

Meeting Minutes

Monday 23 May 2016



Board attendees: Martin Ward (MW); Bob Dredge (BD); John Flook (JF); Mike Hamilton (MH); Judith Holt (JH); David Maliphant (DM); Elizabeth Pariag (EP); Julie Webster (JW)

Minute taker: MH

Apologies received: Philip Baxter (PB)

1. Welcome & Meeting Administration

The Chair welcomed people to the meeting. The Appointments Panel, consisting of Judith Holt (Chair British Orienteering), John Hurley (EMOA Chair representing the associations) and Vijaya Panangipalli (Governance Manager from the Sport & Recreation Alliance acting as the independent representative), had interviewed and reappointed John Flook as a director. John is now on his second term in office of 3 years. The same Panel will be involved in appointing the third independent director.

Declarations of Interest

Additional Declarations of Interest were made by MW who pointed out that he is a contributor to the Orienteering Foundation which is an item on the Agenda. JW also pointed out that she has not yet completed the Declarations of Interest form – MH to organise a form for her to complete.

Minutes

The Minutes of the previous Board meeting held on Wednesday 3 February were agreed to be a true record of the meeting and have been published on the website.

Vice-Chair

DM has agreed to be Vice-Chair as of the June meeting. The Chair thanked MW who had offered to continue to give support to new officers based on his experience in the various roles during his time on the Board.

Matters Arising

Since the last meeting JH had met with Chris James and talked through the progress in simplifying the Rules of Orienteering. The meeting had been fruitful and work was continuing in developing a brief for the work.

2. Outstanding Actions

1. Longer term financial plan: MH/BD were asked to draft a longer term financial plan, setting out the way in which income to British Orienteering can be gradually increased; the plan to be communicated to the membership as soon as is feasible and before the AGM.
Formal plan not prepared pre-AGM; preparation of the plan is on-going
2. Disciplinary Procedures: The disciplinary procedures are to be reviewed during 2016 and the review should ensure that our procedures are robust and in line with good practice; action MH.
On-going, recommendations to be brought to the September Board meeting

3. BOF 50th Anniversary

The Chair thanked Jennie Taylor, Marketing Manager, for preparing the paper that the Board had received.

The Chair would like the meeting to address four questions: What are we trying to achieve? How will it be celebrated? Who will organise the celebrations? What costs will be involved.

JF thought the objectives for any celebrations should be to promote the sport and to provide members with recognition for being involved in such a sport. This was agreed by DM who also thought it important that it is a very positive celebration.

It was agreed that an organising group be recruited to lead the celebrations; this could consist of some of the members that have been around 'since the beginning'. The names of some of these members were identified.

JH made the point that it is important there is a balance of 'looking back' and 'looking forward', this was agreed.

MH offered to organise the recruitment of a small group to lead the work.¹

Once formed, the organising group to formulate ideas for the celebrations building on the ideas put forward in Jennie Taylor’s paper and to come back to the Board with recommendations including the potential resources/funding that could be made available.

Jennie Taylor to lead on the celebration from a staffing perspective.

In summary:

- a) Objectives of the celebrations are to increase the profile of the sport and to provide recognition to members involved in the sport
- b) The celebration should be organised primarily by members
- c) It is important that the celebration recognise the past – present – and future of the sport; balance will be vital.

4. The Orienteering Foundation (OF)

MH had circulated a request from Neil Cameron, Chair of the OF, to Board members prior to the meeting.

Neil had requested that a link to the OF be placed on the British Orienteering website for members who may be interested in donating to the OF. At the December Board meeting the Board had decided to wait until funding plans were established before implementing such a link. Neil had asked if in the meantime the link could be added – the OF fully understood this would be reconsidered once funding plans had been determined.

Board members were positive towards this intermediate solution provided that any other associated charity or body allocating funding to ‘good causes’ was treated in the same way; the Squad Fund was one example of such a body. MH agreed to confirm the number of bodies that provide funding to members of British Orienteering or affiliated bodies. MH to speak with Jackie Newton to confirm the number of bodies involved in funding talent and performance athletes. MH to confirm the situation with the Board.²

5. Membership Fee & Levy 2017

A discussion paper from JH/BD/MH had been circulated to the Board prior to the meeting.

Board members were happy with the paper in the main with the following points being discussed and noted:

- a) The Board agreed that the Club & Association Conference on Saturday 29 October presents the best opportunity of holding the EGM. Whilst the late October date does make dealing with the 1 November membership renewal difficult it should not be impossible. Clubs and associations will need to be aware that any changes to their membership fees for 2017 will need to be made prior to the decision about British Orienteering membership fees being made.
- b) The paper considers 3 options for the balance of increase to the membership fees and levy and during the consultation members, clubs and associations will be asked to consider these. If alternatives are put forward during the consultation these will be considered although some may be impractical to deliver for the 2017 membership year. If this is the case such options may be considered for future years.
- c) The process to be used for the consultation was agreed and includes:
 - 1) Personal contact and discussion with each of the Chairs of the national associations, NIOA, SOA, WOA
 - 2) Personal contact and discussion with the Chairs of the English associations probably in 2 or 3 conference calls with those unable to join any previous calls being picked up individually. The BSOA is not included as it is not affected by the membership and levy issue.
 - 3) Clubs engaged with through the eNews and email contact.
 - 4) Members engaged through a survey and direct emails.
 - 5) Summary of the consultation to be published
 - 6) It was also noted that adaptations of the consultation paper will be required for the different parts of the consultation.

d) The timeline to the EGM was accepted:

2016		Action/event
18 June	Sat	Board meeting – agree consultation document
June		Consultation – Association Chairs ³
July		Consultation – Clubs & members
19 August	Frid	Last day for written notification of EGM [Clause 33 – 70 clear days before AGM]
08 September	Thur	Last date for agenda items, director nominations & member proposals [Clause 34.4- >= 50 clear days before AGM]
17 September	Sat	Board meeting – agree EGM proposal

04 October	Tues	EGM Booklet inc proxy papers to members [Clause 33 - >=21 clear days prior to AGM - 3 days posting]
07 October 2016	Frid	Audit: Final Accounts published on web site Members need to receive agenda, nominations etc... [Clause 33 - >=21 clear days prior to AGM]
29 October 2016	Sat	EGM

6. Links with Associations

Links with associations are seen to be important and the Board had agreed to review the whole question of communications between the Board and associations.

The Chair explained that she would like to understand the problems that are occurring with the current system. MW made it clear that, for him, time is an issue. Other directors also made the point that accessibility is also a factor with some directors travelling 3 to 4 hours to reach a meeting and then having to return late in the evening/early morning.

After discussion it was agreed that semi-formal and personal/face to face links to association committees are important and a good way of demonstrating our commitment to be transparent and open to the wider membership. It will be good to discuss with associations chairs their views about the current arrangement and whether they feel it is effective or if there are other ideas about how the links can be developed.

JH/MH to develop a brief that can be used in discussions with associations.⁴

DM and BD reiterated the importance of the personal, face to face, contact at meetings.

7. Any other business

a) T&P Portfolio: The Chair explained that BD had accepted the director's portfolio for the T&P programme. He has gained familiarity with this area through his role as Chair of the T&P Steering Group.

It follows that it is appropriate for BD to represent British Orienteering at the IOF Congress which takes place during WOC. MW who has attended such meeting in the past in his role as Chair stated that he fully supports this approach.

b) WMOC 2020: MH had kept the Board up to date regarding the potential for a submission to be made. The Board remains fully supportive of a submission being made although they were concerned at the additional workloads that may be generated. It was agreed that a small organising committee be appointed which could assist with the submission and form the backbone of the future organising committee should the submission be successful. It was noted that it would be inappropriate to make a submission without being clear about how the event will be delivered and by who.⁵

c) JK Levy: There was discussion about the levy for the JK 2017 and the organiser is waiting on a response before drafting a budget. MH was asked to let the organiser know the outcome to the Board discussion.⁶

There being no further business the meeting was finished by 9:15pm.

Date of next meeting, Saturday, 18 June 2016, venue the National Office, from 10:45 until 17:00 at the latest.

Actions

¹ 50th Celebration: MH to organise a small organising group.

² Orienteering Foundation: MH to confirm the number of bodies acting to fund orienteering activities and report back to the Board.

³ Membership & Levy: Consultation process to commence as soon as possible. MH top prepare briefs and communicate the consultation process to members, clubs and associations.

⁴ Association Links: JH/MH to develop a brief for discussions that will take place between the Board and associations.

⁵ WMOC 2020: MH to communicate with David May about establishing a small organising group.

⁶ JK 2017 Levy: MH to communicate the outcome of the Board discussion to the organiser.