

# Board of Directors

## Conference Call

Monday 15 October 2012, 18:00 – 19:00



**Attendees:** Lyn West (LW); Martin Ward (MW); Philip Baxter (PB), Neil Cameron (NC); Scott Collier (SC); Bob Dredge (BD); Mike Hamilton (MH); Judith Holt (JH); David Maliphant (DM); John Woodall (JW)

**Minute taker:** Laura Martin

### 1. Meeting Administration

LW thanked members for their attendance and outlined conference call etiquette.

Board members accepted the minutes of the previous Board meeting (held on 26<sup>th</sup> September 2012) as an accurate and true record.

LW reported that one action was now complete. SC and LW had spoken with Chris James and he had been appointed Chair of Events and Competitions Committee. This has been published on the website.

There were no additional declarations of interest.

### Decisions

### 2. Quarter 3 Management accounts

MH and BD presented the latest Q3 Management accounts and explanatory document with points to note.

Board members asked a series of questions relating to presentation of the budget.

MW asked about the projected levy income for 2012. MH explained that staff were chasing clubs to input participation figures and levy payments every month but projections still suggested that levy income would be below budget for 2012.

Board members discussed the importance of tightly managing participation and levy income for 2013, relating to the new structure.

It was suggested that a 'debtor' style report was presented to Board members at meetings to review which clubs were consistently failing to input figures and pay promptly.

**Action 1:** MH to look at the feasibility of 'debtor' style report for participation and levy figures. (MH, by December Board meeting)

### 3. Rules of Orienteering

Board members talked through the process of updating and re-structuring the rules for 2013.

A great deal of work had been done by Helen Errington, on behalf of the Board, to pull together documents from different places and make the necessary amends for 2013.

Board members suggested it was important to note that this re-structuring was presentational and did not include any whole-scale changes to the rules themselves.

Issues were noted with the following;

- Clarification of document titles.
- Need to reduce the number of descriptors that still remained within the rules.
- Need to communicate to wider membership that there are few actual changes to rules for 2013 and the changes are largely related to structure and presentation only.
- Importance of eliminating unintentional omissions or changes.
- Importance of agreeing a process for making a change if a gap or contradiction is pointed out.
- Clarifying definition of 'an activity'.

Board members agreed the structure of new draft.

Board members discussed the most appropriate process for drafting and publishing the rules for 2013. It was agreed that SC, MH and Helen Errington would work together to make the minor immediate changes to the rules for 2013 and then they would be published in their current form. This would be done as soon as possible.

**Action 2:** MH, SC and Helen Errington to work together to make minor immediate changes to rules in current form and publish for 2013. (MH, SC and Helen Errington, ASAP)

Longer term, Helen Errington should continue with the restructure of the Rules of Orienteering and this updated version should be published some time during 2013.

MH would talk to Helen Errington and draft a timetable for publication that would need to be agreed by the Board and published on the British Orienteering website. Before publication, there should be an agreed process for review and a process by which members can feedback any omissions or errors.

**Action 3:** MH and Helen Errington to produce a timetable to restructure the Rules for 2013 and circulate to Board for agreement. This timetable should include process by which members can feedback and highlight any errors or omissions. (MH and Helen Errington, ASAP).

#### 4. Contingency/Continuity Plan

With minor typing error amends, Board members agreed the updated Contingency Plan.

### Information

#### 5. Risk Management

With no further questions, Board members agreed the date or revision of the risk management register.

#### 6. Association matters

JW briefed Board members on the issues raised at the latest NWOA association meeting. Issues discussed were; the latest drafting of the Rules of Orienteering; the lack of volunteers for association committees and that the club MEROC had formally disbanded.

#### 7. Committee minutes

Only the Development Committee had met since the last Board meeting. Directors attending the Development Committee meeting updated the Board and noted, in particular, the need to explain and communicate the Strategic Plan for Orienteering to the wider membership.

### Monitoring performance

#### 8. Operation Plan 2012

MH had received individual comments from some directors regarding the Operational Plan 2012. MH would be discussing these issues directly with the directors in question.

MH briefed Board members on the recent meeting with Four Communications.

**Action 4:** MH to circulate to Board members the notes made from the meeting with Four Communications and an update on the latest position. (MH, ASAP)

SC asked about the latest developments with Limelight. MH gave members a brief on the current position and discussions.

#### 9. 2012 Assurance Statement

Board members noted the Self Assurance Statement and there were no further questions.

### Closing business

#### 10. AOB

LW noted that British Orienteering was now in a position to sign the contract with Event Scotland

regarding the delivery of WOC 2015. The contract had previously been circulated to the Board and any queries or concerns dealt with.

MH noted that MW, MH, LW and Development Manager, Edward Nicholas would be attending the Sport England submission meeting on Tuesday 23<sup>rd</sup> October. The structure of the meeting would be a presentation followed by a series of questions from Sport England about the content of the submission.

**Action 5:** MH to circulate papers from previous Board meeting, including those tabled on the day, to PB. (MH, ASAP)

#### **Future meetings**

The next Board conference call would be held on evening of 3<sup>rd</sup> December 2012 between 6.00pm and 7.00pm.

Future dates:

Conference calls held in week commencing: 22 Jan 6-7pm, 22 Apr 6-7pm, 22 Jul 6-7pm, 28 Oct 6-7pm

Board face to face meetings: 12 Dec 2012, 12 Feb 2013, 22 or 29 Jun, 18 Sep, 14 Dec

Other dates: Saturday 20 Oct 2012 Club & Association Conference, Friday 29 Mar 2013 AGM, Saturday 19 Oct 2013 Club & Association Conference

LW thanked members for their contributions and closed the meeting at 7.00pm.

#### Action List

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