
Board of Directors

Minutes

Thursday 12 May 2022, 11:00

Teams meeting



Board attendees in person: Ruth Beale; Darren Bernstein; Duncan Birtwistle; Scott Collier; Peter Hart; Lauren Pagé; Andy Robinson; David Rosen; Laura Kaye Tomlinson; Pauline Tryner; Drew Vanbeck;

Guests: Peter Brooke; Judith Holt (Item 2 only)

Apologies:

Minute taker: Peter Hart

1. Meeting Administration

The Chair welcomed everyone to the meeting and congratulated Lauren Pagé on her appointment as a Partner for Bird & Bird.

The Chief Executive informed the meeting that the recordings would be held on his computer on 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.

1.1. Apologies:

No apologies were received.

1.2. Declarations of interest

No further declarations were made.

1.3. Any other business

The following item was raised:

- 1.3.1. Request for guidance from British Orienteering on environmentally sustainable and accessible competitions

1.4. Minutes of Board meetings 7 April 2022

The minutes of the meetings of 7 April were adopted without any amendments.

2. Welfare and Safeguarding

The Chair requested permission to change the order on the Agenda and for the Board to consider Item 2.

The Board approved the change

2.1. To receive a verbal update on the return to orienteering by members who are suspended.

The Chair welcomed Judith Holt as Chair of the Case Management Group to the meeting.

Judith gave an overview of the current case where a member was suspended and the process which will be followed in reviewing their suspension. She emphasised that the onus was on the member to re-apply and produce satisfactory evidence for their suspension to be lifted. The Case Management

Group would consider the evidence and carry out a risk assessment on the individual and any future cases on a case-by-case basis.

The Board had a wider discussion regarding the principles of suspending or restricting membership and or participation if we were aware or became aware of previous convictions.

Action

It was requested that the Board discussed potential sanctions against members for offences at a future meeting.

2.2. Historical safeguarding incident

Peter Brooke, Safeguarding Lead Officer referred to a paper regarding a historical safeguarding incident involving an orienteer.

The Board noted the paper and that no further action was required.

The Chair thanked Judith and the Case Management Group for their work on this case and others especially given its complex nature.

Judith Holt left the meeting.

The Board returned to the Agenda

The Chief Executive talked through the action points not on the agenda.

1.5 To review the actions from previous meetings

The Chair informed the Board that the reduced staff capacity and frequency of the Board meetings had resulted in not as many Board items being actioned.

1.5.1 Strategy for hosting Major Events and IOF representation

It had been previously agreed to separate these two areas of work. No further action

1.5.2 Refund Policy

Still to be actioned

1.5.3 Survey post-European Youth Orienteering Championships

Still to be actioned

1.5.4 Diversity Action Plan

The CEO and Laura Kaye Tomlinson were awaiting guidance and a template from Sport England. However, in recent communication with Sport England, we were made aware that there would be a requirement to submit this by April 2023. It was agreed that we would have to start work on this area.

1.5.5 Microsoft Business Basic Licenses for Directors

The CEO informed the Board that they would shortly be receiving further information on this from our IT provider Air IT.

1.5.6 Equity in time/distances between men's and women's courses

The CEO informed the meeting that he had recently attended an IOF working group on this area of work. He outlined the recommendations that were being made to the IOF FootO committee and potentially the IOF General Council for implementation in 2023.

1.5.7 Membership Review

The CEO informed the Directors that this was not due to be delivered until the autumn of 2022.

1.5.8 Trans Policy

The Chair informed the meeting that this would be covered under International issues.

1.5.9 Pathway Coach

The CEO informed the meeting that this would be covered under the Talent & Performance Steering Group.

1.5.10 IOF Extraordinary General Assembly

The Chief Executive informed the Board that he had been in contact with the IOF regarding assisting them with the redrafting of the proposal in respect of the suspension of nations. He informed the meeting that the IOF had thanked them for the offer and that they were happy with the process that they had implemented.

3. Finance

3.1 Yearend Accounts

The Treasurer presented the end of year accounts for British Orienteering.

He outlined the changes from the draft accounts. The amendments were made because of a change in accounting for a couple of areas namely, athletes' contributions and expenditure on coaching awards.

The Treasurer recommended the approval of the accounts.

The Board accepted and approved the 2021 accounts.

3.2 2021 Accounts

The Chair had confirmed with the Auditors that they had checked the bank balances.

The Treasurer recommended that the 2021 accounts be presented at the AGM in April 2022.

The Board approved the 2021 accounts for presentation at the AGM.

3.3 Letter of Representation

The Treasurer brought to the attention of the Board a Letter of Representation that was required to be signed by a Director to confirm that the Audit had been carried out correctly and that all relevant information had been passed to the auditors.

The Board confirmed that they were not aware of any fraudulent activity and that no major expenditure had been committed since the audit.

The Treasurer proposed that the Chief Executive signed the letter on behalf of the Board.

This was approved by the Board.

3.4 Key Audit Findings

The Treasurer brought the attention of the Board to the Audit Findings from Haysmacintyre.

The Treasurer highlighted that Haysmacintyre did not report any areas of concern that required a management response.

The Board accepted the report.

The Chair thanked the Treasurer and Jannette Blunden for their work on the annual accounts and audit.

3.5 Reserves Policy

The Board reviewed the Reserves Policy. It was agreed that no changes would be made this year and noted that competitions and events were excluded from the reserves Policy.

4. AGM Matters & Annual Report

4.1. AGM Booklet

The CEO gave an overview of the voting website to the Board including a review of the draft voting website.

This was approved by the Board.

4.2. Proposals

The CEO informed the Board that no proposals had been received from the membership.

4.3. Auditors

The Board confirmed that HaysMacintyre would be proposed as the Auditors for the 2022 accounts.

4.4. Elections

The CEO confirmed that no further nominations had been received for President or Directors therefore, the respective individuals for these positions would be approved unopposed.

4.5. Annual Report

The CEO referred to the previously circulated Annual Report, he was awaiting the final copy for one section. He requested that Board members reviewed this and suggested any changes directly to him as this would need to be published by 16 May.

5. Governance

5.1. Membership Terms & Conditions

Peter Brooke informed the meeting that we have become aware that when members sign up to become members of British Orienteering that the process did not bind them to the Policies of British Orienteering.

He highlighted the key content areas of the document.

He requested that Board members reviewed the draft Terms & Conditions and a final set would be prepared and presented at the next full meeting of the Board.

6. Monitoring Reports

6.1 Matters of Significance

The Chief Executive informed the meeting of an incident that happened at the JK.

The CEO informed the Board that further enquiries were being made.

6.2. Operational Plan & Performance Indicators

The Chief Executive reported that the current membership total was 8,270. Membership reminders had been sent out twice to those members that had not renewed.

The breakdown of the membership was 6,713 seniors and 1,557 juniors.

Members between the ages of 16-40 were 1,726 (20.8%)

Participation was currently reported at 25,757 with 12% of this figure being non-members.

Current predictions are that it is likely that we will struggle to reach our budget target of 9,500 members by the end of the year and we may just reach the target runs of 140,000.

7. Standing Items

7.1. Steering Group review

The Chair informed the meeting of a meeting of the Committee Structure working group where there were discussions regarding the role and purpose of the committees.

It was agreed by the group of the need for a second meeting to discuss this in more detail.

7.1.1 Competitions & Events Committee

The Chief Executive informed the Board that Terry Smith had agreed as an interim measure, to manage any rule waivers or disputes arising from competitions.

7.1.2 Talent & Performance

7.1.2.1 Performance Development Manager - Edinburgh

The Chief Executive updated the Board on the recruitment of the Development Pathway Manager.

The CEO informed the Board that the University had withdrawn its financial support for the position. The CEO requested approval from the Board for an additional £10K to support the position and sought agreement to continue with the recruitment and appointment process.

Following a discussion, the Board agreed that the position would be fully funded by British Orienteering and that the Chief Executive could continue with the process of appointing this position.

7.1.2.2 Selections for International Competitions

The CEO informed the Board that selections for a number of international competitions have been carried out including TrailO. At this stage, he was not aware of any appeals.

Scott Collier joined the meeting

8. World Championships 2024

8.1 Making the most of WOC24

The CEO referred to the paper previously circulated. The paper suggested a two stage approach of a Project Officer being employed in a six-month role to prepare a full brief and engage partners with the second stage being the delivery. The paper outlined a cost of £30k p.a. in 2023 and 2024.

The CEO informed the Board that since the distribution of the paper SOA had received support for Stage 1 of the project from SportScotland which would cover employment costs.

Following a discussion, it was agreed to support the project at phase 1.

8 International Matters

8.1 IOF General Assembly

The Chief Executive referred to the forthcoming IOF General Assembly in Denmark and who would represent British Orienteering. Following a discussion, it was agreed that David Rosen and Scott Collier would represent British Orienteering and if there was the facility to attend virtually that the CEO would attend.

10.2 IOF Trans Policy

The CEO informed the Board that he had contacted the IOF requesting a review of the IOF Trans Policy. The IOF had agreed to review this, at their last Council meeting, however, they ran out of time they intended to table it at their next meeting.

Following a discussion, it was agreed that British Orienteering would ideally wait for the IOF to review their Policy before reviewing British Orienteering's Trans Policy but recognised that we needed to review and publish our Policy by the end of September 2022.

Ruth Beale joined the meeting.

9 Any Other Business

9.1 Request for guidance from British Orienteering on environmentally sustainable and accessible competitions

The CEO informed the meeting that he had received correspondence from a member regarding the lack of guidance/direction from British Orienteering for organisers of events regarding promoting the use of public transport or the use of shared transport.

It was agreed that major events guidance should emphasise that where possible the use of public and or alternative travel arrangements is possible and that the Major Events Handbook should be updated to include a template, and examples for organisers to consider such as timings of events to allow competitors to travel via public transport or alternative means.

Darren Bernstein joined the meeting.

David Rosen left the meeting

Laura Kaye Tomlinson left the meeting.

10 Strategic Plan

10.1 Strategic Plan

The CEO carried out a presentation on the key targets in the Strategic Plan.

There were several options/methods discussed regarding the measurement of perception and participation.

Duncan Birtwistle joined the meeting.

Darren Bernstein agreed to send further information on the "net promoter score".

It was agreed to have a more ambitious target for:

- International success and include Junior success
- Membership growth
- Volunteer officials

Action, it was agreed to have a small working group to develop the detail on the targets and the CEO was requested to update the document for further discussion.

10.2 Budget supporting the Strategic Plan

The Chief Executive referred to the circulated budget and budget explanation documents.

He highlighted the key changes to the current budgets, specifically the additional costs to support the Strategic Plan including the additional staff, marketing and development costs. He emphasised that the budget indicates a negative budget which will be required to be supported initially by reserves but in 2024 there would be a requirement to raise additional income to support the plan.

Following a discussion, the Treasurer and Board approved the forward budget for 2022-25.

10.3 Marketing

Darren Bernstein presented an overview of the marketing opportunities for British Orienteering in support of the Strategic Plan.

Following a discussion, he agreed to help develop the tender document for this piece of work.

11 Future Meetings

It was agreed that the future dates for Board meetings would be:

Key Dates	Key Dates	Day/Evening/Type
Saturday, June 11, 2022	AGM	Leeds – Hybrid
Wednesday, June 15, 2022	Board Meeting – confirm AGM business	Teams/evening
Thursday, July 21, 2022	Board Meeting	Birmingham - Hybrid
Saturday, September 24, 2022	Board Meeting	Manchester
Thursday, December 8, 2022	Board Meeting	London - Hybrid

There was no further business and the meeting Closed at 15:58