

Meeting of
MANAGEMENT COMMITTEE
Wednesday 7th December 2005 at the National Office, Matlock.

Council is asked to APPROVE:

Council is asked to NOTE:

- 05/84a The latest position with UK Sport and Sport England.
- 05/84c The increased funding approved for office premises.
- 05/84g The provision of medals for major championships.
- 05/85 The latest position regarding Implementation of the UK Coaching Certificate.
- 05/86 The circulation and possible use of the Communications Report.
- 05/87 The proposal for a possible membership scheme to be submitted to the 2006 AGM.
- 05/88c The dates for submission of proposals and nominations for AGM 2006.
- 05/89a The financial position following publication of the November figures.
- 05/91a The decision on levy arrangements for long-O competitions.
- 05/91b The agreed change to the International Committee composition.
- 05/91c The agreements reached on development issues affecting NIOA, WOA, volunteering and RDOs.

Minutes of the meeting of
MANAGEMENT COMMITTEE
Wednesday 7th December 2005 at the National Office, Matlock.

PRESENT:

Bob Roach (Chairman)	Chris James (Councillor)
Peter Christopher (Vice Chairman)	Lyn West (Councillor)

In attendance:

Robin Field (Chief Executive)	John Woodall and Dick Towler for item 05/87
Alex Ross (Executive Officer)	

05/78 Apologies and Courtesies

Apologies from Becky Carlyle, Neil Cameron, John Morris and Malcolm Duncan.

05/79 Minutes of Meetings of 05/10/05.

Minutes accepted as a true record.

05/80 Actions.

Actions Completed: 06(on next agenda), 07, 09, 10, 12, 17, 18, 20, 21, 23, 24, and 25.

Actions Continuing: 95(transferred to RF), 00, 05, 11, 14, 19 and 22.

05/81 Matters Arising, not elsewhere on the Agenda.

No items.

05/82 Notification of Major Items of Other Business.

Items on Long-O levy, BOF Structure and Development in NIOA and WOA all to be taken under item 05/91.

05/83 Reports from Committees

a) Development Committee (18/10/05)

Points on the continued existence of CompassSport under a new editor, the payment of a development grant to Nottingham University Orienteering Club with a possible way forward with other University clubs, the decision on radio orienteering and topics to be discussed in regard to the long term development of the sport were noted.

b) Event Operations Committee (15/10/05)

Alex Ross reported on the decisions to appoint a Grade 2 Controller for BRC 2006 and vary the embargo time for BOC 2007, the progress in providing JK 2007 to be hosted by BOF with input from a variety of other Associations and the steps to improve major event quality including the possible financial consequences for National Events held in Scotland.

c) International Committee (19/11/05)

Robin Field reported on the recent issues over selection and the availability of redrafted and agreed policies. Mark Saunders was thanked for his input following his retirement as Chairman of the committee. Management Committee approved the appointment of Dave Harrison as Chairman.

Action RF

d) Coaching Committee (12/11/05)

No one present had attended this meeting and the minutes were not available. [Subsequently it was found that the meeting was inquorate so no decisions had been taken].

05/84 Updates:

a) Sports Councils

Recent correspondence from UK Sport and Sport England was provided. Sport England have designated £26m of additional funding for the use of NGBs. There are some limits on use and a bid has been submitted. UK Sport held a meeting with those non Olympic Sports (including orienteering) and BUSA that receive funding to explain and debate the possible cuts to funding. For orienteering the cuts are likely to be around £40,000. The results of any final decisions are awaited.

b) BOF History

No update.

c) BOF Premises

The final positioning of a partition wall was discussed. The option chosen will increase the floor area and therefore the rental costs. The extra expenditure (~£500pa) was approved.

d) Marketing

No update.

e) Office Issues

No update.

f) WOC 76 Fund

The Chairman has written to the Honorary Vice President inviting comments on recent proposals.

g) BOF Medals

The provision of medals to major championships (BC and JK) was

discussed. It was agreed to purchase 5 years supply at a cost of ~£5000 + VAT to be issued to appropriate event organisers.

h) World Cup 2005

A directors meeting will be held to wind up the company with a dividend of over £5000 being ring-fenced for development in SEOA.

05/85 Coaching Certificate

A summary of the discussions from the previous meeting, where the Coaching Director was tasked with producing a detailed costing, was provided. Now that the Sports Councils view coaching as essential and worthy of a higher profile there might be some funding made available. Until that is known it is not possible to say how much will BOF funding will be required. No decision necessary at this time.

05/86 Communications

The draft report supplied by Keith Auchterlonie was discussed in terms of producing a reduced version for submission to Council. It was agreed that Council members would be provided with both an Executive Summary and the Full Report with an encouragement to share the contents with their clubs. Given Council approval in January a strategy for identifying priorities through Council and Staff input prior to further discussion at the May Council was agreed.

Action RF

05/87 Membership

John Woodall presented the proposal made by the working group on membership set up following the EGM discussions. He described the background, the reasons for adopting the type of proposal presented, issues relevant to orienteers in areas of the country remote from the centre and the practicalities associated with implementing and monitoring the change. Several issues were discussed at length and specific questions addressed including possible fee changes, the position of BSOA schools and the possibility of working towards a single tier of membership. The working group were invited to include any alterations arising from the discussions and resubmit their proposal for onward transmission to Council members.

Later discussion focussed on any recommendation Management Committee might make to Council following feedback. There was some concern expressed over communication issues as under the proposal Focus would not be sent to all members and over the possible response of orienteers in the remoter areas.

05/88 Chairman's Business:

a) CEO Appointment

Interviews of a short list of 5 from 13 applicants will be held on Tuesday 13th December. There was some discussion of the important issues to be covered in those interviews particularly dealing with volunteers.

b) January Council

Four agenda items (Communications, Membership, Budget 2006 and RDO's) were identified as occupying the major proportion of Council time at the next meeting.

c) AGM Proposals and Nominations

Three proposals need Council approval (Adoption of Accounts, Appointment of Auditor and Membership). It was agreed to publicise the dates (Friday 24th February 2006) for submission of both Proposals and Nominations for consideration at AGM 2006.

d) Silva Award

The Chairman circulated a list of past winners. It was agreed to seek nominations from Staff , Officers and Councillors prior to the next Council meeting.

05/89 Treasurer's Business:

a) November Figures

The figures provided show a likely surplus for 2005. The deficit in World Class is in part due to the different financial years for BOF and WC and indicates a need to draw money forward from 2006. The underspend for Development is due to a strategic error in the balance of salaries to project funding in 2005 which will be corrected in 2006. There is likely to be a substantial surplus (~£20-£30k) accruing from WC 2005. This will be used to defray some costs in this year associated with the office move and make a provision for that same move.

b) Budgets i) 2006

If the provision for the office move is implemented and alternative funding for the Coaching Certificate is found then the income from the reserves included in the budget will not be required except to cover the projected loss.

ii) Strategic Budget

Given the uncertainties of sports council funding in the short term it remains very difficult to produce such a budget.

05/90 Executives' Business:

a) Risk Management Report

All major risks were covered during the course of the meeting. As there were no problems it was agreed that no change was necessary.

b) Child Protection Report

The first meeting of the new reduced CPSU support group took place last week. The focus of the group will be on the achievement of the next set of standards which have a deadline for completion of March 2007. First submission date is September 2006. The standards will involve delivery by the Start programme, the Coaching programme and by Clubs at events.

c) Anti-Doping Report

A number of tests took place at the Inaugural weekend where athletes signed up to the anti-doping agreement. All tests reported as negative.

d) Staffing

No items.

05/91 Any Other Business:

a) Long-O Levy

In recent years 2 day long distance orienteering events have registered with the FRA. Insurance difficulties have caused some of these events to seek alternative arrangements. Management Committee agreed a proposal that the Executive Officer can negotiate suitable introductory levy arrangements and other appropriate support if approached to register such events.

b) BOF Structure

A proposal by International Committee to alter its make up to include more attendant (non – voting) members and introduce an International Events representative (voting) was approved.

c) Development Issues

i. NIOA and WOA

A proposal for BOF to employ a consultant on behalf of NIOA to write a submission for funding, that they may employ a Development Officer in NI on a 3 year funding cycle, to be submitted by the end of January was approved.

A similar proposal to aid the WOA tap into funds in Sport and Community Health was also approved.

Quotes for the work are awaited and funds are available in the development budget.

ii. Russell Commission

Sport England has made a consultant available to help NGBs access funds to promote volunteering. The first step for us will be to put a volunteer strategy in place by 1st April 2006. It was agreed to use some of those funds to employ someone from within the sport to produce that strategy. A suitable article will be produced for the website in order to attract interested parties.

iii. RDOs in England

Alternative models of achieving local development were discussed. Triathlon and Netball have established a team of full time development officers in each region and given them leadership roles helping local development teams. DVO is about to employ a Community Sports Coach who will have the same roles and responsibilities as an RDO but responsible to the Club. Other clubs are interested but are reluctant to allocate the necessary funding.

It was suggested that the role of RDOs be amended to increase their leadership role although there was some concern that this may not help development where a club is weak or there is no club.

It was agreed that different models might suit different areas and we should disseminate where possible good practice.

05/92 Reporting and Actions

The Committee agreed that the following should be communicated to the membership as quickly as possible.

1. The Communications Report being circulated to Council.
2. The work of the Membership Working Group and the proposal being circulated to Council.
3. The decision to provide medals to the top 3 at all British Championships and the JK.
4. The progress in appointing a CEO.
5. A request for AGM Nominations and Proposals.
6. The approval of assistance to WOA and NIOA in producing Development Plans.

05/93 Dates and Venues of Future Meetings:

February 15 th	National Office	Matlock	11:00 am
April 19 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

95	05/21f	Produce possible costing of creating a web based membership system.	RF
00	05/36	Circulate specification to suitable providers and prepare report for the next meeting.	AS
05	05/42b	Publish Strategic Budget as soon as possible.	RF
11	05/53	Investigate scope for reviewing Memorandum and Articles.	JM/ MD
14	05/56	Provide redrafted paper on promoting O as an Environmental Sport for Council approval.	AR
19	05/69	Provide costed proposal on implementation of UKCC.	DA
22	05/72c	Write letter of thanks to Suse Coon.	BR
26	05/83c	Make copies of redrafted and agreed selection policies available to Management Committee members	RF
27	05/86	Liaise with Keith Auchterlonie in producing an Executive Summary of his report	RF