

Board of Directors



Minutes

Saturday, 7 September 2024 09:30

Online meeting

Board attendees: Drew Vanbeck, Darren Bernstein, Pauline Tryner, Andy Robinson, Peter Hart, Lauren Pagé, Alison Howe, Scott Collier, David Rosen (part), Duncan Birtwistle (part)

Invited guests: Peter Brooke;

Apologies: Laura Kaye Tomlinson,

Minute taker: Peter Brooke

1. Meeting Administration

1.1. Welcome and introduction.

The Chair informed the meeting that a recording of the meeting would be held on Peter Brooke's computer on a personal drive and would be deleted when the minutes were approved. It was agreed for the meeting to be recorded.

Apologies were received from Laura Kaye Tomlinson.

1.2 Any other business

IOF commission member request from IOF.

No other items of business were received.

1.3 Declaration of interest

No declaration of interests were made.

1.4 David Peregrine

The Chair reported with sadness that the former Chair of British Orienteering (1997-2000) David Peregrine had passed away. The Chair extended his condolences to his family and friends.

1.5 International Success

The Board congratulated athletes and members for their successes internationally over the summer months, noting two podiums at WOC, a Sprint Relay Gold medal at WUOC and medals at WMOC including four golds.

1.6 Peter Hart

The Chair provided an update on the position of Peter Hart. Peter Hart will officially leave position as CEO on 15th September 2024 but will be employed to continue working on a number of small areas of work through the autumn.

2. Minutes of Last Meeting

2.1 The minutes of the 24 June 2024 meeting of the Board were approved without any changes.

2.2 Actions from previous meetings

- **IT Invoice**
 - No further information has been provided despite requests.
- **Alleged copyright infringement**
 - No further communication has been received despite requests.
- **Club Insurance Consultation**
 - The recent insurance consultation with clubs saw 40 responses with 74% of clubs requesting that the current level of cover for non-member participants is maintained.
 - It was agreed to keep this on the agenda for future meetings and look to use a webinar to present and discuss whether Public Liability Insurance is required for non-members further with clubs.
- **Insurance for orienteers from Ireland**
 - No further updates have been received from Orienteering Ireland.
 - Action taken to discuss with Howdens regarding coverage for non-UK orienteers either based in Ireland or elsewhere.
- **Corporation Tax**
 - This action is underway and Peter Hart will be arranging a webinar to update clubs shortly.
- **Environmental strategy**
 - A questionnaire will be sent to clubs shortly with future guidance to support clubs efforts in protecting the environment provided afterwards.
 - It is to be noted that Sport England require all funded bodies to have a robust sustainability action plan in place by March 2027.
- **Forest/ Urban ranking list**
 - A quote has been received from ZYGO for this development. David Rosen has volunteered to support this project.
- **Hosting major event**
 - No further action
- **Risk management**
 - No further action

3. Finance

3.1 Receive the management accounts July 2024

The Treasurer referred to the previously circulated Management Accounts.

The Treasurer informed the meeting that the income from membership and levy was as forecast.

Expenditure on salaries remained lower than expected but this was a result of some vacancies not being backfilled and a transfer of some of the staff costs of the CEO, Financial Manager and Performance Manager to Sport England.

There was a discussion on staffing capacity with Peter Hart standing down.

Action: The Board requested an update in December on staffing arrangements.

3.2 WOC 24 Financial outcome

At the last Steering Group meeting, the WOC organising committee have suggested that the event is due to make a small surplus and that it is unlikely that they will need to call on the additional financial support from British Orienteering.

3.3 Budget 2025 – update

The Board reviewed the updated budget which included the forecasts reflecting proposed changes to the levy and membership fees at the 2024 AGM. The Chief Executive reported that the 2025 budget is still projected to run at a deficit and that this is not sustainable. The Chief Executive advised that the organisation should aim to break even or generate a surplus by the 2027 budget. Additionally, the Board was informed that future funding levels from Sport England remain uncertain.

The Board also requested that the full cost of the Performance Programme be presented as part of the budget moving forward broken down by funding source (British Orienteering funds, grant income, athlete contributions).

The Board did not approve the current budget.

Action: Updated budget with actual figures for some budget lines and any AGM changes to be presented at the next Board meeting.

3.4 Bank mandate

The board agreed the changes into the bank mandates:

- Peter Brooke to replace Peter Hart until the new CEO is confirmed.
- Alison Howe to replace Scott Collier after the AGM.

3.5 Loughborough Building Society Account

Peter Hart reported that the rate had been reviewed with Loughborough Building Society as the most appropriate. It was discussed that it would be advisable to split the money stored here across other banks to reduce risk of loss.

Action: Andy Robinson, Kelly Perryman & Peter Brooke to investigate this further.

3.6 Financial Procedures

The Board approved the reviewed Financial Procedures which included raising the threshold for tender document approvals and financial limits from £5,000 to £7,500.

4 Governance

4.1 AGM proposals

4.1.1 No member proposals had been received.

4.1.2 Following on from the discussion on the 2025 budget, the Board agreed the following proposals for the AGM:

Memberships fees

- Seniors £16 (increase of £1)

- Young Adult £10 (no change)
- Juniors £5 (no change)
- Family £37 (increase of £2)

Club affiliation fees

- Clubs £90 (increase £10)
- University clubs £25 (no change)

Levy fees

- Senior member £1.80 (increase of 15p)
- Senior non-member £2.75 (increase of 25p)
- Juniors (all) £0.60 (increase of 5p)

4.2 Director nominations

There had been a number of enquiries about the director roles. By the closing date we had received two nominations;

Andy Robinson and Keith Willdig.

As there were two vacancies they would be declared elected unopposed at the AGM.

4.3 AGM handbook

Peter Hart referred to the previously circulated AGM Handbook.

He informed the Board that the circulated version did not contain the updated proposals. Peter Hart is to update the text following this meeting. David Rosen and Scott Collier agreed to review the final document before publication.

4.4 2023 Annual report

Annual report has been completed and distributed to the Board. Andy Robinson and Alison Howe are to review ahead of publication.

4.5 Members open meeting

A brief agenda has been distributed with the AGM invitation to members. Further communications are planned.

4.6 British Orienteering Succession Plan

- 4.6.1** Scott Collier gave an update on the work of the appointments panel. There had been interest in the Chair position but no applications had been received from candidates that the panel felt met the criteria for taking forward to interview. Therefore, the panel was unable to recommend a candidate to the Board for approval at this time.

Peter Hart is to approach Sport England for advice and readvertise if required.

- 4.6.2** Scott Collier informed the board that the appointments panel had recommended that Alison Howe be appointed as Vice Chair following the AGM. The Board approved this appointment.

4.6.3 There were discussions around the independent directors with both Darren Bernstein and Laura Kaye Tomlinson stepping down. Lauren Pagé highlighted there her term was also ending.

Peter Hart distributed the Independent Director Recruitment pack around the Board.

Scott Collier offered to review the document before circulation.

4.6.4 CEO recruitment

Peter Hart is coordinating the recruitment process and outlined:

- CEO advertisement was expected in October
- Interviews would likely be in the New Year
- Peter Hart will be the line of communications for enquiries
- Ideally the new Chair would be in place prior to a new CEO appointment

4.6.5 Staffing Structure. This had been discussed in 3.1.

4.7 Board schedule and business calendar

A paper outlining annual subjects and mandatory areas for discussion was discussed.

Action: Board members to review and feedback.

4.8 Companies House

The Board noted the resignation of Peter Hart as a Director and Company Secretary.

The Board approved Peter Brooke replacing him in both roles pending the new CEO appointment. The change has been registered at Companies House.

4.9 AGM 2025

Peter Brooke proposed that the AGM be held on 17th May 2025 at a venue to be agreed. Following a discussion, it was agreed to review this date to see if there was a more appropriate one where greater attendance could be guaranteed.

Action: Review other potential dates.

4.10 Approval of JROS MOU

The Board approved the memorandum of understanding between British Orienteering and JROS.

4.11 Diversity and Inclusion Action Plan (DIAP)

The Board noted that the DIAP for British Orienteering had been approved by AKD Solutions who are commissioned by Sport England to approve DIAP's.

5 Strategic Plan

Peter Brooke provided an update on the positive work at WOC with the community activation collaboration with SOA which saw over 200 people taking part and over 800 runs over the four days.

WOC engagement across British Orienteering's social media channels was highlighted with thanks to Rob and Ed Lines for their time reporting at many international events, along with Alex Welch producing further copy and content used across WOC.

5.1 Membership and participation figures

Membership figures for the year to date show a stable figure with a slight increase in members (8,659) on the same date compared to 2023.

Participation figures from competitions is also on track to show a slight growth compared to 2023.

6 Matters of significance

6.1.1 Forestry England access

The Board had a lengthy discussion the continuing challenges that clubs face in certain areas. Potential approaches were highlighted for further investigation including inviting key Forestry England personnel to attend orienteering events and understanding potential avenues for escalation when required.

Action: To investigate how we can overcome the “lack of resource” within FE as the reason given for permission not being given in some areas of the country.

7 Welfare & Safeguarding

7.1 Welfare matters

Peter Brooke provided an update on a case that had been concluded to a satisfactory outcome.

8 Standing items

8.1 Steering group and committee matters

8.1.2 Rules Group

The Board approved Alan Wallis as the new Chair of the Rules Group.

8.1.3 Performance Pathway Programme Group

It was reported that the group had recently advertised for members and had received a number of very good nominations. Following an interview process new members had been appointed.

It was highlighted that two appeals had been submitted by athletes following the recent JEC selections. There was some concern that there may still be some misunderstanding of the role of the Appeals Panel and further clarification of the selection policy may be required.

8.1.4 British Orienteering Historian

Peter Brooke provided an update that James Askew had come forward to take on this role. The Board wished to place on record their gratitude for the long service and work of previous Historian Clive Allen.

9. International matters

The Board thanked David Rosen and Scott Collier for attending the recent IOF General Assembly.

The Board were updated on the new membership fees for the IOF.

Tom Hollowell had been appointed as President of the IOF and Bob Dredge had been re-appointed as a member of the Ethics panel.

10. Any Other Business

The IOF have sent out a request for nomination for the IOF International commissions. Any potential nominations for roles should be sent to Peter Brooke.

11. Future meetings

To be reviewed

Key Dates	Venue
Saturday, 5 October 2024	AGM and Club and Member Forum (Birmingham the Studio)
Monday, 9 December 2024	London, venue to be confirmed
Monday, 10 February 2025	Venue to be confirmed
Monday, 7 April 2025	Venue to be confirmed
Saturday, 17 May 2025	Venue to be confirmed
Monday, 19 May 2025	Virtual To confirm appointments post AGM To agree bank Mandates
Monday 7 July 2025	

Further Conference calls to be organised as required.

Meeting finished at 12:56