

# Board of Directors

Wednesday 23 September 2009; 10:30

Holiday Inn, Birmingham City, B5 4EW



## Minutes

### Attendees:

Philip Baxter  
Neil Cameron  
Mike Hamilton  
Roger Hargreaves  
David May

Ed Nicholas  
Jenny Peel  
Martin Ward  
Lyn West  
John Woodall

Laura Martin – Minute taker

Meeting joined by Donald Grassie (SOA) at 12.00

Item	Subject
1. <b>Opening Business</b>	<p><b>1. Apologies</b> There were no apologies for the meeting</p> <p>NC informed attendees that Donald Grassie (SOA, President) would join the meeting at 12.00 to discuss the SOA's International Events Strategy</p> <p><b>2. Declarations of interest</b> There were no additional declarations of interest</p> <p><b>3. Minutes of the July Board meeting</b> The minutes were approved as a true record of the meeting</p> <p><b>4. Action list, outstanding actions &amp; questions</b> Attendees accepted the action list and authorised MH to carry forward any outstanding actions.</p> <p><b>5. Notification of AOB</b> RH raised the following issues as items of AOB -Fixture list progress -Access and availability of membership lists for clubs -Club returns</p> <p>MH gave attendees an update on the progress of the membership database including club lists and returns</p> <p><b>6. Ratification of any decisions taken by email since the previous meeting</b> No decisions had been taken by email since the previous meeting</p> <p><b>7. Correspondence, to deal with any significant correspondence received since the last Board meeting</b> NC had circulated written correspondence received from Jennie Price, CEO of Sport England and our reply. Attendees had no further comments.</p>
2. <b>International Events Strategy</b>	<p><b>1. International Events Strategy</b> Donald Grassie, President of Scottish Orienteering Association, presented to the Board on SOA's vision for staging international events and answered questions put by Directors</p> <p>DG made a number of requests regarding issues relating to the vision. DG asked Board members to consider the requests and respond ASAP</p> <p>DG left the meeting at 12.55pm</p> <p>Board members discussed, at length, the presentation given by DG</p> <p>Board members decided to write to DG and SOA outlining their discussions and their positive stance towards the principles of the vision.</p>

**Action 1:** NC to produce the letter to DG and SOA regarding their vision for staging major events. NC to circulate to all Board members for comment (NC, by 26<sup>th</sup> September)

**Action 2:** Board members to feedback comments on SOA letter to NC. Once letter was finally drafted, NC to send letter to DG (Board members and NC, by 28<sup>th</sup> September)

Board members also decided to communicate with all associations regarding the development of an overall International Events Strategy for British Orienteering

**Action 3:** NC to produce the letter to associations regarding the development of an overall International Events Strategy for British Orienteering (NC, by 21 October)

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**3. Performance Management & Monitoring**

**1. Finance:**

**a. Management Accounts to August 2009**

JP took Board members through the August 2009 Management accounts.

JP stressed the importance of expenses claims being made promptly to assist in budget planning and end-of-year procedures.

Attendees requested that, if resource allowed, clubs were chased for unpaid levy by National Office staff. This included monies due from the JK and British Orienteering Championships.

JP noted that the International Programmes were showing a predicted year-to-date overspend but suggested there was little cause for concern as the majority of tours and trips were in the first half of the year.

**Action 4:** JP, MH and Jannette Blunden were asked to monitor this overspend. (JP, MH and Jannette Blunden, frequently prior to next meeting)

Attendees noted the Management Accounts.

**b. Debtors & Creditors report**

Attendees noted the Debtor and Creditors reports and there were no causes for concern

**c. Budget 2010**

MH took Board members through the draft budget for 2010 and answered any specific questions

Board members approved the budget in principle and authorised MH and Jannette Blunden to work to these principles and produce a final budget to be endorsed at the December meeting. The current draft budget could be used as necessary for planning until then.

**2. Staffing update**

MH gave Board members an oral update on staffing resource including welcoming Richard Barrett and Josh Jenner to their new roles of Participation Manager (South) and HE/FE Development Officer respectively.

MH noted that Hilary Palmer has informed him of her intention to retire as of March 2010. MH expressed what a huge loss of expertise this would be to British Orienteering.

MH briefed Board members on the progress made towards appointing an Events Manager and on the administration re-structuring.

**3. Key Performance Indicators update**

MH took attendees through the KPI data provided by Sport England. MH stressed again that the data from the Active People Survey had shown a very high satisfaction level within orienteering members and participants.

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#### 4. Operational Plan

##### a. 2009 Update: comments or queries

Board members agreed this was a useful document and it gave a good overview of progress made

Board members discussed the International Programme and suggested the possibility of more publicity outlining the lack of funding moving forwards (i.e. as of 2013)

**Action 5:** Board to recommend to International Committee that they increase publicity regarding the lack of funding available moving forwards and the need to increase funding streams (Board to International Committee, by International Committee's next meeting)

PB raised the issues of the impact of UKCC courses on clubs and the labour intensive nature of putting on UKCC courses.

**Action 6:** PB, MH and NC to discuss the implications of UKCC awards on clubs (PB, MH and NC, by next Board meeting)

##### b. 2010 Plan: progress update

Board members reviewed a draft operational plan for 2010. Members suggested including programme and event milestones e.g. rules/guidelines approval

#### 5. Project reports and updates: comments or queries arising

Board members reviewed the project report and update paper.

Board members thanked MH for preparing the useful document

#### 6. Risk Register update

MH introduced the Risk Register document and explained it was currently a 'work-in-progress' and would be continually reviewed and updated.

**Action 7:** Board members to review risk register document and feedback any issues/omissions to LM (Board members, by 30<sup>th</sup> October)

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#### 4. Governance

##### 1. IOF

###### a. To receive a written report from the Presidents' Conference

There were no further questions

##### 2. AGM 2010

###### a. To receive an update on the organisation

Board members reviewed the proposed AGM preparation schedule

RH, also a member of JK2010 organising committee, discussed the logistical considerations to be addressed when choosing a day and venue for the 2010 AGM.

**Action 8:** RH and LM to formulate and circulate to Board members possible locations and venues for AGM (LM/RH, by 20<sup>th</sup> November)

###### b. Commence discussions regarding the proposals inc. membership, levies,

Board members agreed to discuss draft proposals via email prior to next Board meeting

**Action 9:** MH to draft AGM proposals and circulate to Board members for discussion (MH, by 20<sup>th</sup> November 2009)

##### 3. Receive committee and other meeting reports

###### a. International committee – 19 September 2009

Minutes will be considered at the next Board meeting

###### b. Development Committee – 12 September 2009

Board members considered the Development Committee minutes and discussed issues surrounding the proposed incentive schemes including possible slight changes of nomenclature

**Action 10:** EN to note issues raised regarding incentive schemes and circulate to Development Committee for consideration (EN, by 23<sup>rd</sup> October)

Board members noted issues and minutes from Development Committee

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### **c. Rankings Workgroup**

Board members considered a summary produced by Chair of the Rankings Workgroup, Martyn Broadest, of the consultation input received

MH noted the positive practical implications of having an automated system to update the rankings list

Board members noted the current position of the Rankings Workgroup. DM was asked to feedback to the workgroup, as he is a member, the thoughts and concerns expressed including requesting that the workgroup look to ensuring they have addressed the original brief

**Action 11:** DM to feedback issues and concerns raised regarding progress of Ranking Workgroup to group members (DM, by 1<sup>st</sup> November)

## **4. Committee/Group Conference**

### **a. To confirm the organisation of the Conference**

Board members addressed a tabled paper, prepared by MH, regarding the Committee/Group conference to be held on Saturday 26<sup>th</sup> September

## **5. Events Committee: Rules, Guidelines and appendices**

Having received the amended versions, Board members approved the rules, guidelines and appendices for 2010

Board members went onto discuss the authority hierarchy within the events governance structure and reviewed possible amendments to relevant terms of reference

Board members also discussed the differences between rules, guidelines and appendices

Board members concluded that there needed to be a clear restatement of the current position regarding the events structure and rules/guidelines/appendices in 2010

**Action 12:** MH/LW to produce a statement of current position regarding event structure in 2010. (MH/LW, ASAP)

Members also discussed the importance of establishing and publicising a clear line of communication for enquiries from Major Event organisers e.g. should enquiries be directed at Events Committee, Office, Major Events Group. This needed to be decided as a matter of urgency and subsequently publicised.

**Action 13:** Events Committee to decide on most appropriate line of communication for Major Event Organisers (Events Committee, at their next meeting)

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## **5. Strategic Issues**

### **1. Board Planning:**

#### **a. To receive draft recommendations**

Due to time pressures, item deferred to next meeting

### **2. Event Strategy/Competition Framework**

#### **a. To receive and agree a draft project plan**

Due to time pressures, item deferred to next meeting

### **3. International Events Strategy**

#### **a. To receive an update**

Due to time pressures, item deferred to next meeting

### **4. MTBO: To receive an interim report on the integration of MTBO into British Orienteering activities**

Due to time pressures, item deferred to next meeting

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## **6. Any Other Business**

### **1. Items of AOB were addressed during meeting**

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## **7. Dates & venues of next meetings**

Next meeting: Thu 10 Dec, Matlock

Proposed dates for 2010:

Wed 24 Feb Birmingham,

Tue 20 Apr Derby ;

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Wed 7 Jul Birmingham;  
Tue 21 Sep Birmingham ;  
Thu 9 Dec Darley Dale

**Action 14:** Board members to feedback any unavailability for meeting dates in 2010 to NC (Board members, by 31 October)

Meeting closed at 17.10

### **Action List**

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**Action 4:** JP, MH and Jannette Blunden were asked to monitor this overspend. (JP, MH and Jannette Blunden, frequently prior to next meeting)

**Action 5:** Board to recommend to International Committee that they increase publicity regarding the lack of funding moving forwards and the need to increase funding streams (Board to International Committee, by International Committee's next meeting)

**Action 6:** PB, MH and NC to discuss the implications of UKCC awards on clubs (PB, MH and NC, by next Board meeting)

**Action 7:** Board members to review risk register document and feedback any issues/omissions to LM (Board members, by 30<sup>th</sup> October)

**Action 8:** MH to draft AGM proposals and circulate to Board members for discussion (MH, by 19<sup>th</sup> November 2009)

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### **Action List from previous meetings**

1. Action A: RH to collate best practice examples of the tender process and feedback to MH. (RH, by 8th July) <b>On going</b>	Sept09	RH
2. Action B: Update Terms of Reference (ToRs) of Committees/Groups: Any changes required should be emailed to MH for consideration at the December Board meeting. <b>On-going</b>	Nov09	All
3. Action C: International Events Strategy: MH to update the paper to reflect the Board discussion. <b>Paper modified, to be re-circulated</b>	Aug09	MH
4. Action E: Whole Sport Plan (WSP): Board members to be kept up to date as the project develops. <b>On-going</b>	On-going	MH
5. Action F: Key Performance Indicators: MH to prepare an explanatory briefing paper to be placed on the web for interested members. <b>Not yet completed</b>	Aug09	MH