

Meeting of
MANAGEMENT COMMITTEE
Tuesday 5th July 2005 at the National Office, Matlock.

Council is asked to NOTE:

- 05/34a Decision on development funding for CLOK.
- 05/35a The position on funding from the Sports Councils.
- 05/35b The progress on preparations for the EGM/Development Conference
- 05/35f The discussion on alternate premises for BOF Office.
- 05/36 The progress in providing an on-line membership database.
- 05/38 The approval required from Council for the provision of a Communications Plan.
- 05/40 The preparation of a BOF History for the 50th Anniversary.



Minutes of the meeting of
MANAGEMENT COMMITTEE
Tuesday 5th July 2005 at the National Office, Matlock.

PRESENT:

Bob Roach (Chairman)

Malcolm Duncan (Treasurer)

Ranald Macdonald (Vice Chairman)

John Morris (Councillor)

In attendance:

Robin Field (Chief Executive)

John Dalton (Executive Officer) for

Alex Ross (Executive Officer)

items 05/36 and 05/37

Caroline Povey (Marketing Manager) for

item 05/35e

05/29 Apologies and Courtesies

Apologies from Peter Christopher, Becky Carlyle, Lyn West and Chris James. Congratulations to Ranald Macdonald on his Professorship.

05/30 Minutes of Meeting of 20/04/05.

Minutes accepted as a true record. An addendum featuring an item from those minutes, not for general circulation, was approved.

05/31 Actions.

Actions Completed: 84, 96 and 97

Actions Continuing: 95

05/32 Matters Arising, not elsewhere on the Agenda.

World Cup Report (05/35a) and Annual Report (05/43)

05/33 Notification of Major Items of Other Business.

Medals and BOF Equipment Purchase (05/42) Environmental Sport, Role of Development Committee, Review of Memorandum and Articles, Prioritisation of delivery, Induction Process for Councillors and Officers and Tendering were all raised as items for discussion and would be taken under 05/44.

05/34 Reports from Committees

a) Development Committee (07/06/05)

Bob Roach reported on the results of the review of the Junior Age Classes, the nature of the sports provision for the disabled and intention to make a proposal on Communications within the Federation.

An application from CLOK for funds from the Multi Day Levy Fund had been referred to Management Committee. It was felt that the level of support being requested was more than the fund could supply to one club and there was some concern that the funds should not be used to support existing infrastructure.

A proposal to make a small amount of funding available should they require it with the clear message that a repeat request for similar funding would not be acceptable.

Action AR

b) Event Operations Committee (21/05/05)

Ranald Macdonald reported on the progress being made in monitoring and sanctioning major events with a view to improving quality and reducing the number of unfortunate incidents observed and remarked upon at recent such events.

The changes to the BOC and JK Relay winning times is well advanced and will be available in 2006.

c) International Committee (09/04/05)

Deferred due to absence of responsible Vice Chairman

d) Coaching Committee (18/06/05)

Deferred due to absence of responsible Vice Chairman

05/35 Updates:

a) Sports Councils

Sport England have agreed four years of funding but as yet no agreement has been reached with UK Sport (Meeting on 6th July). There will be funds for non-Olympic sports although the amount available is unclear. The TASS program is causing some problems as is the EIS which do not make their facilities available to non-Olympic sports.

The World Cup has proved a success with large amounts of positive feedback coming from the teams taking part. A small surplus has been generated, some of which would have to be returned to UK Sport. Methods of reducing the surplus are being investigated.

b) 2005 EGM and Club Development Conference

John Dalton has agreed to stay in post until the end of September to cope with the hosting. Discussions took place as to whether it should be a Development Conference or a Delegate Conference. There was much concern over the mandating of delegates, the voting schemes for clubs of different sizes and the difficulty of distant clubs providing representatives. It was agreed that some funding for two members from each club could be found in order to get a wide membership view.

Possible workshops (Quality and Standards of Events, Volunteering, Senior Competition Structure, Communication, Access and Development) were discussed and a suitable timescale for the day agreed. The membership debate to take place after the EGM

Discussion papers need early publication both on the web, in Focus and to

Clubs.

Action RF/RM

c) JK and BOC 2007 – Responses, Revenue and Staffing

The WOA has now appointed a co-ordinator for BOC 2007 and work has begun on finding suitable areas. The responses from JK 2007 have been patchy and even with areas and manpower we may have to find our own co-ordinator.

d) WOC 76 Fund

No update available.

e) Marketing

Caroline Povey provided a synopsis of the changes she would like to implement in Focus (structure, layout and coding, distribution of adverts through the publication, increased regional flavour, improved photo quality and some product testing) She felt that some of the leaflets and posters available were poorly targeted, over produced with poor content, out of date and lacking house style and would be aiming to improve these. She also has in hand a definitive policy on sponsorship.

f) Premises

Negotiations with the YHA have fallen through but two other locations have been visited. One is in a difficult location for using existing staff whilst the second is in Darley Dale and would be an easy move. The Officers confirmed their commitment to existing staff.

The premises in Darley Dale would demand a large increase in rent (from £4900 to £12,000) and there would be significant costs in outfitting and furnishing the premises (approx £10,000). There was some discussion on the quality of the premises that our members expected and on alternative ways of working that might reduce costs. There was support for continuing the investigation of these local premises.

05/36 Online Database

John Dalton reported on visits from two potential suppliers both of whom are thought capable of delivering. Draft 3 of a specification has now been completed and is ready to offer out to tender. The completion date is for 1st January 2007 in line with the proposed changes to membership. Hopefully a proposal will be ready for Council approval in January 2006.

Discussion centred around the different types of contract likely to result from the tendering process and the difficulties in assessing a "best buy". It is estimated that the annual cost will be around £3 to £5000.

It was agreed that the specification should be circulated to likely providers and a report made to the next meeting.

Action JD

05/37 BSOA incorporation into BOF database

An estimate submitted by Michael Napier for the required changes was discussed. It was agreed to approve payment then to seek some recompense from the BSOA.

Action AR

05/38 Communications Plan

The funds to establish such a plan have accrued from savings elsewhere. Two different proposals from two different sources have been received but it is not possible to compare them. Issues were raised regarding the process being followed, the inappropriateness of using the funds for this purpose and of using a volunteer from within to provide such a plan were discussed. It was felt that the cost was not high and it was agreed to confirm the final position with Council and go ahead unless the proposal was rejected.

Action RF

05/39 Refunds at Events

A paper provided by Neil Cameron was discussed. It was agreed that as clubs provided events, BOF could not make an imposition of such a proposal although guidance might be appropriate. It was agreed to ask Neil Cameron to draft such guidance to Organisers to be considered by Rules Group.

Action AR

05/40 BOF History

The 50th Anniversary of BOF in 2017 is to be celebrated by a documented history. It was agreed that Clive Allen be detailed to produce a document that can be updated on a regular basis in time for the occasion.

Action RF

05/41 Chairman's Business:

NEOA Concerns The Chairman related three issues of concern raised by the NEOA namely JK 2007, the provision of membership data to the English Orienteering Council and delays in minutes and notes of meetings. Following discussions with staff on the various issues he will respond appropriately.

European Orienteering A paper provided by the Chairman on his attendance at a meeting of the EuOF was discussed. It was agreed to inform International Committee, who have a responsibility for the provision of international events, of the possibility of hosting a European Orienteering Championships.

05/42 Treasurer's Business:

a) June Figures

The latest income and expenditure figures were discussed. Some anomalies were identified and explained/corrected.

b) Strategic Budget

John Morris expressed the strong desire for the publication of the strategic budget so that members could discuss future fees, costs of the RDO's and any other possible increases in the cost of the sport that might be in the pipeline. Robin Field explained that as it had been used to convince the Sports Councils of our intentions it was not yet in a publishable form. It was agreed that its publication was urgently required but could not be done until all the relevant facts are available.

Action RF

c) BOF Equipment

Approval having been given for purchase of equipment to service large events, the idea of selling items of centrally purchased equipment to clubs was discussed. This was seen as a service to clubs although it was understood that there were administrative drawbacks to that provision. It was agreed to establish some feedback from clubs.

Action AR

d) Medals

A proposal to fund the purchase of medals to be provided to BOC and JK winners was approved in principle until a clearer idea of numbers and costs was established.

Action AR

05/43 Executives' Business:

a) Risk Management Report

No changes necessary.

b) Annual Report

The Annual Report was discussed. Subject to suggested changes the report was approved for distribution.

c) Child Protection Report

Alex Ross described the likely changes to be introduced following the Bichard Inquiry Report. Our procedures will have to be reviewed to take these into account. The Committee expressed a preference for using a dedicated sports body to deliver on our changed Disclosure needs.

d) Anti-Doping Report

An updated Appendix D has now been completed and the relevant annexes approved by Rules Group.

e) Staffing

Five applications have been received for the post of Executive Officer (Admin). An interview date and suitable interviewers were discussed. Possibilities will be circulated.

Action RF

05/44 Any Other Business:

No time remained sufficient to discuss any other items.

05/45 Reporting and Actions

No time remained sufficient to establish these.

05/46 Dates and Venues of Future Meetings:

September 28 th	National Office	Matlock	11:00 am
December 7 th	National Office	Matlock	11:00 am
February 15 th	National Office	Matlock	11:00 am
April 19th th	National Office	Matlock	11:00 am
June 14 th	National Office	Matlock	11:00 am
September 20 th	National Office	Matlock	11:00 am
December 6 th	National Office	Matlock	11:00 am

ACTIONS

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|----|--------|---|----------|
| 95 | 05/21f | Produce possible costing of creating a web based JD membership system. | |
| 98 | 05/34 | Convey decision on Development Funding to CLOK | AR |
| 99 | 05/35 | Prepare detailed discussion papers for publication prior to RF/ EGM. | RF
RM |
| 00 | 05/36 | Circulate specification to suitable providers and prepare JD report for the next meeting. | |
| 01 | 05/37 | Confirm go-ahead with Michael Napier based on estimate provided. | AR |
| 02 | 05/38 | Contact Council members with confirmed position including RF comments from Councillors. | RF |
| 03 | 05/39 | Liaise with Neil Cameron regarding production of a suitable guideline for organisers. | AR |
| 04 | 05/40 | Confirm production of BOF History with Clive Allen. | RF |
| 05 | 05/42b | Publish Strategic Budget as soon as possible. | RF |
| 06 | 05/42c | Canvas clubs on idea of providing central purchasing facilities. | AR |
| 07 | 05/42d | Provide detailed costing on supply of medals. | AR |
| 08 | 05/43e | Circulate possibilities for interviewing EO/Admin) candidates. | RF |