

## Board Meeting Key Messages – Feb 2017

1. British Orienteering core staffing: Based on the Strategic Plan and priorities within the Plan, the core business needs of the organisation were confirmed as were the maximum, affordable salary costs. The workforce structure that would meet these needs was discussed and it was confirmed that the CEO should progress the work to deliver a fit for purpose structure.
2. Performance: it was agreed that the larger part of the £20k British Orienteering provide to support the performance programme should be focused on supporting athletes likely to be medal winners at WOC. This is a strategic decision based on the Strategic Plan and on the wish to raise the profile of the sport and inspire young athletes. The remainder of the funds to be used to send a small support team to WOC. This decision does not limit the number of athletes selected to be part of a WOC team but focuses funds on athletes most likely to win medals.
3. External Funding: The Board approved a draft staffing structure required to deliver the Sport England funding agreement. The CEO was asked to consult with staff members involved to develop these draft roles and positions prior to confirming the workforce requirements and commencing delivery of the contracted programmes.
4. Use of reserves: The Board discussed and agreed how the reserves should be used. They are mindful that the reserves have been built up over a long period and that the funding and economic environment is becoming increasingly volatile and uncertain. They concluded that the current reserves be split, nominally, into three equal components.

One third will be retained and not committed until there is more certainty that the underlying financial position is and can be secure such that the long-term future of British Orienteering is protected.

One third will be held for potential use over the next funding cycle to be used on projects that are aimed at achieving the Strategic Plan ambitions. These will be released as and when projects or initiatives are agreed.

The final one third will be used to supplement current funding with a view to either generating substantive and sustainable new revenues or to allow otherwise unfunded initiatives and plans to be implemented. These will include responding to Members expressed needs and enhance the services offered to Members.

It was also agreed that any draw-down should be supported by a simple business case that demonstrates the income return. The replenishment of the reserve should be a target so that the total amount of seed capital will not diminish over time.

Bearing this in mind, it was agreed that reserves can be used to a maximum of £15k for each of two years, 2017/18 to employ a person in the capacity of 'Orienteering Services'. The aim of this role is to provide support to event organisers and other event officials, to update various rules and regulations and to update resources and training materials. The position will be a 'point of contact' for members and volunteers. If this role is one that meets member needs and is appreciated, the position will need to be funded from additional income rather than reserves by the end of the specified period of 2 years if it is to be continued.
5. The AGM proposals and paperwork were agreed including confirmation that membership fees and event levy will be maintained at the 2017 level through 2018. It was noted that several comments had been received encouraging an increase in membership fees to be seriously considered.

6. Finance: The 2017 Yearend Accounts were adopted and will be presented to members. The audit had been clean and few finding or recommendations had been made. The 2017 Budget has not been updated as confirmation of the external funding position has not yet been received. A new Reserves Policy was adopted which includes funds to cover a 'wind-up' scenario.
7. New Governance requirements: The new governance code will require some minor changes to be made to current practices. The additional requirements imposed by funding partners (Sport England and Sport Northern Ireland) were discussed and an action plan to meet these requirements will be developed.
8. Steering Group matters:
  - a. E&CC: Meeting to take place on Saturday 25 Feb
  - b. Coaching: No meeting but lots of activity; thanks to be recorded to the organisers of the coaching conference and the many people who delivered at the conference. The updated coaching award was also noted.
  - c. T&P: Decision had been taken not to schedule a meeting until the funding position and workforce decision have been progressed. It was noted that all selection criteria for 2017 have been published.
  - d. Development: Met in December but no matters had been forwarded for board consideration.
9. Safeguarding: The contents of a paper forwarded to the Minister for Sport were shared and Board members were satisfied that risks associated with loopholes in various laws were being brought to the attention of Government.
10. IOF Matters: The Board noted that British Orienteering is one of a shortlist of three countries to be shortlisted to host WMOC 2020.
11. Activities: It was agreed that awareness should be raised about the current issues with the activities definition and the inappropriate registering of some 'events' as 'activities'. It is important to spread the financial load widely to be fair to members and participants. If events are registered as activities, it reduces the levy income raised and therefore places a greater burden to raise income on those participants taking part in events.