

# Board of Directors

## Conference Call

Tuesday 6 May 2014, 20:00 – 21:00



**Board attendees:** Martin Ward (MW); Philip Baxter (PB); Bob Dredge (BD); Elizabeth Dunn (ED); John Flook (JF); Mike Hamilton (MH); Judith Holt (JH); David Maliphant (DM)

**Minute taker:** MH

**Apologies received:** John Woodall (JW); Rosie Williams (RW) who had expressed her desire for her first Board meeting to follow the induction session which is immediately prior to the June, face to face, meeting.

### 1. Welcome & Meeting Administration

Those present at the meeting congratulated JH/MW on their re-election at the recent AGM. It was noted that the Board would have liked to have seen more nominations put forward by the membership.

The following officers were elected by those present at the meeting:

- Chair: Martin Ward was proposed by JH, seconded by PB and unanimously elected
- Vice Chair: Judith Holt was proposed by MW, seconded by JW and unanimously elected. JH made it clear that whilst she was prepared to be Vice Chair she wished to make it clear that she may not wish to become Chair at a future date
- Treasurer: Bob Dredge was proposed by MW, seconded by PB and unanimously elected

The minutes of the previous Board meeting were agreed to be true and accurate.

Actions from previous meetings were considered and the Action List updated. (See the Action List at the end of these minutes.)

Those present were asked to declare any interests not previously declared that may be pertinent to the meeting.

- DM declared a special item of interest related to the JWOC Selections. DM's brother Ben had informed DM that he has submitted an appeal regarding the JWOC selections.
- BD noted that he had offered to support the EYOC team, since he has experience of working and travel in Macedonia. He will do so on a self-funded basis. Sarah Hague has accepted his offer.

### 2. Management Accounts

The management accounts to March 2014 had been circulated prior to the meeting. BD explained that, as is normal for this point in the year, we are roughly on track except for the following significant items which are timing issues related to Sport England funding:

1. Income: BOC Long & Relay income was below budget but has now improved
2. Income: Trading income is higher than expected due to commercial activity
3. Costs associated with the JK are yet to be received leaving a higher surplus than expected – it will reduce however
4. Purchase of Xplorer resources has yet to be paid, awaiting invoices, meaning that outgoings are lower than expected
5. Talent expenditure has been high as a consequence of a programme loaded into quarter 1; this will be redressed later in the year
6. Salaries associated with the Development Manager are down on budget (£12k), this has been highlighted and will be addressed in due course
7. Expenses down on budget

There are no other significant variances that are unexplained to bring to the Board's attention at this time.

BD asked that the BOC entries situation be watched carefully.

No further queries were raised.

### 3. AGM Aftermath

#### a) Organisation of the 2014 AGM

It was agreed that the AGM was well organised and MH was asked to thank Cerianne Dengate in particular for her work on this. Both MW and BD expressed their views about the success in organising the AGM.

b) Implementing the adopted Map Scale proposal

It was agreed that the implementation of the proposal should be delegated to Events & Competitions Committee. MH to convey this message to the Chair, Chris James.

It was also noted that the statement in the adopted proposal devolving responsibility to the Grade A Controllers required additional training for these controllers to ensure they have the ability to make decisions related to map scale. Inevitably this will require the training for controllers across the grades to be reviewed in due course.

c) President and Vice President

Bearing in mind that British Orienteering is hosting WOC 2015 and therefore may have additional responsibilities for the President and/or Vice President it was agreed that MW should communicate with the post holders to determine their availability during the period of WOC 2015.

d) Paper from Chris James, Chair of E&CC

There was some discussion on this item however it was recognised that there is time to reflect on the points raised and trying to do them justice in a conference call meeting was difficult. It was therefore agreed that the matter should be addressed at a future face to face meeting. In the meantime directors were asked to go through the paper and feedback on the points made to MH for collation prior to the June meeting.

#### 4. Staffing

MH noted that Craig Anthony has commenced employment with British Orienteering as Head of development.

#### 5. Sport England Update

MH confirmed that the Financial Report to March 2014 (end of the Sport England 2013/14 financial year) had been circulated for information as had the Sport England Delivery Plan 2014/15. Directors were asked to familiarise themselves with the documents and that any queries should be raised with MH.

MH also confirmed that Rod Findley our Relationship will be attending the June Board meeting.

#### 6. Office Update

Directors were provided with an update regarding the potential office relocation. Support for the relocation was expressed and MH stated he will keep Board members updated on progress.

#### 7. JWOC Selection

There was considerable discussion regarding the JWOC 2014 selections after a number of communications were received by the Chair and CEO.

It was agreed that the policy as it stands had been implemented and that athletes in the squads and those who had expressed an interest in selection to JWOC had been considered.

It was also agreed that a review of the selection policy should be completed.

#### 8. Any other business

It was noted that director liaison responsibilities need to be reviewed in the light of the departure of Scott Collier as a director. MH agreed to circulate the latest list of director liaison roles/portfolios for Board members to consider.

There being no other pertinent business the meeting closed at 9:15pm.

Date of next meeting, Saturday 21 June 2014 at the National Office, Matlock from 10:45 until 17:00 at the latest.

## *Actions – March 2014*

Outstanding actions to the March meeting:

1. Strategic Plan: Strategic Steering Group to consider:
  - the vision for orienteering
  - the podiums aspect of the vision
  - the criteria used to reflect British Orienteering's position
  - what British Orienteering and orienteering might look like in 2020*On-going*
2. Strategic Plan: Focus group to be established from members for the Strategic Steering Group to consult with (Steering Group)  
*On-going*
3. Coaching within British Orienteering: Inform membership of the changes proposed by the National Source Group for Coaching (MH)  
*On-going, MH was asked to notify the membership*
4. Club & Association Conference: planning to commence for 2015 (MH)  
*On-going report to the June meeting but suggested theme is 'Events'; considerable positive feedback had been received following the 2013 Conference.*
5. Risk Register: PB to determine the strategic risk and circulate to the Board for consideration (PB)  
*On-going*
6. Association Matters: Board to nominate a person from England to act as the liaison person for the English Associations on each Steering Group. MH to include this within the terms of reference for the groups.  
*On-going; MH has published a list of group members and MW to follow up on the England representatives*
7. Steering Groups: MH to follow up the recruitment news item with a further push to recruit members as chairs of the groups (MH)  
*On-going*

Action from the March meeting

8. Strategic Plan: The Board to nominate an England representative to liaise with the English associations (SC)  
*On-going; DM to pick up this action from SC*
9. Publish information regarding the changes envisaged by the National Source Group for Coaching (MH)  
*Published in Focus but continue to be on-going*
10. 2014 Budget: Explanation of the Budget to be prepared for membership/public release (MH)  
*SC offered to produce document with support from BD; BD offered to follow this up*
11. Governance Self-Assurance: MH to circulate the succession plan for directors  
*MH to circulate for discussion prior to the June meeting*
12. 2014 Operational Plan: To be circulated when updating is completed (MH)  
*On-going in preparation for June meeting*
13. Lists of Steering Group members to be circulate to the Board (MH)  
*Steering Group membership published at [http://www.britishorienteering.org.uk/page/steering\\_groups](http://www.britishorienteering.org.uk/page/steering_groups)*
14. Major Events Partnership Agreement: MH/SP to confirm that the current model of delivery still applies  
*JK/BOCs (except nights) signed for 2014, but no signed agreements for 2015.*
15. Officers: Chair to communicate with the President to confirm his availability for WOC 2015  
*On-going with MH speaking to MW*
16. Officers: Board to consider the matter of succession planning for the President & Vice-President at a future Board meeting  
*Agenda item*
17. Audit: Mike Forest's name be removed from the list of signatories on one of the savings accounts  
*On-going – formal letter to be sent to Barclays Bank in the absence of this situation being resolved by the bank.*
18. National Office Relocation: MH to continue to explore the opportunity with the Chair and Treasurer, with the aim of presenting a concrete proposal for decision to the Board by email (MH)  
*On-going – update at the Conference Call*

19. WOC 2015: Inform the Event Director, Paul McGreal, of the Board support and invited Paul to inform them of any practical ways in which they could demonstrate their support (MH)  
*MH communicated with both the Steering Group and the Event director*
20. WOC 2015: Write to the IOF expressing concern at the TV rights and sponsorship position and asking both matters to be resolved as a matter of urgency  
*Progress has been made and we should be in a position to report to the June meeting with the agreed outcomes (MW)*
21. Major Events: Sally Pygott to prepare a more detailed paper regarding the investment of profits back into the major events for consideration at the June Board meeting  
*On-going for consideration at the June meeting (MH)*
22. Major Events: Comments from Board members on the three policies prepared by Sally raised by Friday 14 March (All)  
*No comments received, policies published*
23. Major Events: Provide a statement describing the background to the traders and caterers discussion (MH)  
*Completed and circulated first to the Board and then publically via a news item*
24. Major Events: MH to inform Sally that the British Nights can now be treated as a levy event rather than as a partnership event (MH)  
*Actioned*
25. Staffing: MH to communicate with SOA regarding their staff and whether or not they might wish them to be included within the British Orienteering organogram  
*On-going*
26. JEC: Martin Ward to contact the JROS Coordinator to make him aware of this decision regarding JEC (MW)  
*Completed*
27. Sport England Review: MH to circulate the 2014/15 Delivery Plan when it is submitted (MH)  
*Attached*
28. Performance Monitoring Report: MH agreed to update the plan and circulate it (MH)  
*To be updated for the June meeting*
29. IOF: MH to circulate papers for the General Congress as soon as they are received (MH)  
*Papers awaited from IOF*
30. AOB: MH to contact Hilary Palmer, Chair of the Source Group, and ask her to consider the matter of the Coaching Conference  
*Discussions have taken place and HP/MH to attend the CPD group meeting on 10 May*