



Management Committee Notes

Meeting of the Management Committee held on **Wednesday 17th October 2007** at the Joseph Whitworth Institute, Matlock commencing at **11:15**

Attendance, apologies and Chairman's opening remarks

Attendance

Neil Cameron (NC)	Chairman
Jenny Peel (JP)	Treasurer
Roger Hargreaves (RH)	Councillor
Mike Hamilton (MH)	Chief Executive
Laura Young (LY)	Secretary, Exec Officer Administration

Invited

Caroline Povey (CP)	Marketing Manager
Hilary Palmer (HP)	Development Manager
Derek Allison (DA)	Performance Director

Apologies

Peter Christopher (PC)	Vice-Chairman
Lyn West (LW)	Vice-Chairman
Chris James (CJ)	Councillor
John Morris (JM)	Councillor
Ed Nicholas (EN)	Councillor

This meeting was inquorate and as such no formal decisions could be authorised. Any suggestions could be taken to MC by email for formal support should the need arise.

Chairman's opening remarks

1. The Chairman welcomed everyone to the meeting and thanked them for their attendance.

Declarations of Interest

Members were asked to declare any additional conflicts of interest they may have in addition to those declared on their annual return. Both JP and RH restated their interest in the World Class programme through family connections to elite athletes and Head Coach.

Minutes of Meeting 25th July 2007

To confirm as a true record

2. Modifications to Minute 25 needed. To add BSOA as an association and it to be assigned to PC who can support them with Whole Sport Plan input; to amend "RW" to "RH" in the list of assignments.
3. The minutes were accepted as a true and accurate record, although this will need reconfirmed at the next MC meeting.

Notification of any other business

The following matters were identified:

- a) EU Habitats-NC under AOB
- b) Compass Sport Cup Review-NC under AOB
- c) Review of the current mileage rate for volunteers-NC under AOB

AOB-Item a)

4. NC suggested AOB-Item a) be addressed as meeting was currently ahead of time and Agenda Item 5 was reliant upon the arrival of invited guests CP, HP and DA.
5. An EU habitats paper, based on information from Peter Brett, was discussed.
6. It was agreed that the paper be circulated to clubs ensuring they are aware of the possible usage of the Directive and how it could impact on access, with a request that they alert National office if they encounter landowners or others quoting it.

Action 1 Paper to be re-drafted for club use (RH, by end October)

Action 2 Paper to be circulated to clubs (LY, by 12 November)

AOB-Item c)

7. NC suggested that with the rising price of fuel a review of the mileage rate for volunteers was needed.
8. NC highlighted the potential impact on clubs and the British Orienteering budget and suggested a more formal discussion take place at the next MC meeting.
9. It was noted that a review of the rate did not automatically mean an increase.
10. MC noted a review would take place at the next MC meeting and any new rate would be recommended then.

Item 5-Whole Sport Plan (WSP) 2009-2013

11. CP, HP and DA invited to join meeting for this agenda item.
12. MC were given a tabled paper of national population distribution by age compared to British Orienteering membership by age.
13. MC discussed the 'Participant Pathway' as part of the WSP and how it supports British Orienteering's vision of '*More People, More Places, More Podiums*'
14. The importance of frequency and locality were raised with regard to the success of these projects.
15. It was made clear that a distinct difference between activities and events was important for newcomers who could try out orienteering initially outside a 'competitive event' environment.
16. The suggestion of 'Satellite groups' working in larger clubs to focus on raising participation in a particular location.
17. More focus on the possible 'social' side of orienteering is important to recruiting new members.
18. The concern of these initiatives putting greater demands on volunteers was noted. The possibility of applying for specific funding to help put on these type of activities e.g. to pay a possible organiser, were considered as options to easing the burden on volunteers.
19. The necessity of committing to a model for increasing participation was noted by MH. By committing to a model, the mechanisms e.g. training, education, funding, coaching, marketing etc...can be built around it.
20. '*More places*' in the vision would be addressed by increasing the number of facilities offering these suggested newcomers' weekly orienteering activities.
21. '*More podiums*' would be assisted by the development of a distinct 'Talent Pathway' possibly increasing the importance of Regional Squads.
22. The aim would be to attempt to complement the participant and talent pathways with a suitable fixtures list, education, training etc... The aim being an integrated WSP programme.
23. The importance of implementing the necessary infrastructure to fulfil this programme was highlighted.

Item 6-Strategic Budget 2009-2013

24. The importance of committing to a model of WSP development followed by assigning a realistic budget based on experience to the integrated programme was discussed.
25. CP and HP left the meeting.

Item 7-International Programme

26. NC started by emphasising the importance of the International Programme to Council, MC and most importantly to the Federation as a whole.
27. There was discussion of the suitability of some Major Events to Elite athletes and of whether the recent Fixtures Structure Review addresses Elite athletes.
28. Council are looking to appoint three volunteers to the International Committee. Council have been asked to nominate any possible candidates. Volunteers are unlikely to be nominated in time to attend next meeting in two weeks time but will be invited to all meetings thereafter.
29. DA discussed funding with regard to the Start and Junior Squads. A meeting is scheduled with the Regional Squad reps to discuss the situation and potential talent pathways.
30. MC discussed the International Programme having complete authority to be flexible in how it used its funds and NC agreed to take this issue to Council in due course.

Item 12-Child Protection

31. MC discussed the paper outlining general guidance for clubs on how to deal with members who are on the PoCA and PoVA lists. It was accepted that Case Management Groups will continue to provide rulings on cases and that in the meantime MH is authorised to proceed on the basis proposed. MC to revisit this issue in due course.
32. DA left the meeting

Item 8-Governance/EGM and 'Future of Orienteering' conference-27 Oct

33. At time of meeting, 64 delegates had registered for the conference and EGM.
34. Topics are to be covered in small work groups with short reporting back procedures.

Item 9-Finance

35. MC were reminded that it is expected and very helpful if expenses are claimed periodically and prior to the end of the financial year.
36. A shortlist of auditors would be discussed at the next MC meeting and a recommendation made to Council for recommending at the AGM.
37. No further issues regarding finance were raised from the reports.

Item 10-Event Fee discounts

38. Discussion of minute 16 of MC meeting 25th July
39. MC are happy to leave current system in place. No further discussions are necessary unless there is particular strong feeling from other members.

40. Discussion of Insurance non-member charge of 50p. It was suggested that as of 1st January 2008 clubs will be asked to pay the 50p non-member insurance payment (and out of the £2.00 non-member entry charge, where charged).

Action 3 Suggestion of Insurance non-member fee of 50p to be paid by clubs to be emailed to MC and asked for formal endorsement.

41. One suggestion was that clubs encourage more newcomers to join as local members, as local members do not require an additional insurance charge, and of course local membership of British Orienteering was free initially.

Item 11-Updates

42. NC noted the usefulness of the RDOs reports and highlighted their continued good work. MC were reminded that most of the RDOs only work one day a week and the achievements that had been made in that time were remarkable. Some other suggestions on the report format were also made and would be passed to HP.

43. MC were given an update on website and the speed at which problems had been ironed out was acknowledged.

44. No further issues were raised.

Item 13-AOB

45. Council's comments on the Compass Sport Cup review were relayed to Peter Guillaume and Barry Elkington

46. Peter responded by suggesting that the entry forms for Compass Sport Cup and Trophy 2008 would include a comments section for clubs to indicate their current level of satisfaction with the competition, and if not satisfied to suggest what should be done. Responses will be collated and only after this time would it be appropriate to decide upon a potential review.

Dates and Venues of Meetings

47. Dates for 2007 meetings are: December 13

Meetings in 2008 are: 6 Feb, 16 Apr*, 23 Jul*, 22 Oct*, 10 Dec*.

* Provisional dates dependent upon outcome of EGM

Chairman's closing remarks

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

Actions

From this meeting

2	Action 1	Paper to be re-drafted for club use	RH	End of Oct
3	Action 2	Paper to be circulated to clubs	LY	12 th Nov
4	Action 3	Suggestion of Insurance non-member fee of 50p to be paid by clubs to be emailed to MC and asked for formal endorsement.	MH	End of Nov

Actions

From previous meetings

1	1. Club & Coach: The 3 successful Associations and their clubs to be contacted for a meeting with MH to discuss the programme	(MH, asap)	→
2	2. Strategic Budget: A discussion paper considering the issue of use of Multi day development funds be prepared for the next Council meeting	(MH, 2 June)	→
3	3. Strategic Budget: An Action Plan for the development of other income streams be developed	(MH, next meeting)	→
3	4. Environment & Access: A paper is prepared for consideration as to how the issues can best be handled within British Orienteering Redraft Environmental Aims document and production of good practice guides (29 06/04) NC to amend Environmental Policy to remove environmental audits as standard practice (Jan07)	(NC, next meeting)	→
3	5. WOC76 Special Fund: Terms of the agreement be re-confirmed and, providing all is in order, payment made to the Woodland Trust	(MH, report next meeting)	→

4	6. MH to work with NC to identify needs and to recruit members with the appropriate skills and knowledge to sit on CCPR committees	MH/NC	→
2	7. Governance Work Group to consider the UK Sport requirement of having performance athletes represented within the governance structure while reviewing the Governance Structure	GWG	→

1 Priority 1 through 2 3 4 to 5