

## Conference Call MINUTES

Monday 9 July 2012, 18:00 – 19:00



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**Board attendees:** Lyn West (LW); Martin Ward (MW); Philip Baxter (PB); Scott Collier (SC); Mike Hamilton (MH); Neil Cameron (NC); David Maliphant (DM); John Woodall (JW)

**Minute taker:** Mike Hamilton

**Apologies received:** Judith Holt (JH)

### 1. Meeting Administration

#### **Sign off Minutes of the previous Board meeting if available**

The minutes are not yet available and will be circulated as soon as possible.

#### **Updates on outstanding actions from previous Board meeting**

Not yet available.

#### **Please declare any interests in addition to those held on the register**

No additional declarations of interest were made

### Decisions

### 2. Appointment of director to serve as Treasurer

MH/MW reported back on the discussions that had been held with Bob Dredge (WCH). Notes of the appointment panel meeting will be circulated shortly.

Board members ratified the appointment of Bob as a director through to the AGM 2013. Bob will take on responsibilities as Treasurer and has organised to meet with staff on Thursday 12 August.

### 3. Q2 Management Accounts

Board members reviewed the Q2 accounts. For the first time the Management Accounts are directly from the IRIS Exchequer Accounts system. The format is as discussed at the last Board meeting.

The uploading of transactions has been a significant task and there remains some tidying up of the data that has been put into IRIS but the accounts reflect the Q2 situation as it is believed to be.

Overall there is a £194,405 positive variance over the expected position; this is mainly due to a combination of timing issues.

Points raised:

1. Membership income is £9,323 higher than expected with £3,673 of income having been returned to clubs and associations.
2. Event Levy income is down £5,087 against budget although it is difficult to calculate the levy income remaining to be collected for Q2.

**Action 1: MH was requested to include more details regarding the levy situation in future management accounts.**

3. Income from major events is considerably higher than budgeted however there remain an unknown number of outstanding invoices to be received. Overall it is estimated that the income may be above budget primarily due to a very successful Sprint & Middle BOC.
4. WTOC 2012: The income is now finalised but expense claims from those involved are awaited. The financial outcome is likely to be that the project will be self-financing as budgeted.
5. JK 2012; there remain some outstanding invoices to be paid and received but it does appear that the profit will be as planned.
6. IT Support & Supply is a positive variance due to delayed work yet to be invoiced.

The work of Jannette Blunden, Accounts Manager, and the admin team in getting the data loaded into IRIS has been excellent although in Jannette's case it has been at a cost of her weekends and time off! Hopefully the bulk of the catch up has now been completed and except for checking a few remaining issues normal workloads can be resumed.

#### 4. 2013 Budget

Board members considered the 2013 budget draft and accompanying notes. The work commenced at the last Board meeting now had figures against budget items.

The draft was based on the following assumptions which included:

- a) Grants have been removed from the budget to simplify at this stage in drafting.
- b) The 2013 Budget draft is 12 months of BOF Funds only, the grants for the first quarter of 2013 from Sport England, UK Sport and Other Grants have been removed for simplicity. These will need including in the preparation of later drafts.
- c) If no funding is received from Sport England for 2013 the non-discretionary spend will become discretionary and will need to be re-allocated.
- d) To add realism to the draft an amount of Sport England funding has been included against back office and operating costs, this includes salaries and National Office costs. This funding reduces the cost of 'office' salaries and the National Office operating costs to a realistic level. If Sport England funding is not received staff numbers will have to be considerably reduced and the National Office reduced in size or abandoned.
- e) The Profit remaining after non-discretionary expenditure has been allocated against the percentages agreed for the discretionary items at the recent Board meeting.

It was agreed that the following assumptions should also be added:

- f) Multi-day income is based on the levy received from those events of 4 or more days. British Orienteering currently returns 50% of the levy payable for the event to the association staging the event. The levy from multi-day events is used to support the development of the sport, as was agreed at the 2002 AGM. Board members agreed it would be advantageous to use this income in a more strategic manner. As such it should be nationally allocated rather than being used reactively based on funding submissions. This will enhance the Board's ability to use the funds to best effect, particularly in areas such as volunteer support.

**Action 2: LW agreed to write an explanation of this decision to notify the affected associations.**

- g) Committee and group expenses for meeting etc should be included in the non-discretionary spend but should be reduced to recognise the need to make cost cuts.

## Notes:

1. The Multi-day income needs to be re-calculated.
2. Membership Web, only covers maintenance; there is no web development allocation.
3. Costs of the Board and officers should be recalculated based on the anticipated reduction in face to face meetings.
4. Committees, expenditure last year was approx. £11,000, this was excluded from the allocations made at the last Board meeting. MH asked to re-calculate the expenditure based on the changes to Events & Competitions Committee and to reduce it based on increasing electronic meeting rather than face to face meetings.
5. Support to NIOA which is used as 'seed' money to release other funding may need to be increased and it was requested it should lie within the non-discretionary part of the budget.
6. Volunteer support has been allocated, is this amount significant and able to have an impact?
7. Performance TrailO & MTBO, has £1,023 allocated, less than currently committed. It was agreed that this should be considered further.
8. Salaries recharge, includes almost £100,000 contribution anticipated from Sport England towards our 'back office' costs. This is not as yet agreed.
9. National Office includes real costs of running the office with a £32,875 contribution anticipated from Sport England. This is not as yet agreed.
10. The IOF affiliation fee is likely to increase to £8,040 from £7,400 after the Congress meeting.

With the addition of committee and group costs the Board agreed with the non-discretionary items.

### **Action 3: MH to update the draft budget and notes for redistribution.**

Once the updated draft is available the Board will consider the discretionary allocation of funds further.

The Board agreed that the 2013 budget should be a balanced budget and that no contingency should be included on the basis that the reserves can be used for contingency purposes if necessary. This was in line with the Membership & Levy proposal agreed at the AGM.

## **5. Consultation standards**

The Board considered the paper prepared by NC regarding standards and protocols for consultations.

Many consultations on a range of issues, possible decisions or intended developments have been run over recent years. It is not unusual, despite this effort, to hear or read of complaints: e.g. that "there should have been consultation [or more consultation]", or about "failure of BOF to respond to (or take account of) my input to the consultation".

This paper proposes the introduction of standards for our consultations, which would be published and would guide both the Board and Committees when questions arise such as "is consultation appropriate or necessary here?" or "what methods are appropriate for the consultation?" The standards would also inform everyone about the consultations which are in progress, what the input methods and deadlines are, and generally what to expect from a consultation.

The standards, once developed and refined, would be published to inform members, Clubs and Associations.

This paper suggests possible standards as a first draft to allow the Board to see what is envisaged by way of standards. What is important, however, is not the adoption of the standards suggested in the first draft, but agreement to the principle that a set of standards should be introduced, published and followed.

The Board agreed the principle, that the paper is a good start and thanked NC for preparing the paper.

## **Action 4: NC agreed to continue to develop the Consultation Standards paper.**

### **6. Future Board meetings**

The Board meetings through 2012 were ratified 26 Sept, 12 Dec.

LW had led a discussion regarding future Board meetings with MH/MW. From these discussions the following have emerged:

- We need to look at how the Board works in terms of meetings and the use of alternative technologies.
- Currently, all Board meetings are on weekdays, either Tuesday or Wednesday. This excludes the majority of people in full time employment. Not only is this a barrier to reducing the average age of the Board but it could mean missing out on valuable skills.
- British Orienteering has limited financial resources and the cost of holding meetings is considerable, despite having the meetings in Matlock.
- We have been holding 5 meetings a year with a number of teleconferences in between both to discuss specific issues and to consider routine business items. Not everything is suitable for a teleconference. In addition, the Board has held Away Days but has agreed not to have one in 2012 to save money.

A programme was suggested which contained:

- a) 2 Board meetings on Saturdays
- b) 2 Board meetings mid-week
- c) 3 Conference calls 'strategically' scheduled and included asap in the 2013 list of meetings i.e. they are pre-determined and programmed in
- d) Other needed conference call arranged ad hoc

It was recognised that Board meeting on a Saturday may cause problems for travel, for instance any director from NIOA will find it difficult to travel to and from a Matlock meeting in one day and if overnight accommodation is required it will soon increase costs.

A sample programme for 2013 had been circulated:

Jan	Tuesday 22 <sup>nd</sup> , 6-7pm, Conference Call – AGM prep
Feb	Tuesday 12 <sup>th</sup> , Board meeting – Final proposals, Yearend accounts sign off, audit issues
Mar	Friday 29 <sup>th</sup> AGM
Apr	Monday 22 <sup>nd</sup> , 6-7pm, Conference call – Q1 accounts
May	
Jun	Saturday 22 <sup>nd</sup> or 29 <sup>th</sup> , Board
Jul	Monday 22 <sup>nd</sup> , 6-7pm, Conference call – Q2 accounts
Aug	
Sep	Wednesday 18 <sup>th</sup> , Board
Oct	Saturday 19 <sup>th</sup> , Association & Club Conference – Monday 28 <sup>th</sup> Conference Call, review of Conference & Q3 Accounts
Nov	
Dec	Saturday 14 <sup>th</sup> , Board

It was agreed that the suggested dates for Jan to Mar should stand and that a decision regarding weekday/Saturday meetings be taken once the new directors are known.

The Chair thanked all for their inputs and closed the meeting at 19:17.