

Board of Directors

Wednesday 25th April 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)
David Maliphant (DM)	Martin Ward (MW)
Mike Hamilton (MH)	

Janine White – Minute taker

In attendance: Edward Nicholas –British Orienteering Development Manager

It was agreed that MH, as Company Secretary would Chair the Board meeting until the appointment of the Chair (Agenda item 1a).

1. Meeting Administration

MH welcomed DM to his first Board meeting.

a. Appointment of a Chair

PB nominated LW as Chair of the Board, Seconded by MW
Board unanimously agreed.

The meeting continued with LW in the Chair.

b. Appointment of a Vice Chair

JW nominated MW as Vice Chair of the Board, Seconded by MH
Board unanimously agreed

c. Appointment of a Treasurer

Board agreed that a treasurer should be co-opted. An advertisement will be posted on the British Orienteering website. Closing date for applications agreed as the 14th May 2012. LW agreed to take on the responsibilities of Treasurer in the interim.

Action 1: MH, Caroline Povey and Janine White to advertise position of treasurer week commencing 30th April 2012

d. Apologies

There were no apologies, all Directors were in attendance

e. Minutes of the February Board meeting

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

f. Notification of AOB

Action consequent on adopting new Articles (NC)

E-mail from Graham Gristwood and Scott Fraser

g. Declarations of Interest

Members asked to declare any interests not already declared in the Declarations of Interest 2012. There were no additional declarations of interest.

2. Monitoring Performance

a. Increasing Participation -Edward Nicholas (EN)

EN updated the Board on the Development programmes progress in increasing participation. EN outlined that at present, Development are running 58 Community Orienteering projects in England. EN identified the challenge of club buy-in which affects Community O projects and informed the Board on upcoming workforce plans to coincide with the Whole Sport Plan submission 2013-2017.

PB questioned if the Home Countries and Associations had been engaged sufficiently. EN explained that the challenge with Home Countries and Associations is understanding what they want to achieve in terms of new participation.

Board agreed that a needs analysis of Coaching was required to ensure that what is being delivered meets the needs of the members. This will be done at a later stage in the year.

Board thanked EN for his comments and agreed for the update to be a standing matter on the agenda.

3. AGM 2012 Review

Board felt the House keeping arrangements went well and thanked British Orienteering staff for their input. The Board discussed the results news item post-date and MH agreed to look into the matter.

Action 2: MH to discuss the results news-item post-date with Caroline Povey

Board agreed that the date of the next AGM would be *Friday 29th March 2013*.

The Board agreed that on reflection, better clarity was needed as to who is the voice of the Board at the AGM. It was agreed that the proposer of each proposal will act as lead for any questions raised at the AGM. A statement will be added to the script to inform attendees of the AGM who will answer questions on each proposal.

Action 3: Janine White to amend AGM script and arrangement procedures for new systems.

4. WTOC 2012 & WOC 2015 (NC, MW)

a. WTOC 2012 (NC)

Accommodation for WTOC 2012 is now fully booked. Payment for all accommodation has not been paid so leaves British Orienteering still exposed to cover the short fall. NC to check the status of the bookings and report back to the Board at the next meeting

Action 4: NC to check the status of WTOC 2012 bookings and report to the Board at the next meeting.

b. WOC 2015 (MW)

Dave Peel has been progressing with the recruitment of staff for WOC 2015. A number of alternative competition areas are currently being looked at. DP is working closely with Moray 2013 Organisers to determine the areas to be used. DP will attend next SOA Board meeting.

5. Operational Plan 2012 (MH)

MH circulated paper on the Operation Plan 2012. The Board requested an update on the implementation plan for the new Membership and Levy Structure 2013. MH responded that a tentative plan was in place but would be fully looked at after the Whole Sport Plan Submission. Board agreed to see a plan at the next Board Meeting

Action 5: MH to bring Membership and Levy 2013 implementation plan to the next Board Meeting.

6. Finance (MH)

The Board received the Quarter 1 Management Accounts. The following questions arose:

a. Club Talent Spending Target

MH assured the Board that Club Talent Spending Target would be met.

b. Changes to the presentation of the accounts

MH informed the Board that the presentation of the accounts would differ at the next meeting and would use the format available under the new accounts package (IRIS).

7. British Orienteering Strategic Plan (MH)

The Board reviewed the progress of the British Orienteering Strategic Plan and confirmed the decisions taken to date.

Sport England funding opportunities

The Board wished to express their awareness of the tremendous piece of work that the Whole Sport Plan submission is for the whole staff. MH informed the Board that alongside the submission, Sport England require a portfolio of evidence to support the submission.

The products that British Orienteering can offer to new and current members need to be marketed correctly in order to succeed. British Orienteering will take responsibility for the delivery of some products. The aim is to work with clubs but where this is not possible, to use partnership groups. The packages have been designed to be run by clubs or by others.

The Talent Programme part of the submission has had two adjustments; there is now a recognition that British Orienteering will have to generate criteria and tools to recognise talented athletes and an intention to implement a four area approach to the delivery of Coaching.

MH reiterated that the Performance Programme do not receive funding from Sport England. Funding is available up to National level of Talent but not for a GB or WOC team. The GB context will be flagged up in the Talent programme offer of the submission.

Board suggested that Performance programme funding should be referred to in British Orienteering's Strategic Plan but that as Sport England are already aware of the problem it may

not be in our best interest to put it in the submission. Board agreed for this to be at MH's discretion.

MH informed the Board that although originally it was agreed that disability would not be part of the submission, the advice was now that it would be advantageous to include disability in the Sport England submission. MH distributed the disability paper written by Events Manager Helen Errington for comment. Board recognise that TrailO is successful in meeting the requirements of current orienteers at local and international level but is not suitable for introducing disabled people into the sport.

MH informed the Board that using commercial providers such as Limelight (a company introduced to British Orienteering by Sport England) as partners is a potential way to increase participation but gateways will need building in. British Orienteering is in discussions with Limelight who will provide a proposal shortly. A copy of the Limelight proposal will be given to the Board when it becomes available.

Sport England will use commercial providers rather than the Governing Body if they believe that the commercial providers can deliver a more successful programme. Commercial Providers are not only partners but potential competitors for British Orienteering. It is a possibility that recreational orienteering will become commercial.

Board recognise the need to adopt a more commercial approach. MH will provide an electronic copy of the Whole Sport Plan submission to the Board to review.

Action 6: MH to provide the Board with an electronic draft of the Whole Sport Plan submission

LW and MW will attend a meeting with MH and British Orienteering staff on the 8th May at National Office in order to review and help finalise the Whole Sport Plan submission.

DM left the meeting to return to Cambridge to chair CUOC AGM.

Decisions

8. Finance (MH)

The Board agreed the principles on which the 2013 Budget are to be developed.

The Board requested that MH provide a full budget at the next meeting.

Action 7: MH to produce a full budget for the next board meeting.

MH informed the Board that they will be moving to a new accounts package IRIS which will have clearly defined cost centres, programmes and departments.

After discussions the Board agreed that considerable savings needed to be made. The following outcomes were agreed:

- £25k income agreed for Major Events
 - Provision needs to be made for the Performance programme costs
 - Agreed that each committee budget was the responsibility of the committee chair
 - IOF delegates budget will need careful consideration,
 - Ski-O, MTBO and TrailO funding will be reviewed. MH agreed to look into The Big Lottery Grant as a possible funding opportunity and report to the Board at the next meeting
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Action 8: MH to look into The Big Lottery Grant as a possible funding opportunity

The Board requested that at the next meeting they see a budget that includes everything and which is visionary in order to make decisions about what is possible.

9. Board Effectiveness (LW)

The Board agreed Director Portfolios as follows:

Association:	John Woodall
Business:	Neil Cameron
Coaching:	Philip Baxter
Development:	David Maliphant
Events and Competitions:	Scott Collier
Governance:	Judith Holt
Performance:	Martin Ward

Board agreed updated Association Liaison Directors as follows:

SOA	Lyn West
WOA:	Neil Cameron
NIOA	Philip Baxter
NWOA	John Woodall
NEOA	Judith Holt
YHOA	Martin Ward
WMOA	John Woodall
EMOA	John Woodall
EAOA	David Maliphant
SEOA	Scott Collier
SCOA	Scott Collier
SWOA	John Woodall

10. Committee re-structuring (LW)

The Board reviewed the progress of the Events and Competitions Committee, discussed the formation of the Business Committee and the structure of remaining committees. Draft terms of reference for committees and appeals process were discussed and agreed.

Events and Competitions Committee

SC updated the Board on the outcomes from the Events and Competitions Committee meeting. The Event Manager's role within the committee was highlighted.

MH to review the appointment process in light of feedback provided by LW.

Action 9: MH to look into modifying the appointment process for committees.

Business committee

The Board agreed the formation of a Business committee. MH and NC to discuss and bring the terms of reference to the next meeting

Action 10: MH and NC to bring the Business Committee terms of reference to the next Board meeting

Remaining Committees

The structure of the remaining committees was discussed and it was agreed that a needs analysis was required.

Eligibility to be a British Champion (LW)

A review was undertaken by LW on eligibility to be a British Champion. From that review LW presented the Board with a number of options. After careful consideration the Board by a show of hands, agreed that in principle option two suggested by Graeme Ackland and Matthias Mahr would be adopted. The main points of the proposal are below:

- Eligibility for British Championships (individual and relay) shall be restricted to British Citizens and foreign members of British Orienteering of at least three full years standing.
- In addition only British Orienteering affiliated clubs are eligible for BRC trophies
- Any competitors and/or clubs not meeting the eligibility criteria above is welcome to participate in British Championships races but are not eligible for trophies.
- Qualification date is 1st January of the year of competition

NC and SC agreed to draft the wording of the rule.

Action 11: NC & SC to draft rule on eligibility to be a British Champion

11. Risk Management

The Board reviewed the updated the Risk Register.

Action 12: MH to send an electronic copy of the risk register to the Board.

Information

12. Committee Minutes

Coaching Committee

The Board would like to thank Keith Marsden for all his hard work as Chair of the Coaching Committee.

Action 13: Janine White to ensure that the Coaching Committee minutes are on the website

Events and Competitions Committee

The committee has noted that it is not explicit in the Terms of Reference that the appointment is for a three year period, renewable twice. Board agreed that the Terms of Reference should be updated accordingly.

Action 14: MH to update the Terms of Reference for the Events and Competitions Committee.

Board agreed that "Access & Environment" would fall within the Business Committee remit.

Board confirmed that the Events and Competitions Committee should liaise with TrialO Committee on the integration and delivery of TrailO at Major Events.

In the absence of the Rules Group, Event and Competitions Committee will deal with appeals but in the long term it should look to appoint an independent panel.

The Board agreed that until the working groups are in place, requests for rules or map-scale variations are dealt with by a group consisting of the Event and Competitions Chair, Events Manager and another appropriately skilled member of the committee.

Events and Competitions Committee will take direct responsibility for the ranking list, with the possibility of forming a temporary workgroup. The Board agreed with this with the exception of the incentive scheme which is the responsibility of the Development Committee.

The Board wanted the committee to be aware that we are under severe financial pressure and that money is not in the budget for changes to the ranking scheme.

The Board agreed that the Events Manager position will hold one vote and that the casting vote for the Chair will remain.

The Board require the draft rules 2013 for September Board meeting.

SC distributed a draft of the working groups' structure which will support the Events and Competitions Committee. Queries were raised over publicity work group remit and terminology. Board suggested marketing input within the group. The Board are happy with the structure and thanked the committee for its efforts.

13. Association Matters

No significant matters have been raised by the Associations since the conference call.

14. IOF matters

No significant matters have been raised by IOF since the last meeting.

Board agree to fund David May as IOF post holder a further sum for attendance at Foot O Commission meeting in Lausanne in July.

Closing Business

15. Dates of Next Meeting

Date of next meeting confirmed as Tuesday the 26th June 2012

16. AOB

a. Email from Scott Fraser and Graham Gristwood (LW)

The Board acknowledge receipt of the email and LW will respond.

It was agreed that Sarah Hague should deal with this matter at an operational level.

Action 14: LW to respond to email from Scott Fraser and Graham Gristwood

b. Action consequent on adopting new Articles (NC)

Action plan required for implementation of the Articles. NC presented proposal on how to move this forward and the Board agreed to adopt the process proposed.

Communications: messages to be given

No significant messages to be given.

Actions

Action 1: MH, Caroline Povey and Janine White to advertise position of treasurer week commencing 30th April 2012

Action 2: MH to discuss the results news-item post-date with Caroline Povey

Action 3: Janine White to amend AGM script and arrangement procedures for new systems.

Action 4: NC to check the status of WTOC 2012 bookings and report to the Board at the next meeting.

Action 5: MH to bring Membership and Levy 2013 implementation plan to the next Board Meeting.

Action 6: MH to provide the Board with an electronic draft of the Whole Sport Plan submission

Action 7: MH to produce a full budget for the next board meeting.

Action 8: MH to look into The Big Lottery Grant as a possible funding opportunity

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Action 10: MH and NC to bring the Business Committee terms of reference to the next Board meeting

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