

1. Role of Vice-President to be discussed by Management Committee (06/05)
2. Community Sports Coach (06/07h) and the role of RDOs (06/08c) to be discussed by Management Committee
3. Implementation plan for Communications Report recommendations to be prepared after consultation (06/08a)
4. Membership Working Group proposal to be put to the AGM (06/09a); the level of fees in a stand-by proposal in the event of the first one not being carried to be decided by Management Committee.

A full copy of the minutes is available on the web site at

www.britishorienteering.org.uk

The next meeting of Council will be on **Saturday, 6th May 2006**.
Agenda items and papers must reach BOF Office by **Wednesday, 5th April 2006**

At the BOF Council meeting on 6th May 2006 it was agreed that the second paragraph of Minute 06/07d of these minutes should read:

"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."

Meeting of the Council of the British Orienteering Federation
held at the Great Barr Hotel, Birmingham on Saturday 21st January 2006

Present:

Officers

Bob Roach	Chairman
Neil Cameron	Vice
	Chairman
	Vice
	Chairman
Malcolm Duncan	Treasurer

Association Representatives

Paul Lowe	EAOA
John Bennett	EMOA
David Brown	BSOA
	NEOA
	NIOA
Stephen Richards	NWOA
	SOA
	SCOA
	SEOA
Roger Hargreaves	SWOA
Anne Wilson	WOA
Ray Collins	WMOA
Lisa Broadest	YHOA

Councillors

John Morris
Chris James
Lyn West

In Attendance

Robin Field	Chief Executive
Mike Hamilton	Chief Executive
Amy Sarkies	Executive Officer

Presenters

John Woodall	Membership Working Group
Keith Auchterlonie	Communications Plan

06/01 Apologies and Courtesies.

Apologies accepted from Peter Christopher (Vice Chairman), Allan Farrington (SCOA), Henry Morgan (WMOA), Roger Smith (YHOA), Becky Carlyle (Councillor), Ken Daly (SOA), Simon Greenwood (SEOA), Patrick Smyth (NEOA).

The Chairman urged that if association representatives know in advance they will be unable to attend Council they seek to find a replacement.

06/02 Minutes of Meeting on 05/11/05

The minutes of the meeting on 05/11/05 were accepted as a correct record.

06/03 Actions.

Actions deleted: 51, 52, 52, 54, 56, 57, 58, 60

Actions continuing: 55, 59, 61

06/04 Matters Arising, not elsewhere on the Agenda.

None.

06/05 Notification of Additional Items of Business.

Concerns raised by Patrick Smyth on behalf of NEOA - to be raised under agenda item 06/10.

BOF President and Vice-President. The vote was unanimous for re-electing Sir Chris Bonington and John Disley.

Chris James proposed someone to be appointed as a second Vice - President. Neil Cameron suggested that we should first look at what we want the BOF President and Vice-President to do for us and then identify a suitable person to approach. It was agreed to discuss the role of Vice-President at the next Management Committee meeting.

BR to action

06/06 Committee Reports

The Chairman's report had been distributed in advance of the meeting.

a) Management Committee (07/12/05)

Medals for JK & BOF

It was agreed to purchase a 5 years supply; this will provide a considerable saving for individual events in the cost of purchase and the time in ordering them. The medals will be engraved for each event.

- Forestry Commission Agreement
- The Chairman signed the new Agreement at the meeting.

b) Management Committee reports from other committees

Event Operations

No meeting since last Council. The next meeting will be on 25th February.

International

Mark Saunders stood down as Chairman and the committee nominated Dave Harrison to take over. **This was approved by Council.** Council thanked Mark for all the work he has done over the years.

The committee has proposed two changes to its structure - staff members to be formally recognised as non-voting members and one committee member to have specific remit for international event hosting. **These changes were approved**

Review of selection procedures - details in a lengthy annex to the notes.

Coaching – The meeting on the 12th November was inquorate. The next meeting will be on 11th March. The Chairman reported that the Coaching Conference has been arranged for 3rd and 4th February and that Vicky Thornton has been appointed as Coaching Manager.

c) Development Committee

No meeting since last Council. The next meeting will be on 25th January.

06/07

Updates:

a) Child Protection Report

Robin Field reported that work is underway to achieve the Silver award; this requires implementation of the plan that was drawn up in order for us to achieve the Bronze award.

b) Anti-Doping Report

Robin Field reported that a lecture was given to all 2006 squad members at the Inaugural weekend in November. Ten drug tests were completed at the Inaugural weekend and all results were negative. There is a requirement for all the athletes to record their whereabouts on a web page to enable 'out of season' testing to be carried out.

c) Levies Due

BAOC for their event held on 24/04/05 at Swynnerton Camp, Stafford.

AS

to action

d) IOF Events / World Cup 2005

Robin Field reported that the World Cup Company ceased trading at the end of 2005. The residual funds are now in BOF funds and are being spent on a development programme agreed by UK Sport.

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.

IOF Events - no information is yet available on the event structure to replace the World Cup events.

Bid for 2012 World Champs - UK Sport has been approached however no decision has been made yet.

e) Sports Councils Funding

Robin Field reported on two recent key meetings about funding.

UK Sport - UK Sport had proposed to reduce our current grant of £220k to £120k by 2008/09. They have now indicated the grant will reduce to £200k by 2007/8 and then remain at that level for later years. Whilst not ideal, this outcome is much better than seemed likely a few months ago. Robin commented that the support of the Central Council of Physical Recreation

had been a great help in the recent negotiations.

Sport England - Our funding for the next few years has been confirmed at £375k; again, a satisfactory outcome. In addition, it has recently been announced that new funding is being made available to national governing bodies of sport. Robin reported that a bid will be made to fund activities such as UKCC, volunteer strategy and the meeting of new standards in equality and child protection.

f) WOC 76 Funds

The possibility of donating the fund to the Woodland Trust to use for a specific area of woodland in the Lake District is being considered. However, reservations have been expressed about the appropriateness of this particular development for orienteering.

g) Staffing

Welcome to the new Chief Executive, Mike Hamilton.

John Dalton has been appointed to look after BOF office IT and the servicing of the IT. John will also manage the office move.

h) Development

Robin Field reported that DVO are to employ a Community Sports Coach with funding from Sport England and the County Sport Partnership and that BOF are to be the employers with a reporting line through Development staff. Neil Cameron urged that policy and practicalities need to be formally established for such an arrangement. It was agreed that this issue will be raised at the next Management Committee meeting.

BR

to action

06/08 Discussions items

a) Presentation on the communication report

The report (90 pages) had been distributed prior to the meeting with a recommendation that the executive summary was an excellent introduction.

Keith Auchterlonie, the author of the report, was welcomed to the meeting. He reminded Council that the objective of the report was to review internal communications within the Federation. He sought comment from BOF Office, the Associations, Clubs and Members to provide a basis for his assessment. There were 240 responses from the individual survey, with 50% returned by mail and 50% returned through the BOF website. The club survey received a good response. 12 responses were received from an informal association

survey.

In all, the report contains 15 recommendations arising from the analysis of the returns and it recognises that implementation of these recommendations will raise a number of practical issues, not least cost, time and priority. Keith suggested that improved communication with associations and obtaining email addresses of members were topics that could quite easily be acted upon and would quickly prove to have been worthwhile.

It was recognised that before an implementation plan can be prepared we need to obtain the views of members about priorities and have an understanding of the practicalities of implementing each recommendation. It was agreed that prior to the next Council (6th May 2006) association representatives will consult their members about priorities and Mike Hamilton will arrange for staff to assess the practicalities of the recommendations. Mike will also post the report and a separate copy of the executive summary on the website with an introduction to the background of the report and an explanation of the consultation process that will now take place.

Action: Association reps & Mike Hamilton

The report was accepted and Council expressed appreciation to Keith for his work.

MH

to action

b) Membership proposals – report from working group

Following the EGM in September 2005, Management Committee set up a working party chaired by John Woodall to endeavour to produce a single proposal from the two proposals given support at the EGM.

John Woodall attended Council to discuss the report that had been circulated prior to the meeting. He outlined the original proposals and the five principles that formed the guidelines of the Working Group. The group also worked to the principles of simplicity, practicality and low cost.

The proposal included the following:-

All existing members be designated as Full BOF Members. A new category of BOF membership, to be called Local BOF Members, be created for club-only members of BOF affiliated clubs. Local BOF members to be entitled to vote at BOF general Meetings and be covered by BOF insurance. The clubs to provide BOF with the names and addresses of their club-only members.

Points made in the discussion included:-

- Ø The need to check that major practicalities will be reasonable, e.g. standard, easy to complete forms, the processing of newcomers, handling 'entry on the day'
- Ø There will be extra work in the first year for Club Secretaries; this cannot be avoided

c) Regional Development Officers – how to progress

At the previous Council meeting the Chairman distributed a paper to re-start the debate about RDOs.

The Chairman explained that previous thinking had been to roll out RDOs in the following order:-

- Ø Club/school links(now established in England with PESSCL funding)
- Ø one day per week in each region funded by BOF for work that wasn't restricted schools; the thinking behind this was that every region would have some development work irrespective of its financial strength
- Ø the employment by BOF of RDOs on behalf of and funded by associations and clubs

It was recognised that the extension of development work doesn't have to be done in this order. However, before BOF decides whether or not to employ staff on behalf of regions, there needs to be clarity of who would do what, conflict of interests etc. It was agreed that Management Committee should look at these issues and report back to Council.

BR to action

06/09 Proposals for Council to adopt or approve

a) Membership – proposal for the AGM

Discussed under 06/08(b)

The proposal was carried. For: 13 Against: 0 Abstentions: 1

It was agreed that John Woodall and Dick Towler put the proposal to the AGM. They are also to work on the finer details of the proposal.

How the additional local membership information is to be collected and in what format needs to be discussed and decided upon before the AGM.

**Membership Working Group/MH to
action**

There was discussion about whether it would be possible to guarantee that the ratio (i.e. 1:2) between the two different levels of fees will stay the same for the next 10 years. It was decided that this Council should not seek to tie the hands of future Councils.

A paper with FAQ's has been created, however if there are any more people can think of please email them to Amy Sarkies at BOF office who will pass them onto the working group to answer.

members to action

it was agreed that a stand-by proposal for fees is needed in case the above one isn't passed at the AGM. Council agreed to this being determined at the next Management Committee meeting..

BR to action

06/10 Chairman's Business

NEOA - Bob Roach reported that since the last Council meeting he has had further discussions with Patrick Smyth regarding the NEOA dissatisfactions with BOF. Patrick is concerned about the viability of NEOA and believes these need addressing by BOF.

It was agreed to propose to NEOA that a meeting is held involving the NEOA executive, a member of staff, an Officer and the Chairmen from the two neighbouring English associations (YHOA and NWOA).

BR

to action

06/11 Treasurer's Business

a) Budget for 2006

A draft budget was distributed two days before the meeting - it is still only have a draft because of the various uncertainties about grants. It is hoped the budget can be finalised within a month.

Neil Cameron commented that we need to have budgets prepared despite uncertainty about sports council funding.

Mike Hamilton said an early impression was that we need to look at scheduling of this meeting for future years as it's not possible to have the year end figures available this early on in the new year. He is also concerned about the pressure on staff at this time of year. Is there any reason why this meeting cannot be in February? It was recognised that a later Council meeting would restrict Council's ability to consider figures and express a view on figures prior to being finalised for the AGM.

MH to action

b) Strategic Budget

A strategic budget has not yet been prepared, again due to uncertainty until very recently about grant funding. Neil Cameron suggested we need to make assumptions so as we have something to work on. This is something that he and Malcolm Duncan, the Treasurer, intend to include in the review of budgeting processes that they have taken on.

MH/MD to action

06/12 Dates of Future Meetings

	2006	2007
Council	21/01/2006	
AGM	15/04/2006	
Council	06/05/2006	
Council	23/09/2006	

06/13 Any Other Business

Thanks and appreciation were expressed about Robin for BOF over the last 4 years.

There being no other business the meeting closed at 16.50

ACTIONS

arising or continuing from the Council meeting of
January 21st 2006

62	05/37(b)	Set up Charitable Status account	MD
63	05/40(a)	Overall existing expenditure to be investigated	MD/NC
64	06/05	Role of Vice President and proposal for a second V-P to be considered at the next Management Committee meeting	BR
65	06/07(c)	Outstanding levies to be paid	AS
66	06/07(h)	Principle behind the Community Sports Coach idea to be discussed at Management Committee meeting	BR
67	06/08(a)	Action plan for communications report recommendations to be implemented	MH/ALL
68	06/08(a)	Final draft of the communications plan to be put on the BOF website	AS
69	06/08(c)	RDOs to be discussed at Development Committee	BR
70	06/09(a)	Finer details of the Membership proposal to be worked through before AGM.	MH/MWG
71	06/09(a)	FAQs re the Membership proposal to be emailed to BOF office	ALL
72	06/09(a)	Second proposal to be discussed and agreed upon at the next Management Committee meeting.	BR
73	06/10(a)	Meeting with NEOA representative to discuss concerns	BR
74	06/11(a)	Re-scheduling of first Council meeting of the year so that previous years figures are available.	MH
75	05/40(c) 06/11(b)	Strategic budget to be produced before 1 st February 2006	MH/MD