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## Board of Directors

### Minutes

Thursday 9 December 2021, 11:00

**Hybrid meeting** Bird & Bird, London and via Teams



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**Board attendees in person:** Scott Collier (SC); David Rosen (DR); Pauline Tryner (PT); Drew Vanbeck (DV); Darren Bernstein (DBer); Lauren Pagé (LP); Duncan Birtwistle (DBir); Peter Brooke (PB);

**Board attendees Virtually:** Ruth Beale (RB); Andy Robinson (AR); Laura Kaye Tomlinson (LKT); Peter Hart (PH) part.

**Apologies:** None

**Minute taker:** Peter Brooke

### 1. Meeting Administration

The Chair welcomed everyone to the meeting and thanked Lauren Pagé for organising the venue.

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.

PH gave a positive update on his treatment and said he hoped to return in January.

#### 1.1. Apologies:

No apologies were received.

#### 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 (see AOB).

No additional declarations were made.

#### 1.3. Any other business

The following item was raised:

- Edinburgh role proposal (RB)
- Staff pay rise (DV)
- Steve Cram & president handover (AR) –  
PH to move forward in January, PB if PH has not returned.
- British representation at IOF meetings & conferences. (DR)

#### 1.4. Minutes of Board meetings 24 September 2021 and 28 October 2021

The minutes of the above meetings were adopted without any further changes.

There was a reminder for any amendments to be highlighted prior to the meeting.

#### 1.5 To review the actions from previous meetings

The Chief Executive talked through the action points.

##### a. Writing to parents following EYOC

PT stated that she felt it was still appropriate to write to parents to set out why British Orienteering had decided not to send a team to EYOC 2021. It would be useful for explaining the why and how for potential future decisions.

PH has already written to parents. But the process could be reviewed.

**Action:** January action for PH to follow up the process review.

**Action:** Communicate with orienteering NGB's in countries with similar regulator environments to the UK to understand their decision-making in deciding whether to attend JWOC.

## 2. Finance

### 2.1 Management Accounts

The Treasurer gave an overview of the Management accounts for the end of November. He highlighted that the income from Membership, Levies and Commercial was still significantly higher than forecast in January 2021 as reported at the last meeting, which will impact the end of year forecasted deficit. This was a result of COVID-19 having less of an impact on the 2021 events programme than had been budgeted for.

There is no forecast for final 2021 deficit yet.

Should there be an end of year deficit, the board agreed that the reserves could be used.

### 2.2 Sport England – Grant Aid

Phase 2 of the submission was submitted on time. This was for £1,214,190 and does not include the separate funding (Approx. £200K) British Orienteering had received from Sport England for the three-year MapRun project.

PB informed the meeting that a verbal update was due before Christmas, with written confirmation due early in the new year. Sport England confirmed that any Talent money that was left over, could be rolled over into the next contract.

PB notified the board that a commercial organisation had approached British Orienteering with regards to sponsorship. This was being followed through and the board offered support.

### 2.3 2022 Budget

A rollover budget has been created on the current basis and structure. In addition, a budget has been created based on the new strategic plan with staff aligning to it.

PH recommends the budget be revised once the new strategic plan is in place, to enable any additional investment that may be required.

DV asked if there were any objections to budgeting for a small deficit in 2022. None were recorded.

There was a brief discussion of reviewing the commercial outlook and strategy here to ensure more sustainability.

**Action:** PH to share potential new budget with the board.

**Action:** PH & AR to consider budget for 2022 and consider whether any change to the levy will be required in 2023. Discussion to be had ahead of the February board meeting.

### 2.4 Insurance

PB informed the board of the insurance renewal quote. This was more than 2021 due to reductions because of COVID but was in line with pre COVID quotes. This included additional coverage to provide liability insurance for non-member runs. The board discussed whether to set a differential levy to cover the additional insurance cost for non-member. This may require changes to the database to more accurately record non-members participation. To be followed up in January.

The board approved the insurance renewal.

The cyber insurance process is to be completed and the board have approved this in principle. PB to speak to SC to review the cover once the quote is received.

**Action:** AR to create a proposal for a non-member fee.

**Action:** PB to complete application for Cyber insurance quote.

**Action:** PB to share quote with SC prior to confirming the cover.

### 3. Governance

#### 3.1 AGM 2022

PB had received contact details from the organiser of the British Sprints in June at Leeds Beckett University for potential room hire.

It was agreed to maintain a hybrid AGM. DR was aware of an online system that could be used. DR to pass details to PB.

**Action:** PB to contact Leeds Beckett University

It was agreed to hold the AGM in June 2022 alongside the British Sprint Championships providing that an appropriate venue with the required facilities could be found.

### 4. Monitoring Reports

#### 4.1 Matters of Significance:

##### 4.1.1 IT Security Breach update

PB updated the board that training of staff had begun and test phishing emails were being spotted successfully.

#### 4.2 Operational Plan & Performance Indicators

PB informed the Board that the current membership figures were 9,066 (as of 6 December 2021). Budget forecast Target was 7,000.

Participation currently recorded was 76,615, forecast end of year result circa 85,000. The budget end of year target was 40,000.

#### 4.3 Strategic Plan update

All focus groups had now been concluded and notes are to be distributed to the relevant board members.

**Action:** Meeting to be arranged between DBir, D Ber, DV & PB to discuss the next steps. Mtg ideally ahead of the next board meeting.

### 5. Standing Items

#### Steering Group and Committee Matters

##### 5.1 E&CC:

##### 5.1.1 British Open Relay Competition 2022

No update

### 5.1.2 Coaching

No update.

### 5.1.3 Talent & Performance: Performance Director

RB gave an update on the Performance Director interviews that took place the previous day. Four people were interviewed by the panel. The interview included a 30-minute focus group with Elite athletes.

RB is following up with the focus groups and there are two preferred candidates. A decision is due w/c 13 Dec

### 5.1.4 Communications with Sports Councils

Sport England covered earlier.

Sport NI, extension to the funding. An application is being completed for a one year extension to the funding we receive. The deadline for submission is tomorrow (10/12/21)

### 5.1.5 Development

No update

### 5.1.6 Youth advisory board

No update

### 5.1.7 TrailO

SC had been asked to bring forward a proposal with regards to the British TrailO League formally becoming a British Orienteering competition, with equivalent status to the UK O League. The board support this in principle, subject to further discussion between PB and the coordinator to agree the detail and level of support to be provided by British Orienteering.

## 6. Welfare & Safeguarding

Peter Brooke updated the Board on the outcome of the case where a member had pleaded guilty to a serious criminal offence with safeguarding implications.

The board accepted the Case Management Group's recommendation of continued suspension of the member.

**Action:** Case Management Group to provide a recommendation on whether any communication should be made to clubs about this suspension.

## 7. International Matters

### 7.1 IOF Taskforce 3000

The Chair informed the meeting that the IOF continue to look for a sponsor and appropriate sponsors were being sought. The chair is assisting with support.

## 8. Any Other Business

### 8.1 Edinburgh role proposal

RB gave an overview of a proposal that would combine the Edinburgh University position vacated by Mark Nixon and Level 4 manage role.

The proposal was agreed in principle, subject to further consultation with Edinburgh University and communication with the SOA.

## 8.2 Staff pay rise

PB left the room whilst a private discussion between the board was held.

## 8.3 British representation at IOF meetings & conferences.

Discussion held as to if British Orienteering is able to fund representatives travelling to attend IOF meeting and conferences. A budget had previously been in place, but it had not been included in recent budgets due to the current financial climate.

Most recently, all meetings had been online, but there is a move to return to face to face. It was highlighted that British Orienteering already contributes to the IOF each year and any budget allocated would need to be carefully managed.

The board felt that it was important to have representation at this level and some funding towards in person representation.

Proposal carried forward for a total fund of £3,000 to be divided between those who are members of British Orienteering and sitting on IOF boards/ groups to apply for, with an expectation that they would provide feedback to British Orienteering on IOF business.

**Action:** DR or David May to draft the rationale for the budget management and proposed criteria to request funding.

## 9. Future Meetings

The next full meeting would be in Birmingham on Thursday 17 February.

**Action:** PB & DV to arrange other meetings working back from the AGM.

## 10. Board Review 21

Dber led a discussion on the Board Review. There were six main areas discussed:

1. Defining the Board and Executive roles from the beginning to the end. (Having clear terms of references)
2. Aligning committees to the new strategy.

How have other sports managed this?

3. Creating a balance scorecard with measures and KPI's (including code of conducts).

Strategic Plan meeting to follow this up.

**Action:** Example template for the February board meeting.

4. Addressing internal and external communications.

How is effective communication of the work of the committees reported/ communicated?

A new communication strategy for clubs, partners, members, public required for the new strategy.

**Action:** find out the cost of providing account on British Orienteering Teams/SharePoint for the board to ease communication and collaborative working between meetings.

5. A need to review and identify a newly defined set of values and behaviours which can identify who we are and how we operate. Creating a positive culture

How does this make a positive difference to the sport?

6. Set the time scale for the 2022 Board review/ evaluation.

Other area of discussion:

- Club volunteer thanking methods
- Development of central resources

Action: Board to compile ideas

Meeting Closed at 16:00