

Meeting of
MANAGEMENT COMMITTEE
held on Thursday 1st April 2004 at the National Office, Matlock.

Council is asked to NOTE:

- 04/20a The present position regarding access and formats for WC 2005.
- 04/20b The receipt of funding to support the appointment of Regional Development Officers.
- 04/20d The latest situation regarding the WOC 76 fund.
- 04/20f The need to ensure best use of the promotional budget.
- 04/22 The intention to seek authority to make extracts of the membership database available to an organisation providing a service to orienteering.
- 04/24 The recruitment of Regional Development Officers for the three northern regions of England.
- 04/25 Management Committee's support for the experiment in producing a trophy policy.
- 04/26 The support from Management Committee for BOF funds to bear all the costs of Association representation at BOF Committees.
- 04/30 The Chairman's intention to investigate and report on objectionable comments found in some Club and Association magazines and on websites.
- 04/30 The intention to draw attention to the dangers of e-coli o157.

Minutes of the meeting of
MANAGEMENT COMMITTEE
on Thursday 1st April 2004 at the National Office, Matlock.

PRESENT:

Bob Roach (Chairman)	Malcolm Duncan (Treasurer)
Ranald Macdonald (Vice Chairman)	
Dick Towler (Councillor)	Katy Stubbs (Councillor)

In attendance:

Robin Field (Chief Executive)
Alex Ross (Executive Officer)

04/15 Apologies and Courtesies

Apologies from David Morgan.

04/16 Minutes of Meeting of 04/02/04.

Accepted as a true record.

04/17 Actions.

Actions Completed: 53, 54, 55, 56, 60, 61, 62 and 63

Actions Continuing 41, 48, 57, 58 and 59

04/18 Matters Arising, not elsewhere on the Agenda.

Items on Ad Hoc magazine (AOB), BOF Structure (Executives' Business) and Meeting Schedule (Agreed to change from 30/6/04 to 16/6/04 with Dick Towler offering his apologies) were raised.

04/19 Notification of Major Items of Other Business.

No items.

04/20 Updates:**a) WC 2005**

There are some environmental problems over access but reports are being provided for English Nature and there is a reasonable expectation of a successful conclusion. It is anticipated that the BJOC will coincide with the Classic Race Qualification.

Problems over the Sprint Race venue have been resolved by having the Qualification and Final on different days at different venues. This proposal is awaiting IOF approval.

b) Sports Councils

Lottery (2004/2005) and Exchequer (2004) funding has been received at normal levels with additional money for the Regional Development Officers being agreed. UK Sport has promised extra funding until the end of May 2005 to accommodate the World Cup. A new liaison officer with Sport England has been identified.

c) Strategic and Operational Plans

The Strategic Plan awaits Council endorsement with the inclusion of a process to establish an accreditation procedure for centres of excellence in Universities.

The Operational Plan is only in draft form and only 50% complete. A completed version may be available at the next meeting of Council.

d) WOC 76 Fund

The Chief Executive is not in a position to write a report for Council following a set back in funding from the Elite Support Group. There will be a delay until after the JK in order that a survey of individuals and clubs can be completed. Malcolm Duncan is keen to get some idea of the costs involved. Other options continue to be investigated.

e) BOF Premises

The lease on the present BOF premises in September 2007 and not 2006 as thought at the previous meeting.

f) Website, YO, RC#5, Focus and Outdoor Show.

The self funding CD ROM is now complete following the receipt of 70 advanced orders. A joint production BSOA/BOF of a leaflet has gone out to all clubs for use with local schools.

RC#5 is now being printed and distributed in the same manner as Focus. The next issue of Focus will have sharper and brighter colours as well as containing a questionnaire for members seeking feedback on the two formats. The costs for the provision of full colour need to be considered.

Timely updating of the old website is not taking place with the effort going into the production of further pages and the possibility of receiving feedback on the design and production. An end of June completion date is anticipated.

The Outdoor Show plans are progressing. A team of elite athletes is entering the Adventure Race and helpers will receive free gifts. The event organisers would like further involvement from us next year as part of National Outdoor Week where they would provide the participants and the publicity and we provide the events. It will be important to analyse the costs/benefits of our future involvement as well as the proportion of the budget to be committed to the process.

04/21 AGM Business

a) Child Protection Implementation Plan

A dry run of the planned presentation for the AGM given by the Protection Officer generated a large amount of discussion and questions. The critical issues and likely areas of debate were identified. It was agreed that Officers would provide support where necessary.

b) BOF Membership and Funding

A presentation provided by the Chief Executive was examined with considerable debate over the emphasis to be placed on particular points. It was agreed that the presentation would be given by Ranald Macdonald.

c) AGM Timetable

The order of items was agreed and a discussion over the lack of nominations for four posts did not realise any new possibilities. It was agreed to ask for nominations from the floor at the AGM. Item 8 on the AGM agenda was confirmed as the last item of official business.

04/22 Data Protection Act

An issue over the supply of a limited extract of the BOF Membership database to a commercial organisation was discussed. The absence of any intent by that organisation to make a profit and because the benefits to the sport were felt worthwhile and it was agreed to make a statement in Focus of our intent to do so allowing members to opt out if they should wish. It was also agreed to make the same facility available to other organisations if they so requested on the same basis.

Action AR

04/23 Trail-O

A proposal to hold the European Championships at WC 2005 has been rejected. It is understood that Anne Braggins will approach JK 2005 with the intention of asking them to provide a Trail-O competition.

04/24 Association Development

The results of a meeting with NEOA, NWOA and YHOA were reported. NW relayed their intention to increase efforts to improve adult participation. It was noted that there was a conflict with Sports Council needs.

Recruitment is now taking place for three Regional Development Officers to replace the former Schools Development Officer who had responsibility for the three regions. Once that is complete then efforts will be increased to provide other regions with the same service. Much of the detail has still to be resolved although a job responsibility document, reflecting the pro-active nature of the posts, has been agreed.

The issue of the particular problems in the NE were discussed and an offer of a visit by an Officer and the CEO was agreed.

Action RF

04/25 British Championship Trophies

The present position regarding trophies at the British Championships was reviewed. The nature of the experiment proposed by Development Committee and trialled at BOC 2003 and BNC 2004 and the subsequent responses were discussed. Support for the experiment was forthcoming but it was suggested that further discussion at Council might be useful.

Action AR

04/26 Committee Expenses

The present arrangement (75% BOF, 25% Association) for the payment of BOF Committee expenses other than Council was reviewed. The increased cost of £600 to fund them entirely from BOF funds was supported subject to agreement at Council.

04/27 Chairman's Business:

Bob Roach notified his intention to be unavailable during August.

A nomination for a Chairman from Coaching Committee for approval is expected following the resignation of Angela Heppenstall.

The next SOA/BOF meeting will take place at the JK.

A statement regarding the BJOC will be made by the Chairman at the AGM in an attempt to encourage informed debate.

04/28 Treasurer's Business:

February Figures

Income is broadly in line with expenses. There has been an unexpected increase in grant reception accounting for the healthy appearance. The balance sheet continues to be healthy and no problems have been identified.

The time deposits, currently held in the Loughborough BS, are being reviewed.

A contingency has been allowed for salary reviews.

04/29 Executives' Business:

a) Risk Management Report

The annual review was carried out at the last meeting.

b) Child Protection Report

Discussed under item 04/21a.

c) Anti-Doping Report

No tests since last meeting.

d) Modernisation Report

The self assessment report has been completed. No application for modernisation grant has been submitted as we do not appear on the priority sports list.

e) BOF Structure

The initial operation of the Event Operations Committee was reviewed and the reporting procedure confirmed. It was agreed that representatives of International Committee and Coaching Committee should be able to attend Management Committee when necessary.

04/30 Any Other Business:

Concerns were raised over reports and comments found in some Club and Association magazines and on websites particularly regarding objectionable statements made about individuals. The Chairman agreed to investigate and report on these claims.

Action BR

The position of non-members regarding liability insurance was confirmed. They are insured to undertake official duties at an event but not to take part in the event itself. It was agreed that this information needs to be disseminated to clubs

Action AR

Dangers relating to the presence of e-coli o157 in fields used for parking were discussed. It was agreed to issue some guidance through Focus.

Action AR

04/31 Dates and Venues of Future Meetings:

June 16 th	National Office	Matlock	10:30 am
September 22 nd	National Office	Matlock	10:30 am
December 8 th	National Office	Matlock	10:30 am

ACTIONS

arising or continuing from the meeting of Management Committee
on 1st April 2004

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|----|--------|---|----|
| 41 | 03/45 | Provide suitable briefing document for members of Council on RF procedures. | |
| 48 | 03/74f | Liaise with Fixtures Committee to find a suitable venue for a AR Members Gathering in 2005 | |
| 57 | 04/09 | Provide draft of restructured agenda for Council. | AR |
| 58 | 04/10a | Inform IOF of support for O initiatives overseas | RF |
| 59 | 04/10b | Provide draft of defined roles for elected representatives | RF |
| 64 | 04/22 | Provide suitable article for publication in Focus on the AR proposed use of the BOF database. | |
| 65 | 04/24 | Raise possibility of a visit to the NEOA by Chairman and CEO RF with the clubs within that Association. | |
| 66 | 04/25 | Add discussion item on trophies to the Council agenda | AR |
| 67 | 04/30 | Investigate and report on claims of objectionable statements BR appearing in some Club and Association magazines and on websites. | |
| 68 | 04/30 | Confirm insurance conditions for non BOF members at events AR with Clubs and Organisers. | |
| 69 | 04/30 | Provide suitable article for publication in Focus on the possible AR problems from e-coli o157. | |