
Board of Directors

Minutes

Monday, 24 June 2024

Hybrid meeting: The Studio, 7 Cannon St, Birmingham B2 5EP



Board Attendees in Person: Peter Hart; Andy Robinson; Pauline Tryner; Drew Vanbeck; Alison Howe;

Via Teams: Darren Bernstein; Duncan Birtwistle; David Rosen; Alex Kubiakowska-Welch (Item 2) and Emma Monkman (Item 3)

Guests: Peter Brooke;

Apologies: Scott Collier, Laura Kaye Tomlinson and Lauren Pagé

Minute taker: Peter Hart

1. Meeting Administration

1.1. Welcome and introduction.

The Chair welcomed Alex Kubiakowska-Welch and Emma Monkman to the meeting.

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:

The Chair informed the Board that Scott Collier, Laura Kaye Tomlinson and Lauren Pagé had submitted their apologies due to other commitments.

2. British Orienteering Communications & Website Refresh

The Chair welcomed Alex Kubiakowska-Welch to the meeting to make a presentation about the refreshed website.

Alex reminded the Board to the background to the refresh including linking it to the Strategic Plan and the requirements to support clubs to promote their club and events.

Alex highlighted the effectiveness and engagement of the members in our communications.

Alex demonstrated the section where resources have been prepared for clubs with the resources being aimed at helping clubs promote the sport and their events effectively.

Alex informed the Board that this was stage one and that she was now looking at making improvements.

The Board congratulated Alex on the new website and the improvement in the communications.

Alex Kubiakowska-Welch left the meeting.

3. Access & Environmental Sustainability

The Chair welcomed Emma Monkman to the meeting to make a presentation about access and environmental sustainability.

Emma presented an overview of the challenges that the sport faces in the future in respect of external factors.

Emma also highlighted the recent publication of the new Habitat Assessment Report from the JK23. She has asked the consultant to review the content for an updated version for publication.

There was a discussion regarding the need to develop a template Habitat Risk Assessment Form and also it may be helpful to have some research done on nesting birds (ground and canopy) and the impact of orienteering.

The Board thanked Emma for her presentation.

Emma Monkman left the meeting.

4. Meeting Administration (cont.)

4.1. Any other business

No items were raised.

4.2. Declarations of interest

Pauline Tryner declared an interest in respect of the Item 11 being a member of the host club.

No further additional declarations of interest were made.

5. Minutes of Board meetings 29 April 2024

The minutes of the meeting 29 April 2024 were approved without any amendments.

David Rosen requested if we could agree a process of publishing draft minutes of Board meetings. Following a discussion, a process was agreed.

6. Actions from previous minutes

6.1. Hosting of Major Events

To be developed and represented at a future meeting.

6.2. British Orienteering Environmental Policy/Strategy

To be presented to the Board at a future date.

6.3. Orienteering recognised as a GCSE sport

Action still outstanding.

6.4. Forest/Urban Ranking List/Scheme

The Chief Executive informed the meeting that a brief had been submitted and that staff were working through a response to some specification questions.

He went on to inform the Board that this was achievable, but a decision had to be made regarding resourcing any implementation.

6.5. Insurance/Levy Northern Ireland/Orienteering Ireland (OI)

Orienteering Ireland (OI) had informed British Orienteering that their members do not have Third Party Liability insurance for events in the United Kingdom including Northern Ireland.

Following a discussion, it was agreed that British Orienteering should inform clubs that:

- Non-UK residents individually do not have Public Liability Insurance at British Orienteering competitions
- Non-UK resident competitors should be registered as members and only pay the standard levy at events.

6.6. Risk Register

A meeting of the Audit Committee to be arranged to develop a Risk Policy and review the Risk Register

6.7. Independent Board Review

No further comments were received regarding this.

A full day discussing the Strategic direction was to be agreed at a later date.

6.8. Levy/incentivising clubs/Independent Levy Review Group

On agenda

7. Finance

7.1. Receive the Management Accounts May 2024

The Treasurer referred to the previously circulated Management Accounts.

The Treasurer informed the meeting that the income from membership and levy was as forecast and the surplus from the major events is higher than in the original budget although payment to the host Associations still had to be made. The surplus from commercial operations is less than expected for the time of year.

Expenditure on Membership Services was higher than forecast mainly due to the increased cost of insurance to cover the uplift of the combined liability insurance from £10m to £15m. Expenditure on salaries was lower than expected but this was a result of some vacancies not being backfilled and a transfer of some of the staff costs of the CEO, Financial Manager and Performance Manager to Sport England. The expenditure on the Performance was higher than budgeted as we have paid entry and accommodation fees for some major events and as the events have yet to take place and we have not invoiced the athletes.

Income from Sports Council grants was lower than forecasted. However, since the management accounts were prepared, we had received the income from Sport England of £119K and Sport Northern Ireland of £25K. The Chief Executive informed the Board that we were working with Sport England on the grant for MapRun/Find Your Way Project and we would be expecting an income of £60K in the next month or so.

7.2. WOC 24 Financial Support

The Chair referred to previous emails regarding British Orienteering support to WOC 24.

The revised contract had been accepted by SOA and the Scottish 6 Day Event Company and had been sent to both organisations for signature and he confirmed that we have now received a signed copy of the document from SOA and S6D.

The Chief Executive confirmed that the £30K payment to Scottish 6 Event Company had been sent and received.

7.3. Incentivising new members and Levy Review

The Chair informed the meeting that an informal group of members had reviewed the Levy Structure and charges. This group was supported by Peter Brooke.

Peter Brooke provided an update of the work of the group to the Board and informed them that the Chair of the group was not submitting a paper to the Board for consideration.

Peter had offered guidance to the Chair of the group in terms of submitting a proposal to the general meeting.

It was recognised by the Board that the purpose of the levy was to support the core operations of British Orienteering and that the removal of this would not necessarily increase non-member participation and membership of the sport.

There was a long discussion regarding other options. It was agreed that we should consult with clubs regarding removing the insurance provision for non-members and the associated up lift of the levy to cover this cost.

It was agreed that as part of the insurance consultation that we should ask clubs for their thoughts on how we could encourage newcomers to the sport with a caveat that it would have to be cost neutral to the British Orienteering.

A small working group agreed to look at the consultation document.

The Board felt that there was sufficient time to carry out a consultation with clubs and develop a fully costed proposal to the AGM in 2024.

The Board noted that a member had written to all elected members of the Board regarding the levy and it was agreed that the elected Directors would send a separate joint response.

8. Governance

8.1. AGM 2024 - Notice of AGM

The Chief Executive informed the Board that the notice of the AGM had been sent to all voting members.

The Board noted that the last date for members to submit proposals was 16 August 2024.

8.2. Members Open Meeting

The Chief Executive informed the meeting that all voting members had been informed of the Members Open Meeting and an open call for agenda items had been requested. At the time of the meeting none had been received.

The Board agreed that the focus of the meeting should be on attracting newcomers to the sport and growing membership.

8.3. British Orienteering Succession Plan - Review

8.3.1. Chair

The Chief Executive referred to the Chair information Pack that had been published and widely circulated.

The Board were reminded that the post becomes vacant at the conclusion of the AGM in 2025 and that Sport England had confirmed that the role did not have to be independent.

8.3.2. Vice Chair

The Chair informed the meeting that Alison Howe was prepared to step forward and stand for the role of Vice Chair subject to recommendation by the Nominations Committee.

He thanked David Rosen for being prepared to stand if there were no other nominees.

8.3.3. Nomination Committee

It was agreed that the intention was to hold a nomination committee to consider both the role of Chair and Vice Chair at the same time in the week commencing 9 September 2024.

It was agreed that the Committee would be:

- Scott Collier (Chair of group),
- Darren Bernstein,
- Pauline Tryner and
- A representative from SOA

Peter Hart and Peter Brooke left the meeting

8.3.4. Staff Structure

There was a discussion regarding the staff structure and the Chair agreed to update the board following a discussion with the Chief Executive and Operations Manager following the meeting.

Peter Hart and Peter Brooke returned to the meeting

8.4. Anti-Doping Update

Peter Brooke referred to the circulated paper which updated the board on anti-doping matters.

He confirmed to the Board that UKAD had informed British Orienteering that they continue to meet the criteria set by UKAD for a governing body.

9. World Orienteering Championships 2024

9.1. Update

The Chief Executive gave a verbal update from a recent steering group meeting for the World Championships.

9.2. WOC24 Participation/Community Engagement

Peter Brooke gave an overview of the activities that British Orienteering were leading on in terms of delivering a community engagement programme at the World Championships and also supporting material being issued to schools by Enrich Education.

10. Strategic Plan

The Chief Executive gave an overview of the progress in the Strategic Plan.

10.1. Performance Figures

The Chief Executive provide the meeting with an update of the membership and participation figures.

10.2. Development

The Chief Executive updated the board members on key developments from the strategic plan including key objectives in the forthcoming months.

11. Matters of Significance

11.1. Forestry England relationships

The Chief Executive informed the Board that Forestry England had made the decision that the area where the organisers of the JK 25 relay event were hoping to hold the event that the area was not appropriate for an event of this size.

The JK organisers are disappointed with the decision and are seeking external support to see if any leverage to the officers concerned to allow the event to happen at the preferred area. It was confirmed that there was an alternative area but this was not their preferred option.

11.2. AIR IT – British Orienteering IT Support

Peter Brooke gave a verbal update from a meeting with British Orienteering's IT support team. He informed the Board that we were disputing an invoice for £7,200 including vat.

11.3. Copyright Infringement

Peter Brooked informed the Board that we had been contacted by an external agency regarding publication of a copyright protected photograph in a copy of 2008 publication. Once alerted, we took the link down. We are seeking further information from the copyright holder. The exposure level is around £500 for this breach.

12. Welfare & Safeguarding

12.1. Welfare Matters

Peter Brooke, Lead Safeguarding Officer informed the meeting of a historical safeguarding incident that took place outside the sport but related to a member.

13. Standing Items

13.1. Steering Groups and Committees

13.1.1. E&CC/Rules/Officials Groups

The Chief Executive informed the meeting that the roles of Chair of the Rules and Officials Groups have been advertised that take up had been a little disappointing.

13.1.2. Performance Pathway Programme Group

A transitional meeting had been held to look at the transition from the Talent & Performance Group to the Performance Pathway Programme Group.

A request had been made by a member to set up a support group for elite coaching which is being considered by the Coaching Steering and Performance Pathway Programme Groups.

14. International Matters

14.1. IOF General Assembly

The Chief Executive informed the meeting that we needed to confirm the names of British Orienteering representatives at the IOF Assembly.

Following a discussion, it was agreed that British Orienteering would be represented by David Rosen and Scott Collier with David Rosen presenting the votes on behalf of British Orienteering.

It was agreed that the above group would work together to agree on voting.

15. Closing business

15.1. Any Other Business

The Chief Executive informed the Board that at the British Sprint and Sprint Relay events at the weekend that the organisers had faced increased costs due to external protest groups which placed the events at risk.

Following some last-minute replanning and reprinting of courses and maps the events were able to go ahead. The organisers faced increased costs of map printing as a result of the changes. Following a conversation with the Chair and Chief Executive it was agreed to cover these costs.

15.2. No further matters were raised.

16. Future meetings

Key Dates	Venue
Saturday, 7 September 2024	Teams
Saturday, 5 October 2024	AGM and Club and Member Forum (Birmingham the Studio)
Monday, 9 December 2024	London

The Chair formally closed the meeting at 15:22