

# Board of Directors

Wednesday 22 October 2008; 10:15

Carrs Lane Centre, Eastside, Birmingham B4 7SX



---

## MINUTES

### Attendees:

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

Laura Young – Minute taker

Derek Allison – Attended for item 4

Apologies: Ed Nicholas

### Meeting objectives:

#### **Board operation; to review**

Board members completed a short questionnaire asking for their feelings regarding the functioning of the Board. Board members were also given a short summary of questions to complete prior to the Board meeting.

#### **International Programme; receive update on the 2008 programme**

Derek Allison updated Board members on the 2008 International Programme

#### **Finance; receive Management Accounts**

JP took Board members through the Management Accounts and thanked Jannette Blunden for preparing the reports.

#### **WSP; receive a progress report**

MH gave Board members an update on the progress of the Sport England submission. MH explained that Sport England were allocating funding based on commissioning sports to achieve their targets.

#### **AGM; prepare for the AGM**

Board members discussed which Directors would be stepping down at the 2009 AGM.

Board members also agreed that the election method for the appointment of Directors at the 2009 AGM would remain the same in 2008.

Further information on which Directors were stepping down and the election method would be published on the British Orienteering website in due course.

### Decisions taken:

#### **Standing Orders; agree the updated version (if available)**

Board members accepted the current draft of the Standing Orders paper with any amendments arising from Action 5.

#### **Finance; agree the 2009 Budget**

Board members adopted the draft 2009 budget. Board members accepted that revisions may be necessary when a clearer understanding of likely funding allocations from Sport England and UK Sport were known.

#### **Finance; agree the way forward regarding VAT status**

Board members were satisfied with the VAT Review completed by Grant Thornton and agreed to continue the process of de-registering British Orienteering for VAT

#### **Finance; agree the Financial Policies & Procedures**

Board members endorsed the Financial Policies and Procedures as a working document that would be continually reviewed and revised.

#### **AGM; in preparation, agree a timetable of actions and those responsible**

Board members advised LY that a number of factors regarding location, venue etc... should be considered when looking for a venue for the 2009 AGM

Board members agreed that all things being equal a hotel would be a suitable venue for the AGM

Board members also agreed that the election method for the appointment of Directors at the 2009 AGM would remain the same in 2008.

### Any operational decisions that require Board approval

<i>Item</i>	<i>Subject</i>	
<b>1. Opening Business</b>	<b>1. Opening remarks</b> NC thanked members for their attendance and for their prompt arrival for the early start time	
	<b>2. Apologies</b> EN had tendered his apologies due to work commitments	
	<b>3. Declarations of interest</b> There were no additional declarations of interest	
	<b>4. Minutes of the July Board meeting</b> The Board approved the minutes as a true record of the July Board meeting.	
	<b>5. Action list, outstanding actions &amp; questions</b> The Board were taken through the outstanding actions from the meeting held on Wednesday 23 July 2008. NC asked LY to ensure clarity of action descriptions to make them more meaningful in future meetings.	
	<b>6. Notification of AOB</b> DM noted that issues regarding MTBO had been raised in the previous meeting and the item had not appeared on the current agenda. The Board noted the omission and agreed to discuss MTBO under AOB.  RH wished to raise the issue of the membership database under AOB and MH agreed to give an update to the Board on the membership database modifications.  DM suggested an update on the implementation of the event structure changes for 2009 would be useful as an AOB item. NC suggested taking the update under Item 9 of the agenda.  NC noted three topics to be taken as AOB items; Director/Association liaison update; publicity of the SILVA award; and updates to the Memorandum and Articles of Association.	
<b>2. Safeguarding Children &amp; Vulnerable Adults</b>	<b>1. To consider the practical implementation of Safeguarding</b> Board members were divided into 3 groups and asked to consider the issues surrounding 3 real-life Safeguarding scenarios in orienteering.  Each group fed back the issues highlighted in their scenario and the potential implications of the issues to the governance of British Orienteering  <b>Action 1:</b> LY/MH to draft a document outlining the diverse expectations of those people attending orienteering events for the first time. The document to outline how children from different backgrounds have different expectations of sport, recreation and physical activity. <b>(LY/MH, by 17 December 2008)</b>	Action 1
	<b>2. To receive an update on the implementation process</b> LY briefed the Board on the current position of British Orienteering regarding the Standards for Safeguarding and Protecting Children in Sport. LY explained that further evidence for the conditional intermediate pass had been submitted to the CPSU and was awaiting response. LY and MH were currently compiling evidence for the Advanced Portfolio which is to be submitted by early 2009.	

Item	Subject	
	<b>Action 2:</b> LY/MH to circulate a list of current trained British Orienteering Club Welfare Officers to Board members. (LY/MH, by 17 <sup>th</sup> December 2008)	Action 2
3. <b>Board Operation</b>	<p><b>1. To review the operation of the Board since April 2008</b> Board members completed a short questionnaire asking for their feelings regarding the functioning of the Board. Board members were also given a short summary of questions to complete prior to the Board meeting.</p>	
	<b>Action 3:</b> Board members were asked to complete the questionnaire summaries regarding the operation of the Board and return to LY/MH by 31 <sup>st</sup> October 2008 ( <b>Board members, by 31<sup>st</sup> October 2008</b> )	Action 3
	<b>Action 4:</b> LY/MH to compile the answers of the questionnaire summaries regarding the operation of the Board and circulate to Board members prior to next Board meeting ( <b>LY/MH, by 3rd December 2008</b> )	Action 4
	<p><b>2. To consider the involvement of Directors with the business of the Board and how this may be increased</b> Board members noted that they would like to discuss the 'sport' of orienteering more and not just its governance and operations.</p>	
	<p><b>3. To receive the latest update of the 'Standing Orders'</b> <b>Action 5:</b> Board members to feedback any proposed minor changes to the Standing Orders paper to MH. (<b>Board, by 31<sup>st</sup> October 2008</b>)</p>	Action 5
	Board members reconfirmed RBS and the Loughborough Building Society as the banking institutions of British Orienteering	
	Board members accepted the current draft of the Standing Orders paper with amendments arising from Action 5.	
	<b>Action 6:</b> NC/MH to draft a note to British Orienteering Committees and Groups, for Board approval, explaining how to re-confirm their Committee/Group memberships, including re-confirming the officers e.g. Chair, secretary etc... ( <b>NC/MH, by 17<sup>th</sup> December 2008</b> )	Action 6
4. <b>Finance</b>	<p><b>1. Management Accounts to September 2008</b> JP took Board members through the Management Accounts and thanked Jannette Blunden for preparing the reports.</p>	
	JP noted that the surplus showing in the Development and International programmes were programme surplus from Sports Council funds and was not British Orienteering surplus.	
	Board members were happy with the symbol key on the management accounts.	
	<b>Action 7:</b> NC to circulate to Board members a glossary of Sport England acronyms and terms he had recently produced ( <b>NC, by 17<sup>th</sup> December 2008</b> )	Action 7
	<b>Action 8:</b> Jannette Blunden to amend balance sheet to read 'Development Fund' and not 'Multi-Day fund' in title descriptions ( <b>Jannette Blunden, by 17<sup>th</sup> December 2008</b> )	Action 8

**2. Debtors & Creditors report**

The Board reviewed the Debtors and Creditors report; there were no questions

**3. 2009 Budget: To receive the latest draft and agree the Budget for 2009**

MH took Board members through the draft 2009 budget. MH noted that British Orienteering had a number of fixed office costs and therefore amendments could only really be made to programme costs. MH explained that the Sport England funding submission would provide an agreement on funding for Year 1 of the plan and proposed agreements for Years 2,3,4.

Board members agreed a contribution of British Orienteering funds to the World Class programme budget in 2009.

NC questioned the membership income predictions for 2009.

**Action 9:** MH to reconfirm projected membership and levy income figures for 2009 (**MH, by 14<sup>th</sup> November 2008**)

Action 9

Going forward, Board members asked that levy from regular events and levy from major events such as JK and BOC be given separate lines in the 2009 budget and accounts.

Board members adopted the draft 2009 budget. Board members accepted that revisions may be necessary when a clearer understanding of likely funding allocations from Sport England and UK Sport were known.

Board members wished to thank Jannette Blunden for the hard work put in to prepare the budget.

**4. To receive and consider the latest year-end estimate**

**Action 10:** Management accounts to include a forecast for the year-end figures at each Board meeting from September onwards (**Jannette Blunden, from 17<sup>th</sup> December onwards**)

Action 10

**5. To consider the carry forward of unspent budget into 2009**

Board members discussed the possible carry forward of unspent budget into 2009

Board members agreed to authorise carefully managed carry forward of unspent budgets into 2009

**6. Report from the externally commissioned VAT Review**

Board members were satisfied with the VAT Review completed by Grant Thornton and agreed to continue the process of de-registering British Orienteering for VAT

**7. Report on the 'Business Opportunities' available to British Orienteering**

Board members agreed to discuss this at the next meeting on 17<sup>th</sup> December 2008

Agenda Item

**8. Financial Policies & Procedures, respond to any queries and endorse (Draft version provided after the July meeting)**

Board members endorsed the Financial Policies and Procedures as a working document that would be continually reviewed and revised.

Item	Subject	
	<p><b>Action 11:</b> MH and LY to update the 'Sharepoint' site with current versions of all documents. Board members to visit the site and inform MH if they encounter any problems with the login process. <b>(MH/LY and Board, by 14<sup>th</sup> November 2008)</b></p>	Action 11
<p>5. <b>International Programme</b></p>	<p>1. <b>To receive an update on the 2008 programme</b> Board members welcomed Derek Allison (DA) to the meeting. On behalf of the Board, NC congratulated DA regarding the WOC Gold medal success. DA updated Board members on the 2008 International Programme.</p> <p>2. <b>To raise any queries directors may have regarding the programme</b> Board members raised a number of queries regarding the International Programme.</p> <p>Due to uncertainty regarding financial resource moving forward, DA noted that the International Programme would need to decide on priorities with regard to events and tours. DA explained that as Sports Councils value WOC success, it would be sensible to continue to make WOC preparation and competition a priority.</p> <p>Due to uncertainty regarding financial resource for 2009, DA asked Board members about the possibility of carrying forward any underspend from 2008 into 2009.</p> <p>The Board approved and actively encouraged the carry forward of underspend in 2008 into 2009.</p> <p>DA also noted the £87,500 had been awarded to British Orienteering athletes from TASS funding. 25 individual awards were made to talented juniors who were in full-time education in England. DA explained the time-commitment involved in securing the awards. These awards are used for sporting support e.g. coaching, physiology, psychology etc...</p> <p>Board members and DA discussed the issue of the 2009 O-Ringen event clashing with the World Games</p> <p>DA raised issues regarding selections and potential equality issues. Board members noted that as long as selections were made using published transparent criteria then any selection or lack of selection would be justifiable. It was also noted that the new appeal process would be updated to reflect the need for handling an appeal in a tight timeframe. A final decision could be taken or when appropriate, it would be possible to make an interim decision followed by possible further investigations and then a final decision at a later date.</p> <p>DA left meeting at 2.35pm</p>	
<p>6. <b>Whole Sport Plan</b></p>	<p>1. <b>To receive an update on the Plan and discussions with the Sport England 'Engagement Team'</b> MH gave Board members an update on the progress of the Sport England submission. MH explained that Sport England were allocating funding based on commissioning sports to achieve their targets.</p> <p>Board members congratulated MH and staff on their work to complete the Sport England funding submission. Board members acknowledged their appreciation of MH's commitment to the submission and British Orienteering.</p>	

MW asked what the impact on funding for future years would be if British Orienteering failed against the targets set out in the submission. MH explained that Sport England would have 3 monthly reviews with British Orienteering to ensure they were on target. If they were highlighted as struggling they would be assigned an 'assistance team'. If after this the sport continued to fail, funding could be reduced. MH also pointed out that Sport England had targets to meet in their contract with the Department of Culture, Media & Sport (DCMS) and that it is now in their interest to support us in meeting its own targets.

PC noted the importance of communicating the submission effectively to members.

Board members discussed and approved the NIOA submission to Sports Council Northern Ireland. Board members noted that the aims were closely aligned to the British Orienteering Whole Sport Plan.

## 7. AGM Preparations

### 1. To agree the preparation of proposals

### 2. To agree the most effective way to handle member discussions regarding the levy scheme

Board members discussed the possible levy proposals for the 2009 AGM.

MH explained that he had developed a spreadsheet that calculated the various permutations of changing levy fees and junior/senior rates/percentages. MH suggested releasing this spreadsheet to any members interested for them to look at the various options for levy fees in 2010. The spreadsheet will also allow members to look at the individual impact of levy rates on clubs.

Board members agreed to publish the spreadsheet with accompanying instructions outlining: a) how much levy income needed to be raised b) that the figures in the spreadsheet were from events in 2007 c) some possible levy proposals d) that British Orienteering wished to remain with the 2009 model e.g. higher participation rate and lower participation rate e) closing date for AGM proposals to be included

Board members will consider any proposals received and decide which if any will become their proposal to the AGM.

**Action 12:** MH to circulate the membership fees model to Board members prior to next Board meeting (**MH, by 17<sup>th</sup> December 2008**)

Action 12

### 3. Election of Directions, including:

Board members discussed which Directors would be stepping down at the 2009 AGM.

Board members also agreed that the election method for the appointment of Directors at the 2009 AGM would remain the same as in 2008.

Further information on which Directors were stepping down and the election method would be published on the British Orienteering website in due course.

<i>Item</i>	<i>Subject</i>	
8. <b>Trail O</b>	<p><b>1. To receive an update on the progress of discussions with significant people from Trail O</b>  NC noted that he and MH were due to attend a meeting regarding the future direction of Trail-O on Monday 27th October 2008. The meeting coincided with the opening of a Trail-O permanent orienteering course at Tarn Hows</p>	
9. <b>Committee &amp; Group Matters</b>	<p><b>1. International Committee – 13 September 2008</b>  The Board received the International Committee minutes</p> <p><b>2. Development Committee – 13 September 2008</b>  The Board received the Development Committee minutes and noted the good attendance of members from Associations</p>	
10 <b>Operational Plan Reports</b>	<p><b>1. Leadership &amp; Governance</b>  Board members advised LY that a number of factors regarding location, venue etc... should be considered when looking for a venue for the 2009 AGM</p> <p>Board members agreed that all things being equal a hotel would be a suitable venue for the AGM</p> <p><b>2. Events &amp; Member Services</b></p> <p><b>3. Development Programme</b></p> <p><b>4. Talent &amp; Elite Performance</b>  Board members noted the Gold medal won by Kristian Jones at EYOC and sent their congratulations.</p> <p><b>5. Finance &amp; Business Support (Corporate Services)</b></p>	
11 <b>Updates</b>	<p><b>1. Staff matters</b>  The Board noted the Ranking List Work Group report sent by Martyn Broadest</p> <p><b>2. Sports Council matters</b>  Members to note that Sue Campbell has been made a Dame, it was agreed she should be written to and congratulated. (MH)</p> <p><b>3. Equality</b></p> <p><b>4. Safeguarding</b></p>	
12 <b>Any Other Business</b>	<p><b>1. Event Structure Review</b>  LW noted that the Event Structure Review FAQs would be published on the website on Thursday 23<sup>rd</sup> October 2008</p> <p><b>Action 13:</b> Board members to look at the Event Structure Review FAQs when published on the website (<b>Board members, by 31<sup>st</sup> October 2008</b>)</p> <p><b>2. Director Liaison</b>  Board members to discuss at the next meeting on 17<sup>th</sup> December 2008</p> <p><b>3. MTBO</b>  Board members to discuss at the next meeting on 17<sup>th</sup> December 2008</p> <p><b>4. Memorandum and Articles</b>  Board members to discuss at the next meeting on 17<sup>th</sup> December 2008</p> <p><b>5. Remuneration Group</b>  Board members discussed the formation of a Remuneration Group</p> <p><b>Action 14:</b> NC to produce a paper regarding the Remuneration Group and circulate to Board members for approval by e-mail (<b>NC, by 31<sup>st</sup> October 2008</b>)</p>	<p>Action 13</p> <p>Agenda Item</p> <p>Agenda Item</p> <p>Agenda Item</p> <p>Action 14</p>

<i>Item</i>	<i>Subject</i>	
	<p><b>6. Silva Award</b>  <b>Action 15:</b> LY to publicise SILVA award on website (<b>LY, by mid-November 2008</b>)</p> <p><b>7. Membership Database</b>  MH explained that there are errors with some information in the membership database and that the staff are reliant on members or clubs providing corrections.</p> <p><b>Action 16:</b> LY/MH to draft a communication to clubs asking them to check the membership data produced from the database and inform the National Office of any errors (<b>LY/MH, by 17<sup>th</sup> December 2008</b>)</p>	<p>Action 15</p> <p>Action 16</p>
13	<p><b>Date &amp; venue of next meeting</b> <b>Wednesday 17th December-Matlock 11:15</b></p> <p><b>Dates for 2009 (venues to be agreed):</b>  <b>Wed 25 Feb, Wed 29 Apr, Wed 8 Jul, Wed 23 Sep, Wed 16 Dec</b></p>	

### Action List

**Action 1:** LY/MH to draft a document outlining the diverse expectations of those people attending orienteering events for the first time. The document to outline how children from different backgrounds have different expectations of sport, recreation and physical activity. (**LY/MH, by 17<sup>th</sup> December 2008**)

**Action 2:** LY/MH to circulate a list of current trained British Orienteering Club Welfare Officers to Board members. (**LY/MH, by 17<sup>th</sup> December 2008**)

**Action 3:** Board members were asked to complete the questionnaire summaries regarding the operation of the Board and return to LY/MH by 31<sup>st</sup> October 2008 (**Board members, by 31<sup>st</sup> October 2008**)

**Action 4:** LY/MH to compile the answers of questionnaire summaries regarding the operation of the Board and circulate to Board members prior to next Board meeting (**LY/MH, by 3rd December 2008**)

**Action 5:** Board members to feedback any proposed minor changes to the Standing Orders paper to MH. (**Board, by 31<sup>st</sup> October 2008**)

**Action 6:** NC/MH to draft a note to British Orienteering Committees and Groups, for Board approval, explaining how to re-confirm their Committee/Group memberships, including re-confirming the officers e.g. Chair, secretary etc... (**NC/MH, by 17<sup>th</sup> December 2008**)

**Action 7:** NC to circulate to Board members a glossary of Sport England acronyms and terms he had recently produced (**NC, by 17<sup>th</sup> December 2008**)

**Action 8:** Jannette Blunden to amend balance sheet to read 'Development Fund' and not 'Multi-Day fund in title descriptions (**Jannette Blunden, by 17<sup>th</sup> December 2008**)

**Action 9:** MH to reconfirm projected membership and levy income figures for 2009 (**MH, by 14<sup>th</sup> November 2008**)

**Action 10:** Management accounts to include a forecast for the year end figures at each Board meeting from September onwards (**Jannette Blunden, from 17<sup>th</sup> December onwards**)

**Action 11:** MH and LY to update the 'Sharepoint' site with current versions of all documents. Board members to visit the site and inform MH if they encounter any problems with the login process. (**MH/LY and Board, by 14<sup>th</sup> November 2008**)

**Action 12:** MH to circulate the membership fees model to Board members prior to next Board meeting (**MH, by 17<sup>th</sup> December 2008**)

**Action 13:** Board members to look at the Event Structure Review FAQs when published on the website (**Board members, by 31<sup>st</sup> October 2008**)

**Action 14:** NC to produce a paper regarding the Remuneration Group and circulate to Board members for approval by e-mail (**NC, by 31st October 2008**)

**Action 15:** LY to publicise SILVA award on website (**LY, by mid-November 2008**)

**Action 16:** LY/MH to draft a communication to clubs asking them to check the membership data produced from the database and inform the National Office of any errors (**LY/MH, by 17<sup>th</sup> December 2008**)

**Actions from previous meetings**

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

***Future action***

**Action B:** A document outlining how contractors etc... tender for 'approval' is produced.

**(MH, by 17<sup>th</sup> Dec 2008)**

***Future action***

**Action C:** 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)**

***Future action***

**Action D:** It was agreed to propose to the 2009 AGM that Graham Gristwood be made an Honorary Life Member of British Orienteering. Jamie Stevenson and Jon Duncan already holding the honour for previous successes. **(NC on behalf of the Board, by proposal submission deadline for AGM 2009).**

***Future action***

**Action E:** MH to email more information regarding the CCPR Outdoor Pursuits division and its requirements. **(MH, ASAP)**

**Action on going**

**Action F:** NC/MH to develop guidance for Junior Competitions Group on the parameters of the levy change implications and circulate to Board for drafting and approval. **(NC/MH, by 17<sup>th</sup> Dec 2008)**

***Future action***