

## COUNCIL

### Minutes (19/01/08)

Meeting of the British Orienteering Council held on **Saturday 19<sup>th</sup> January 2008**  
at the Brownsover Hall Hotel, Rugby commencing at **12:30pm**

#### **Attendance, apologies and Chairman's opening remarks**

##### **Attendance**

Neil Cameron (NC)	Chairman
Peter Christopher (PC)	Vice Chairman
Lyn West (LW)	Vice Chairman
Jenny Peel (JP)	Treasurer
Chris James (CJ)	Councillor
John Morris (JM)	Councillor
Roger Hargreaves (RH)	Councillor and SWOA
Ed Nicholas (EN)	Councillor
Derek Gale (DG)	EMOA
Henry Morgan (HM)	WMOA
Heather Phipps	YHOA
Paul Lowe (PL)	EAOA
Peter Bylett (PB)	BSOA
Mike Hamilton (MH)	Chief Executive
Laura Young (LY)	Executive Officer

##### **Apologies**

Helena Burrows (HB)	WOA
Simon Greenwood (SG)	SEOA
Allan Farrington (AF)	SCOA
Donald Grassie (DG)	SOA

##### **Chairman's opening remarks**

1. The Chairman welcomed members and thanked them for coming.

##### **Declaration of Interest**

2. There were no further declarations of interest.

##### **Minutes of meeting of 6 Oct 2007**

##### **To confirm as a true record**

3. RH highlighted an inaccuracy in Item 30. It should read

*"Item 30-All agreed there was need for more people willing to drive and lead the implementation of the WSP."*

4. Council agreed and amendment was accepted.

*Action 1: LY to amend minutes from 6<sup>th</sup> Oct 2007, ASAP*

5. The minutes were accepted as a true and accurate record of the meeting.

### **Notification of any other business**

6. HM raised issues relating to the 'O' Safe cards distributed to juniors. To be discussed in agenda item 8.4

### **AGM-Item 5**

7. **Item 5.1:** LY briefed Council on preparations for the AGM.
8. **Item 5.2:** Caroline Povey is compiling information for the Annual Report. The deadline is Monday 28<sup>th</sup> January. It was highlighted that the audited accounts information would not be available in time for the print deadline and the financial report would therefore include income and expenditure details but not audited accounts.
9. Council expressed a desire to see a draft Roll of Honour section of the Annual Report in order to avoid omissions.

*Action 2: Caroline Povey to circulate draft Roll of Honour to Council, ASAP*

10. **Item 5.3.1:** Council agreed that the new British Orienteering Board of Directors should approve and re-approve the adoption of current versions of policies.
11. JM suggested that the word 'DRAFT' be added to relevant published policies before the Board of Directors in their new capacity, formally adopt them. Council were satisfied with the suggestion.

*Action 3: LY to add 'DRAFT' to the relevant published policies, ASAP*

12. Council noted that the policies needed to do justice to the variety of different capacities held in orienteering e.g. volunteer, helper, paid employee, Director etc.
13. NC noted that the policies should provide support for clubs without too heavily constraining their running.
14. Council agreed that formal adoption of the policies is in the overall best interests of the clubs, Associations and Federation.
15. NC suggested adding the issue to the Management Committee agenda for 6<sup>th</sup> Feb. At this meeting a possible way forward can be discussed.

16. **Item 5.3.2:** JP discussed details of membership fee increases for 2009 with Council. JP suggested that even with the proposed increases for 2009 orienteering still stood favourably in comparison to costs for other sporting activities.
17. Council accepted the proposed increases and agreed these should be presented to the AGM. HP suggested listing the marginal costs per member e.g. for FOCUS, mailings, etc. in the paper to be presented to AGM. It was suggested this would better explain the cost of membership.
18. Council discussed possible changes to the levy system. It was suggested that the proposed system would be simpler and fairer.
19. JM highlighted that putting the back-up documents and explanatory papers on the website prior to the AGM would help to explain the levy changes to members.
20. It was discussed that strict criteria determining what classified as a junior event would need to be installed for the new system to work to its full potential.
21. NC suggested that the final drafting of the proposal would take place at the Management Committee meeting on 6<sup>th</sup> February 2008.
22. **Item 5.3.3:** The auditors recommended by Management Committee were accepted by Council. The adoption of these auditors would be decided at the AGM.

## **Finance-Item 6**

23. **Item 6.1:** There were no issues raised by Council.
24. **Item 6.2:** RH raised the issue of outstanding BOC 2007 accounts. MH explained that these accounts had been chased but were still outstanding. MH confirmed that the accounts would continue to be chased.
25. **Item 6.3:** Council discussed proposed additions to 2008 budget.
26. Council voiced no further issues with the 2008 budget.

## **EGM/Reports from other Committees-Item 7**

27. Council raised no issues with the minutes from the EGM held on 27<sup>th</sup> October 2007. These minutes will be taken to the AGM for approval.
28. Council raised no issues with the notes from the Management Committee meeting held 17<sup>th</sup> October 2007 or the minutes from 13<sup>th</sup> December 2007. There were no issues for Council to note or action.

29. LW explained that as a result of the most recent Events Committee meeting, a chair for the Major Events Group had been appointed. Mike Forrest would chair the group and is in the process of putting together the group membership.

## Updates-Item 8

### Action list

30. NC explained that Action 3 on financial information was largely the responsibility of the new Board of Directors to establish an effective way of communicating with regions. To be discussed further in Item 12.

31. It was agreed that the ongoing Action from Jun 07 regarding regionalisation of funding could not be completed as it wasn't in the hands of British Orienteering. Its completion relied on further sports council clarification.

32. **Item 8.2:** LW noted the huge number of achievements made by MH and the British Orienteering office in recent months. Council expressed thanks to MH and the office.

33. CJ suggested detailed publicity of these achievements on the website etc. would help members appreciate the steps made by British Orienteering as a whole.

*Action 4: MH to speak to Caroline Povey regarding the possibility of further publicity of achievements on website, by 22<sup>nd</sup> March 2008 AGM*

34. Council were updated by MH on the current insurance situation. MH thanked Mike Forrest for his input into finding and securing new insurers for 2008. MH explained that the new policy did not require any additional 50p charges for non-members which avoided increasing the workload for volunteers.

35. Council members were pointed towards the Insurance FAQs on the website for further details of the new policy.

### Staff

36. MH explained that Steven Vernon had joined British Orienteering in the new Participation Manager role as of 2<sup>nd</sup> January. Steven's first project would be a pilot scheme involving the development of orienteering activities in a number of clubs.

37. MH explained that all British Orienteering staff were attending staff training on 22<sup>nd</sup> and 23<sup>rd</sup> January. The course was in effective management and was being run by Councillor Chris James. MH thanked CJ from agreeing to conduct the course and believed it would be beneficial to all staff.

38. MH explained that British Orienteering now had Contingency Plan arrangements with the YHA for both disaster relocation space and back-up tape storage.

39. MH thanked Keith Marsden for his work on UKCC accreditation.
40. MH referred Council to Hilary Palmer's Development Review paper and congratulated the RDOs on the amount and quality of work achieved on 1 day a week.
41. MH discussed the development of an International Workgroup focusing on how the International Programme works within the Whole Sport Plan.

### **Sport England**

42. MH explained that British Orienteering had a new Sport England Client Manager, Perry Crimmins – who has in the past taken part in orienteering events!
43. MH noted that British Orienteering had been asked by Sport England to provide feedback on their draft strategic plan.

*Action 5: MH to circulate feedback letter sent to Sport England to Council members, by 8 February*

44. Council were informed that Sport England had offered British Orienteering 2 Days of Equality training to be held in 2008.

### **IOF**

45. Council agreed to support the nomination of Brian Porteous for the IOF Council.

### **Website**

46. MH thanked members for their website feedback and informed Council that most but not all issues had now been resolved.
47. MH explained that work on the events section of the website was now in its final stages. MH suggested that staff would be testing the new section throughout February.
48. JP left meeting to travel to the airport for a business commitment abroad.
49. **Item 8.4:** MH explained that British Orienteering had conditionally passed the Intermediate Standard for Safeguarding Children.
50. HM raised issues regarding the junior 'O' Safe card and the process of drafting prior to printing. MH explained the process which included input from the development team, groups of junior orienteers, coaches and external bodies. HM suggested some details that may require re-drafting in the future. Others commented that despite the possible further improvements, the card was superior to that issued in other sports.

## **Whole Sport Plan-Item 9**

51. NC reminded Council that associations are still invited to recruit members for the new Development Committee.

*Action 6: NC to email association reps as a reminder that Development Committee members are still needed, ASAP.*

52. EN was proposed as Chair of the new Development Committee.

53. Council endorsed EN as Chair of Development Committee.

54. Council discussed the Developmental review carried out by Nigel Furniss. NC suggested EN as the new Chair of the Development Committee should review the recommendations made by Nigel Furniss at the first Development Committee meeting. Any recommendation not within the terms of reference of DC should be referred to the new Board of Directors.

55. Council discussed the WSP 2009-2013 document produced by MH. NC noted the importance of ensuring the document reached clubs and associations and that it was in a meaningful and easy to review format

56. NC thanked MH for his work in compiling the WSP document

## **Competitions Review-Item 10**

57. Council noted that any review such as this needed to simplify the competitions structure. It was suggested that the current review could help to simplify the process.

58. MH expressed the importance of any review recommendations being suited to newcomers as well as established orienteers. Council discussed the need for detailed communication and feedback from clubs and associations regarding the proposed changes.

59. Council agreed broadly with the ideas presented and gave guidance to LW for taking the changes forward.

## **International Influence Strategy-Item 11**

60. NC suggested any comments regarding the International Strategy submitted to the CCPR should be directed to MH, LY and NC.

61. EN left the meeting at 4.30pm

62. Council discussed the likely shortfall of international delegate funding in 2008.

63. Council agreed that the details of funding for international delegates in 2008 would be decided by Management Committee in the meeting to be held 6<sup>th</sup> February,

and that possible recipients should be given the opportunity to state how their IOF involvement benefited British Orienteering.

### **Board Operations-Item 12**

- 64. NC outlined possibilities for how the Board of Directors would communicate with associations and clubs.
- 65. HM asked about publication of Board of Director meeting minutes etc.
- 66. NC supported that publication would follow the same procedures as Council e.g. website, but this would be determined by the Board.
- 67. It was suggested relevant papers for meetings could be distributed to association representatives prior to meetings. Council suggested the channel for communicating issues from associations to the Board will need to be clearly defined and publicised.
- 68. Council accepted that decisions regarding the workings of the Board would be made by the Board itself on its formation.

### **Any Other Business-Item 13**

- 69. All AOB items covered.

### **Reporting and Actions**

- 70. No summary required as minutes were being sent out promptly.

### **Chairman's closing remarks**

- 71. Members were thanked for their contributions and input into the final Council meeting of British Orienteering.
- 72. JM thanked NC as Chair of the meeting and of the British Orienteering Council.
- 73. The Chairman closed the meeting at 17:20.

## Council January 2008

### Action List

1	Action 1: LY to amend minutes from 6 <sup>th</sup> Oct 2007	LY	ASAP
1	Action 2: Caroline Povey to circulate draft Roll of Honour to Council	CP	ASAP
1	Action 3: LY to add 'DRAFT' to the relevant published policies	LY	ASAP
3	Action 4: MH to speak to Caroline Povey regarding the possibility of further publicity of achievements on website	MH/Caroline Povey	By 22 <sup>nd</sup> March 2008, AGM
3	Action 5: MH to circulate feedback letter sent to Sport England to Council members	MH	By 8th February
1	Action 6: NC to email association reps as a reminder that Development Committee members are still needed.	NC	ASAP

#### Actions remaining from previous meetings:

2	Jun 07 2. Three regions (EA, SE and SC) and British Orienteering to discuss way of dealing with regionalisation funding within the Sport England South East region.	EA Chair/ SE Chair/ SC Chair/ NC and MH	→
4	Jan 07 2. MH to look into ways to communicate better with members regarding the amount of work involved in liaising with sports councils and what the funds are spent on.	MH	→
5	April 06 3. Possible WOC bid to be discussed by Development Committee	EN	→