

COUNCIL

Minutes (06/05/06)

Meeting of the BOF Council held on **Saturday 6th May 2006**
at the Great Barr Hotel, Great Barr, Birmingham commencing at **12:30pm**

Attendance, apologies and Chairman's opening remarks

Attendance

Neil Cameron (NC)	Chairman
Peter Christopher (PC)	Vice Chairman
Malcolm Duncan (MD)	Hon Treasurer
Lyn West (LW)	Vice Chairman
Chris James (CJ)	Councillor
John Morris (JM)	Councillor
Ed Nicholas (EN)	Councillor
Stephen Richards (SR)	NWOA
Derek Gale (DG)	EMOA
Henry Morgan (HM)	WMOA
Roger Smith (RS)	YHOA
Simon Greenwood (SG)	SEOA
Allan Farrington (AF)	SCOA
Roger Hargreaves (RH)	SWOA
Paul Lowe (PL)	EAOA
Carol Farrington (CF)	BSOA (substitute for David Brown)
Mike Hamilton (MH)	Chief Executive

Apologies

Toni O'Donovan (TO'D)	Councillor
Ken Daly (KD)	SOA
Raymond Findley	NIOA
Amy Sarkies (AS)	Executive Officer Administration

Chairman's opening remarks

1. The Chairman welcomed members and introduced Peter Guillaume (PG) who had been invited to the initial part of the meeting to receive the Silva Award. The Chairman also remarked it was good to see Peter's wife, Judith, there to support him.
2. Peter has played an exemplary role in Orienteering and been involved in a multitude of activities. The decision to make the Award is always difficult but this year the selection of Peter had been well supported.

3. Peter expressed his delight at receiving the Silva Award when presented with it by the Chairman.
4. The Chairman informed the members of the reasons for TO'D having to present her apologies and expressed his thanks to her for the email regarding her thoughts on the agenda items. He said he would feed in her views at the appropriate points.
5. The Chairman also expressed thanks to Bob Roach for his service and contribution to Orienteering during his time as Chairman. A letter of thanks had already been sent to him.
6. The attention of members was called to the letter sent by NC/MH to the Associations.
7. The farewell speech notes (Council 21 January) of Robin Field had been circulated as required by Council; there was no intention to spend time debating them, but Robin's views would be pertinent to the discussions on vision and governance.
8. The Chairman also made a brief statement regarding the investigation into the actions of a member of Council.
9. As a consequence of the report from John Woodall and Sue Denmark, the Chairman will speak to Robin Field to inform him of the outcome of the investigation. The second recommendation is that the role of Councillor is more clearly defined: the governance review, if Council supports it, will consider this role.
10. The role of John and Sue in investigating and reporting on this matter was noted and appreciated. The Chairman has already thanked them.

Action: *NC to communicate the outcomes of the investigation to Robin Field (NC, asap)*

Council meetings

11. The Chairman said that the roles of chairman and secretary are to get papers out in a timely fashion.
12. The Chairman asked members for their opinions regarding the way in which the meetings should be operated: opinions included:
 - discussion should be allowed but not too long, and the Chair should summarise at the conclusion of each discussion
 - papers should be circulated prior to each meeting for each agenda item
 - each item should be noted with actions, by whom, by when

- a strict timetable should be adhered to with short blocks of discussion and short breaks

13. The Chairman stated that he is always open to criticism or comment regarding the way meetings are run and will appreciate feedback from members.

14. Members were asked to introduce themselves.

15. It was noted that meetings should have some "lighter moments".

Minutes of meeting of 21 January 2006

16. Minute 06/07d regarding the World Cup 2005 was correct in that it recorded what was stated. However the South East had stated that it was not an accurate statement.

17. The statement in the minutes reads:

"Christine Robinson has been employed to implement the plan. The funds are to go to the three clubs (SN, SLOW and GO) that organised the World Cup. The South East would prefer for the funds to go to all of the South East, however there might not be enough, one sponsor declining to pay what they had promised."

18. It was agreed that an after note be attached to the minutes stating:

"Christine Robinson has been employed to implement the plan. The funds are to go to the SEOA to be used by their Clubs on application for development assistance. Funds available will be smaller than anticipated, one sponsor declining to pay what they had promised."

19. Apart from this the minutes were accepted as a true and accurate record of the meeting.

Action: After note to be attached to the January Council Minutes (AS, asap)

Notification of any other business

20. EN raised the matter of the World Championships being bid for in 2012. The Chairman asked for this to be dealt with under AOB.

Reports from Committees

Management Committee – 15 February & 19 April

21. The Chairman expressed his concern at the minutes for the Management meeting of 19 April not yet being circulated.

22. Members noted the points from the Feb meeting: no questions were raised.

23. Regarding the 19 April meeting all the points were agenda items with the exception of the proposed Governance Review.
24. The Chairman thanked JM for producing the paper circulated to Council.
25. Members agreed that the review should be implemented and that JM be a member of the review group. The Chairman asked for a member from the Associations to sit on the review group. It was suggested that SOA also be specifically invited. Members were asked to consider putting forward the name of anyone they thought able to reflect the views of Associations and who had an interest in this area of work.
26. The workgroup will probably have to meet several times but the majority of the work will be via electronic communication.
27. The timescale for the group to report back to Council will need to be January 2007 at the latest if changes to the Memorandum and Articles prove necessary and are to be put before the AGM in 2007.

Action: *Governance Review Group to report back to Council by Jan 2007.*

Action: *Associations to forward names of potential group members to the Chairman as soon as possible (Association Council members, asap)*

28. Shortly before retiring as Chairman, Bob Roach acted on a recommendation made by Robin Field regarding BOF's Equity policy (or Equality Policy as the Sports Councils now wish it called).
29. Bob decided to set up a Review Group, consisting of Lyn West as Chair, and assisted by Dave Gittus and David Rosen. Their remit broadly is to determine whether the Federation's Equality Policy meets the needs of the International Programme, both in coaching and selection, and whether the Policy, the Programme, or both needs change.
30. To enable anyone with views or concerns to input to the Review Group, a news item will be put on the BOF web site shortly, this is to advise Council of the existence of the Review Group and its work, and to give members the same opportunity and chance to advise others in their Association.

Development Committee – 25 January & 26 April

31. Council noted the items from the January meeting brought to its attention: there were no questions.
32. The meeting held on the 26 April was not quorate but did spend the time usefully discussing the agenda items.

33. The role of Development Committee was discussed and it was felt that “blue sky” was the primary role and particularly around the topics of environment, promoting Orienteering, governance, inclusiveness and external funding.
34. It was also agreed that a BOF Calendar should be placed on the web including all meetings and other major Federation activities. This has been agreed with MH and will be implemented over the next few weeks.
35. AF raised the matter of papers to Council members; what papers can be expected and by when? It was agreed that Council members should always be sent papers or notification of items on the web site, rather than it being assumed that they would become aware of relevant matters.
36. EN raised the matter of strategic planning; who is responsible and how will it be delivered? It was agreed it should be a rolling strategic plan and that it should be linked through to association and club plans. The Chairman apologised for cutting the discussion short, but accepted the need for a forum to discuss this matter.

Action: *Council members to be kept informed through emails with attached documents or embedded links to papers (All staff and Chairmen, from 12 May 2006)*

Updates

Action list

37. The Chairman explained the symbols used on the action list update.
38. Two items, 66 and 69, and although one, 66 (Community Sports Coaches) was briefly discussed, both items are yet to be completed and the Chairman took responsibility for progressing these.

Action: *List items 66 and 69 to be discussed at Management (NC, 14 June)*

39. Item 67 has not yet been concluded and should therefore be on-going rather than ticked.

Action: *Reclassify list item 67 (MH, 12 May)*

Chief Executive's report

40. Queries and comments included:

- Note 6: Staffing, it was noted that an audit of work programmes, roles and responsibilities will take place
- Note 12: Visits to Associations were welcomed by members; associations were asked to notify MH of dates, times and venues of appropriate

meetings. NC commented that he was re-establishing the programme of Officer visits to associations.

Action: *Associations to notify MH of dates, times and venues asap*

- Note 17–23: Child Protection is a major concern and the requirements for associations and clubs will be circulated as soon as they become clear; potentially this is now a major risk factor for orienteering

Action: *Circulate requirements/obligations for association and clubs (Alex Ross, asap)*

- Note 16: Membership Management System, it was noted that the workgroup to consider tenders will consist of volunteers with appropriate skills.
- Note 13: Branding, it was noted there had been no costs involved; the primary driver for this had been the office move and re-printing of business papers.
- Note 7: New Offices, it was asked if a picture could be put on the web, this was agreed. It was also noted that members do, on occasions, drop mail in and that an external post box accessible at any time would be appreciated.

Action: *MH to ask AS to place a picture of the offices on the web (asap)*

Action: *MH to discuss the post box situation with AS (asap)*

- Note 24-51: Sports Council Awards: members appreciated having this information. The Chairman stated that it is his intention in future to pass award offers across the Council prior to agreeing them.
- Note 53: Register of Interests: members provided with the rationale for the completion of the forms and asked to return them by the end of May. It was noted that Interests should be a standard item on future agendas.

Action: *NC to ensure declaration of interests a standard agenda item.*

Action: *Members to complete and return declarations of interest (All, 31 May).*

Equity & Inclusion

41. The Chairman explained the background and expressed his appreciation that Toni O'Donovan had expertise to share in this context.
42. MH reinforced the need to evidence the material and changes required to meet the standards.
43. It was recognised that inclusion is a topic that impacts on the membership and participation in orienteering and therefore reflect the Federation's own needs.

Action: *Equity & Inclusion programme to gain Preliminary standard be progressed (MH, 31 Oct)*

IOF Congress and nominations

44. Members were appreciative of the information provided.

45. EN raised the issue of the new IOF elite programme.

WOC76 funds – recommendation from Management Committee

46. MH updated members and it was agreed that the contract between WOC76 and the Woodland Trust should proceed.

Action: *Proceed with the WOC76 agreement with the Woodland Trust (MH, as appropriate)*

The vision, values and priorities of the Federation

47. The Chairman explained his desire to involve members in discussions and the recognition that local visions might be different to national ones.

48. Members split into 3 workgroups to brainstorm and discuss the topic. The 3 groups came back together to report and many views were expressed. The following summarises those views.



49. It was agreed that the Development Committee should now progress this work and that NC/MH should produce a maximum of 1 side of A4 to report back to Council for discussion at the September meeting.

50. It was also agreed that it would be worthwhile obtaining views from associations and that 3 months should be an appropriate period of time for this to take place.

Action: *Regional associations to consider the vision, values & priorities work and feedback to MH (Association members, 11 August)*

Action: *Development Committee to discuss vision by email correspondence (17 August).*

Action: *Draft vision statement circulated to Council for discussion (NC/MH, 25 August)*

Internal Communications

51. EN declared a conflict of interest as a Director of Nopesport – the Chairman thanked EN for declaring it and members felt EN should remain party to the discussion.

52. CJ explained the paper and highlighted significant issues; he expressed concern at the lack of feedback he had received.

53. In the discussion that followed the points made were:

- RH stated that only 30% of clubs had responded and very little of the feedback was of a type that could easily be passed back to CJ
- RH indicated that many clubs do not think the information communicated is of interest to them
- SG said that the major issue was regarding the navigation and friendliness of the web site
- Nopesport provided a good forum for discussion and there seemed little point in BOF providing the same therefore point 6, members forum, should be made low priority
- News should be the primary focus of the front page of the web site rather than being pushed to one side
- The web site is often the first point of contact of prospective orienteers with BOF and as such it should provide a good image of orienteering and BOF

54. The Chairman recognised that whilst members were responsible for passing on information they were reliant on feedback being given to them from clubs; he pointed out that it would help if lack of response from clubs could have been indicated by members to CJ.

55. In summary it was agreed that items 1, 5, 7, 8, 9, 10, 12, 14, 15 are now being implemented, the web site (item 2) is priority and the discussion around further priorities should focus on items 2, 3, 4 and 11. Associations were asked to consider these and feedback views to CJ by 30 June.

Action: Discuss with staff the updating of the web site; report back to Management (MH, 14 June)

Action: Associations to consider Internal Communication items 2, 3, 4 and 11 and feedback views to CJ (Association members, 30 June)

Finance

56. RH declared an interest: a family member who is staff, and MH declared an interest as an employee. It was agreed both should take part in the discussion.

Budget 2006 – to discuss any outstanding issues

57. No questions were raised regarding this item.

Budget process – to discuss recommendations from Management Committee

58. The Chairman outlined the rationale behind the paper.

59. CF stated that the Strategic Plan should be developed before the budget; this was agreed but was understood not to be possible in the present circumstances.

60. No questions were raised and the paper was adopted.

Action: Budget Procedures to be implemented (MD/MH, asap)

Budget 2007 – to discuss work to date

61. MH provided a brief overview of the notes to this budget draft and highlighted the significant issues.

62. MD wished to place on record his thanks to MH and Jannette Blunden for the work involved in moving this budget and papers forward.

63. The need to reduce base costs and to move work, where appropriate, onto a project basis was highlighted by MD.

64. Concern was expressed regarding the conflict between reducing base costs which include staffing and the amount of work staff already have to deal with. MH agreed this was a dilemma but stated that role clarity and the ability to say no to non-priority work should help to address this.

65. It was recognised that there is a need to face reality and that if the Federation is going to ask more from the members it will need to make a strong case and communicate it well.

66. The recommendations made within the budget notes were agreed.

67. Members noted that this draft will continue to be developed and that a final draft will be available for the September Council meeting. MH committed to providing Council members with updates on a regular monthly basis.

Action: *Work to continue on the 2007 Budget recommendations (MH, asap)*

Action: *Monthly updates to be provided to Council members (MH, end of each month)*

Action: *Final draft 2007 Budget to be discussed and agreed at September Council meeting*

Strategic Budget 2008/09

68. The Chairman explained the difficulties under the present circumstances, but said the subject would be returned to soon.

Treasurer's Report

69. MD explained that figures up to March had been produced at Management and were on track.

70. No April figures had been produced and MD had asked JB to focus on producing the figures required by the recent VAT visit. Originally the VAT bill had been for £8.6k plus interest but MD is hopeful that this will be considerably reduced.

71. MD asked that Council minutes reflect his thanks to JB for the work she has produced. The Chairman also voiced his thanks to both JB and MD.

72. The issue of VAT receipts being produced with petrol expenses was briefly discussed.

AGM Review

73. Council agreed that a workgroup be established to consider the implementation of the new membership scheme. Alex Ross and Nicole McKenna would be on the group with MD. Members agreed that John Woodall be approached by the Chairman and that it was appropriate to get input from membership secretaries. RH agreed to ask Trevor Bridle if he would be interested in joining the group.

74. NC and MH will be ex-officio members of the group.

75. AR/NMcK will e-mail membership secretaries direct asking for their input and copy association members of Council.

76. It was important that members were made aware of the adoption at the AGM of the proposal and it was agreed that a paper should go into the next issue of Focus.

77. MH and staff have met and reviewed the AGM from a practical logistical point of view and agreed to attach the paper to the minutes.

Action: *Establish membership implementation workgroup to plan the roll out (MH NC, asap)*

Action: *RH to approach Trevor Bridle regarding his involvement in membership implementation group, asap*

Action: *Membership Information paper produced for Focus (NC, 8 May)*

Action: *Membership Implementation workgroup to report to Council on progress (Group Chairmen, 25 Aug)*

Action: *Review of the AGM logistics to be attached to minutes (MH, 12 May)*

Any Other Business

78. EN explained a rationale for bidding for the World Championships in 2013 rather than 2012.

79. It was agreed that this issue should be taken to the next Development Committee meeting in September.

Action: *Possible WOC bid to be discussed by Development Committee (EN, 27 Sept)*

Dates and Venues of Meetings

80. Future meetings to be held in Birmingham, starting at 12:30 pm the following dates were agreed:

September 23 and in 2007: January 27, June 2, October 6

Chairman's closing remarks

81. Members were thanked for their contributions and the Chairman closed the meeting at 17:00.

Council April 2006

Action List

1. NC to communicate the outcomes of the investigation to Robin Field	NC	asap
Council meetings		
2. Afternote to be attached to the January Council Minutes	AS	asap
Reports from Committees		
3. Governance Review Group to report back to Council by Jan 2007.	Gov	Jan07
4. Associations to forward names of potential Governance group members to the Chairman as soon as possible	Assoc	asap
5. Council members to be kept informed through emails with attachments or embedded links to papers	All & Chairs	12May
Updates		
6. Action list items 66 and 69 to be discussed at Management	NC	14Jun
7. Reclassify action list item 67	MH	12May
8. Associations to notify MH of dates, times and venues asap	Associations	asap
9. Circulate Child Protection requirements/obligation on associations and clubs	A Ross	asap
10. MH to ask AS to place a picture of the offices on the web	MH	asap
11. MH to discuss the post-box situation with AS	MH	asap
12. NC to ensure declaration of interests a standard agenda item.	NC	On going
13. Members to complete a declaration of interest return	All	31May
14. Equity & Inclusion programme to gain Preliminary standard be progressed	MH	31Oct
15. Proceed with the WOC76 agreement with the Woodland Trust	MH	
The vision, values and priorities of the Federation		
16. Regional associations to consider the vision, values & priorities work and feedback to MH	Assoc	11Aug
17. Development Committee to discuss vision etc by e-mail by mid-Aug	DevCom	17Aug
18. Draft vision statement circulated to Council for discussion	NC/MH	25Aug

Internal Communications		
19. Discuss with staff the updating of the web site; report back to Management	MH	14Jun
20. Associations to consider Internal Communication items 2, 3, 4 and 11 and feedback views to CJ	Assoc	30Jun
Finance		
21. Budget Procedures to be implemented	MD/MH	asap
22. Work to continue on the 2007 Budget recommendations	MH	asap
23. Monthly updates on 2007 budget to be provided to Council members	MH	Month end
24. Final draft 2007 Budget to be discussed and agreed at September Council meeting	MD/MH	25Aug
AGM Review		
25. Establish membership implementation workgroup to plan the roll out	NC/MH	asap
26. RH to approach Trevor Bridle re his involvement in membership implementation group, asap	RH	asap
27. Membership Information paper produced for Focus	NC	8May
28. Membership Implementation workgroup to report to Council on progress (Group Chairman)	Member Group	25Aug
29. Review of the AGM logistics to be attached to Council minutes	MH	12May
Any Other Business		
30. Possible WOC bid to be discussed by Development Committee	EN	27Sep