
Board of Directors

Minutes

Monday, 24 April 2023 @ 11:00

Via Teams



Board Attendees: Ruth Beale; Peter Hart; Andy Robinson; David Rosen; Pauline Tryner; Drew Vanbeck.

Attendees Remotely: Darren Bernstein; Duncan Birtwistle; Scott Collier; Laura Kaye Tomlinson.

Guests: Peter Brooke; Alison Howe; Niall Shannon (Item 2), Kristen Layne (Item 2)

Apologies: Lauren Pagé

Minute taker: Peter Hart

1. Meeting Administration

1.1. Welcome and introduction.

The Chair welcomed the Board members to the meeting.

The Chair introduced and welcomed Alison Howe to the Board meeting as an observer.

The Chair informed the meeting that a recording of the meeting would be held on the Chief Executive's computer on a personal drive and would be deleted when the minutes were approved.

It was agreed for the meeting to be recorded.

1.2. Apologies:

Lauren Pagé sent in her apologies.

1.3. Any other business

The following additional items were raised:

- i. Talent Squad regional managers concerns
- ii. Compass Sport

1.4. Declarations of interest

No declarations of interest were made.

2. Governance – Making the most of WOC 24

The Chair welcomed Niall Shannon and Kirsten Layne from Baroudeur Consultancy. He informed the Board that Baroudeur had been commissioned by SOA to scope out the potential for a project to increase participation in the sport during and after the World Orienteering Championships.

Niall referred to the report that had been previously circulated to the Board and gave an overview of the contents. He went through the nine recommendations contained within the report and highlighted that there was a need to have a coordinated and consistent approach for delivery of any project.

If the full programme was to be supported this would cost in the region of £100K.

The Board recognised that much of the content was in line with the current British Orienteering Strategic Plan "Thriving Clubs for a New Generation".

There was a discussion regarding the key metrics for the success of the project, and whether these should be in terms of increased membership and or increased participation.

The Chair thanked Niall and Kirsten from Baroudeur for the detailed document and their presentation and informed them that there would be a discussion with the board to confirm next steps.

Niall and Kirsten left the meeting.

There was a further discussion amongst the board members regarding the support for the project. It was agreed that a small “WOC legacy Group” of Darren Bernstein, Ruth Beale, Alex Welch (the British Orienteering Communications Officer) and the CEO would be set up to review the document from Baroudeur alongside British Orienteering’s evolving Marketing Plan and present a proposal including the financial requirements at the next Board meeting. It was agreed that the plan, once agreed, would shape and drive the work over the next 18 months.

3. Minutes of Board meetings 6 February 2023 and Action Points

3.1. Minutes of the Board meeting on 6 February 2023

The minutes of the meetings of 6 February 2023 were adopted without any amendments.

3.2. Actions from the last meeting

3.2.1. Strategy for hosting Major Events & IOF Representation

No further action.

3.2.2. Diversity Action Plan

The Chief Executive informed the Board that we had started work on the Diversity and Inclusion Action Plan with the Sport England consultants.

3.2.3. Membership Review

On agenda

3.2.4. Trans Policy Review

On agenda

3.2.5. Committee Structure

On agenda

3.2.6. Budget presented by theme

In papers.

4. Governance/Operations

4.1. Strategic Report

The Chief Executive updated the Board on the current deliverables in the Strategic Plan.

He highlighted that membership and participation figures were on par with last year although non-member participation has shown some growth.

He highlighted that the staff team were working on a figure of 30% of the membership by 2025 to be in the identified target range of 16-40. It was agreed that this target should be an absolute figure and not a percentage.

The Chief Executive brought to the attention of the Board a concern over the competition calendar and structure and suggested that we should consider outsourcing this for independent review.

Following a full discussion, it was agreed that paper should be brought to a future Board meeting to state what the problems is and to estimate costs associated with any review.

4.2. Membership Review

The Chief Executive referred to the paper previously circulated which outlined the Membership Review process and outcomes. He reminded the Board that any recommendations would have to be accepted at the next AGM before implementation.

The CEO summarised the recommendations:

- That we should have a proportionate fee system in the first year of membership for new members.

We should consider:

- Introduce a new membership category for families.
- Introduce a membership category for 21-25.
- Introduce a new levy fee for senior non-members.

The recommendations were all accepted by the Board and the Board looked forward to reviewing the supporting statement when the draft AGM papers were reviewed.

5. Finance

5.1. Management accounts.

The Treasurer referred to the circulated end-of-year unadjusted management accounts.

He informed the Board that the figures are in line with expected cash flow and budget.

5.2. End of Year (2022) Pre audit figures

The Treasurer highlighted the pre-audit end of year figures. He informed the Board that these have now been readjusted to take into account Sport England and Sport Northern Ireland contributions and was now showing a £14K deficit against a reported £26K at the last meeting. He informed the Board that he was aware of a small further adjustment, but this was not material.

Overall, the deficit for the year was £14K against a forecast deficit of £76K.

5.3. Budget 2023-25

The Treasurer introduced the 2023-25 budget.

He informed the Board that the assumptions were based on a membership of 9,000 members and the levy income based on 130K runs in 2023 and 140K runs in 2025.

He highlighted that the Sport England grant aid for the Maprun project was due to finish in 2024.

He brought to the Board's attention that there was a forecasted expenditure for competition development and marketing with the exact projects not yet identified. He also reminded the Board that a contribution to the 2024 World Championships was allocated in the budget.

The Board recognised that there was still an excess of surplus in the reserve over that required by the reserves policy and that this should be taken into account in our decision making for projects supporting the Strategic Plan.

The Board approved the budget.

5.4. Membership Fees for 2024

The Chief Executive informed the Board that inflation since the rise in membership and levy fees 2020 is around 17%. Our income currently is static or even falling due to falls in membership and participation and we would need to increase the income for either membership fees or levies (or both) to be sustainable in the long term.

There was a full discussion regarding membership and levies and at what level to pitch non-member competition levy.

Following the discussion, it was agreed that for discussion the draft figures below should be taken to the next Board meeting for agreement and then on to the AGM in 2023 for implementation in 2024.

The draft fees from 1st January 2024 until amended were as follows:

Membership and Levy Fees 2024		
Senior	£15.00	No Change
Junior	£5.00	No Change
Young Adult	£10.00	New category (reduction in cost)
Family	£35.00	New category (reduction in overall cost)
Club	£80.00	Increase of 14%
University Club	£25.00	Increase of 20%
Senior member Levy	£1.65	Increase of 10%
Junior Member Levy	£0.55	Increase of 10%
Senior Non-Member Levy	£2.50	New category

5.5. Reserves Policy

The Treasurer reminded the Board that currently the Reserves Policy was that the reserves should be maintained at a level which ensures that six months of normal activity can continue during a period of unforeseen difficulty. This normal activity will include core activities and back-office facilities. Additionally, the reserves should maintain sufficient funds to cover wind-down costs that British Orienteering might require.

The Board approved the current Reserves Policy

5.6. Sport Northern Ireland Grant Aid 2023-24

The Chief Executive asked the Board to note we had now received confirmation of £55K for the period 2023-2024 from Sport Northern Ireland. This was an increase of 17K on last year's support.

6. Governance/Operations

6.1. Independent Review of the Board

The Chief Executive informed the Board that as part of the Code of Governance there was a requirement for the Board to undergo an independent review. He went on to inform the Board that this would cost around £5K. The CEO had contacted Sport England for assistance, and they had suggested that there may be some support forthcoming.

It was agreed to postpone the independent review of the Board subject until later in the year to allow the additional funding to come on stream.

6.2. Risk Assessment/Risk Log

The Chair referred to the previously circulated Risk log.

The CEO informed the Board that he had updated this to take into account recent developments.

This was approved subject to any further comments by Board members.

6.3. Trans Policy Update

David Rosen updated the Board on the Trans Policy discussions at an IOF level.

The IOF had delayed making a decision on their Trans Policy and had been waiting for confirmation of the direction of travel by World Athletics.

The IOF will be carrying out a further consultation with National Federations before making their decision in June. It was likely that they would follow the World Athletics guidelines. It was unclear from when they would impose any new Policy.

6.4. Succession Plan

The Chair informed the Board that Ruth Beale had informed him that she was not seeking re-election at the next AGM.

The Chair reminded the Board that it was not his intention to seek a further term when his current term is completed.

The Board reviewed the Succession plan.

The Board thanked Ruth for her contribution to the workings of the Board and wished her well with the future and looked forward to working with her over her remaining term of office.

6.5. Anti-Doping Compliance

Peter Brooke informed the meeting that British Orienteering was in compliance with the UKAD Framework.

He updated the Board on some of the developments in anti-doping education.

6.6. Steering Committee review

The Chief Executive informed the Board that the new structure had been circulated to the current Chairs of the committees for feedback.

In principle they supported the new structure but also recognised that it is reliant on good communication between the committees, executive staff and Board.

It was agreed that the next steps were to look at the Terms of Reference and in particular ensuring that there is clarity on responsibility of decisions between executive staff and committee members.

It was agreed to have a further meeting of the Review Group before the next Board meeting.

7. Welfare and Safeguarding

7.1. Safeguarding

Peter Brooke updated the Board on developments in safeguarding support to clubs.

He highlighted the work done in understanding the perception of safeguarding at a club level with young people and the safeguarding content on club websites.

Pauline Tryner said that she welcomed this approach to improve communications to clubs in this way.

7.2. Vulnerable Adults

Peter Brooke informed the Board that as part of the Code of Governance we were required to be compliant with the framework for safeguarding adults. A submission had been made to the Ann Craft Trust and we were still awaiting a response.

Peter highlighted the amount of time it took to complete the various overlapping safeguarding framework documents and that the CEO will be raising this with Sport England to see if we can find a more efficient use of sparse resources.

8. Matters of significance.

The CEO informed the Board that there were no new matters of significance that were required to be raised with the Board.

9. Standing Items

9.1. Sub-committee/groups/associations reports

9.1.1. E&CC

The Chief Executive informed the Board that the Rules Committee had recently held their first meeting under the new structure. Charles Daniel had volunteered to Chair the group.

The Board thanked Charles for volunteering for this position.

9.1.2. Performance Pathway.

9.1.2.1. Selections

The Chief Executive informed the Board that the Selection Panel had selected the teams for the forthcoming international competitions. He informed the Board that four appeals had been submitted and that an Appeals Panel had been convened to hear the appeals.

Several directors had been made aware by a Talent Squad coaches of some dissatisfaction in terms of communications between the Selection Panel and the Talent Squad coaches and some allegations in terms of the welfare of some of the athletes.

It was agreed that this was not appropriate to discuss this at the Board given that there were on going appeals and that the Board matter should allow the process to finish and that the CEO should investigate the welfare concerns and report back at the next meeting.

9.1.2.2. Trimtex Partnership

The Chief Executive informed the Board that the athletes would be shortly receiving their new competition clothing in time for the first World Cup event in Norway and that there would be a further press release on the partnership.

9.1.3. Trail O

The Board was informed that the Trail O group were currently reviewing their logo and that he would report back on any developments.

10. International Matters

10.1. IOF Consultation on neutral teams.

Following the consultation with its member Federations the IOF had published a letter to the International Olympic Committee setting out the decision not to permit neutral athletes at IOF events.

The letter was noted by the Board.

11. Closing business

11.1. Any Other Business

11.1.1. Compass Sport

David Rosen suggested that we should do more to promote the relationship between CompassSport magazine and the orienteering community.

The Chief Executive agreed to look at suitable opportunities.

11.1.2. Talent Programme Selections

Already covered under item 9.1.3.1

No further matters were raised.

12. Future meetings

Key Dates	Face-to-face / Teams <i>(Teams meetings will be evenings)</i>	Purpose
Monday, 22 May 2023	Manchester/hybrid	Standard Meeting Agree on Draft proposals for AGM Agree and Approve Accounts
Monday, 7 August 2023	Teams (evening)	Agree on AGM Handbook
23 August	AGM Handbook to be sent to members	
Saturday, 16 September 2023	AGM	
Proposed - Monday 25 September	Teams	Standard Meeting
Proposed - Monday 11 December		Standard Meeting - London

The meeting closed at 15:45