

# Board of Directors

Thursday 20 October 2011

17:00 – 18:00

Conference call - Minutes



## Attendees:

Philip Baxter (PB)

Mike Forrest (MF)

Mike Hamilton (MH)

Judith Holt (JH)

Neil Cameron (NC)

Martin Ward (MW)

Lyn West (LW)

Laura Martin – Minute taker

### 1. Apologies:

John Woodall (JW)

Scott Collier (SC)

Henry Morgan (HM)

### 2. Opening Business

#### a. Additional declarations of interest

There were no additional declarations of interest

#### b. Notification of urgent AOB

- Budget 2012 (to be taken under item 3 – Finance)

- Correspondence with the JK 2012 treasurer

- Recognition

### 3. Finance: [Quarter 3 Treasurer's Report & Management Accounts](#)

PB thanked MF for the new format of the Management accounts and the Board agreed the format was easier to understand.

Board members asked several questions about predicted deficits and surplus in the accounts. Further to MF responses, Board members accepted the Management Accounts.

### 4. Finance: [Accounting software](#)

MF briefed the Board on the options for sourcing new accounting software. The advantages included reducing the sole reliance on Jannette Blunden, Accounts Manager for expertise and knowledge in this area. MF explained how the cost of employing the software could be capitalised over 3 years.

NC asked if any other NGBs were using the proposed IRIS accounting system. MH explained that a variety of large organisations were using the system in the local area including the Amateur Swimming Association. MH noted that he has approached the auditors and asked if they endorsed the system, he was awaiting a response from them.

NC asked about the possibility of tendering for the contract. It was explained that the charges were in two parts, one for software and the other for training so the cost came in under the limit that required a tender process.

MW noted that ensuring the most appropriate time for roll-out of the new process was important to maintaining business continuity. The Board were happy to authorise MH and MF to move forward with the purchase.

### 5. Volunteer Development Strategy

MH explained the need to focus on this area in the latter part of 2011 and 2012 and the plans for developing the strategy. Board members approved the focus work area for 2012.

**Action 1:** MH and staff to develop draft volunteer strategy to Board to review at the next

Board meeting. (MH, by end Nov 2011)

**6. Operational Plan 2012**

MH explained the need to focus on this area in the latter part of 2011 and 2012.

**Action 2:** MH and staff to develop draft Operational Plan for Board to review at the next Board meeting. (MH, by end Nov 2011)

**7. Association & Club Conference**

**a. Whole Sport Plan**

MH explained that staff would be collating the input and feedback from the Association and Club Conference and produce a draft Whole Sport Plan for the next stage of consultation.

**b. Articles of Association**

NC talked Board members through the process for further consultation on the Articles of Association this included a strategy for dealing with comments and feedback. Board members agreed the way forward.

**c. Membership & Levies**

Board members commented that the Association and Club conference had stimulated some positive discussions. Board members discussed the issues surrounding club versus National Office maintained membership lists. MH explained that having a centrally maintained list was crucial to communication, marketing and a requirement of our public liability insurance.

MH explained that it was crucial that staff were given the opportunity to input on the mechanisms for managing any suggested membership and levy schemes.

Board members asked about the possibility of people wishing to be members of British Orienteering but opting out of club membership. MH explained that this used to be possible but after an AGM decision this option was removed.

**Action 3:** MH to find out and circulate details of the decision to remove the possibility of sole British Orienteering membership (MH, by end Nov 2011)

Directors went on to discuss the importance of club-to-member communication in the membership process.

NC noted it was important that any proposals put to the AGM in 2012 needed to include details of how the membership and levy schemes would work if they were not accepted e.g. would the status quo continue?

Board members authorised PB, MF, MW and Dick Towler to move the consultation models to the next level and return any draft proposals to the staff and Board for their further input.

**d. Committee Structure**

Board members commented on the positive nature of the discussion at the Association and Club conference. LW explained the process for moving forward with the Events and Competitions Committee including having associations nominate candidates to be appointed to the committee. There would be 4 positions on the committee to be appointed from those nominated by associations. There would be an appointments process where a panel appointed the best candidates against a defined skill set.

MH noted it was important that the Board decided on a criteria and skill set for the ECC committee before agreeing who would sit on the appointments panel.

**Action 4:** MH to produce role remit for ECC Chair and TOR and skill set for ECC committee and circulate to Board for approval. (MH, ASAP)

Board members agreed that any appointments panel would be delegated by the Board to make recommendations on candidates. The Board would be responsible for accepting or declining these final recommendations for appointment.

Board members agreed it was important to speed up the timeframes involved in the Committee Structure review.

Board members agreed the process for moving this forward.

**e. Map Scales**

Board members discussed the potential agenda item submitted by LOC for inclusion at the Association and Club conference. Although it was not felt to be an appropriate forum for the discussion on map scales at the Association and Club conference, Board members acknowledged the importance of the issue.

Board members agreed to establish a workgroup to discuss the issues and make recommendations to the to-be-formed Events and Competitions Committee. It was agreed that LOC, the club raising the initial issue, could have one place on the group for a member to represent their views. It would be the remit of the workgroup to consult with the wider membership and come to recommendations to present to ECC.

**Action 5:** MH to draft details of the Map Scales workgroup discussion and circulate to the Board for addition and comment. (MH, ASAP)

**AOB**

- a. **Budget 2012:** Board members formally adopted the Budget for 2012
- b. **JK 2012:** MF explained that he had received correspondence from JK 2012 regarding the arrangements for splitting the profits from the event. Board members authorised MF, MH and Dave Peel, Events Manager to discuss with JK 2012 organisers the issues and to bring any proposals back to the Board for a decision. It was noted that the partnership agreement for the event had already been signed by both parties.
- c. **Recognition:** Board members wished to recognise the volume and quality of work produced by MH and staff.

**Next meeting**

The next Board meeting would be Wednesday 14<sup>th</sup> December 2011. There would be a conference call arranged for the week prior.

**Action 6:** LM to arrange date for conference call prior to Board meeting on Wed 14<sup>th</sup> December. (LM, by 2<sup>nd</sup> December 2011)

The meeting closed at 6.20pm.