



Management Committee Minutes

Meeting of the Management Committee held on **Thursday 13th December 2007** at the Joseph Whitworth Institute, Matlock commencing at **11:15**

Attendance, apologies and Chairman's opening remarks

Attendance

Neil Cameron (NC)	Chairman
Lyn West (LW)	Vice-Chairman
Jenny Peel (JP)	Treasurer
John Morris (JM)	Councillor
Chris James (CJ)	Councillor
Roger Hargreaves (RH)	Councillor
Mike Hamilton (MH)	Chief Executive
Laura Young (LY)	Secretary, Exec Officer Administration

Apologies

Peter Christopher (PC)	Vice-Chairman
Ed Nicholas (EN)	Councillor

Chairman's opening remarks

1. The Chairman welcomed everyone to the meeting and thanked them for their attendance.
2. The Chairman explained that Nigel Furness, a Consultant reviewing the Development Programme, had been invited to the meeting during the Whole Sport Plan discussion (Item 6).

Declarations of Interest

3. There were no declarations of interest

Minutes of Meeting 17th October 2007

To confirm as a true record

4. The minutes were accepted as a true and accurate record of the meeting. The minutes of the meeting on 25 July 2007 were also accepted as a true and accurate record, as the 17 October meeting, being inquorate, had been unable to approve them.
5. The omission of the mileage rate discussions from the agenda was noted. This was to be considered in AOB, time permitting.

Notification of any other business

The following matters were identified:

- a) Club of the Year - MH under AOB
- b) IOF nomination - NC under Item 8
- c) Insurance – MH under Item 14.2

Reports from Committees

Events Committee (03/11/07)

6. NC noted that matters arising were to be covered in Item 11.
7. NC asked for clarification of minute 7 (Map Group)
“CP was asked to consider the award of a mapping trophy for the best sprint map of the year”.
8. LW explained that Caroline Povey had been asked to consider the logistics and viability of a trophy for best sprint map of the year. This was with regard to sponsorship etc.

International Committee (03/11/07)

9. MC had been asked to clarify International Committee's terms of reference with regard to authority over the Start programme.
10. NC noted that the International Committee has authority over the Start programme. The Coaching Committee provided support but ultimate authority lay with the International Committee. This was agreed, meaning no changes in the terms of reference were required.
11. It was suggested that if desired a Coaching Committee representative could sit on the International Committee to offer additional experience.
12. The second item MC were asked to note was the need for Council to appoint volunteers to sit on the International Committee. Council would be reminded to consider suitable candidates and suggest their names to MH.
13. The third item MC were asked to note was the possibility of hosting a future International event. This would be covered under Item 8.

Coaching Committee (17/11/07)

14. MC noted the progress made towards UKCC Level 1 endorsement.
15. NC had acknowledged the hard work of Keith Marsden in a letter to him. Now with fewer staff resources, Keith was overseeing progress in the Coaching area, including preparing the evidence for UKCC Level 1 submission. MC asked that their appreciation of Keith's recent work be minuted.

Whole Sport Plan (WSP) 2009-2013

16. MH thanked the 53 clubs who had submitted figures for the WSP, expressing that the approx 60% return was positive.
17. MH noted that this was all the more positive as other bodies such as Sports Councils had asked for similar information at the same time.
18. It was explained that two regional associations had been approached with the overall figures to discuss the implications. It was discussed that the talent pathway and its link to regional squads was of most interest to Associations.
19. MH noted that common threads had emerged in the WSP submissions from clubs. Most clubs appreciated the need to increase and retain participants. Similarly the development of volunteers was paramount.
20. It was discussed that coaching and coaching programmes would be crucial to increasing participation and developing volunteers. It was suggested that they are the workforce who can market orienteering to the public acting as "participation" coaches.
21. Other comments had included the perceived increase in paperwork and bureaucracy which was seen as a barrier to increasing participation.
22. MH explained that a recent meeting with the International Programme had helped to clarify their role in the WSP.
23. MH explained that review of the Development Programme had been conducted by Nigel Furness (NF) an Independent Consultant. NF joined the meeting to inform discussion.
24. NF took MC through the Executive Summary of his review of the Development programme and was thanked for his work and report before leaving the meeting.

Operational Plan 2008

25. MH explained that the 2008 plan is currently with staff asking for their views
26. JM stressed the importance of making the WSP when published and the Operational Plan 2008 relevant to clubs especially in the language used and in making the various programmes and projects ones that many Clubs would want to participate in.

International Strategy and Representation

27. NC asked MC to consider a request to support Brian Porteous' re-nomination as an IOF Council member. NC also stressed the funding changes for international representation.
28. CJ explained the likely need to prioritise funding help for those attending IOF groups in various capacities, and expressed the view that Council members and their possible influence in the IOF should be given highest priority for support.
29. MC discussed the future need for closer dialogue with IOF delegates.
30. MC agreed to support Brian Porteous' re-nomination and discussed a possible future process for greater dialogue with him about international matters.

Action 1: NC to speak to Brian Porteous regarding re-nomination and future funding process (NC, by Council meeting in Jan 2008)

International Strategy

31. MC discussed the International Strategy details to be presented to the CCPR on 15th January 2008.
32. JP noted the importance of athletes and nations doing well in International competition and the impact of success on our ability to influence IOF, not just for its own sake as part of our new vision.
33. MH suggested we add this detail into a covering letter to accompany the strategy.
34. MC discussed modifications to the draft International Strategy. Once changes have been made, a completed version will be submitted to CCPR and Council.

Action 2: LY to re-draft International strategy in light of MC comments (LY, by 15th January)

Support for International Representatives

35. It was clarified that the changes to international representative funding meant there was likely to be a shortfall between future and current levels of funding.
36. Possible ways forward for funding some international delegates were discussed. NC suggested a decision be delayed until the actual funding via CCPR became clearer. This was agreed.

The Board and Way Forward

37. MC discussed the way forward as a result of the EGM and change in the Governance structure.
38. The advertisement for Director nominations was printed in FOCUS and also appears on the website. MC hoped this would encourage potential candidates to stand for election.

Finance

- 39. JM suggested possible changes to the layout of present accounts to Year end include forecasts etc...
- 40. MC discussed possible changes and the main purpose of the report.
- 41. RH enquired whether British Orienteering grant entitlement had been fully spent.
- 42. MH confirmed the grant entitlement had been spent

2009 Membership Fees and levies

- 43. MC discussed possible changes to membership fees for 2009.

Action 3: MH to create a model for proposed membership fee changes showing actual costs incurred per member. (MH, by 4th Jan)

- 44. NC asked that MC conduct dialogue via email as a response to MH model. A decision to be taken by 11th January for presentation to Council and thence to the AGM.
- 45. MC agreed to discuss levy changes in Item 11

2008 Budget update

- 46. MH noted that National Office costs had been corrected for 2008.

Recommendation for Auditors 2008 accounts

- 47. MC discussed possible auditors for 2008 accounts.
- 48. MC recommended Grant Thornton Ltd to Council.

Event Review Recommendations

- 49. LW explained the current situation of the Events Review.
- 50. Certain details of the Events Review had been changed as a result of consultation with the membership. It was suggested these changed details be communicated to clubs and members allowing a further possible consultation period.
- 51. MC stressed the need for further review with clubs on the proposals.
- 52. LW noted that feedback had suggested the current event structure could be a barrier to participation for young adults. The review could help address this issue.
- 53. MC suggested smaller workgroups were established to look into the impact and circumstances of individual recommendations.

JM left at 4.30pm

- 54. RH suggested this second phase of the recommendations required further publicity.

55. NC suggested the details of review be presented to Council

Action 4: LW to produce paper for Council indicating the current state of review and way forward. (LW, by Council meeting)

56. MC discussed the implications of changing the event structure on the levy system.

57. It was noted that the proposed changes to the event structure would require changes to the levy system

58. However, the changes being considered were in any case thought to be a fairer way of applying the levy and MC decided to take the proposed changes to the levy system to Council.

59. MC considered the Major Events Franchising paper. MC endorsed the issues and principles and looked forward to the work of the new Major Events group being formed.

Memorandum and Articles of Association

60. NC explained a need to amend the memorandum and articles, with particular reference to British Orienteering's commitment to safeguarding children and vulnerable adults and being able to offer clubs better support when they encountered a child welfare situation.

61. MC supported the basis for change and asked NC and JM to draft the exact wording.

Action 5: MH and JM to draft wording of Memorandum and Article changes (JM/NC, by Council meeting)

62. The drafted wording then to be taken to the AGM.

AGM 2008

63. The AGM is to be held in the NAAFI, Croxborough Army Camp, Sussex at 5.00pm on Saturday 22nd March

Process for producing 2007 Annual Report

64. MH noted that the deadlines would be at the end of January to allow time for collation and printing.

Action 6: Caroline Povey to circulate time spans and print deadlines to MC and Council (Caroline Povey, ASAP)

Updates

Action List

65. MH clarified that the EU habitats paper was ready to be published. RH confirmed this was the case

Action 7: LY to circulate EU habitats paper to clubs (LY, by mid January)

CE Report

66. MC endorsed the hard work and commitment shown by the office staff in 2007.
67. LW thanked MH for his continued hard work
68. MC discussed the current insurance renewal situation and agreed that issues and questions could be referred to Mike Forrest who was willing to assist MH because of his experience in this area.
69. MC authorised MH to consult with Mike Forrest and to ensure appropriate insurance cover for 2008.

Dates and Venues of Meetings

70. The final Management Committee meeting in its current form would be held on Feb 6th 2008 in Matlock.

Chairman's closing remarks

71. Members were thanked for their contributions and the Chairman closed the meeting at 17:50.

Management Committee December 2007

Action List

- Action 1: NC to speak to Brian Porteous regarding re-nomination and future funding process (NC, by Council meeting in Jan 2008)*
- Action 2: LY to re-draft International strategy in light of MC comments (LY, by 15th January)*
- Action 3: MH to create a model for proposed membership fee changes showing actual costs incurred per member. (MH, by 4th Jan)*
- Action 4: LW to produce paper for Council indicating the current state of review and way forward. (LW, by Council meeting)*
- Action 5: NC and JM to draft wording of Memorandum and Article changes (JM/NC, by Council meeting)*
- Action 6: Caroline Povey to circulate time spans and print deadlines to MC and Council (Caroline Povey, ASAP)*
- Action 7: LY to circulate EU habitats paper to clubs (LY, by mid January)*