

# Board of Directors

Wednesday 29th April 2009 10:30

Derby Conference Centre, London Road, Derby  
www.thederbyconferencecentre.com



## Minutes

### Attendees:

Philip Baxter	Ed Nicholas
Neil Cameron	Jenny Peel
Mike Hamilton	Martin Ward
Roger Hargreaves	John Woodall
David May	Lyn West
	Laura Young – Minute taker

<i>Item</i>	<i>Subject</i>
1. <b>Opening Business</b>	<p><b>1. Apologies</b> There were no apologies, all Board members were in attendance.</p> <p><b>2. Appointment of Chairman, Vice-Chairman and Treasurer</b> NC thanked all members for their attendance and welcomed Philip Baxter and John Woodall as newly elected directors. He also asked for the Board to record its thanks to retiring Directors Peter Christopher and Chris James. This was agreed.</p> <p>As the first Board meeting after the 2009 AGM, it was necessary to appoint a Chairman, Vice Chairman and Treasurer of the Federation.</p> <p>LW proposed and EN seconded the continued appointment of Neil Cameron as Chairman of the Federation. The remaining Board members agreed.</p> <p>NC proposed Lyn West as Vice Chairman and Jenny Peel as Treasurer. Board members agreed by acclamation.</p> <p><b>3. Declarations of interest</b> NC asked LY to ensure JW and PB had completed Declarations of Interest by the next Board meeting. PB explained that his wife, Helen Baxter, was the Regional Development Officer for Northern Ireland.</p> <p><b>Action 1:</b> LY to ensure Declarations of Interest were completed by PB and JW prior to next Board meeting (<b>LY, by 8<sup>th</sup> July</b>)</p> <p>There were no additional declarations of interest.</p> <p><b>4. Minutes of the February Board meeting</b> The Board approved the minutes of the February Board meeting.</p> <p><b>5. Action list, outstanding actions &amp; questions</b> Board members were taken through the action list from the previous meeting.</p> <p>RH queried progress of the tender document in Action B. RH suggested he could collate best practice examples from his work situation and feedback to MH. Board members agreed and thanked RH for his offer.</p> <p><b>Action 2:</b> RH to collate best practice examples of the tender process and feedback to MH. (<b>RH, by 8<sup>th</sup> July</b>)</p>

LY had circulated a list of Club Welfare Officers as detailed in Action F. It was suggested that Board members, in their liaison with associations, should encourage clubs to inform the National Office of their Club Officers including Club Welfare Officers.

**6. Notification of AOB**

JP wished the Board to consider issues regarding corporation tax raised by the auditors. This would be taken under the finance section, Item 3.1.

NC requested Board members review a letter sent post-AGM regarding the voting method used for Proposal 4 (Levy). This letter would be reviewed under Item 4.2.

**7. Ratify any decisions taken by email since the previous meeting**

Board members ratified a decision made by email regarding the procedure for role and appointment of Chairman should the current Chairman not stand for election at the next AGM or stand and not be elected. This decision also considered permutations such as if both the Chairman and Vice Chairman did not stand for election or stood and were not elected. Against this eventuality Board members would nominate prior to the AGM a person to act as Chairman after the AGM if required, and appoint a permanent Chairman as usual at the first meeting after the AGM.

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**2. Strategic Issues**

**1. MTBO: How to develop mountain bike orienteering and integrate it into British Orienteering activities**

Board members went through papers outlining the past agreements and meetings with the TCA. The meeting discussed the various commercial organisations currently associated with mountain bike navigational events including MTBO.

Board members decided to initiate the formation of a working group to look at the TCA agreement, the links between British Orienteering and MTBO, and the possible opportunities and risks associated with MTBO for British Orienteering.

Board members agreed that JP would Chair the working group as she has experience of running MTBO events. Board members gave authority to JP to populate the group with 2 or 3 other suitable members. JP agreed that the working group would report back to the next Board meeting in July.

**Action 3:** JP to report back to next Board meeting with recommendations from the MTBO Working Group. **(JP, by 8<sup>th</sup> July)**

**Action 4:** MH to look into the insurance implications of including MTBO in the British Orienteering Public Liability Cover. **(MH, by 8<sup>th</sup> July)**

**2. Whole Sport Plan: receive the consolidated plan and raise any queries**

MH updated Board Members on the current position with regard to Sport England, UK Sport, Sport NI, Sport Scotland, Sport Wales.

MH explained that further work needed to be done to finalise and communicate the WSP to members, clubs, associations and British Orienteering's Committees and Groups.

**3. Planning meeting: To follow up the outcomes of the meeting and be challenged by the Directors not present at the meeting**

LW, PB and JP were not present at the Board Planning meeting and NC had asked them to challenge the ideas that resulted from the discussions. LW chaired the discussions.

PB noted that there were a number of ideas in the document that represented potential opportunities for British Orienteering post 2012; the conclusion of the current funding cycle.

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Board members discussed diverse ideas such as simplification of event staging, creating a quality event product to sell to potential sponsors and reviewing whether 'membership' was a barrier to participation.

**Action 5:** Board members to discuss and communicate good practice ideas for how to hold events simply and successfully. **(Board members suggestions by email to MH, by 1st June 2009)**

Board members noted that there were misconceptions surrounding the rules and guidelines of events and often it was past 'customs' which became the norm for event staging.

MH noted that the rules and guidelines of the sport needed to promote participation in line with the British Orienteering vision and Whole Sport Plan.

Board members questioned who had responsibility for assessing and providing good practice guidance on holding events. Members of the Board queried the terms of reference for various committees including Development Committee; Events Committee etc...

**Action 6:** MH to look at any necessary modifications to the committee/group terms of reference to assign responsibility for providing good practice guidance for holding 'simple' events and in general to a certain committee. **(MH, by 8th July)**

Board members went on to discuss the British Orienteering membership scheme and the features that meant it could be a potential barrier to participation

It was noted that better communication with clubs and associations was needed in order to get across issues regarding membership and the issues and opportunities provided by the Whole Sport Plan. PB suggested producing a 'Who's Who?' of British Orienteering to inform clubs who they are/should be communicating with within the organisation.

NC summarised the discussion and noted a number of actions.

**Action 7:** Board members to review the Board Planning meeting document and to feedback to MH their opinion on the 5 most important priorities moving forward. **(Board members, by 15th May 2009)**

**Action 8:** Staff members to review the Board Planning meeting document and to feedback to MH their opinion on the 5 most important priorities moving forward. **(Staff members, by 15th May 2009)**

**Action 9:** MH to circulate to Board members via email a reflection of the detailed discussion that had taken place regarding the Board planning meeting. (MH, by 29th May 2009)

**Action 10:** EN, LW and MH to liaise and discuss priorities highlighted in the Board Planning meeting document. Develop a sequenced plan connecting priorities to British Orienteering's vision. **(EN, LW and MH, by 8th July)**

#### **4. Funding update, inc UK Sport, Sport England, Sport Northern Ireland, Sport Wales & Sport Scotland**

MH briefed the Board meeting on the current situation regarding UK Sport and Sport England contracts.

Board members approved the UK Sport contract and authorised NC and MH to sign the contract.

PB briefed Board members on the current situation in Northern

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Ireland. PB had received the award offer letter from Sport Northern Ireland. The proposed funding was £250,000 over 4 years.

MH summarised the funding situation as it is understood in Scotland and Wales.

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### 3. Performance Management & Monitoring

#### 1. Finance

JP took Board members through the Management Accounts and Debtor/Creditor reports for March 2009.

JP raised the issue of the corporation tax calculation queried by the auditors, Grant Thornton Ltd. The query was regarding British Orienteering's mutual trading status and a small amount of income generated from coaching courses.

Board members gave authority to JP to ask that Grant Thornton investigate British Orienteering's position as a mutual trading association. This would take the form of Grant Thornton writing a letter to the Inland Revenue to clarify the current situation.

Board members also agreed to consider changes to the Memorandum and Articles of the Federation to outline that in the event of British Orienteering going into liquidation any surplus monies would be distributed amongst its members. This is one of the criteria used to assess whether there was mutual trading.

#### 2. Staffing update

MH explained that Sarah Hague had been appointed as National Talent Manager. No one had been appointed as National Coach at this time.

Derek Allison has been appointed as Coaching Director. Derek's first major task will be to audit the coaching administration of the UKCC Awards.

MH explained that as part of the Whole Sport Plan development an Events Manager would be employed later this year. A job description had been drafted and would be considered by Events Committee at its next meeting on 13<sup>th</sup> June 2009.

The job description would also come to the Board for review and approval. It was also likely that the job description would be circulated to the Major Events Group.

It was noted that currently the Major Events Group had not formally met or held a meeting. Communication was currently being done by email.

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

MH took Board members through the Performance Monitoring document. MH answered the questions arising. PB asked if the previous performance indicator measure 'traffic light' could be included on future paperwork to allow comparison.

**Action 11:** Previous performance indicator measure 'traffic light' to be included on future paperwork to enable comparison. **(MH, by 8<sup>th</sup> July 2009)**

Board members discussed details surrounding Local and National memberships and incentives to join British Orienteering.

**Action 12:** MH to circulate to Board members a breakdown of differences between local and national membership fees within associations and clubs **(MH, by 8<sup>th</sup> July)**

#### 4. Operational Plan 2009 Update

Board members reviewed the updated 2009 Operational Plan

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### 4. Governance

#### 5. AGM

Board members viewed the logistics of the Board meeting and commented that overall the AGM was held successfully.

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It was agreed that taking some of the proposal votes as a show of hands worked well and it was agreed that, at the Board meeting prior to the AGM in 2010, NC and Board members would discuss which proposals could be voted on by a show of hands and which would need a poll (always noting the provisions in the Articles of taking polls).

It was suggested that a larger advert in the JK programme was needed for 2010 and more regular announcements during the event day, over the PA system and some infield notices would be helpful to remind members of the AGM.

Two items to take forward were regarding whistles and the possibility of vertical control numbers. Both had been raised with Barry Elkington, Chair of Rules Group, who would look into them.

Board members reviewed a letter from a member wanting more details regarding the voting procedure for the levy proposal. Members discussed the implications of the letter and reviewed the draft letter of reply.

Board members agreed that prior to next year's AGM further consideration of the voting procedures was necessary.

A few queries were raised regarding the layout of the AGM booklet. NC reminded Board members that they had all reviewed the booklet prior to print. MH suggested bringing a draft of the booklet to both the December and February Board meetings to allow greater consultation. Board members agreed.

Next, members reviewed a paper regarding the SILVA Award. It was agreed that comments should be fed back to LY in order to refine the process for next year.

**Action 13:** Board members to review the paper produced regarding the SILVA Award procedure and feedback any issues to LY. (**Board members, by 12<sup>th</sup> June**).

## 6. IOF

### a. To agree any items to be raised at the President's Conference

There were currently no issues to be raised.

### b. Funding arrangements for British post holders to IOF

DM declared an interest in the discussions.

Board members discussed the implications and consequences around allocating further funding to the IOF post holders.

It was noted that the post holders are not direct representatives of British Orienteering and go on their own behalf. Suggestions were made about possible meetings between the post holders and British Orienteering to discuss the issues raised.

NC noted that if funding was allocated from British Orienteering it would almost certainly be necessary to set priorities for whom the monies were to be distributed.

Board members agreed that they supported the principle of allocating funding from British Orienteering for the IOF post holders.

It was accepted that no amount could be decided upon until the CCPR had informed British Orienteering of the funding decision for the International Influence Strategy. The CCPR funding decision was expected imminently. Once this was received, Board members asked that IOF post holders be

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contacted and asked for realistic figures on their planned expenditure in 2010.

**Action 14:** MH to contact IOF post holders explaining CCPR decision and also asking for figures for planned expenditure in 2010. **(MH, ASAP)**

**7. Association Liaison**

Due to time pressures this item was not addressed but will be addressed by e-mail.

**8. Receive committee and other meeting reports**

**a. Coaching Committee – 21 March 2009**

Due to time pressures this item was not addressed.

**b. SOA/BOF Meeting – 10 April 2009**

Board members discussed the Scottish International Events Strategy.

The document looked at the feasibility of Scotland hosting International Orienteering Events in the coming years.

Board members appreciated the work and effort that had gone into producing the document. It was evident that British Orienteering does not currently have an International Events Strategy. Board members felt it was necessary to produce such strategy and look how it aligned with that of SOA.

British Orienteering recognised SOA's desire to forge ahead with their plans to implement the strategy. British Orienteering's vision for Major Events was currently in progress.

**Action 15:** Reply to SOA outlining the Board's discussions and planned progression of the issue once the draft letter had been approved. **(MH, ASAP)**

**9. Update Terms of Reference of Committees/Groups**

Due to time pressures this item was not addressed

**10. Committee/Group Conference**

Due to time pressures this item was not addressed

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**5. Any Other Business**

1. All AOB items were addressed in meeting.

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**6. Date & venue of next meeting**

Further dates for 2009: Wed 8 Jul, Wed 23 Sep, Thu 10 Dec

NC closed the meeting at 5.10pm

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**Action List**

**Action 1:** LY to ensure Declarations of Interest were completed by PB and JW prior to next Board meeting **(LY, by 8<sup>th</sup> July)**

**Action 2:** RH to collate best practice examples of the tender process and feedback to MH. **(RH, by 8<sup>th</sup> July)**

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**Action 15:** MH to reply to SOA outlining the Board's discussions and planned progression of the issue. **(MH, ASAP)**

#### **Actions from previous meetings**

**Action A:** A document outlining how contractors etc... tender for 'approval' is produced. **(MH, by 17<sup>th</sup> Dec 2008)**

**Action B:** Develop criteria for applying for and awarding money from the new British Orienteering Development Fund. Criteria to be reviewed by Board. **(Development Committee, by 17<sup>th</sup> Dec 2008)**

**Action E:** LY/MH to draft a document outlining the diverse expectations of those people attending orienteering events for the first time. The document should outline how children from different backgrounds have different expectations of sport, recreation and physical activity. **(LY/MH, by 25<sup>th</sup> February 2009)**

**Action F:** LY/MH to circulate a list of current trained British Orienteering Club Welfare Officers to Board members. **(LY/MH, by 25<sup>th</sup> February 2009)**

**Action H:** If the decision by email procedure proves to be successful, promote to other committees and groups. **(NC, Future action)**

**Action I:** LW to ensure Events Committee provides Rules Group with the necessary brief to enable guideline and rule production. **(LW, Updated Guidelines awaited)**