

Meeting of
MANAGEMENT COMMITTEE
held on Wednesday 20th April 2005 at the National Office, Matlock.

Council is asked to NOTE:

- 05/21b Change to 4 year funding mode by Sport England.
- 05/21d Consequences of decisions affecting BOC 2007 and JK 2007.
- 05/23 The need to review of the Memorandum and Articles
- 05/25 The agreement to raise the mileage allowance to reflect the increasing cost of transport.

Minutes of the meeting of
MANAGEMENT COMMITTEE
on Wednesday 20th April 2005 at the National Office, Matlock.

PRESENT:

Bob Roach (Chairman)	Peter Christopher (Vice Chairman)
Ranald Macdonald (Vice Chairman)	Malcolm Duncan (Treasurer)
John Morris (Councillor)	Becky Carlyle (Councillor)

In attendance:

Robin Field (Chief Executive)	John Dalton (Executive Officer) for items 05/21 f and h
Alex Ross (Executive Officer)	

05/15 Apologies and Courtesies

No apologies.

Bob Roach, on behalf of the Officers made a statement on recent developments within the governance of the sport to which John Morris replied. Following a request from the Executive Officer it was agreed that the contents of those statements and the ensuing discussions would not be included in the minutes.

05/16 Minutes of Meeting of 09/02/05 and 17/02/05.

The notes of the meeting on 09/02/05 had been incorporated into the minutes of the meeting on 17/02/05. The minutes were accepted as a true record.

05/17 Actions.

Actions Completed: 90, 92, 93 and 94.

Actions Continuing: 84.

05/18 Matters Arising, not elsewhere on the Agenda.

No matters arising.

05/19 Notification of Major Items of Other Business.

No items.

05/20 Reports from Committees

a) Development Committee (13/04/05)

A paper provided by Bob Roach was discussed.

There is an issue over whether the Committee should be focussed on Business Development or Sport Development although the need to give the Development Officers and Managers a forum for guidance was seen as very important.

Communications is seen as a broad issue that needs urgent attention and perhaps the use of an external authority. Ideas on the role of Management Committee in this area were sought.

b) Event Operations Committee ()

No recent meeting.

c) International Committee ()

No recent meeting

d) Coaching Committee (19/03/05)

The introduction of the Young Leaders Award should provide encouragement for juniors to adopt organisational and coaching roles within the sport enabling access to Junior and Community Sports Leaders Awards.

A group is looking at the implications and difficulties of implementing the UK Coaching Certificate.

A bid has been made to be involved in constructing the National Framework for Competition in Schools but so far no reply has been received from Sport England. As BSOA is an integral part of BOF, which is not consistent across all sports, working together to produce a skills based competition structure should be easier. Much of what is required is already in place and with our PESSCL link we should be in a good position to benefit.

05/21 Updates:

a) WC 2005

The organisation is in place. BOF Staff will be working in all arenas on all days. An increased financial demand from the Army for the siting of cameras has caused a financial setback but a sponsorship provision by Allied Irish Bank is a welcome addition, hopefully reducing the requirement for BOF support. Draft accounts are now available.

b) Sports Councils

Sport England has agreed a 4 year funding programme. A similar decision from UK Sport will probably have to await the completion of their restructuring. The restructuring may put at risk our present Olympic sport style funding although there is acceptance of the need for a squad system in orienteering which is atypical when compared with other sports. The needs of UK wide sports organisations are beginning to be recognised.

c) WOC 76 Fund

No progress. Derek Allison is investigating further possibilities.

d) JK and BOC 2007 - Responses and Revenue

The latest position regarding BOC 2007 (to be held in Wales) and JK 2007 (no host identified as yet) was discussed. The likelihood of a reduction in BOF revenue from these events in 2007 and in subsequent years was accepted.

e) BSOC – Junior Grants and Sponsorship

Confusion suffered by BSOC Organisers over two sources of funding was identified as a problem. A revised procedure to be applied to this event was approved.

f) Website.

No updates since the last report. The comments from the membership have dwindled considerably. There is still outstanding work regarding migration of the Rankings system, best practice pages (data available but not yet loaded) and the creation of a web based Management System. The costs of such a system were discussed.

Action JD

The case for a Web Forum was also discussed.

g) Marketing (presented by Robin Field)

Caroline Povey has been appointed from a quality field of well qualified applicants for three days per week. Focus has been delayed so that Council decisions and a World Cup Report can be included.

As the Marketing Manager will only be working 3 days per week, the issue of how the remaining two days should be allocated was discussed. Although strong cases could be made for several positions it was agreed that options should be sought from various sources including Council with a view to maintaining a flexible approach and perhaps the use of the funds on a project basis. Any decision would await soundings taken at Council.

h) Premises

The use of part of the YHA premises remains a possibility. A meeting will take place in two days time to discuss the availability of space. The loss of the present premises in September 2007 makes a solution increasingly urgent.

05/22 Membership Proposals

A workshop to take place on 7th May has been set up, drawing on experience of a new group of respondents. A paper has been supplied to Council, informed by replies already received. It was agreed to publish an initial paper on the website with a view to Council endorsing the outcome of discussions at the workshop.

05/23 2005 AGM/EGM

AGM 2005 was quorate so normal business was completed successfully. However an unfortunate problem arose over the voting on Proposal 3 which resulting in the voiding of the decision.

During discussions at the AGM, the need for amending the Memorandum and Articles was raised. The possibility of holding an EGM make suitable amendments was accepted as a way forward. A date for an AGM will be sought and the membership informed.

A review of the Memorandum and Articles will take place at the next meeting.

05/24 Chairman's Business:

May Council was covered in the previous items. The communications study was seen to be extremely important. Delaying the introduction of measures which might only provide short term solutions was also discussed.

05/25 Treasurer's Business:

March Figures

The treasurer presented data on the accounts to the end of March. He drew attention to the healthy state of membership fees collection and the grant income.

Transport Costs and Mileage Allowances

The increasing costs of transport were identified. It was agreed to raise the mileage allowance to 22p, effective from 1st April 2005.

Action AR

Setting Budgets

Following the problems experienced this year a schedule has been agreed for next year. For sports council's funds the process will start, at their year end, with the Accounts Manager and a meeting with the Sports Councils. Staff input in early July should resolve any issues arising. This will allow an initial budget to be placed before Council in September enabling the Operational Plan to start at the beginning of the new year.

There followed a discussion on setting priorities and on who should be involved and how.

05/26 Executives' Business:

a) Risk Management Report

No points for discussion. Review at next meeting.

b) Child Protection Report

The possible change to our Umbrella Body status and the imminent increase in workload of countersignatories was discussed. A review of our Policy and Guidelines on Photography is being undertaken. The need for clubs to be reminded of their responsibilities was identified.

Action AR

c) Anti-Doping Report

No points.

d) Staffing

Discussed under 05/21g

05/27 Any Other Business:

A candidate to be put forward to the Honours List has been agreed.

05/28 Dates and Venues of Future Meetings:

June 29 th	National Office	Matlock	10:30 am
September 28 th	National Office	Matlock	10:30 am
December 7 th	National Office	Matlock	10:30 am

ACTIONS

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|----|--------|--|----|
| 84 | 04/58c | Anti-doping rules & guidelines to be rewritten, procedure for RF athletes' whereabouts to be established | RF |
| 95 | 05/21f | Produce possible costing of creating a web based JD membership system. | JD |
| 96 | 05/25 | Inform Clubs and Associations of increase in Mileage Allowance. | AR |
| 97 | 05/26b | Remind clubs of facilities for Disclosure Applications | AR |