

Development Committee Minutes (24/1/07)



A meeting of **DEVELOPMENT COMMITTEE**

was held on
Wednesday 24 January 2007 at the Friends Meeting House, York
Commencing at 12:30

MINUTES

Attendance, apologies and Chairman's opening remarks

1. In attendance were:

Neil Cameron	(NC)
Lyn West	(LW)
Toni O'Donovan	(TO'D)
Chris James	(CJ)
Keith Marsden	(KM)
Peter Bylett	(PB)
Caroline Povey	(CP)
Hilary Palmer	(HP)
Derek Allison	(DA)
Mike Hamilton	(MH)

2. Apologies were received from:

Malcolm Duncan	(MD)
Donald Petrie	
Dave Harrison	
Peter Christopher	
John Morris	
Peter Guillaume	

Declaration of Interest

3. Members were asked to advise the meeting of any agenda items which required a declaration of interest. No conflicts of interest were raised.

Minutes of meetings

4. The minutes of the meeting held on 27 September were noted as a true record.
5. There were no matters arising that were not within the agenda.

Notification of any other business

6. Procedures for the assessment of Club of the Year and particularly the assessors.
7. Encouraging clubs to develop teams of volunteers to fulfil event roles.

Review of the action list

8. Members agreed that the updated 'Action List' was accurate.

Multi-day fund grant application process

9. The prepared paper on the application process was discussed. It was noted that some of the background information about each of the funds requires completion and the application form is still to be finalised.
10. During the discussion it was also recognised that there will need to be a marketing campaign to provide information to clubs and members. The dates for submission and assessment are particularly important to get to clubs.

Action: *The Fund Application form to be finalised as soon as possible (MH, asap)*

Action: *Information about the submission process and application form and dates should be circulated to clubs and members (MH, asap)*

Volunteer Strategy

11. The Terms of Reference were agreed but it was noted that the ToR should also be seen as reviewing current policy and a timescale of 6 to 8 months should be realistic for completion.
12. An advert for members to sit on the Volunteer Workgroup should be placed on the web and a Chairman identified.
13. HP stated that she would like to be involved in the group since the work of the Workgroup impacted considerably on the work of the Development Team; this was agreed.
14. NC felt there is a need to move this work forward aggressively, the group agreed but did identify a workload and priority issue. MH queried who would drive it forward.
15. Once the workgroup is functioning a priority should be to determine definitions for the 'main' volunteer roles.
16. The workgroup is to report to Management Committee at the July meeting ie a report circulated to Management by the end of June
17. It was recognised that the questions of staff time, person to lead and 'ownership' of this project have not been addressed.

Action: *The Terms of Reference for the Volunteer Workgroup to be modified to include 'a review of current policy' and a timescale of 6 to 8 months (TO'D/MH, asap)*

Action: *Chairman and people to be recruited to the Volunteer Workgroup (NC/MH, asap)*

Action: *Volunteer Workgroup to report to Management Committee at the July meeting (MH, asap)*

Review of the membership/participation analysis

18. The Chairman again thanked David Nevell (HOC) for the analysis and members welcomed the reworked analysis. The analysis will form an excellent basis for determining the 'baseline' membership situation.
19. Members agreed that the 2007 Membership Scheme will require a 'restart' of baseline membership data.

Action: *The Membership Analysis is made available to members on the web. (MH, asap)*

Action: *Thanks once again be sent to David Nevill for his work on the Membership Analysis. (NC, asap)*

Review the Work of the Committees & Groups

20. There was a wide ranging discussion on the work of the committees. The information fed back from most committee and workgroup chairmen was considered as were the potential 'gaps in coverage' put forward by NC/MH.
21. Members agreed that some of the committees and groups work well but for a few there are issues such as:
 - a. Motivation to attend meetings and enjoyment at them
 - b. Lack of clarity regarding the Terms of Reference
 - c. A framework for decision-making that empowers people in committees and groups to get on and do!
22. The above should be considered by the Governance Working Group as it continues its deliberations.
23. It was agreed that an updated 'BOF Approved Structure' which contains committee and group membership be placed on the web with the updated staff attendance.
24. The mindmap developed during the meeting is attached for reference. The following is a summary of the key issues raised during the discussion:
 - a. Workgroups should be used as ad-hoc groups with 'expert' membership (not representatives) to consider short term, time-limited matters. External experts should be recruited when appropriate.
 - b. Council & Management: members agreed with the governance workgroup that there is a confusion of responsibility and accountability.
 - c. Coaching: Recognition that the brief includes coach education, coaching of orienteers and responsibility for the Start programme; there are some areas of potential conflict with International Committee and JCG.
 - d. International Committee; an overarching concern that oversight of the international programme is still to be addressed and is a big topic on its own to resolve.
The ToR do not reflect the work and need to be addressed once the role is made clear.

There is a need for an athlete forum of some kind.

Where does responsibility and accountability lie? staff, Management or International Committee?

Confusion over the roles of several committees in the strategic scheduling involved in bringing international events to the UK.

- e. Development: General agreement that the committee be reconstituted to cover the areas of: membership, junior participation, club development, people development, University O, Youth O; the areas of work covered by the development team.
It should take responsibility for these areas across the whole of the UK not just England.
- f. Events: The current Event Operations should perhaps consider changing the name to Events to be more encompassing.
Although the role is to coordinate the 6 sub groups, the ToR will need to be adjusted to reflect the true nature of the work the committee does.
It was noted that at times a marketing input would enhance the committee.
- g. Rules: Generally agreement that the group should take more responsibility for: overseeing application of the rules, good practice, managing Controllers, feeding back on IOF Rule changes where these are around event rules.
- h. Major Events: should be a group rather than an individual and needs to take more responsibility for major events strategy, not solely the very important event allocation role.
- i. Fixtures: The risk associated with the secretarial role was acknowledged; as was the need to address the Home Internationals.
- j. Competition Structure: The need for an expert cross group panel to consider competition structure was recognised.
- k. Elite Competitions: the positive review was noted and members felt the particulars of the ToR went some way to help the group maintain a tight focus on their work. It was slightly disappointing to find no recommendations as to how effectiveness could be improved.
- l. Business & Finance: The committee structure does not currently take responsibility for the staff and business side of the operation. Is there a need for a Business & Finance Committee to consider: marketing, finance, Human Resource, administration matters, IT strategy and links with the IOF.
- m. MTBO: The development of the programme has been left to a few people and not been mainline British Orienteering business even though British Orienteering is responsible for it to the IOF. Members considered that a committee with direct responsibility might be able to represent MTBO more effectively and would reward the people who have done such a good job in promoting it.
- n. Trail O: The same as for MTBO. It was recognised that this might be a short term stepping stone on the way to a more complete integration into the other committees and groups for both Trail O and MTBO.

- o. International oversight: was recognised as a big issue and one that will need time and discussion to address.

25. All the gaps had been covered and all of the work areas identified by NC/MH had been placed apart from international oversight.

26. There will now need to be considerable more work to progress the ToR and hold discussions with chairmen and committees/groups.

27. This work is considered to be of high importance and should be progressed as quickly as possible.

28. All the chairs that had provided thoughts on the work of their committee or groups were thanked. Members thought it had been a very worthwhile exercise.

Action: *An updated 'BOF Approved Structure' which contains committee and group membership be placed on the web with the updated staff attendance (MH, asap)*

Any Other Business

29. Club of the Year: it was agreed that Caroline Povey, Keith Marsden and Toni O'Donovan will assess the nominations and that Lyn West be reserve in the case of a conflict of interest becoming evident. Toni O'Donovan explained that there could be a conflict of interest regarding her club ODs and Chris James also offered his assistance but since HOC was one of the applicant clubs felt he should not stand.

30. Developing role 'teams' within clubs, there was agreement that this is an ideal way for a club to proceed as it helps to address the succession issue, however it was also recognised as being unrealistic for some clubs who are desperately trying to find single volunteers to fill roles.

Reporting and Actions to Management

31. There were no items to be recommended to Council or marked for Council to note.

Dates and Venues of Meetings

32. The dates, times and venues of future meetings were discussed and it was agreed that meetings continue to be held in York and commencing at 12:30.

33. The current dates of Development Committee meetings are:

18 April, 12 September

Chairman's closing remarks

34. The meeting closed at 16:25 and the Chairman thanked members for their contributions.

Development Committee

January 2007 Action List

Declaration of Interest

Multi-day fund grant application process

1. *Action: The Fund Application form to be finalised as soon as possible (MH, asap)*
2. *Action: Information about the submission process and application form and dates should be circulated to clubs and members (MH, asap)*

Volunteer Strategy

3. *Action: The Terms of Reference for the Volunteer Workgroup to be modified to include 'a review of current policy' and a timescale of 6 to 8 months (TO'D/MH, asap)*
4. *Action: Chairman and people to be recruited to the Volunteer Workgroup (NC/MH, asap)*
5. *Action: Volunteer Workgroup to report to Management Committee at the July meeting (MH, asap)*

Review of the membership/participation analysis

6. *Action: The Membership Analysis is made available to members on the web. (MH, asap)*
7. *Action: Thanks once again be sent to David Nevill for his work on the Membership Analysis. (NC, asap)*

Review the Work of the Committees & Groups

Any Other Business

Reporting and Actions to Management

8. Dates and Venues of Meetings