

# Board of Directors

Wed 3 June 2008; 10:45

Derby Conference Centre



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## Minutes

### Attendees:

Neil Cameron	David May
Peter Christopher	Ed Nicholas
Mike Hamilton	Jenny Peel
Roger Hargreaves	Martin Ward
Chris James	

Laura Young – Minute taker

### Meeting objectives and decisions required:

#### **Adopt the draft Whole Sport Plan – identify modifications**

The Board agreed the underpinning principles of the Whole Sport Plan as it stood and were satisfied for MH to continue to develop the plan in this way.

#### **Finalise Standing Orders**

The Board discussed and finalised the details of the Standing Orders document. The Board agreed to approve the document with the discussed amendments. This excluded two changes of wording that required drafting and approving by email (Points 4.5 and 4.16). Alternative wordings would be circulated by email to the Board.

#### **Clarify terminology re policies etc & agree H&S Policy**

The Board agreed to the working set of definitions. They asked that the definitions be taken to Rules Group to assess the implications on rules, guidelines and appendices etc.

The Board approved the H&S Policy.

#### **Schedule to review Policies**

With the minor amendment to the Environmental Policy Review date, the Board agreed the schedule for reviewing British Orienteering policies.

#### **Use of CCPR International Funding**

Allocations were agreed for the different activities and IOF representatives and post holders.

#### **Position re Australian Proposal to IOF**

Board members agreed to allow our delegate to listen to the arguments put forward by both sides. The default position of British Orienteering would be to vote FOR the proposal unless the delegate heard an argument that would have serious negative implications for British Orienteering

#### **Budget principles for 2009**

Board members were happy to approve the principles but wanted budget holders to be made aware that it was crucial that there was no overspending in their budget areas in 2009.

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<i>Item</i>	<i>Subject</i>
<b>Opening Business</b>	<ol style="list-style-type: none"><li><b>1. Opening remarks</b> NC welcomed everyone to the Board meeting and thanked them for their attendance.</li><li><b>2. Apologies</b> NC informed the meeting that LW had sent her apologies due to work commitments  NC congratulated JP and MW who are members of current British Orienteering Relay Champion Teams.</li></ol>

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**3. Declarations of interest**

All Board members at the meeting had current up-to-date declarations of interest.

There were no further declarations of interest.

**4. Minutes of the April Board meeting**

NC explained the current procedure for minute drafting and publication and informed the Board members that draft minutes would be emailed to them 24-48 hours before publication on the website.

Board members agreed and accepted the minutes as a true record of the meeting.

**5. Action list, outstanding actions & questions**

Board members were taken through the Action List highlighting any outstanding actions. MH explained that the Board members would have secure access to a 'Sharepoint' site which allowed up-to-date documents and information to be stored and accessed on one site.

**6. Notification of AOB**

EN raised issues regarding the Multi-Day Fund. NC suggested these would be taken under AOB.

NC suggested the circulated paper on income generation be taken under AOB or in Item 7

MW noted an inaccuracy in the wording of the AGM minutes. LY explained that this had previously been raised by email to her and the amendments had already been made.

**Whole Sport Plan****1. To receive an overview of the Plan and discuss the significant aspects of the Plan \***

MH gave Board members a presentation discussing the key themes of the Whole Sport Plan (WSP).

NC thanked MH and office staff for their excellent and lengthy work on the WSP.

MH asked if the Board felt any modifications or omissions were needed.

EN asked what the primary objective of the WSP was; did it represent a plan for the future direction of orienteering or as a plan to submit to Sports Councils and other agencies for funding?

NC explained that the WSP had to serve both purposes but the fundamentals were developed as the best direction for orienteering as a sport.

JP stressed the importance of simple events that could be run by small numbers of people. She explained that these easy events could maximise the use of volunteer time. JP also explained that it was important to present the plan in meaningful terms to the clubs e.g. more Sprint-O, more orienteering in urban areas would require more maps etc.

MW noted that as the plan progressed, a member-version or explanation document may be necessary to fully explain the benefits and impacts of the plan to members.

DM noted that statistics from other orienteering nations that had successful recruitment and retention plans could help to strengthen the evidence. He suggested consulting nations such as Switzerland, France and Portugal.

NC noted that the WSP had been based on the feedback received from clubs themselves. He suggested that the plan tried to address some of the problems and issues raised. It was hoped that the plan also provided opportunities for those clubs that wanted to develop further. It was suggested that the WSP could be used as a club planning template, where clubs wished.

The Board discussed the importance of effective communication of the plan to clubs and members.

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**Action 1:** Board members to think about a plan for communicating the WSP to clubs and members. Board members to bring ideas to the next Board meeting on Tuesday 17<sup>th</sup> June. **(Board, Tuesday 17<sup>th</sup> June 2008)**

**To identify and agree any modifications required to the programmes and budgets**

The Board agreed the underpinning principles of the Whole Sport Plan as it stood and were satisfied for MH to continue to develop the plan in this way.

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**Board Function & Standing Orders**

**1. To discuss the Functioning of the Board and agree any changes or further work required \***

Board members discussed a paper looking at the Board and its liaison with associations. Each Board member was assigned to one or more associations in order to liaise with them on any issues particularly affecting their 'given' association.

Board member liaison will have minimum standards of:

- Explain role and responsibilities to Association Chairman
- Visit Association meeting at least once a year
- Phone or email Chairman once every two months to seek input on issues of the Association's choosing, and to advise of areas being addressed by the Board and seek feedback.
- Be available to explain policies adopted or decisions taken.

Board members were advised that they could reflect the views of their given associations but could not represent them formally.

Board members accepted the standards set for liaison with associations and agreed to reflect issues back to Board meetings or to MH by email. The effectiveness of the minimum standards would be audited regularly.

**2. To discuss and agree the Standing Orders \* (a new version of the paper has been circulated)**

Board members agreed to discuss sections 1-5 of the Standing Orders paper on this occasion and move onto sections 6 onwards after they had been more comprehensively drafted.

**Action 2:** Draft sections 6 onwards of Standing Orders paper. **(MH, 23rd July 2008)**

MH noted that the feedback received from Board members by email had been actioned and the document had been changed accordingly.

Board members were taken through the changes made to the document.

The Board decided that all reference to 'chair' or 'chairman' be standardised and the term 'chairman' be used. This was to ensure consistency with the Memorandum and Articles.

**Action 3:** 'Chair' to be changed to 'Chairman' in document **(MH, before document publication)**

NC noted references to 'Approved contractors' and suggested that a paper outlining the process for tendering was necessary.

**Action 4:** A document outlining how contractors etc... tender for 'approval' be produced. **(MH, by 23rd July 2008)**

The Board discussed and finalised the details of the Standing Orders document. The Board agreed to approve the document with the discussed amendments. This excluded two changes of wording that required drafting and approving by email (Points 4.5 and 4.16). Alternative wordings would be circulated by email to the Board.

**Action 5:** Alternative wordings to be drafted and circulated to the Board by email. **(MH, by next meeting)**

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**Policies:  
Health & Safety**
**1. To receive the paper clarifying the terminology to be used (policy, procedure, rule, guideline, etc) \***

The Board discussed the paper outlining the terminology to be used by British Orienteering for all official documents.

MW suggested that there may be too many definitions and that 'procedures' and 'processes' were similar terms. MH agreed and suggested that 'processes' could be removed.

The Board agreed to the working set of definitions. They asked that the definitions be taken to Rules Group to assess the implications on rules, guidelines and appendices etc. The Board wished to ask Rules Group if these definitions could be adhered to in the future or if any improvements were needed. If they were likely to cause problems for Rules Group, the Board requested notification in order for the issues to be reviewed and improvements made.

**2. To receive the updated H&S Policy and discuss any implications \***

MH introduced the H&S Policy to Board members. It was highlighted that the policy circulated was a revision of the legal statement needed. It would be accompanied by a more practical safety booklet that gave more detail on event safety and good practice.

RH asked who the current Safety Officer was. NC explained that MH was the current acting Safety Officer until such time as someone else is appointed.

The Board approved the H&S Policy.

**3. To receive the Meeting Guidelines and identify any modification necessary \***

The Board discussed the Meeting guidelines and wished for amendments to be made on the following topics; notice for convening meetings, the procedure for 'emergency' decisions and decisions made by email.

It was suggested that any decisions that needed making promptly and by email be brought to the next meeting for formal noting.

**Action 6:** *A modified draft of the meeting guidelines to be circulated to Board members and adopted by email. Decision to be brought to next meeting for formal endorsement. (MH, ASAP)*

**4. To agree the scheduling of reviews of other policies \***

NC suggested that the scheduled date of review for the Environmental Policy should be August 2008.

EN noted that the cycle of reviews should be reviewed annually in order to make any appropriate changes.

With the minor amendment to the Environmental Policy Review date, the Board agreed the schedule for reviewing British Orienteering policies.

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**International Influence  
Funding & IOF Post  
Holders**
**1. To discuss the recommendation for the use of the funding included in Award offer \* (Award Offer previously circulated)**
**2. To agree the use of the Award**

NC gave the Board of Directors a brief history of the current position faced by British Orienteering regarding IOF Post Holder funding. Funding had been withdrawn by UK Sport and funding was now applied for by submission of an International Influence Strategy to the CCPR.

A total funding allocation of £7,200 had been made by the CCPR to British Orienteering. The £7,200 had largely been specifically allocated against activities noted in the International Influence Strategy submitted. The Board members were asked to decide how to allocate the remaining funding against the specified activities and/or post holders.

Some amendments to the figures submitted to CCPR were noted before the meeting proceeded to discuss the issue. NC, MH and DM declared an interest as all were involved as IOF Post Holders or British Orienteering delegates to IOF events. They left the room and took no further part in the discussion. PC chaired

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the discussion.

It was noted that the CCPR had largely allocated funding against activities likely to raise the profile of orienteering in the UK and abroad. The Board members wished to honour this trend and make funding decisions based on similar priorities.

Board members discussed the importance of allocating funding on the grounds stated by CCPR and as such allocated, aside from errors in calculation, funding specified by CCPR.

It was noted by Board members that with the International Major Events team being in its infancy, it may not be possible to use the £2600 allocated by CCPR in the first year. Board members asked that the CCPR be consulted and have the situation explained to them. Board members questioned whether some of the funding could be allocated elsewhere. They allocated funding based on half the CCPR monies allocated to the International Major Event team and asked for clarification from the CCPR as to if this was acceptable given the thorough justifications.

Allocations were agreed for the different activities and IOF representatives and post holders. The decision caused a shortfall in funding of £300. It was decided that on this occasion the shortfall would be covered by British Orienteering. Board members made it clear this did not set a precedent and was applicable to this funding year only.

Board members noted that more efficient and fluid communication between IOF Post Holders and British Orienteering was needed.

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## IOF Business

### 1. To finalise the delegates to attend the IOF

NC and MH were finalised as delegates to attend the IOF.

LW/JP/DM would all be attending WOC anyway and are available to attend should a replacement be needed.

### 2. To discuss the International Committee recommendation regarding the Australian proposal for the World Orienteering Championships \* (paper circulated previously)

The Board were informed that the recommendation made by the International Committee was to support the Australian proposal for bi-annual WOCs.

DM drew attention to and read out the IOF statement in the Congress papers in response to the proposal.

Board members agreed to allow our delegate to listen to the arguments put forward by both sides. The default position of British Orienteering would be to vote FOR the proposal unless the delegate heard an argument that would have serious negative implications for British Orienteering. The delegate would need serious and detailed reasons for changing the way they voted and not voting FOR the proposal.

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## Finance

### 1. Management Accounts to April 2008 \*

JP took the Board members through the Management Accounts for April 2008

NC and JP asked Directors and committee and group members to claim their expenses ASAP after meetings.

**Action 7: Office staff to contact Committee and Group Chairs and ask them to remind members to claim expenses ASAP. (LY, By 23rd July 2008)**

NC noted that the accounts were approximately one month old. He suggested moving the meetings or account production dates to ensure up-to-date accounts were available. JP responded by explaining that she had seen the most recent accounts and that there was no cause for concern.

Board members were reminded that they would have an in-depth financial induction session at the July Board meeting.

### 2. Debtors & Creditors report \*

There were no issues raised with the report.

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Item	Subject
	<p><b>3. 2009 Budget: To receive an overview of the principles on which the budget is being developed *</b>  MH gave the Board a presentation on the principles being used to develop the 2009 budget.</p> <p>Board members were happy to approve the principles but wanted budget holders to be made aware that it was crucial that there was no overspending in their budget areas in 2009.</p>
<b>AGM, Roles &amp; Responsibilities</b>	<p><b>1. To discuss the paper circulated and agree any modifications required *</b>  Board members discussed the paper outlining roles and responsibilities with regard to the AGM.</p> <p>With some minor amendments, the Board were happy to accept the document and its contents.</p> <p>MH noted that a more in-depth policy would need producing around the details outlined in the paper.</p>
<b>Committee &amp; Group Matters</b>	<p><b>1. International Meeting</b>  Not dealt with</p>
<b>Operational Plan Reports</b>	<p><b>1. Leadership &amp; Governance</b>  Keith Marsden and Pat Mee were thanked for their continued excellent work in Coaching and developing the UKCC qualifications.</p> <p>The Board were informed that Keith Marsden intended to speak to the regions regarding the Lakeside weekend and possible solutions to its funding. A decision would be made after the upcoming Coaching Committee meeting.</p> <p><b>2. Events &amp; Member Services</b>  Not dealt with</p> <p><b>3. Development Programme</b>  Not dealt with</p> <p><b>4. Talent &amp; Elite Performance</b>  Not dealt with</p> <p><b>5. Finance &amp; Business Support (Corporate Services)</b>  Not dealt with</p>
<b>Updates</b>	<p><b>1. Staff matters</b>  Stephanie Ilsley has been appointed for 8 hours per week as a Coaching Administrator.</p> <p><b>Action 8:</b> <i>Stephanie Ilsley to be added to the staff profiles on the website. (LY, ASAP)</i></p> <p>The Board were informed that NC had recently completed MH appraisal. A list of focus tasks and activities for MH in 2009 was shown to the Board.</p> <p><b>2. Risk Assessment &amp; Management</b>  Not dealt with</p> <p><b>3. Sports Council matters</b>  MH informed the Board that Jane Swan, British Orienteering's contact at UK Sport had left her employment.</p> <p>It was noted that the June meeting of UK Sport was to focus on support for non-Olympic and Paralympic sports.</p> <p><b>4. IOF matters</b>  The Board were informed that EventScotland aimed to bring one or more major orienteering events to Scotland. Board members agreed that this supported the need to develop a 'Major Events Strategy'.</p> <p><b>5. Equality</b>  Board members were informed that the Preliminary Standard of the Equality Portfolios had been submitted and was awaiting a decision.</p>

<i>Item</i>	<i>Subject</i>
	Board members were reminded of the Equality Training taking place on Tuesday 17 <sup>th</sup> June 2008.
	<b>6. Safeguarding</b> Not dealt with
<b>Any Other Business</b>	<b>None Addressed</b>
<b>Date &amp; venue of next meeting</b>	<p><b>Tuesday 17th June (Short meeting &amp; Equality Training) Derby</b></p> <p><b>Wednesday 23rd July-Matlock</b> RH gave his apologies for this meeting.</p> <p><b>Wednesday 22nd October-Birmingham</b></p> <p><b>Wednesday 17th December-Matlock</b></p> <p><b>Dates for 2009:</b> <b>Wed 25 Feb, Wed 29 Apr, Wed 8 Jul, Wed 23 Sep, Wed 16 Dec</b></p> <p><i><b>Action 9: Board to look at dates for 2009 and advise on availability at next Board meeting. (Board, by 17<sup>th</sup> June)</b></i></p>

### Action List

#### Actions from previous meeting

**Action A:** World Masters to be added to Roll of Honour pro-forma (LY/Caroline Povey, by Oct 2008)

*Future action*

**Action B:** Board to think about possible changes to 2009 AGM and implications for Memorandum and Articles. (Board, by Oct 2008)

*Future action*

**Action C:** MH was asked to collate more information regarding British Orienteering and VAT and was given the authority to commission an independent review by an outside VAT specialist. (MH, ASAP)

**Action D:** The Board looked forward to a review of the issues and lessons by Events Committee and receiving a report from the committee. (Events Committee, by next Events Committee meeting)

*Awaiting review*

#### Actions from this meeting

*Action 1: Board members to think about a plan for communicating the WSP to clubs and members. Board members to bring ideas to the next Board meeting on Tuesday 17<sup>th</sup> June. (Board, Tuesday 17<sup>th</sup> June 2008)*

*Action 2: Draft sections 6 onwards on Standing Orders paper. (MH, 23rd July 2008)*

*Action 3: 'Chair' to be changed to 'Chairman' in document (MH, before document publication)*

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