

# Board of Directors

Thursday 1 December 2011, 18:00 – 19:00

## Conference Call - Minutes



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**Board attendees:** Lyn West (LW); Martin Ward (MW); Philip Baxter (PB); Scott Collier (SC); Mike Hamilton (MH); Judith Holt (JH); Henry Morgan (HM); John Woodall (JW)

**Minute taker:** Laura Martin

**Apologies received:** Neil Cameron (NC), away on vacation; Philip Baxter (PB), Mike Forrest (MF) unable to take part.

### 1. Meeting Administration

Board members agreed the minutes from the September Board meeting

Board members agreed the minutes from the October conference call.

JH asked for clarification regarding Action 4, the process for assigning portfolios to directors. LW explained that together with MH, they would be drafting role descriptors for the portfolios. These would be circulated as soon as they were available. These portfolios would be assigned to directors after the AGM once all directors were in place.

**Action 1:** MH and LW to draft role descriptors for director portfolios (MH, LW, by February Board meeting.)

**Action 2:** LM to re-issue action list prior to December Board meeting. Remove those actions completed and include those from October Conference call. (LM, by December Board meeting).

### 2. Monitoring Report

MH introduced the monitoring report and particularly explained the membership figures.

LW explained that PB had requested up-to-date membership figures to use in the models for the Membership and Levy scheme review consultation. MH explained the problems with membership figure production at this time in the membership cycle within British Orienteering. MH explained that the most appropriate way to feed in the figures was for the models to be sent to him and he would take the most up to date returns from the membership and levy data and apply to the various options.

**Action 3:** MW to feedback information regarding membership figures to PB and explain the need to send models to MH who would input the appropriate latest figures into the models. (MW, ASAP)

JH asked for further information on the Community Orienteering Leader Award. MH explained that it sat within the Development Programme as an award designed to accredit leaders of community orienteering projects. MH explained that the process for development of the award so far had sought input from coaches and volunteers currently working in the Community Orienteering programme. It was noted that it will be staff involved in the development programme that are responsible for producing the award and supporting resources. From a governance perspective, it was agreed that monitoring of the award would sit with the Development Committee. Details of the award would be on the agenda for Development Committee's first meeting in 2012.

SC asked about the impact of coaching on departments within British Orienteering. MH explained that to meet the targets outlined by Sport England it would be necessary to align coaching more closely with the programmes being delivered with development working closely with Levels 1 and 2 and performance with Level 3. It was noted that the Board will be continuing the review of the committee structures and this was something that needed to be considered at that time.

LW noted that Philip Baxter was the director representative on Coaching Committee and that he had

attended the most recent meeting and fed back his thoughts on progress via email.

**Action 4:** LW requested Board members read the comments submitted by PB regarding Coaching Committee and feed in their views. (Board members feedback to PB, by Friday 2<sup>nd</sup> December)

If there was consensus and agreement in the views expressed by PB views after his attendance at Coaching Committee, then PB should communicate these views and comments to Coaching Committee.

**Action 5:** After Board comments, PB to communicate his views to Coaching Committee. (PB, after Friday 2<sup>nd</sup> December)

### 3. **The vision, values and Strategic Plan for 2012**

MH requested Board members to review the paper presented and feedback any typographic corrections.

With these corrections, Board members approved the continued use of the vision, values and Strategic Plan for 2012.

### 4. **Board Effectiveness**

Board members reviewed the recommendations for improving Board effectiveness.

JW asked who would be developing the plan for recruiting new directors (a plan being one of the recommendations from the Board Effectiveness report). LW agreed to draft a framework for comment.

**Action 6:** LW to draft a framework for recruiting new directors. Board members would then have opportunity to input into this framework to develop the plan. (LW, by February Board meeting 2012).

Board members agreed the Board Effectiveness action plan.

### 5. **Rules**

MH explained that the Rules documentation for 2012 would be presented at the December Board meeting.

Board members requested a summary document showing the major changes. Board members agreed this did not need to cover corrections to typing errors.

**Action 7:** LM and Helen Errington, Event Manager to produce a summary document of current situation with documents to be presented to the Board. Document to cover major changes only and not typing errors. (LM, HE, by December Board meeting)

### 6. **Committee minutes (on the web site)**

Board members noted the points provided by the chair of Coaching Committee and looked forward to receiving the minutes of the meeting.

SC briefed Board members on issues arising from the latest Development Committee meeting. SC noted that, in his view, the processing of applications for monies from the Development Fund and explained that the process for evaluating applications during meetings was improving however it still took too much time during meetings and did not always allow enough time to address other responsibilities outlined in the terms of reference.

MW, chair of International Committee, explained that the minutes were in production and the points to note would be ready for discussion at the December Board meeting.

Board members reviewed the minutes of the final Events Committee meeting. Board members noted the authorising of Dave Peel, Event Manager to move forward with implementation of the Competition Review. Dave would be working on preparing draft options for roll-out and these would be presented to the first meeting of the new Events and Competitions Committee.

Board members noted their thanks to members of Events Committee for all their hard work on behalf of British Orienteering. Thanks were also noted to all members of those groups that supported the Events Committee in their work.

Board members discussed the process for hand over from the current Events Committee and group structure to the new Events and Competitions Committee. This included the formal disbanding of the events group structure. Those groups with pressing work would continue through until June 2012. In consultation with group chairs, those groups with no immediate work would be stood down with immediate effect. LW explained that she was in communication with new ECC Chair, Mike Forrest, about further details regarding the handover process.

**Action 8:** LW to communicate with MF further regarding the events governance handover process and to communicate directly with Events Committee and its groups explaining the details of the handover process. (LW, ASAP)

JH briefed Board members on the inaugural meeting of the newly constituted Safeguarding Steering Group and noted the positive, realistic and practical input from all involved.

## 7. Association matters

LW suggested she had been in communication with SOA and had an indication of an expected invitation to their January meeting.

HM noted he would be attending the SWOA meeting in week commencing 5<sup>th</sup> December and would be able to note any matters raised at the December meeting.

SC noted that SEOA had requested clarity over the appointments process for the Events and Competitions Committee. MH noted that information on the process would be circulated shortly. More details on the process would be discussed at the December Board meeting.

## 8. IOF matters

LW explained that she had circulated a report from Brian Porteous, IOF Vice President. Board members discussed issues resulting from the report. LW was due to speak to Brian with regard to representation on IOF commissions and would discuss points made by Board members with him. Board members would discuss the issues further at a future Board meeting.

MH explained that the IOF were requesting input from athletes and from British Orienteering on the consultation document regarding changes to the format of WOC. SC offered to collate responses from athletes and compile in preparation for submission to the IOF.

**Action 9:** MW to circulate information regarding WOC consultation to International Committee and ask for responses. SC will compile athlete responses and MW to compile International Committee responses. (SC, MW, by January 2012)

## 9. Any other business

Board members noted the recent statement regarding the Compass Sport Cup published on the British Orienteering website.

LW noted that Harold White (JK 2011 organiser) had been recently presented with an award from the Trophy Torch Trust. Board members extended their congratulations to Harold.

LW informed Directors that she had completed the Appraisal of the Chief Executive.

SC noted that the Scottish 6 Day event had been nominated as Scottish 'Event of the Year'. Board members wished the event organisers good luck with their nomination.

LM briefed Board members on the arrangements for the December Board meeting including opportunity to

talk to Gareth Candy, prior to his departure as International Programme Director.

Board members concluded the conference call at 19.00.

### **Ongoing actions from September Board meeting**

**Action 4:** Develop a portfolio programme for directors including the use of subgroups. LW and MH to discuss the way forward and LW to produce an action plan to be discussed by Board by end of October 2011. (LW, by telephone conference-end October 2011).

*On going*

**Action 5:** MH delegated to implement the model outlined in the JK organisation discussion paper. (MH, ongoing)

*On going; the principles are now being implemented however the matter of a separate JK company remains under discussion and once background information is collected it will be presented to the Board.*

**Action 7:** PB, MF, MW to draft membership and levy scheme proposals and circulate to Board members for their views. Board members to hold a conference call to feedback ideas. (PB, MW, MF, post Association and Club conference 15<sup>th</sup> October)

*Initial drafting has been completed, the next draft of the options is on-going and will be prepared prior to the Board meeting.*

**Action 8:** MH and NC to draft Articles of Association proposal and circulate to Board members for their views. Board members to hold a conference call to feedback ideas. (MH and NC, post Association and Club conference 15<sup>th</sup> October)

*The drafting of the Articles has continued with a 'latest' draft to be available for the Board meeting.*

**Action 11:** LW to draft feedback on the IOF 'WOC in the future' paper taking in views of athlete feedback gained from Gareth Candy. (LW, by end December 2011)

*On-going, athletes have also provided feedback directly to the IOF*

**Action 14:** MW to draft what 'delegated authority' means in relation to the WOC 2015 delivery group and circulate for Board approval. (MW, ASAP)

*To be report back under the item WOC2015.*

### **Actions from October Conference Call**

**Action 1:** MH and staff to develop draft volunteer strategy to Board to review at the next Board meeting. (MH, by end Nov 2011) **Tabled paper**

**Action 2:** MH and staff to develop draft Operational Plan for Board to review at the next Board meeting. (MH, by end Nov 2011) **Circulated**

**Action 3:** MH to find out and circulate details of the decision to remove the possibility of sole British Orienteering membership (MH, by end Nov 2011) **Ongoing**

**Action 4:** MH to produce role remit for ECC Chair and TOR and skill set for ECC committee and circulate to Board for approval. (MH, ASAP) **Completed**

**Action 5:** MH to draft details of the Map clarity workgroup discussion and circulate to the Board for addition and comment. (MH, ASAP) **Ongoing**

**Action 6:** LM to arrange date for conference call prior to Board meeting on Wed 14<sup>th</sup> December. (LM, by 2<sup>nd</sup> December 2011) **Completed**

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