



## Management Committee Minutes

Meeting of the Management Committee (MC) held on **Wednesday 6<sup>th</sup> February 2008** at the Joseph Whitworth Institute, Matlock commencing at **11:15**

### Attendance, apologies and Chairman's opening remarks

#### Attendance

Neil Cameron (NC)	Chairman
Peter Christopher (PC)	Vice-Chairman
Jenny Peel (JP)	Treasurer
Ed Nicholas (EN)	Councillor
John Morris (JM)	Councillor
Chris James (CJ)	Councillor
Mike Hamilton (MH)	Chief Executive
Laura Young (LY)	Secretary, Exec Officer Administration

#### Apologies

Roger Hargreaves (RH)	Councillor
Lyn West (LW)	Vice-Chairman

#### Chairman's opening remarks

1. NC and CJ were delayed due to train cancellations. MH chaired the beginning of meeting until NC arrived.
2. MH welcomed members of Management Committee to the final meeting of the Committee in its current form.
3. MH suggested that current members consider nominees for the SILVA award as both NC and CJ had previously declared an interest in the discussion and as such their absence did not affect decision making.
4. MC discussed the SILVA award nominations. PC proposed that nominees from previous years, who were not winners, could be re-considered in later years e.g. runners-up from 2008 could be considered in the nomination discussion for the 2009 winner of the SILVA award. MC supported this proposal.

5. MC discussed the validity of all nominations and decided on a winner to be announced at the 2008 AGM.

*Action 1: LY to inform nominees and nominators that a decision for SILVA award winner had been made and would be announced at the AGM, ASAP.*

## **Declarations of Interest-Item 2**

6. There were no further declarations of interest, although EN reminded Management Committee that he was nominated as a possible future Director. Elections to take place at the AGM 2008.

## **Minutes of Meeting 13<sup>th</sup> December 2007-Item 3**

### **To confirm as a true record**

7. The minutes were accepted as a true and accurate record of the meeting.

## **Notification of any other business-Item 4**

The following matters were identified:

- a) IOF Post holders-MH on behalf of NC under Item 14
- b) Mileage rate-MH on behalf of NC under Item 11
- c) Labelling of communications-JM under AOB
- d) Office resources-JM under AOB
- e) NC and CJ arrive at 12.00pm due to train cancellations
- f) Non-member discounts-NC under AOB
- g) Grant fund applications-NC under AOB (to be considered in a meeting of trustees to follow Management Committee meeting)
- h) NC commented that this was JM's last meeting as a Councillor and expressed his thanks at the quantity and quality of his input. This was supported by MH and MC as a whole. JM expressed his continued availability for help and guidance should he be called upon for assistance.

## **Meeting reports and actions-Item 5**

8. Management Committee discussed a paper suggesting a way forward for the Events Review.
9. NC noted the paper on implementation of the events re-structuring. The paper was to be presented at Events Committee at the forthcoming meeting. Management Committee appreciated the need for further work to implement what Council had decided upon.

## **Updates-Item 6**

10. **Item 6.1:** All actions from the previous Management Committee meeting had been completed.
11. **Item 6.2:** MH thanked CJ for providing, without charge, National Office staff with a two day 'Effective Management' training course. MH explained that staff had found the course extremely useful and thanked CJ on their behalf.
12. PC explained that a meeting of the Steering Group for the Welfare of Children and Vulnerable Adults was arranged for Thursday 28<sup>th</sup> February 2008 at the Whitworth Centre, Darley Dale.

## **AGM-Item 8**

13. **Item 8.1:** Management Committee discussed the arrangements for the 2008 AGM and relevant site entrance requirements.
14. Management Committee were happy with the arrangements for the AGM and also authorised staff to take any necessary measures to ensure wide publication of specific details.
15. **Item 8.2:** Management Committee considered a draft of the AGM booklet to be sent to all members.

*Action 2: JP to circulate draft supporting statement for membership and levy fee changes to Management Committee for comment, ASAP.*

16. Management Committee discussed the most appropriate voting system for the nominated Director candidates. EN took no part in the discussion due to his previously declared interest.

*Action 3: LY to circulate a summary of voting procedure to nominated candidates, ASAP.*

## **Annual Report to the Members-Item 9**

17. NC suggested that MC look at the draft Annual Report and pass any comments to Caroline Povey.

*Action 4: MC to review draft Annual Report and feedback comments to Caroline Povey, ASAP.*

## **Awards-Item 10**

18. **Item 10.1:** A decision on the winner of the SILVA award had been made previously in the meeting.
19. **Item 10.2:** Management Committee were happy to endorse the process and agreed to accept the decision to be made by the Club of the Year awarding panel.

## **Finance-Item 11**

20. **Item 11.1:** Management Committee discussed the end of year accounts for 2007.
21. **Item 11.2:** MH explained that the auditors were currently auditing the accounts and the finished audited accounts were due to be signed off in a meeting arranged for Wednesday 20<sup>th</sup> February 2008.
22. **Item 11.3:** Management Committee had nothing to discuss with regard to the Management accounts.
23. **Item 11.4:** Management Committee reviewed a possible change to the recommended mileage rate but agreed that there would be no change to the rate at this point in time. It was suggested that, even with recent increases in the cost of fuel, the current rate more than covered the per mile cost of motoring, and that in the current climate of future funding uncertainty the most appropriate decision would be to maintain the current rate. PC suggested that the rate should be kept under review and this was agreed.

## **British Orienteering Policies and Procedures-Item 12**

24. NC noted that the current policies published on the website were draft working documents and were to be approved by the Board of Directors in their first meeting.

25. NC suggested that Management Committee give authority to MH to finalise the details of the policies and that Management Committee should approve the policies as interim policies to be re-approved by the Board of Directors.
26. Management Committee approved.

### **Whole Sport Plan (WSP)-Item 13**

27. MH explained that several meetings had taken place to help progress the WSP. These meetings had included the World Class team, Hilary Palmer and Participation Manager, Steve Vernon.
28. MH suggested putting the draft document on the website to encourage feedback from members, clubs and associations.
29. MH explained that at a recent staff meeting, staff had discussed how best to encourage consultation and feedback on the document and using the website had been suggested.

### **International Orienteering Federation-Item 14**

30. **Item 14.1:** Council had previously agreed to support Brian Porteous as a member of IOF Council. Management Committee discussed possible financial support that British Orienteering could allocate to Brian Porteous for expenses occurred in his role as IOF Council member. Management Committee agreed that up to £1500 per year could be made available from British Orienteering funds for any expenses that occurred beyond any covered by funding from UK Sport/CCPR. Management Committee agreed the conditions set out for funding with Brian Porteous.
31. **Item 14.2:** Management Committee discussed the strategy for funding support for other international post holders and reviewed the submissions made by them.
32. It was agreed that no further funds could currently be allocated for international post holder financial support.
33. Management Committee agreed that the post holders should be advised accordingly, but making clear they had the non-financial support of British Orienteering if they wished to continue in their post, and suggesting that resigning would be premature until the funding from UK Sport/CCPR was clearer.

### **Any Other Business-Item 15**

34. **Item C:** JM suggested that documents sent by email should be labelled using a standard format. This standard format should include issues such as date, version, distribution list, confidentiality etc...
35. NC explained that this issue was on the planned agenda for the first meeting of the new Board of Directors as they would wish to establish standards for their operation.
36. **Item D:** Management Committee discussed office resources and current workloads.

*Action 5: MH to consider possible solutions to office resources and workloads and to discuss these with NC, by 22<sup>nd</sup> March 2008.*

37. **Item F:** Management Committee noted the points made regarding non-member additional levy. They considered the benefits but felt it was too early to change the current system. Management Committee suggested a further review by the Board in due course.

## **Dates and venues of Board Meetings-Item 16**

38. Dates and venues of Board meetings were provisionally accepted as April 16, Sat May 31, July 23, October 22, Dec 17
39. NC explained that the first Board meeting would include an induction for all directors, familiarisation of key British Orienteering documents and discussions of the roles, authority and terms of reference of the new Board.

## **Chairman's closing remarks-Item 17**

40. Members were thanked for their contributions and the Chairman closed the meeting at 16.40.

## **Management Committee February 2008**

### **Action List**

- Action 1: LY to inform nominees and nominators that a decision for SILVA award winner had been made and would be announced at the AGM (LY, ASAP.)*
- Action 2: JP to circulate draft supporting statement for membership and levy fee changes to Management Committee for comment (JP, ASAP.)*
- Action 3: LY to circulate a summary of voting procedure to nominated candidates (LY, ASAP.)*
- Action 4: MC to review draft Annual Report and feedback comments to Caroline Povey (MC to feedback comments, ASAP.)*
- Action 5: MH to consider possible solutions to office resources and workloads and to discuss these with NC by 22nd March 2008.*