

# Board of Directors

## Conference Call Minutes

Tuesday 22 January 2013, 18:00 – 19:00



**Board attendees:** Lyn West (LW); Martin Ward (MW); Philip Baxter (PB); Scott Collier (SC); Bob Dredge (BD); Mike Hamilton (MH); Judith Holt (JH); David Maliphant (DM);

**Minute taker:** Laura Martin

**Apologies received:** Neil Cameron, John Woodall

### 1. Meeting Administration

LW thanked members for their attendance and outlined conference call etiquette.

The minutes from the December Board meeting were accepted as a true record.

Board members were taken through the action list and the actions were either completed or on the agenda for the February Board meeting.

Directors asked MH about the progress made with action 10 regarding email proxies. MH explained he was looking into it further and would report back to Board members ASAP.

BD noted, regarding action 7, that his draft of the financial procedures would be ready for review by the end of next week (1<sup>st</sup> Feb 2013)

There were no additional declarations of interest.

### 2. TrailO Funding Submission

Board members reviewed a paper submitted by Trail O committee regarding the development of Trail O and the potential for funding for their objectives from a surplus made from WTOC 2012.

Board members discussed how the objectives fitted into the wider British Orienteering Strategic aims and priorities.

Directors discussed the importance of promoting orienteering to disabled people and considered the most appropriate ways to do this. This covered suggestions outside the Trail O discipline.

Board members discussed the paper and its funding request in relation to the cuts in funding of other orienteering disciplines.

It was noted that the paper did not contain targets or measurable outcomes.

LW noted that NC had previously submitted comments on the paper and LW discussed these with directors.

MH noted that staff were meeting with David Meli, Sport England Relationship Manager to discuss British Orienteering's targets including for disability sport for the 2013-17 period.

Board members agreed to communicate with Trail O Committee to explain the discussion and suggest the development of more measurable proposals.

**Action 1:** LW and NC to draft a response to Trail O committee explaining the Board discussion and suggesting the development of measurable proposals. (LW and NC, by February Board meeting)

### 3. Events & Competition Committee Terms of Reference

LW outlined the need to formally ratify the Events and Competitions Committee Terms of Reference.

JH noted the importance of, moving forwards, a commitment to address the gender balance of members of the governance structure including Events and Competitions Committee. Board members agreed on the importance of this issue.

Board members ratified the terms of reference.

### 4. Association matters

SC noted an issue raised at a recent SEOA committee meeting regarding the partnership agreement for BOC2013. Issues had been raised regarding recent changes to the agreement particularly regarding the budget and financial procedures.

SC noted that the event coordinator had not been present at the meeting, and he was unaware of their views.

Board members agreed to let Dave Peel, as Event Manager deal with the issue and iron out any problems with those involved directly.

## 5. IOF Matters

LW noted that a joint IOF council and commissions meeting had been held the previous weekend (19/20<sup>th</sup> January) in Helsinki. The slides from the meeting are available on the IOF website. LW noted that she would circulate any report received from Brian Porteous.

SC asked about information regarding decisions made on the programme for middle and long distance qualifications at WOC. MW noted that, on the IOF website, it stated that a decision would be communicated within 2 weeks of the meeting.

## 6. Communications Update

Board members discussed a paper presented by DM as a result of a recent meeting between himself, MH and Caroline Povey, Marketing and Membership Services Manager. The paper discussed development of British Orienteering's presence on social media.

Board members looked forward to progress in this area of work.

## 7. Volunteer Needs Work Group

LW, also Chair of the Volunteer Needs Workgroup, briefed members of the Board on the group's first meeting and presented a summary report and minutes.

Directors noted the discussions with interest and looked forward to further progress with this work.

SC asked about progress with the Coaching Needs Workgroup. MH explained that a meeting had been held at the Coaching Conference, the weekend prior, and notes from the meeting would be available at the next Board meeting.

## 8. Board Efficiency

LW presented a paper outlining the themes and trends from the recent series of Director appraisals she had completed. Board members agreed that the recommendations of how to improve Board efficiency and effectiveness should be included in Operational Plan for Board for 2013.

Board members agreed that requesting Board papers 7 days before the meeting was a realistic time frame.

## 9. Staff Matters

MH briefed Board members on current staff situation;

- Richard Barrett had left his position as Participation Manager-South
- Jessica Gouge had left her position as Administrative Assistant. MH and Jannette Blunden, as Business Support Manager, would assess the resource capacity of Janine White and Cerianne Dengate at the end of February 2013. Any changes would be made and implemented as of 1<sup>st</sup> April 2013, if necessary.
- Sarah Hague was looking to appoint a Performance Lead for the top tier of the Performance programme.
- Caroline Povey, Marketing and Membership Services Manager has been liaising with the company, 4 Communications recently to look into sponsorship opportunities within orienteering. MH noted that this area was already under resourced from a staff perspective and any work to bring in sponsors would require resource commitment.
- MH was meeting with Dave Peel, Helen Errington (Events Managers) and Chris James (Chair of Events and Competitions Committee) to discuss the way forward with events and associated Sport England programmes.
- British Orienteering are now employing the services of a HR company who were re-drafting HR paperwork.

## 10. Increasing participation

MH explained that an update on increasing participation, including up-to-date figures, would be available in the monitoring report at the February Board meeting.

## 11. WOC 2015

MW explained that a WOC 2015 steering group meeting was being held later in January and a report would be available at the February Board meeting.

MW noted that the IOF High Level event seminar is to be held in Edinburgh on 1-3<sup>rd</sup> Feb. The seminar is being staged by the IOF in cooperation with British Orienteering.

MW also explained that negotiations were continuing to draft an agreement with SOA and Scottish 6Day regarding risk and reward of WOC 2015.

## 12. AOB

Board members expressed their condolences to the families of 3 orienteers who had recently died in an avalanche accident. A news item would be published soon to express British Orienteering's condolences.

MH noted that staff were meeting with David Meli, Sport England Relationship Manager on Thursday 24<sup>th</sup> January to finalise targets and measures and the financial framework for the Sport England funding award. MH explained he would circulate the Sport England agreement letter and terms of funding agreement to Board once they were received. These would be on the agenda for the February Board meeting.

MH noted that 4<sup>th</sup>-5<sup>th</sup> February British Orienteering has visits from the financial auditors and from Sport England's Internal Governance audit team.

LW thanked everyone for their attendance and closed the meeting at 18.58

### **Action List**

**Action 1:** LW and NC to draft a response to Trail O committee explaining the Board discussion and suggesting the development of measurable proposals. (LW and NC, by February Board meeting)