

# Board of Directors

Wednesday 11 May 2011  
10:45 – 17:00

National Office, 8a Stancliffe House, Whitworth Road,  
Darley Dale, Matlock, DE4 2HJ  
01629 734042

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## Minutes

### Attendees:

Philip Baxter (PB)	Judith Holt (JH)
Neil Cameron (NC)	Henry Morgan (HM)
Scott Collier (SC)	Martin Ward (MW)
Mike Forrest (MF)	Lyn West (LW)
Mike Hamilton (MH)	John Woodall (JW)

Laura Martin – Minute taker

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### 1. Opening Business

#### a) Apologies

It was agreed that MH, as Company Secretary, would Chair the Board meeting until the appointment of the Chair, Vice Chair and Treasurer had been concluded (Agenda item 1c).

There were no apologies and all directors were in attendance. MH welcomed the three new directors Scott Collier, Judith Holt and Henry Morgan, all of which had been appointed at the AGM 2011.

#### b) Declarations of interest

There were no additional declarations of interest

#### c) To vote in Chair, Vice Chair and Treasurer

NC proposed LW to continue as Chair. MF seconded the nomination. Board unanimously agreed.

JW proposed MW as Vice Chairman. Board unanimously agreed.

LW proposed MF as treasurer. Board unanimously agreed.

The meeting continued with LW in the Chair.

#### d) Minutes of March meeting

Board members approved minutes of last meeting

#### e) Minutes of Conference Call

Board members approved minutes of the Conference Call

## f) Action List

All actions from last board meeting were completed or on agenda. Board members went on to discuss actions from teleconference including issues surrounding JK 2012 and the partnership agreement. LW explained that Dave Peel, Events Manager and Colin Matheson SOA Professional Officer were working together to amend the agreement and find a compromise that suited both parties.

MF explained that a draft budget would need viewing and approving prior to approval being made.

Board members went on to discuss the process for informing the orienteering community once an agreement had been reached e.g. publishing a news item, Focus magazine etc...

The Board of British Orienteering agreed that the anti-doping rules of British Orienteering shall, as and from 11 May 2011, stand repealed and shall be replaced by the following rule:

*'The anti-doping rules of British Orienteering are the UK Anti-Doping Rules published by UK Anti-Doping Limited (or its successor), as amended from time to time. Such rules shall take effect and be construed as rules of British Orienteering.*

*All references to the British Orienteering Anti-Doping Policy and Rules will be modified to reflect this decision as soon as possible.*

*For information the UK Anti-Doping Rules can be found at the following website: <http://www.ukad.org.uk/documents/uk-anti-doping-rules/> '*

Board members discussed eligibility to be crowned British Champions, as a consequence of a protest which had been made. A jury had been convened and had issued a statement on their findings. Once the decision had been communicated to the individuals, it would be communicated to the orienteering community. Board members requested that Helen Errington be tasked with reviewing the current eligibility criterion and drafting a statement that addressed the issues. This would come to the Board as a recommendation with clear practical parameters.

**Action 1:** HE to draft a statement that addressed the issues surrounding eligibility to be a British Championship. Statement would be presented to Board at the July meeting as a recommendation. (HE, by July Board meeting)

**g) Notification of AOB**

Items raised as AOB were a) Board meeting dates 2012, b) Masters Cup Sponsorship, c) Confidentiality, d) Next steps for progressing AGM presentations on Memorandum and Articles and Membership and Levy Schemes.

**h) Correspondence**

Board members discussed correspondence received from both SWOA, and a club within the region, requesting clarification on the eligibility of clubs to affiliate to British Orienteering.

Board members agreed that the club in question was eligible to affiliate to British Orienteering. The wider issue raised was the removal of the 'BOFreg' membership which allowed individuals to join British Orienteering without the link to clubs and associations.

**Action 2:** MH to communicate with SWOA and club and explain the Board's decision that the club was eligible. (MH, ASAP)

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**1. Performance Management & Monitoring**

**a. Finance (MF)**

**i. Quarter 1 management accounts and Aged creditors & debtors**

MF explained that he planned to present a more detailed report to the July meeting. MF answered questions from directors on management accounts and creditor and debtor reports.

**b. Staffing update**

MH gave Board members an update of staffing issues post restructuring. MH recommended not appointing a Volunteer Manager at this stage given the uncertainty of external funding and the known deficit with the International Programme. Board members accepted the recommendation.

PB proposed that if it would assist staff, some of the funding allocated to the role of Volunteer Manager could be used to resource projects in the work area. MH agreed, but suggested that much work was necessary to draw the work together into projects that could subsequently be passed to others e.g. consultants.

NC asked about staff morale at the present time. MH and LM explained that morale was high and staff were motivated to work together to achieve targets. Board members wished to thank MH for effectively managing the restructuring process.

**c. Sport Councils (MH)**

**i. Sport England Key Performance Indicators and Sport England Annual Review**

MH explained that there was a British Orienteering/Sport England annual review meeting planned for the following day. Any outcomes would be circulated to Board via email after the meeting.

MH answered questions about the Active People data used in the review documentation. LW thanked MH and the staff for their work putting the review papers together.

**d. Monitoring reports and updates**

Board members asked MH questions relating to the Performance Monitoring report. LM explained that there are plans to combine the operational plan document and the performance monitoring report into one document to aid staff planning and provide complete user-friendly information to the Board.

**Action 3:** LM to combine the operation plan document and the performance monitoring report into one document covering relevant areas. (LM, by July Board meeting)

**e. Operational Plan**

LM explained that the admin team was being trained in some of the tasks completed by Jannette Blunden, Accounts Manager. This was to ensure effective cover of tasks and was an issue raised by external audit.

**f. Rules documentation**

Helen Errington, Events Manager will be reporting on rules documentation review at July Board meeting.

**g. WTOC 2012 (NC):**

**i. To receive an update on progress in staging the event**

NC gave a verbal update on the plans for staging the event in 2012. Board members discussed the role of event co-ordinator and suggested it may be appropriate for Anne Braggins the co-ordinator to mentor an assistant co-ordinator. This would spread the workload but also leave a legacy of volunteer knowledge and experience. MF offered any assistance required regarding budgets.

**To consider the management of risks associated with the payments schedule**

Board members discussed the options surrounding financial commitments for WTOC 2012 e.g. accommodation. Directors had a wider discussion about the help and support available to the organising committee of WTOC 2012 e.g. input of Event Managers, Marketing Manager for marketing support.

Board members concluded that they would give MH authority to sign the accommodation agreement once the Board had seen a payment schedule for National Federations paying and subsequently covering any financial commitments.

**Action 4:** NC to communicate Board's request for WTOC 2012 Event Co-ordinator to appoint an Assistant and the need for a payment schedule to be received prior to signing accommodation agreement. (NC, ASAP)

LW suggested that one of the changes in the SOA/British Orienteering Partnership agreement for JK 2012 was to remove the requirement to hold a Trail O Championships. Board members suggested that if SOA approached the Trail O Committee and explained their concerns they might be able to help.

**h. WOC 2015 (LW)**

MW and LW updated Board members on the progress of the WOC 2015 bid including the visit from the IOF advisor assessing the bid. The IOF Council would be making their decision in August at the World Orienteering Championships in France.

Board members went onto discuss the ideas for British Orienteering presence during the WOC 2011.

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## 2. Major items requiring decisions

### a. Risk Management

Board members reviewed Risk Register paper presented by MH. MH explained that the Board's responsibility was to focus on strategic risk factors. Board members felt they wanted more detail on the risk register paper e.g. how risk calculations had been arrived upon.

Board members requested that risk be a standard item on Board meeting agendas.

**Action 5:** MH to circulate detailed backing documents to risk register paper to Board members (MH, ASAP)

**Action 6:** Board members to review backing documents to risk register and to agree, by email, a process for moving the document forward. (All, by email by end May 2011)

### b. Communication Strategy

MH explained that staff would be producing a communications strategy in the coming months. Staff had already discussed the issue of staff and governance communications at their Senior Management meetings. It was agreed that the communications strategy tied in with the governance review taking place.

### c. Income Generation

LW explained that she had completed her action from the previous meeting and had spoken to other nations and sports about how they raise income. Most suggested they were envious of the funding position of British Orienteering. Many relied on higher athlete contributions.

Board members decided to review the income generation ideas and the best way forward would be to create one or two business plans based on the most appropriate options.

**Action 7:** MH to re circulate chart of income generation ideas. (MH, ASAP)

MH requested clarification on what the Board felt were priority areas of work relating to income generation. There was considerable work to be completed and with staff workloads already overburdened, MH requesting clear guidelines on what to concentrate staff time on.

The Board went on to discuss the plans for producing the next Whole Sport Plan (WSP) for the period 2013-2017.

**Action 8:** MH to circulate WSP to Board members (MH, ASAP)

**Action 9:** Board members to re-read Whole Sport Plan 2009-2013 and produce notes on issues for discussion (Board, by next Board meeting)

### d. International post holders

LM briefed Board members on the submission of the International Influence Strategy 2011/12. The submission of the strategy is made to the Sport and Recreation Alliance. The change in criteria for funding this year means that the maximum funding award available is £2500. This is approximately half of what had been awarded to British Orienteering in previous years.

Board members expressed that they saw great value in having IOF representatives from British Orienteering and were disappointed at the drop in funding from SRA. As they saw great value in the work of the IOF representatives, Board members agreed to allocate £2500 from British Orienteering funding to assist with the aims of the International Influence Strategy. This £2500 would be on top of any funding allocated from SRA.

### **Roadshow Programme**

LM presented paper outlining potential roadshow programme for 2012 and 2013. Board members agreed the paper in principle but requested more information on costs and number of people attending.

**Action 10:** LM to circulate details of costs of roadshows and number of people attending. (LM, by June 2011)

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### **3. Governance**

#### **a. Review of the AGM**

Board members reviewed AGM held on Saturday 23<sup>rd</sup> April 2011 during JK weekend. The significant issues raised were, a) the timing of the AGM in relation to when buses returned, b) low number of attendees compared to recent years, c) the lack of a scrutineer.

Board members agreed to review the time the AGM was held in relation to individual event arrangements including considering holding the AGM on Friday after the Sprint if more appropriate.

Board members also agreed that there was no requirement to appoint a scrutineer to oversee the vote.

Board members noted the perceived overall apathy towards the two presentations given on Memorandum and Articles and Membership and Levy schemes.

**Action 11:** MH, NC and MF to work to develop changes necessary to memorandum and articles. (MH, MF, NC, by July Board meeting)

**Action 12:** PB to take forward membership and levy scheme changes paper and put together a project plan. (PB, by July Board meeting)

#### **b. Events Governance:**

Board members went through the governance review paper.

With amendments, Board members agreed to circulate to committees, groups, associations, clubs and to publish on website

**Action 13:** LM to circulate governance paper to committees, groups, associations, clubs and to publish on website.

#### **c. Communication with Associations:**

Board members agreed which director would liaise with each discipline, committee and association.

SC explained that he would hold both the role of SWOA rep and the director tasked with liaison on Development Committee. Board members agreed but stressed it was important to make it clear which role he was holding when making comments.

#### **d. Schedule for policy review**

Board members agreed the schedule of policy review

#### **e. Emergency Response Plan**

Board approved the plan and asked that it be disseminated to orienteering community.

**Action 14:** HE asked to include Emergency Response Plan in Event Safety workshop syllabus.

(HE, ASAP)

**Action 15:** MH to circulate emergency response plan to associations (MH, ASAP)

**f. BSOA/British Orienteering Agreement**

LW explained that she had been invited to BSOA AGM and committee meeting.

**g. Receive committee/meeting reports and raise any issues for Board attention:**

- i. Development Committee**
- ii. Coaching Committee**
- iii. International Committee**
- iv. Events Committee**
- v. Welfare & Safeguarding Steering group** – MH explained that PC had stepped down as Chair and a replacement would need to be sought in the near future. Board members thanked PC for his contribution.
- vi. Trail O Committee**
- vii. IOF matters to report**  
All meeting notes and reports were noted

**h. Mountain Bike Orienteering**

LW explained that Dave Peel, Events Manager was not able to take the liaison forward due to workload pressures. MH would review the current status of liaison between British Orienteering and MTBO.

**Action 16:** MH to review current status of liaison between British Orienteering and MTBO (MH, by July Board meeting)

**i. Disciplinary policy and procedure:**

Not addressed due to time pressures

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**4. Any Other Business**

- a. MH reminded Board members that items discussed during the Board meeting were strictly confidential unless explicitly stated otherwise.

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**5. Dates & venues of next meetings**

**Dates for 2011:**

**Wed 6 Jul (Birmingham), Wed 21 Sep (Away Day, Derby), Thurs 22 Sep (Derby), Wed 14 Dec (Matlock)**

**Action 17:** MH to circulate 2012 dates to Board members (MH, ASAP)

**Action 18:** LM to circulate new director email addresses to Board members (LM, ASAP)

**Action List**

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