
Board of Directors

Minutes

Thursday 17 February 2022, 11:00

Hybrid meeting Priory Meeting Rooms, Birmingham and via Teams



Board attendees in person: Scott Collier (SC); David Rosen (DR); Drew Vanbeck (DV); (LP); Duncan Birtwistle (DBir); Peter Brooke (PB); Laura Kaye Tomlinson (LKT).

Board attendees Virtually: Darren Bernstein (DBer); Ruth Beale (RB); Andy Robinson (AR); Peter Hart (PH).

Apologies: Pauline Tryner; Lauren Pagé.

Minute taker: Peter Hart

1. Meeting Administration

The Chair welcomed everyone to the meeting.

The Chief Executive informed the meeting that the recordings would be held on his computer in a personal drive and would be deleted when the respective minutes were approved.

It was agreed that this was acceptable, and all members agreed for the meeting to be recorded.

1.1. Apologies:

Apologies were received from Pauline Tryner and Lauren Pagé.

1.2. Declarations of interest

DR sits on the IOF Rules Commission and there is a question on funding support for those attending IOF meetings and conferences to be raised.

The Chair raised a potential conflict on the agenda item on Honorary members.

No further additional declarations were made.

1.3. Any other business

The following items were raised:

- 1.3.1. Edinburgh Performance Development Officer
- 1.3.2. Membership renewal process

1.4. Minutes of Board meetings 9 December 2021

Three typographical errors were highlighted and changed in the circulated minutes.

The minutes of the meetings of 9 December 2021 were adopted.

1.5. To review the actions from previous meetings

The Chief Executive talked through the action points not on the agenda.

1.5.1. Strategy for hosting of Major Events and IOF representation

No further action. DR suggested that these points should be split up which was agreed.

1.5.2. Diversity Action Plan

Still to be actioned

1.5.3. Refund Policy

Still to be actioned

1.5.4. Equity in time/distances between men's and women's courses

Still to be actioned

1.5.5. Survey post European Youth Orienteering Championships

Still to be actioned

2. Finance

2.1. Management Accounts

The Treasurer gave an overview of the end of year accounts.

He informed the Board that at the end of the year we were showing a surplus of £14,442 against a forecasted deficit of £110,000. He explained that the main reasons for the surplus was conservative budgeting for membership and levy and a reduction in expenditure for staffing and marketing. The Treasurer informed the Board that he had reported that the budget deficit had been reducing during the year as the income for membership and levy was above budget. In the last quarter, there was also further increase in activity by the clubs and members.

Reserves at the end of 2020 were at £554K and the requirement for six months operating costs was approximately £264K.

The Chair requested that the Treasurer, CEO and Financial Manager look at improving forecasting through the year.

There was a discussion about the future use of reserves, and it was agreed that the Chief Executive could present a negative budget supporting the new Strategic Plan at the next Board meeting.

3. Governance

3.1. AGM 2022

3.1.1. AGM Notice

The Chief Executive confirmed that the AGM was to be held at Leeds Beckett University on 11 June starting at 17:00. The meeting would be a hybrid one.

The Chief Executive presented the draft Notice for the AGM which the Board approved.

3.1.2. Proposals

3.1.2.1. Changes to the Articles of Association

Following a discussion, it was agreed to hold off any changes to the Articles to allow for a longer-term consultation with the members with a view to present them at the AGM in 2023.

3.1.2.2. Director and Officer elections

The Chief Executive informed the Board that David Rosen and Pauline Tryner were due for re-election at this year's AGM. He confirmed that both were willing to re-stand, and they were reminded that they would have to send in nominations which would have to be seconded.

The Chief Executive informed the Board that the Chair, Drew Vanbeck and Lauren Pagé both of whom were independent directors were up for re-appointment. The Board was reminded that both candidates would have to be nominated and recommended to the Board for approval as laid out in the Board Operating Procedures. Following a brief discussion, it was agreed that the Vice-Chair, Scott Collier would consult with the other directors outside of the meeting and confirm that everyone is happy to support their re-appointment.

3.1.2.3. To consider nominations for Honorary Membership

The Chief Executive presented a paper that outlined a criterion for Honorary Membership of British Orienteering.

Following a long conversation, it was agreed that a proposal at the AGM for Honorary membership should be presented for former medallists at World Senior Championships in all IOF disciplines and that this should be given retrospectively. In addition, former IOF Presidents would be proposed at this year's AGM as Honorary members.

There was a discussion about several worthy individuals but the Board felt that we should use this year's AGM as an opportunity to re-set the Honorary membership and that we could consider further nominations in future years.

3.1.2.4. To consider increases to membership and levy

The Treasurer presented a paper for discussion about recovering the cost of non-member participation. Following a discussion, it was agreed that due to the strength of our current reserves we would not present a proposal to the AGM for any increase in levies or membership fees for either members or non-members. However, at the AGM and other opportunities, we should send a strong signal to the membership that these will need to rise in the future particularly given the current inflationary environment.

Scott Collier enquired about the status of the Membership review. It was agreed that this was in the work plan as part of the Strategic Plan. Scott was happy to help develop this workstream.

3.1.2.5. New members joining in the Autumn

David Rosen asked if we were going to put a proposal to the AGM regarding waiving the British Orienteering membership fee for new members this autumn.

Following a discussion, it was agreed that a proposal would be put to the AGM that the membership fee for new members from 1 September 2022 would last for up to 16 months until 31 December 2023.

3.1.2.6. AGM Administration and delivery

David Rosen enquired about the delivery of the AGM and voting procedures. The Board were reminded that it would be a hybrid meeting and that we would look at a third-party system to support proxy votes.

The staff were currently looking at the available options concerning the platform for delivery for webinars and the AGM.

4. Strategic/Operational Plan

4.1. Operational Plan

The Chief Executive referred to the circulated Operational Plan. He informed the meeting that it was a draft and at the early stages of development. Contained within the document was the key elements of the Strategic Plan, feedback from the focus groups and areas highlighted with the Sport England submission.

Darren Bernstein suggested that it would be good to have at least a member of the Board leading one of the four themes. This was agreed and the following volunteered for the themes

- Changing the Perception: Darren Bernstein and Duncan Birtwistle
- Create Engaging Experiences: David Rosen and Duncan Birtwistle
- Strengthen Lifelong Pathways: Ruth Beale and Pauline Tryner
- Provide Foundations for success: Scott Collier, Drew Vanbeck and Laura Kaye Tomlinson

There was a further discussion about the provision of a Board Microsoft Teams platform to assist with Board meetings, accessing British Orienteering's server and assist in improving communication between board members. It was agreed that this should be progressed.

4.2. Reporting Dashboard

The Chief Executive brought the attention of the Board that they had requested a Dashboard for the new Operational Plan. A sample was provided giving an overview of headline figures. It was agreed that this would be sufficient but would need to be supported with a further document using a RAG rating to identify those workstreams on target or requiring further support.

5. Governance and Leadership

5.1. Governance Action Plan

The Chief Executive referred to the previously circulated Governance Action Plan. He informed the meeting that the contents reflected the recently launched Code for Sports Governance and that it was likely that we would be independently reviewed at some point in the next three years. He reminded the Board that it was a condition of grant aid from the Sports Councils that we complied with the Code of Governance.

He highlighted that we were in a good position although we would need to do further work on the Diversity and Inclusion plan. Laura Kaye Tomlinson informed the Board that we were still waiting for Sport England to publish guidelines on this before developing ours.

5.2. Race Representation Index Survey/Report

The Chief Executive informed the Board that we had completed a survey at the request of Sporting Equals. At the point of completing the survey, we were unable to report on the diversity of the squads as membership was being populated. The Chief Executive informed the Board that certain aspects of the report would be made public and suggested that we should highlight areas of achievement.

Following a discussion, it was agreed that the Operations Manager should go back to Sporting Equals and inform them of the diversity of the membership of the squads and highlight the diversity of the Board.

6. Sport England Grant Aid 2022-27

6.1. Sport England Award Agreement

The Chief Executive referred to the draft contract with Sport England for grant aid for the period 2022-27 for a total of £1,214,190. He informed the meeting that although Sport England had issued it as a draft contract that there was no appetite to make changes given the high volume of contracts and that they considered it to be deemed fair and proportionate to ensure the safeguarding of public money. The final contract was to be issued towards the end of February for signing in early March.

Following a discussion, it was suggested that the draft contract should be reviewed from a risk identification mindset. The Chief Executive was asked to seek guidance from Lauren Pagé.

The Board agreed that the CEO could sign the contract.

7. Monitoring Reports

7.1. Matters of Significance

The CEO informed the Board that there were no matters of significance to report.

7.2. Operational Plan & Performance Indicators

The Chief Executive reported that the current membership total was 7,565. Membership reminders were being sent to those members that had not renewed towards the end of February.

The breakdown of the membership was 6,178 seniors and 1,387 juniors (18%).

Participation for January was 13,919 which was comparable to the 2018 figures.

7.3. Find Your Way Project

The Chief Executive referred to the paper previously circulated. The project is called “*Find Your Way*” and is based on MapRun. The Project Officer Kay Hawke was working in seven areas in England and consulting with a wide range of different partners in the areas.

The project was developing into a community project rather than only a school focussed project to aid wider participation by the community. Many of the partners have been supportive of the project as it aligns with their Strategy Plan of increasing activity levels of young people post-Covid.

The Board congratulated Kay on the delivery of the project and requested that future reports included participation and engagement targets.

8. Standing Items

8.1. Steering Group and Committee Matters

8.1.1. Coaching

The Chief Executive reported that Hilary Palmer had resigned from her role as Chair of the Coaching Group.

The Chair and the Board thanked Hilary for the contribution that she had made to the sport in leading the Coaching Committee as well as her contribution in many other areas.

8.1.2. Talent & Performance

8.1.2.1. Performance Director

The Chief Executive informed the meeting that the new Performance Director, Bernie Dietzig had started work and was familiarizing himself with the role and the key personalities.

8.1.2.2. Pathway Coach

The Chief Executive informed the meeting that further discussions had been held with the University of Edinburgh in respect of agreeing on terms of a partnership agreement to deliver orienteering at the university whilst also supporting level 4 athletes and their development.

The University of Edinburgh was discussing a five-year agreement from September 2022 and we would be seeking to enter into an agreement with a two-year break clause.

The Chief Executive informed the meeting that we had sufficient funding for the position within the existing budget for performance in 2022. However, in 2023 the programme would likely require additional financial support to make it sustainable.

Following further investigation, he informed the Board that the role would have to be as an employee of British Orienteering which would have financial resource implications for British Orienteering.

The Board approved the appointment of the Pathway Development Manager subject to satisfactory terms with the University of Edinburgh.

8.1.3. TrailO

Scott Collier reported that TrailO was looking for an independent Chair of Selectors. If anyone has any proposals could they submit the names to him.

8.1.4. Committee Review

The Board discussed the review of the Committee structure and membership. It was agreed that this should be included as part of the Foundations for Success work plan.

9. Welfare & Safeguarding

Peter Brooke updated the Board on the suspension of a member. He informed the meeting that the Case Management Group had recommended that all club Chairs, Secretaries and Welfare Officers are informed of the member's suspension from British Orienteering competitions and activities and for this information to only be disclosed to those club officials that would be required to know to carry out their duties.

There was a discussion if we should publish a list on the website of all members that had been suspended for whatever reason. It was agreed that due to the low number of suspensions that we would not proceed with this.

Peter Hart informed the meeting that he had spoken to the Chair of the Case Management Group, Judith Holt, who has agreed to be present at the next meeting to explain the process that the person would have to go through, including risk assessment before any suspension is lifted.

10. International Matters

10.1. IOF Extraordinary General Assembly

The Chief Executive informed the meeting that the IOF were reviewing their Statutes at the Extraordinary General Meeting in March. He had submitted a draft response to the General Secretary but had informed them that we would be formally submitting our response after the Board meeting.

Two key changes were discussed.

The Board supported both responses and requested that the Chief Executive confirmed with the IOF our response.

David Rosen, Scott Collier and Peter Hart would represent British Orienteering at the conference which was being held virtually. Scott Collier would be voting on behalf of British Orienteering.

10.2. Supporting attendance at IOF Committees

The Chair referred to a paper submitted to the Board by David Rosen regarding supporting attendance at IOF meetings.

Following a discussion, it was agreed that the Chief Executive would circulate a request to all committee representatives, including Mountain Bike Orienteering, to understand their travel commitments and then apportion support within the annual budget allowance.

11. Any Other Business

11.1. Taking Advantage of WOC 24

The Chair informed the Board that he had had a discussion with the President of SOA regarding taking advantage of WOC24. He went on to explain that at the moment there were no specific aims and objectives for the project but it was clear in the discussion that the project would require adequate resources to drive it forward.

Following a discussion, it was agreed that the Board would in principle support a proposal.

12. Future Meetings

Following a discussion, it was agreed that the future dates for Board meetings would be:

| Key Dates | Key Dates | Day/Evening/Type |
|------------------------------|--------------------------------------|---------------------|
| Thursday, April 07, 2022 | Board Meeting | Manchester - Hybrid |
| Thursday, May 12, 2022 | Board Meeting | Hybrid |
| Saturday, June 11, 2022 | AGM | Leeds – Hybrid |
| Wednesday, June 15, 2022 | Board Meeting – confirm AGM business | Teams/evening |
| Thursday, July 21, 2022 | Board Meeting | Birmingham - Hybrid |
| Saturday, September 24, 2022 | Board Meeting | Manchester |
| Thursday, December 8, 2022 | Board Meeting | London - Hybrid |

There was no further business and the meeting Closed at 15:30