

Meeting of
MANAGEMENT COMMITTEE
held on Wednesday 4th February 2004 at the National Office, Matlock.

Council is asked to NOTE:

- 04/06b The concern over the commitment of the WOC 76 fund.
- 04/06d The updated position regarding Sports Council funding.
- 04/07 The issues arising from the approval of the new BOF structure.
- 04/08 The retiming of the BOF Strategic Plan to coincide with Sports Council timetables.
- 04/10 The intention of the Officers and CEO to accept invitations to visit Clubs and Associations.
- 04/11 The surplus achieved in 2003.
- 04/12b The requirement for BOF to attain two standards in Child Protection by the end of February.
- 04/12e The intention to supply event banners to a number of junior events.

Minutes of the meeting of
MANAGEMENT COMMITTEE
on Wednesday 4th February 2004 at the National Office, Matlock.

PRESENT:

Bob Roach (Chairman)

David Morgan (Vice Chairman)

Ranald Macdonald (Vice Chairman)

Malcolm Duncan (Treasurer)

Dick Towler (Councillor)

Katy Stubbs (Councillor)

In attendance:

Robin Field (Chief Executive)

Sophie Furness (Marketing Manager)

Alex Ross (Executive Officer)

(item 04/06j only)

04/01 Apologies and Courtesies

Katy Stubbs was welcomed to her first meeting. The Committee also sent best wishes to Gill Cannon (Junior Squad Physiotherapist) on the birth of her son.

04/02 Minutes of Meeting of 03/12/03.

Accepted as a true record.

04/03 Actions.

Actions Completed 47, 49, 50, 51 and 52.

Actions Continuing 41 and 48.

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

No matter arising.

04/05 Notification of Major Items of Other Business.

An item on BOF Staffing was added to 04/07.

04/06 Updates:**a) IOF Events / WC 2005**

The formation of a new company to handle the financial affairs of WC 2005 is expected to be approved at the Directors meeting. Otherwise there were no further additions to the report given at Council on 17th January 2004.

b) WOC 76 Fund

The Performance Director asked for a commitment of BOF funds before

asking volunteers to expend considerable effort in the next stage. The Committee felt that such a commitment could not be given until firmer figures and a business plan were available. This would hopefully lead to a proposal to Council with a recommendation from Management Committee that funding be approved on the basis that all conditions had been met. There was some concern over the viability of the project and it was agreed to consult Clubs and Council.

Action RF

c) AGM 2004

The venue and the organisation are progressing as expected. Several items to encourage attendance and a quorum were discussed.

Action AR/RF

d) Sports Council Funding

Following a meeting with Sport England and UK Sport, funding at the present level has been agreed until March 2005. There is the possibility of a further £40,000 for Development. Future funding will depend on grants being made available to UK Sport. Orienteering has now been added to a list of sports eligible for support in the formation of School – Club links.

e) Civil Liability Insurance

A meeting with the brokers is to be sought to clarify certain issues

Action AR

f) BOF Premises

A report from the YHA is awaited on shared use or possible building opportunities. Contacts have to be made with Derbyshire Dales Council on the availability of premises. The present lease runs out in 2006.

g) British Orienteering Championships

This now looks on course but without the relay competition. A regional event is being offered as a replacement.

h) British Junior Orienteering Championships

WC 2005 is expecting, and planning for, the inclusion of the BJOC.

i) Website

An updated website is due for launch at the end of February.

j) YO, RC#5 and Focus

After consultation Young Orienteering (YO) has been adopted as a brand. The newcomers CD, incorporating video and games material will be available in the next week. It is being promoted in Focus and through the Sports Teacher magazine and will be available at the Outdoors Show.

The spring edition of RC#5 will be distributed by our own mailing house.

Focus will appear in full colour in March and May editions. A questionnaire will be provided to elicit feedback. CompassSport is being kept aware of the changes.

The stand for the Outdoor Show is now fully manned for the duration of the

show.

04/07 BOF Structure and Communication

Council approval for the structure change has been obtained. The issues of implementation, staffing and communication need to be addressed.

Implementation: Event Operations needs to be set up and a relationship with the various groups within it established. Initially a timetable, a format for the meetings and a reporting procedure to Management Committee need to be produced.

Staffing: An advert for another Executive Officer will appear in the next Focus. The need for orienteering knowledge and administrative experience will be essential.

Communications: The Committee is keen to improve the perception of the Officers and BOF itself through Focus whilst at the same time avoiding replicating CompassSport. It was agreed to look at a realistic timescale for the publication of action points and minutes and the completion of actions with examples of best practice being available to all Committees and Groups.

04/08 Strategic Plan 2004 - 2008

The Strategic Plan was approved in principle and it is hoped to incorporate comments from without by the end of the month. As the Sports Councils are now operating on a four year cycle (April to March) it was suggested that the Strategic Plan be applied from April 2005 with 2004 becoming an interim structure changing year. The Sports Councils have agreed to extending the reporting period for Operational Plan 2003 to March 2004.

It was agreed that a review of internal funding was also required and idea of using an external agency to look at the issues and produce a report was discussed. Such a report would create the necessary authority to implement a change although it was recognised that a lack of unanimity in agreement to any changes was inevitable..

04/09 Council Business

It was agreed to review the order of business and the start time.

Action AR

04/10 Chairman's Business:

a) O-Initiatives Overseas

It was agreed to refer this issue to the IOF whilst offering support for any ideas and structure that might be established.

Action RF

b) Club and Association Visits

The idea of Club visits originated at the Strategic Planning Conference. The Committee felt it was important that Clubs should invite the CEO or elected Officers to visit to discuss issues of concern and importance. Such an offer will be relayed to all Clubs and Associations.

c) Roles for elected representatives

It was agreed that there was a need to define more closely, the roles of the elected Officers and the Councillors.

Action RF

04/11 Treasurer's Business:

a) Accounts 2003

A budgeted surplus of £26,000, to replenish reserves used during 2001 has achieved a surplus of £23,500. Although income from events was significantly less than estimated this has been balanced by a reduction in expenditure.

b) Budget 2004

No changes since the Council meeting in January. There was discussion regarding rises in levy and fees but no changes are envisaged this year. There is a need to look at raising event income in line with inflation and this will be part of the funding plan for next year.

04/12 Executives' Business:

a) Risk Management Report

The top 10 risks remain unchanged. It was recommended and approved that no change to the risks and their mitigations were necessary.

b) Child Protection Report

The Disclosure process continues to work smoothly for BOF Instructors and Coaches with no adverse certificates being received. Unfortunately due to a communications problem we have to reach two standards for safeguarding juniors by the end of the month. Advice is being sought from the CPSU on what needs to be done and the problem is being prioritised.

Action AR

c) Anti-Doping Report

No further news since the meeting of Council in January.

d) Modernisation Report

A Self Assessment Report has to be submitted by April 1st.

Action RF

e) Event Banner Provision

The trustees of the Junior Funds approved the provision of banners for the events designated for support on the basis that an individual organiser would not want to use their support for a continuing provision. The savings from non-uptake of support in 2003 would be used.

Action AR

04/13 Any Other Business:

The Committee felt unable to help with a club's request for assistance in obtaining debts from a non-renewed member. Help would be forthcoming if that member chose to renew.

Action RF

The resignation of Stuart Igoe has prompted a meeting (28th February) with the Chairmen of the three affected Associations to elicit their views.

It was agreed to raise the Internal Funding of BOF as a discussion item for the AGM.

The Committee extended its warm appreciation for the service of David Morgan as Vice Chairman who will be retiring at the AGM.

04/14 Dates and Venues of Future Meetings:

April 15 th	National Office	Matlock	10:30 am
June 30 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 4th February 2004

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	
53	04/06b	Prepare a paper for Council on the use of the WOC 76 fund.	RF
54	04/06c	Prepare notices to remind members of the AGM on day 1 of AR the JK	
55	04/06c	Include important discussion items in the AGM agenda	RF
56	04/06e	Arrange appointment for Treasurer and CEO with Perkins AR Slade representatives.	
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
60	04/12c	Prioritise submission of implementation plan to CPSU.	AR
61	04/12d	Prepare Self Assessment Report.	RF
62	04/12e	Arrange production of suitable banners.	AR
63	04/13	Monitor membership renewal of club debtor	RF