors

Tuesday 21st February 2012
British Orienteering National Office, Darley Dale, Matlock.



Minutes

Attendees:

Philip Baxter (PB)	Judith Holt (JH)
Neil Cameron (NC)	Lyn West (LW)
Scott Collier (SC)	John Woodall (JW)
Mike Forrest (MF)	
Mike Hamilton (MH)	

Janine White – Minute taker

In attendance:

David Meli (DM) - Sport England Relationship Manager

1. Meeting Administration

a. Apologies

Martin Ward and Henry Morgan were unable to attend meeting.

b. Minutes of the December Board meeting

The minutes were accepted as a true record of the meeting.

c. Minutes of the December Board Conference Call

The minutes were accepted as a true record of the meeting.

d. Notification of AOB

No items of additional business were raised.

2. Monitoring Performance

a. World Trail O Championships 2012

NC notified the Board that the new website for World Trail O was now available. Low booking numbers (down by 10-15% on previous years) for the World Trial O Championships are a concern. It was suggested that a possible reason for this is the current economic climate as most attendees are self-funded. PB suggested the possibility of opening up the entry requirements to off-set the low figures but it was agreed that due to the strict IOF rulings this would not be possible.

b. WOC 2015

Capercaillie issue

After discussions with the Forestry Commission regarding Capercaillie it has been agreed that as it may not be possible to use the terrain originally planned, another area will be sought as an alternative. Dave Peel has notified the Scottish 6 Day organisers about this problem. The Board agreed that if possible the areas planned for use by the Scottish 6 Day 2013 should not be avoided for WOC 2015.

c. Event Organiser Workshop

Dave Peel attended the IOF Event Organisers Workshop in Venice and gave feedback on the successful WOC 2015 bid to other delegates in attendance. A number of British Orienteering representatives were also in attendance and the workshop proved a useful weekend to raise the profile of WOC 2015 and to discuss matters relating to WOC 2015.

The Board support the decision that Tony Thornley be appointed as the National Controller for WOC 2015.

3. Operational Plan Monitoring

The Board were informed that due to pressure of work the monitoring update had not yet been completed and will be circulated as soon as possible. MH apologised for this.

Action 1: MH to send out report as soon as is feasible.

4. Board Effectiveness

The Board agreed that the changes made so far in terms of agenda and timings are working successfully. PB suggested that it would be worthwhile to think of ways in which the membership as a whole could be helped to have a greater understanding of what the Board and British Orienteering staff members do. LW informed the Board that she will be writing an article in focus, 'Chair's Corner' to update and discuss issues with members.

5. British Orienteering Strategic Plan (MH)

a. Update Strategic Plan

The 2013-2019 Strategic Plan is being updated to reflect the recent review of progress. A number of 'products' have been developed in collaboration with the Development programme aimed at increasing and retaining participation in the sport. The aim of the 'new' products is to offer a more appealing programme to prospective new members that have clearly defined exit pathways to local events organised by clubs. This strategy should increase both our participation and retention of new members.

Action 2: MH to produce next draft of Strategic Plan

b. Sport England Funding Submission

David Meli (Sport England's Relationship Manager for Orienteering) presented Sport England's investment plans for 2013-2017. The main foci for Sport England are increasing participation across the 14-25 age group, retaining the 25+ and enhancement of talent pathways. DM explained that an important part of the funding requirements was for each NGB to increase participation and meet high standards of governance and finance. The funding ratio is split clearly 60-40 between young people (14-25 year olds) and the over 25s. DM stated that the submission must clearly exhibit British Orienteering's vision, use of insight, ability to deliver, have a clear monitoring and management structure, clearly stated budget and governance structure.

Sport England expects Independent Directors to be in place in each sport by October 2014. Sport England will not be allowed to fund sports who govern their sports in an inappropriate way. The Minister is taking a very strong line on this. If British Orienteering fail to gain support from members and are unable to change the articles by October 2014 funding will be at risk. It was agreed that MH and DM have a focused discussion with Sport England's governance team to seek further guidance.

The Board agreed that the issue regarding governance will be revisited at the next Board Meeting.

DM reiterated no Sport England funding will be available for National teams from 1st April 2013. Talent Manager Sarah Hague will be able to discuss this further at the next Talent meeting with Sport England.

It was agreed that the submission should not include work on disability as there were insufficient resources to work up appropriate programmes. Inclusion of disability orienteering as add ons to other programmes should be considered provided that it did not impact significantly on staff time and resource. Orienteering for the disabled should be part of the strategic plan with a view to developing this area over the next 4 year period.

The board agreed the basis of submission and in the use of staff time and resources outlined by MH.

Action 3: MH to produce draft of Sport England submission

6. Finance

Queries were raised over certain notes in the financial statement regarding income and surplus. All questions raised were answered by MH and/or MF.

Action 4: MF to produce a statement on the accounts to be referred to at the AGM should questions arise.

- a. Treatments of services, income and cost for JK & BOCs. Historically the accounts included the net share that is accruing to BOF and not the overall revenue. In future all revenue and cost will go through British Orienteering.
- b. In 2012, we will be including the income and expenditure for our Major Events and it was recognised that this will make the accounts look different.
- c. At the April Board Meeting a Treasurer needs to be appointed from the Directors at the table. If no-one is suitable then it will be necessary to co-opt a Treasurer for the remainder of that year. This highlights the issue of the Board not having the skills set it needs to deliver its role effectively.
- d. The Board agreed to adopt the accounts and thanked Mike Forrest, Mike Hamilton, Jannette Blunden and Grant Thornton Auditors for the work put in to prepare the accounts.

7. Articles of Association

NC and MH stated that clause 28 has been simplified and that work has been done on the clause regarding casual vacancy of a director. The Board delegated the authority to NC and MH in finalising the Articles of Association.

8. Membership and Levy Scheme

The categories of membership clause within the current and new articles will need to be changed regardless of whether the membership and levy proposal is passed at the AGM on the 6th April 2012. Re-wording of the new articles will be considered to deal with this.

It was agreed to lower the cost of the event levy from £1.30 to £1.00. The Board agreed that there were risks involved in making this decision and that cuts in expenditure will be required. It was agreed that it may be necessary to draw on reserves.

The Board agreed for MH and LW to finalise the Membership and Levy proposal and for NC, LW, MH and SC to finalise the supporting statement for both proposals.

9. Committee Restructure

MF informed the Board of the appointment of the first 4 members of the committee. The Board ratified these appointments and asked that MF, SC and Ernie Williams, who were the appointments panel, should make recommendations for the remaining 2 members to the Board electronically as soon as possible.

Action 5: MF to inform all applicants on their appointments to the ECC.

Action 6: MF to call a meeting of the appointments panel and they should make recommendations to the Board for the appointment of the remaining 2 members.

10. Annual Report

Caroline Povey (CP) briefly ran through the layout for 2012 Annual report with the Board. A highlight is that participation figures are showing an increase of 22%. This is a reflection of the work to increase participation and the figures are available earlier due to a more efficient system of capturing data. CP suggested that the first year free membership could be corrupting the membership figures as a high percentage of those members are not renewing after the first year.

The Board approved the report for printing and would like to thank CP for her continuing hard work.

11. AGM Booklet

The Board agreed the order of the proposals and finalised the AGM booklet.

12. IOF Nominations

The Board agreed to nominate Brian Porteous as IOF president. Part of the vision is for UK to be in the top three countries in the world for Orienteering and having Brian as IOF president would be a positive step to achieving this.

Action 7: LW to inform Brian Porteous of the support of the Board for his nomination as IOF president.

Action 8: MH to submit nomination to IOF

13. SILVA Award

In Martin Ward's absence SC informed the Board of the decision regarding the recipient of the SILVA Award 2012. The Board were impressed by the number of nominations this year and in the work that those nominated do.

14. Feedback from committee meetings

a. Development Committee

SC updated the Board on the Development Committee intention to buy SI kits and loan them to clubs. It is believed that this will be a more efficient and cost effective way moving forward.

b. Trail O

NC informed the Board that the minutes are now available on the web. Janine White to ensure the minutes are available on the governance/document page of the website.

15. Association Matters

a. SOA Board Meeting

LW had hoped to attend the SOA Board Meeting in her role as liaison director with SOA but had been advised that it was not appropriate for her to attend. On the positive side, LW reported that she was in regular email contact with Roger Scrutton, Development Director of SOA Board,

b. IOF Matters

LW would be attending the IOF General Assembly in Lausanne in July. The issue of the other representatives will be revisited at the Board meeting in April.

Dates of Next Meeting

It was agreed that the next Board meeting will be held at the National Office, Matlock on Wednesday 25th April. The Board induction for new members will be held at the National Office on the 24th April. The Board away day in September was cancelled; this reflected the directors' awareness of the need to make savings. It was agreed that issues around meetings [dates, weekday/weekend, use of conference calls etc.] should be revisited at the next Board Meeting.

AOB

MH informed the Board of the decision to hire Cerianne Dengate as Administrative Assistant for the remainder of this year to provide support to the admin team as cover for maternity leave of Laura Martin.

Actions

Action 1: MH to send out report as soon as is feasible.

Action 2: MH to produce next draft of Strategic Plan

Action 3: MH to produce draft of Sport England submission

Action 4: MF to produce a statement on the accounts to be referred to at the AGM should questions arise.

Action 5: MF to inform all applicants on their appointments to the ECC.

Action 6: MF to call a meeting of the appointments panel and they should make recommendations to the Board for the appointment of the remaining 2 members.

Action 7: LW to inform Brian Porteous of the support of the Board for his nomination as IOF president.

Action 8: MH to submit nomination to IOF
