



## Management Committee Minutes

Meeting of the Management Committee held on **Wednesday 25th July 2007** at the Joseph Whitworth Institute, Matlock commencing at **11:00**

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

#### Attendance

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

#### Chairman's opening remarks

1. The Chairman welcomed everyone to the meeting and introduced Laura Young as Executive Officer Administration covering the maternity leave of Amy Sarkies
2. The Chairman explained that Hilary Palmer, Development Manager had been invited to the meeting during the Development review and the Whole Sport Plan discussion.
3. The Chairman also highlighted the revised agenda that had been sent out prior to the meeting and confirmed with members that all had the correct version.

#### Declarations of Interest

4. Members were asked to declare any additional conflicts of interest they may have in addition to those declared on their annual return. The following conflicts of interest were noted:

RH-Member of KERNO, organising club of this years Harvester competition. Harvester competition to be discussed in Any Other Business (AOB).

## **Minutes of Meeting 2<sup>nd</sup> May 2007**

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

5. The minutes were accepted as a true and accurate record of the meeting.
6. Importance of Minute 33 (World Class Plan) was noted by NC and inquiry made to MH about progress. A timetable for completion was discussed. The meeting agreed it was important for the World Class plan to be developed soon and to avoid further delay.
7. NC asked about the progress of Minute 48: Mailing
8. MH explained that the mailing had not yet gone out to members and agreed that it should be an action of this meeting.

*Action 1: Mailing to be sent to members explaining SE initiatives. (MH, Future distribution)*

### **Notification of any other business**

The following matters were identified:

- a) Major events organisation - NC under AOB
- b) 2007 Harvester competition and financial loss - NC under AOB
- c) Environment and access support, general discussion - NC under AOB
- d) Safeguarding children and vulnerable adults - JM if not covered under Agenda Item 13.3, then under AOB
- e) JK Sprint medals - LW under AOB

## **Reports from Committees**

### **Coaching Committee (02/06/07)**

9. PC praised Coaching Committee for the amount of work covered and quality of discussions at meetings.
10. NC raised an issue with Minute 7.28: NC suggested that appointment be endorsed until it could be re-confirmed at the next Coaching Committee meeting, since this meeting was inquorate.

*(Minute 7.28) "KM and DA propose that the Committee appoint Liz Furness as the new Junior Selector. This was unanimously agreed."*

11. MH suggested that appointment should be confirmed by International Committee instead of Coaching Committee. Appointment was approved until ratification by the International Committee.
12. RH highlighted the difficulty found in organising Junior Inter-Regionals around exam-periods as mentioned in Minute 7.32.
13. LW highlighted this as a problem in many regions including East Anglia and South West. It was suggested that Associations should converse to find possible solutions and provide guidelines Fixtures.

*Action 2: NC to speak to Peter Guillaume to establish whether any guidelines had been passed on to Fixtures Group (NC, end July)*

*Action 3: LW to speak to Sue Marsden to discuss any possible new guidelines (LW, end Sep)*

### **Events Committee (09/06/07)**

14. LW highlighted a point raised by Fixtures Group that event fees could be altered in line with TCA and athletic clubs where a base fee was charged to all and then non-members were charged a surcharge.
15. NC noted that the present fees system has been in place approximately a year and it would seem confusing to so quickly change the system. At present the fixture list and fee system was clear and consistent
16. NC suggested that with the imminent changes to insurance charges for non-members it would be useful to wait until the October MC meeting to consider this further. This was agreed.
17. LW highlighted (Item 6-Action 4) in the minutes discussing the timescale for embargoed areas. MC were asked to ratify a 12 months embargo time for events, this being extended to 24 months for major events e.g. JK, BOC. MC accepted this proposal.
18. LW mentioned the suggestion made by EC that JK and BOC could merge into one major British event.
19. Further discussion regarding the emphasis of major events followed. LW concluded that opening the discussion was important.
20. NC noted it would be useful to know who were members of the Events Work Group.

*Action 4: LW to circulate a list of group members (LW, 17 August)*

21. LW drew attention to a further discussion point about the possibility of combining Level 3 and 4 events. The effects on levy payments and the agreed need for a Major Events Group were highlighted.

### **Whole Sport Plan (WSP) 2009-2013**

22. NC noted the importance of this agenda item and asked MH to lead discussions. Discussion highlighted UK Sport move towards funding Olympic and Paralympics sports and away from sports such as Orienteering. An example highlighted was the removal of public doping test funding to Orienteering.
23. It was emphasised that a target of Sport England is to increase participation in the 16+ age group. This is reflected in the projects adopted by British Orienteering and by the County Sports Partnerships (CSPs).
24. It was suggested that Orienteering could be in a strong position as, unlike other sports who had a saturated membership; it had the ability and characteristics to grow.
25. It was noted that if the clubs and associations had a sense of ownership over their interaction with the WSP it would help in making it a success.

26. The manner of publicising and approaching the clubs and associations to highlight the usefulness and benefits of the WSP was raised as a crucial and challenging issue. It was recognised that clubs would embrace the WSP and its implications to different degrees and at different speeds. It is creating the climate of change and recognising pro-active clubs that will be important.
27. It was appreciated that the regional aspects of the WSP would mean a channelling and focusing of funds and manpower in specific areas.
28. Identifying those clubs, associations and CSPs that are pro-active and capable of adaptation to the WSP was important.
29. MH to co-ordinate the marketing of the WSP to clubs.
30. NC suggested that members of the MC be named as contacts for the associations on issues regarding the WSP, and this was agreed as follows:

LW	EA
PC	WM
JM	SE, SC
RW	SW
HP	EM
JP	YH
EN	SOA, NW, NE
MH	NIOA
NC	WOA

31. NC thanked MH for driving the WSP forward.

### **Development (Agenda Item 10)**

32. NC praised HP on the succinct Development review and asked MC for any questions.
33. JM requested clarification on the future 'focused approach' of the Development team and RDOs.
34. HP replied that Development would be focused on club development, clubs having development plans, good management and working towards Clubmark. The Development team would support and encourage the adoption of the WSP-encouraging the training of volunteers, coaches and possible 'Club Development days'.
35. EN asked whether there was any 'checking-up' on Clubmark accredited clubs to ensure consistent high standards.
36. HP explained that Clubmark clubs are given a yearly 'Healthcheck' and have a re-validation every 4 years. It was mentioned that the CSPs may have greater

contact with Clubmark/accredited clubs and the possibility of awarding greater grants to Clubmark/accredited clubs.

*Action 5: LY to change grant application form to include club accreditation status (LY, ASAP)*

37. NC was pleased with the progress being made in Development and thanked HP for her time both professionally and as a volunteer.

### **Development Committee (Agenda Item 12)**

38. A three fold-approach was decided upon to recruit members of the new Development Committee made up of association representatives active in development issues. It was noted that usually committee members are recruited from within other committees and it was important to reach 'new' members. The three-fold approach consists of:

- MC communication with associations
- Article in FOCUS (HP, MH, NC)
- Personally approached by members of MC

39. NC thanked HP for her reports and input and HP left the meeting.

### **Strategic Budget 2009-onwards (Agenda Item 7)**

40. Hypothetical budget scenarios for 2009-onwards were discussed in light of possible reduction of funding from UK Sport and Sport England. Both possible cut-backs and trading/income streams that British Orienteering could investigate were highlighted.

41. It was noted that these were preliminary figures that may need fleshing out in due course and before going to Council, but at present gave a good account of the possibilities for the future.

*Action 6: MH to expand on figures and send to Council (MH, ASAP)*

42. PC left meeting to fulfil a prior commitment (2.50pm)

### **AGM 2008 (Agenda Item 8)**

43. A concern was raised about the schedule of dates for the AGM, particularly the timescale given to the auditors. Largely the problem was seen to be caused by the early date of Easter in 2008 and thus the early scheduling of the JK and AGM.

44. MH noted that the auditors were confident they could fulfil the proposed schedule

45. It was concluded that MC would agree the proposed schedule, hope auditors could fulfil time constraints and if not, non-audited accounts would be taken to the AGM, or they would need to be published less than the desirable 21 days before the AGM.

46. It was suggested that a brief note was placed in October's edition to FOCUS to explain that meeting the scheduled dates was challenging but British Orienteering was working to achieve them.

### **Governance and EGM (Agenda Item 9)**

47. The EGM recommendation was agreed to be recommended to Council. It would be announced to members in a one-off special publication sent by post. Announcing in FOCUS is too late and doesn't allow adequate timescales.
48. It was agreed that the extra costs involved were necessary and could be justified by the importance of making early progress with revised governance.
49. It was agreed that a Club Delegate Conference would be held on the same day at the same venue.
50. Funding for club delegates would be to meet half the cost of excess travel for those living furthest away from the venue. Decisions would be made closer to the event to establish the distances qualifying for subsidies, and MH/NC were authorised to decide and publish details.

### **Finance (Agenda Item 11)**

- **Item 11.1 Management accounts to June 2007**

51. It was noted that the accounts were detailed and easy to understand, however the 'ring-fenced' grant money could be more clearly labelled to avoid it appearing that a surplus was available when in reality there were restrictions on its spending.
52. The EGM spending would appear on the 'Governance' line of the accounts.
53. It was requested that expenses claims be made **at least** twice yearly to help with accounting.
54. The MC were happy with the reported situation and left all other accounts issues to MH and JP

- **Item 11.2 Debtor and Creditor Reports**

55. There were no major issues with either report. It was commented that 'Misc debtors' included some athletes being chased and that there was one long-term trade debtor but neither were cause for concern.

- **Item 11.3 2008 Budget preparation update**

56. The 2008 draft Budget will be taken to Council in October.
57. MH noted that there were no detail lines in the International Section of the budget as they largely worked using a 'top-down' approach

58. JM noted that a compilation date on the draft budgets would be a useful addition.

- **Item 11.4 Process to select auditors for 2008**

59. JP explained the importance of an extended period of time to select new auditors, largely to ensure a fair and considered tender process. JP explained the good practice of changing auditors approximately every 4-5 years. The current auditors are on their fifth year.

60. It was agreed that the process be left with JP, Jannette Blunden and MH.

*Action 7: MH/JP to email/brief at next meeting explaining progress (MH/JP, next meeting)*

## **Updates**

- **Item 13.1: Action List**

61. NC commented on the new process of giving visual priority to certain actions. NC suggested that priorities could change at request of MC or as new priorities emerged.

62. Action 9 from the previous meeting's action list was discussed.

*Action 9: "Funding 2009/13: Paper prepared to highlight the implications of Regionalisation of Funding for discussion at the next Management Committee(NC, next meeting)"*

NC explained that this had been prepared and presented to Council at its last meeting.

63. EN completing Action 26 from the previous meeting gave an oral update on the importance of MC members being visible at events. EN suggested that clothing e.g. jackets be purchased for MC members to wear at events.

64. NC noted the value in members knowing MC members. It was agreed that appropriate items would be purchased.

*Action 8: EN to liaise with Caroline Povey regarding purchasing clothing. (EN, end Aug)*

65. It was agreed that upon collection of clothing, MC members would sign to say that on leaving their MC positions, the clothing would no longer be worn.

- **Item 13.2: Chief Executive's Report**

66. A report on the activities that had occurred since the last Management meeting was considered.

67. The Club and Coach scheme is moving forward well with the assistance of Sport England. If Regional associations declined involvement it was agreed that MH could approach clubs directly where they had expressed strong interest, but keeping the Association informed.

68. Junior Orienteering had gained in status and praise should be given to those volunteers helping with Schools Orienteering.
69. Discussion followed about how best to publicise schemes designed to increase membership. The importance of filling in the spectrum between schools events and club events was highlighted.
70. Business, Finance and Staffing: MH explained the plan to appoint a 'Participation Manager with funding from Sport England. It was agreed that MH would circulate a job description to MC once finalised.

*Action 9: MH to circulate job description when finalised. (MH, when appropriate)*

71. **WOC 2007:** MC wanted it noted that they wished the British Team good luck and success in the forthcoming championships.
72. **Development:** NC commented that it was good to have a quality location for the Major Events Conference
73. Possible CIF funded projects for the regions of Humberside, East Midlands and South East were discussed and MH would follow up on their progress.
74. Further discussion on the removal of funding from UK Sport and the impact of this on the budget and on anti-doping measures were raised. There will similarly be no external funding for international delegates from UK Sport e.g. going to IOF conferences. The question of British Orienteering providing funding was debated. International delegates are invited by IOF but are not representatives of British Orienteering and as such it was suggested that British Orienteering might need to be selective on which trips are funded/part-funded. It was proposed that an informed discussion should follow NC dialogue with other delegates at the Kiev IOF conference.

*Action 10: NC to discuss funding for IOF conferences with other informed delegates, possibly followed by a circulation of information to MC. (NC, end Sept)*

75. **Web Development:** MH informed MC that the new website would go live next month.

- **Item 13.3 Child Welfare**

76. MH outlined how the child protection portfolio had been submitted and the time commitment that had been involved and was still involved in fulfilling the necessary requirements for the protection of children and vulnerable adults. MC suggested that this time requirement would only increase as the Vetting and Barring initiative was introduced.
77. JM noted that at present there is a child protection document on the website from 2002 which is out of date and questioned how the new legal requirements would impact on some type of events.
78. *Action 11: LY to remove old document from the website (LY, ASAP)*
79. NC suggested the guidance be given by the Child Welfare Steering Group and MC should wait to discuss the steering group's findings.

- **Item 13.4 Equality and Inclusion**

80. MH noted that the Equality Portfolio was close to completion.

## **1. Any Other Business**

81. **AOB 1**-This years Harvester competition making a financial loss. As RH was a member of the organising club KERNO and the event organiser, he did not take part in the discussions on this topic.

82. Due to circumstances such as KERNO taking on the competition at short notice, lower entry figures etc. MC were asked to waive the levy charge for this competition. It was decided that waving the levy was not possible for administration reasons but that British Orienteering felt they should help KERNO financially.

83. LW and JM left the meeting at 4.50pm

84. It was decided that KERNO should pay the levy but that British Orienteering would then give a grant of £300 to assist with the financial loss. MH and JP to oversee any conditions (such as accounts and documentation) associated with this.

85. **AOB 2**-Sprint medals being given at the JK. MC supported the request subject to a number of conditions such as awarding 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> over a maximum of 5 or 6 courses and subject to an appropriate entry size.

86. However it was concluded that the final decision was a matter for Events Committee. MC recommended correspondence with the 2008 JK organising team and then possible changes to JK guidelines if necessary.

*Action 12: Events Committee to decide on awarding JK Sprint medals. (LW, EC next meeting)*

87. **AOB 3**-Insurance. The extra insurance charge for non-members was discussed highlighting the need to record names from all non-member participants at all events. It was agreed that MH and LY would co-ordinate the communication of this to clubs and MC gave authorisation to increase the charge to 50p per non-member to cover admin costs if MH and LY saw fit.

*Action 13: MH and LY to communicate issues surrounding insurance for non-members to clubs and co-ordinate gathering of information. (MH + LY, ASAP)*

88. NC noted that due to time constraints it was necessary to defer the two further AOB items until the next MC meeting or for email consideration.

## **Dates and Venues of Meetings**

89. Dates for 2007 meetings are: July 25, October 17, December 13

Meetings in 2008 provisionally set as 6 Feb, 30 Apr, 23 Jul, 22 Oct, 10 Dec.

## **Chairman's closing remarks**

90. Members were thanked for their contributions and the Chairman closed the meeting at 17:20.

# Management Committee July 2007

## Action List

- Action 1: *Mailing to be sent to members explaining SE initiatives. (MH, Future distribution)*
- Action 2: *NC to speak to Peter Guillaume to establish whether any guidelines had been passed on to Fixtures Group (NC, end July)*
- Action 3: *LW to speak to Sue Marsden to discuss any possible new guidelines for Junior-Inter-Regional fixtures. (LW, end Sep)*
- Action 4: *LW to circulate list of Events Work Group members. (LW, 17 Aug)*
- Action 5: *LY to change grant application form to include club accreditation status. (LY, ASAP)*
- Action 6: *MH to expand on figures and send to Council. (MH, ASAP)*
- Action 7: *MH/JP to email/brief at next meeting explaining progress on selecting new auditors. (MH/JP, next meeting)*
- Action 8: *EN to liaise with Caroline Povey regarding purchasing clothing. (EN, end Aug)*
- Action 9: *MH to circulate job description when finalised. (MH, when appropriate)*
- Action 10: *NC to discuss funding for IOF conferences with other informed delegates, possibly followed by a circulation of information to MC. (NC, end Sep)*
- Action 11: *LY to remove old Child Welfare document from web. (LY, ASAP)*
- Action 12: *Events Committee to decide on awarding JK Sprint medals. (LW, EC next meeting)*
- Action 13: *MH and LY to communicate issues surrounding insurance for non-members to clubs and co-ordinate gathering of information. (MH+LY, ASAP)*