

# Board of Directors

Wednesday 25 February 2009; 11:00

Derby Conference Centre, London Road, Derby



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## Minutes

### Attendees:

|                            |                               |
|----------------------------|-------------------------------|
| Neil Cameron               | David May                     |
| Peter Christopher          | Ed Nicholas                   |
| Mike Hamilton              | Jenny Peel                    |
| Roger Hargreaves           | Martin Ward                   |
| Chris James                | John Woodall (invited guest)  |
| Laura Young – Minute taker | Lyn West (Apologies received) |

Keith Marsden (Coaching Committee Chairman)  
attended for agenda item 2.4

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| <i>Item</i>                                       | <i>Subject</i>   |
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| <b>1. Opening Business</b>                        | <p><b>1. Apologies</b><br/>LW had previously tendered her apologies.</p> <p><b>2. Declarations of interest</b><br/>There were no additional declarations of interest.</p> <p>RH noted that amendments were necessary to his Declaration of Interests Form as his daughter Helen Winskill had resigned from World Class Programme and International Committee.</p> <p><b>3. Minutes of the December Board meeting</b><br/>The Board approved the minutes of the December Board meeting.</p> <p><b>4. Action list, outstanding actions &amp; questions</b><br/>Board members were taken through the action list from the previous meeting.</p> <p><b>5. Notification of AOB</b><br/>MH suggested taking the recent Rankings Workgroup report under AOB.</p> <p>Board members would make a decision on the SILVA Award nominations under AOB.</p> <p>RH asked for an update on the membership returns procedure sent to clubs and associations. This would be taken under Item 2.2.</p> |
| <b>2. Performance Management &amp; Monitoring</b> | <p><b>1. Finance</b><br/>JP thanked Jannette Blunden (JB) for all the work she'd done to prepare the accounts for the auditors. JP explained that MH, JB and JP had met with the auditors and gone through the detailed issues raised by their reports.</p> <p>JP took Board members through the draft accounts. Questions were raised regarding who constituted the debtors and creditors, the pension provision and depreciation. JP explained the details to Board members.</p> <p>Board members approved the accounts for presentation to members at the AGM on Saturday 11<sup>th</sup> April 2009. Board members agreed to NC signing the accounts and letter of representation on behalf of the</p>   |

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Board as a whole.

JP and MH took Board members through the key issues memorandum produced by the auditors.

Board members expressed their satisfaction with the quality of work, clear format and accessibility of the audit done this year by Grant Thornton Ltd.

Up-to-date Management Accounts would be presented at the April Board meeting.

Board members were presented with a paper produced by MH looking at a policy for use of reserves. Board members were happy to agree the policy which allowed the use of some reserves on projects presented to the Board. This would allow re-investing any surplus beyond that required to cover a period of difficulty back into British Orienteering.

## **2. Project reports and updates: comments or queries arising**

**Board members were taken through the project reports paper.**

Board members were briefed on the appointment of a new Regional Development Officer in the North West. Hamish Willis had been offered and had accepted the post.

MH gave Board members a brief update on changes to procedures regarding the web based administration procedure and membership returns. RH noted that it would be beneficial to have all required information regarding returns on one report. MH noted that he hoped the returns and levy systems would soon be automated which would improve efficiency in the office and enable the necessary person within a club to access information whenever required. MH noted that it was important to establish who within a club needed communicating with.

## **3. To receive an update on the implementation of UKCC and raise any questions regarding it**

Board members welcomed Keith Marsden (KM), Chair of Coaching Committee to the meeting. At the previous Board meeting it had been noted that the Directors would like to be briefed on current progress of UKCC Coaching Awards.

Board members thanked Keith for all his work and especially for his work in the last few years to drive the implementation of the UKCC Coaching Awards.

Keith Marsden gave Board members a presentation updating them on the current position with regard to Coaching and Coaching awards. KM gave the Board an update on the UKCC Awards and presented a SWOT analysis of coaching within British Orienteering.

Keith was thanked for his presentation and left the meeting at 2.00pm.

## **4. Operational Plan 2009: comments or queries on the latest update**

Board members were happy with the format of the Operational Plan and agreed the progress made so far.

Board members reviewed the recommendations made by the Rankings Workgroup. Board members endorsed the recommendations in their infancy but stressed the importance of wide consultation.

MH raised issues regarding whether the Rankings List was to be a 'competition' or 'incentive scheme' as he felt there should be a clear differentiation between the two. This distinction was necessary to enable development of a successful marketing strategy for it.

DM commented that currently Rules Group were awaiting clear guidance from Events Committee on the final brief necessary to re-write guidelines and rules to fit in with Event Structure Review recommendations.

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**Action 1:** LW to ensure Events Committee provides Rules Group with the necessary brief to enable guideline and rule production. **(LW, ASAP)**

MH informed the Board on a recent allocation of £23,600 from Sport England to fund the further development of coaching awards. This was in conjunction with the National Skills Council.

MH also briefed Board members on the progress made with the website development. This included automation of the downloads system, entry online capabilities and the development of a 'Volunteer Co-ordinator' eLearning programme.

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### 3. Governance

#### 1. AGM

Board members discussed and agreed the proposals to be put to members at the AGM on Saturday 11<sup>th</sup> April.

Board members empowered MH to draft the text to accompany the levy proposals. Board members agreed that within the levy proposal options, all would have the possibility of junior only events being exempt from levy. Junior only events would need to apply to the Junior Competition Group for exemption as is the procedure for 2009.

Board members requested a ranking-order voting system for the levy proposal options as this was the fairest way of ensuring members could consider all proposals equally.

NC noted that inclusion of the profiles of the current continuing seven Directors prior to the three nominated candidates would allow members to view the skills profiles available to the Board of Directors as a whole. The three nominations for Directors are Jenny Peel (SYO), Phillip Baxter (LVO) and John Woodall (NOC).

It was noted that there were three vacancies on the Board of Directors to be elected at the AGM and three nominations.

Board members amended and agreed the AGM booklet which would be printed and distributed to members.

**Action 2:** LY to circulate draft AGM booklet, with discussed amendments, to Board of Directors ASAP. **(LY, ASAP)**

Board members reviewed and accepted paper on strategy for improving attendance at AGM.

NC noted his appreciation, on behalf of all the Board, to the retiring Directors PC and CJ for their work and commitment to British Orienteering as part of Council, Management Committee and many other groups and committees. Both would be continuing their work in other roles and capacities linked to British Orienteering.

#### 2. To receive the draft Annual Report 2008 and raise any queries

Board members noted the Annual report and agreed to feedback any comments to National Office ASAP.

**Action 3:** Board members to read Annual Report and feedback any comments to National Office. **(Board members, ASAP)**

#### 3. Receive committee reports

##### a. Events Committee – 8 January 2009

Board members noted the issues raised by the Events Committee minutes.

##### b. Development Committee – 31 January 2009

NC noted the large sums of money allocated to the projects applying for funding from the Development Fund in January. EN explained that the issues were debated widely prior to the decision being made and noted that awards would be followed up with reports at regular intervals about how the

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money is/was being spent.

**c. Trail Orienteering Committee – 7 February 2009**

Board members noted and acknowledged the inaugural meeting of the Trail O Committee in its current form.

**d. Welfare of Children & Vulnerable Adults Steering Group – 13 February 2009**

LY briefed Board members on British Orienteering's progress with the Safeguarding and Protecting Children in Sport Standards.

Board members thanked LY and MH for their work in this area.

PC explained that the modifications to the Trips Away Policy are a compromise between the best practice advised by CPSU and the particular requirements of orienteering.

PC noted the extensive progress made in this area particularly with moves to establish the importance of overall 'welfare' as oppose to specific 'child protection' within the sport of orienteering.

Board members asked that the minutes from the Child Welfare Steering Group be published on the website from now on.

**4. Monitoring of committee operation and ways to provide support**

DM introduced a paper he'd produced regarding committee and group operation. The paper briefed Board members on the governance hierarchy used in the IOF. The paper looked at the role of central guidance from Directors. MH noted that it was important to differentiate between which decisions could be delegated to other committees/groups and which lay with the Board directly.

DM suggested a joint meeting of all Directors, committees and groups within British Orienteering. Board members agreed and asked LY/MH to look into the practicalities of a joint meeting.

**Action 4:** LY/MH to look into possible dates and venues for a joint Board, committee and group meeting. (LY/MH, by 29<sup>th</sup> April)

NC noted that this was a good time in the funding cycle to discuss the funding submissions and their implications for all committees and groups.

**5. Update Terms of Reference of Committees/Groups**

Not addressed due to time pressures.

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**4. Strategic Issues**

**1. International Representation: to receive a recommendation that a budget is allocated to provide a 'buffer' for representatives to draw on**

DM noted his conflict of interest as he is also an IOF representative.

MH took Board members through the IOF 'Buffer' fund paper. MH explained this would have impacts on National Office budgets.

Board members agreed the paper in principle and noted that it was important to communicate the details carefully to the IOF Representatives.

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## 5. Any Other Business

### 1. International Event hosting Strategy

MH reported on the progress made by himself, Mike Forrest and Scott Fraser in developing an international event hosting strategy. As the Board knew, discussions had taken place with EventScotland (ES) who were interested in supporting a series of major events in Scotland. The Board expressed strong support for the development of the strategy and for working co-operatively with SOA and ES in its delivery and looked forward to commenting on the draft when ready.

### 2. SILVA Award

NC and CJ declared their interest in the discussion as a member of their club was nominated for the award. They absented themselves from the discussions.

The remaining Board members decided on the successful nominee for the SILVA Award. The winner will be announced at the AGM.

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## 6. Date & venue of next meeting

Further dates for 2009 (venues for July onwards to be agreed):  
Wed 29 Apr (Derby) , Wed 8 Jul, Wed 23 Sep, Thu 10 Dec

NC closed the meeting at 5.00pm

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### Action List

**Action 1:** LW to ensure Events Committee provides Rules Group with the necessary brief to enable guideline and rule production. **(LW, ASAP)**

**Action 2:** LY to circulate draft AGM booklet, with discussed amendments, to Board of Directors ASAP. **(LY, ASAP)**

**Action 3:** Board members to read Annual Report and feedback any comments to National Office ASAP. **(Board members, ASAP)**

**Action 4:** LY/MH to look into possible dates and venues for a joint Board, committee and group meeting. **(LY/MH, by 29th April)**

### Actions from previous meetings

**Action A:** A document outlining how contractors etc... tender for 'approval' is produced. **(MH, by 17th Dec 2008)**

**Action B:** Develop criteria for applying for and awarding money from the new British Orienteering Development Fund. Criteria to be reviewed by Board. **(Development Committee, by 17th Dec 2008)**

**Action D:** 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 17th Dec 2008)**

**Action E:** LY/MH to draft a document outlining the diverse expectations of those people attending orienteering events for the first time. The document should outline how children from different backgrounds have different expectations of sport, recreation and physical activity. **(LY/MH, by 25th February 2009)**

**Action F:** LY/MH to circulate a list of current trained British Orienteering Club Welfare Officers to Board members. **(LY/MH, by 25<sup>th</sup> February 2009)**

**Action G:** MH to check if such a change to wording would contradict the Memorandum and Articles of Association. If not, the wording to the proposals should be changed. **(MH, by 19th February 2009)**

**Action H:** If the decision by email procedure proves to be successful, promote to other committees and groups. **(NC, Future action)**