

Committee Meeting

Venue: Google Hangout

Date: 8.30pm Thursday, 18 February 2016

MINUTES

Present: Pete Ribbans (Chair), Roger Stein, Amy Peltor, Helena Burrows, Anne May, David Pal.

1. Apologies: Bob Dredge, Mark Saunders, David Doherty, Robert Griffiths.

2. Minutes of last committee meeting (3 October 2015): Agreed as an accurate record.

3. Matters arising, not covered below

2015/24: West Wales Development. BS has made progress in several areas but delays in getting confirmation of access from some stakeholders. Report will be made to a future meeting.

Action 2015/24 BS

2015/25: Changes to Constitution. In progress. (It was agreed that Constitution should contain only the essential items needed for the association to function. More detailed items like development plans are better held as separate documents. Minimal Constitution changes are preferred.)

Action 2015/25 RS

2015/26: Governance and Leadership Framework. Still to be done.

Action 2015/26 RS

2015/27: Copyright attribution statement for LiDAR data from NRW. RS (SBOC) had contacted NRW in November for completion of a map and was told the following should be used:

"Contains Natural Resources Wales information © Natural Resources Wales and database right"

"Cynnwys gwybodaeth Cyfoeth Naturiol Cymru © Cyfoeth Naturiol Cymru a hawliau cronfa ddata"

Will make it simpler if WOA now inform all Welsh mappers of this.

Action 2015/27 RG

2015/28: 2015 Annual reports for AGM 2016. RS has requested these from all relevant parties though only 3 have so far replied.

4. Reports from Officers (for the period June to October 2015)

a. Secretary (Roger Stein)

i. Regional Volunteer Champion. Gabriella Walsh has kindly offered to cover this role. Meeting agreed this role – which would be included as one of the Committee's "Advisors".

b. Treasurer (Amy Peltor)

2. AP reminded committee of her decision to step down from role at next AGM. AM agreed to email all membership with a request for volunteers, who could contact Treasurer or Chairman about details of the role.

(Actioned 19 Feb.)

3. Accounts 2015-16 – Actual To Date 8 Feb 2016. (See Appendix A) Information was noted.

Expenditure for Volunteers' Weekend is shown under 'Other' – it was noted that this expenditure had been agreed to come out of the Development Fund. AP to look at this when completing accounts at end of year.

Action 2016/01 AP

c. Fixtures Secretary (David Pal)

DP submitted a document (see Appendix B) listing major events and outstanding information.

Clubs were asked to inform DP as soon as possible with the missing information. Especially items highlighted in red which he needs for next BOF Fixtures meeting in March 2016.

d. Information Officer (Roger Stein)

Nothing to report.

e. Mapping Officer (Robert Griffiths)

No report

f. Coaching Officer (Helena Burrows)

i. O-Safe – HB brought to our attention the updated version of the O-Safe document from British Orienteering. Important for clubs to note and act upon the information, especially Club Welfare Officers. HB would inform each club (and also of the useful 4 page summary of the key points of the document.) **Action 2016/02 HB**

ii. DBS checks (formerly CRB checks) – New rules on who needs and who is funded for DBS checks. No longer funded by British Orienteering, so need support from WOA/club.

iii. Coaching courses – 2016 coaching courses being held at PyB, Capel Curig. Information to be advertised on WOA web site (*actioned 21 Feb*). Clubs to pass info to interested persons. Funding normally available from WOA and clubs.

g. Technical Officer (Mark Saunders)

No report.

h. Membership Secretary (Anne May)

Current WOA membership report received (see Appendix C) AM has also submitted the end of year report for 2015 Annual Report (attached to minutes as Appendix D for information).

i. Development Officer (Mark Saunders)

PR outlined main content of a report from MS regarding application of WOA Development Funds. Meeting supported the proposal/clarification that WOA funding would normally match the club funding. MS paper is attached to these minutes (see Appendix E).

6. Reports from Advisors

No reports received.

7. News from British Orienteering

Nothing to report. Bob Dredge happy to answer any queries on BOF matters.

8. Any other business

a. Croeso 2016

A meeting is being organised at Welsh Champs weekend (4.30 on Sat.) – to be confirmed. Currently around 300 entries. First closing date (for entry fee increase) is 29 Feb. 2016.

b. Schools Liaison. PR had contacted MT but did not wish to take on the role again. Suggested that PR contact relevant persons in MWOC who might wish take it on (it was not thought to be a very onerous role). **Action 2016/03 PR**

c. WOA Orienteer and Volunteer of the Year 2015. Agreed to Terry Smith (MWOC) as WOA Volunteer of the Year 2015. Two nominations for Orienteer of the Year 2015. Agreed that RS would give full Committee opportunity to vote on this. RS to email. Quick response needed so that presentation can be made at Welsh Champs weekend if possible. *[Following the meeting, by a majority vote Kris Jones (SBOC) was chosen as WOA orienteer of the Year 2015.]*

d. WOA AGM 2016. Suggested that this be held either at Welsh League MWOC event on 8 May or during Croeso week in July. RS to consult with full Committee (Doodle poll) for preference. Quick replies will be needed to ensure meeting relevant deadlines for AGM. *[In the week following the meeting a Doodle poll was set up and preference for AGM on 8 May was indicated.]*

9. Date of next meeting

17 April 2016 at SBOC Welsh league event (*need Committee to agree accounts prior to submission to the AGM*). RS to organise venue.

Action RS

Meeting finished at about 9.30pm.

Appendices:

- A) Accounts 2015-16 To Date (8 Feb 2016)
- B) WOA major event commitments – information required.
- C) Membership report (to 18 Feb. 2016).
- D) Membership Report (final) 2015.
- E) WOA Development Funding.

Appendix A – Accounts 2015-16

ACTUAL TO DATE – 8 Feb. 2016

		Revised Budget A	Actual to 08-Feb-16 B
		£	£
	REVENUE ACCOUNT		
	Income		
1	Subscriptions	700	924.80
2	Levies	1600	918.82
3	Interest	100	0
4	International Income	0	0
5	WOA Development fund	5000	5000.00
6	BOF Development Grant	0	0
7	BOF Coaching Grant	0	0
8	SCW Grant	3000	3000.00
9	Total Income	10400	9843.62
	Less Expenditure		
10	Officers' Expenses	-100	
11	Committee Meetings	-150	
13	Schools Liaison	-100	
14	Training Officials	-500	
15	Domestic Events	-1000	-292.75
16	International Preparation Training	-1000	-690.66
17	International Programme	-3500	-4100.88
18	Club Development & Grants	-4000	-560.56
19	Club Coaching Grants		
20	Other	-100	-1804.31
21	Total Expenditure	-10450	-7449.16
22	Deficit(-)/Surplus for the Year/to 8 Feb 2013	-50	2394.46
23	Transfer from/to(-) Reserve Fund	50	-2394.46
24	Net Deficit/Surplus for the Year, to 8 Feb 2013	0	0.00
	DEVELOPMENT FUND		
25	Balance @ 1 Apr 15	32414.10	32414.10
26	Transfer to Revenue Account	-5000	-5000
27	As at 08/02/2016	27414.10	27414.10
	RESERVE FUND		
28	Balance @ 1 Apr 15	6000	6000
29	Transfer from/to(-) Revenue Account	-50	2394.46
30	At 8 Feb 16	5950	8394.46
31	Net Assets at 8 Feb 16	33364.10	35808.56

//2019		Senior Home International day 1					Host club required
//2019		Senior Home International day 2					Host club required
//2020	SWOC (on rota)	Welsh Orienteering Championships					Confirm SWOC as host
//2020		Croeso 2020 day 1					Consider dates
//2021	SBOC (on rota)	Welsh Orienteering Championships					Consider dates
//2021		Junior Home International day 1					No action yet
//2021		Junior Home International day 2					No action yet
//2022	ERYRI (on rota)	Welsh Orienteering Championships					ERYRI to note as hosts
//2022		British Orienteering Championships Individual					Consider possible coordinator & WOA confirm accept to host
//2022		British Orienteering Championships Relays					Consider Possible Coordinator & WOA confirm accept as hosts
//2023	MWOC (on rota)	Welsh Orienteering Championships					No action yet
//2023		Junior Inter Regional Championships					WOA committee to approve hosting

Appendix C – Current Membership report (to 18 Feb. 2016)

CLUBS	2015(updated 2 nd Feb 2015)			2016 (updated 18th Feb 2016)		
	TOTAL	M	W	TOTAL	M	W
<i>ERYRI SENIORS</i>	23	9	14	21	8	13
<i>ERYRI JUNIORS</i>	7	3	4	10	5	5
ERYRI - TOTAL	30	12	18	31	13	18
<i>MWOC SENIORS</i>	20	12	8	21	15	6
<i>MWOC JUNIORS</i>	24	15	9	25	16	9
MWOC - TOTAL	44	27	17	46	31	15
<i>SBOC SENIORS</i>	36	22	14	49	32	17
<i>SBOC JUNIORS</i>	16	10	6	16	11	5
SBOC - TOTAL	52	32	20	65	43	22
<i>SWOC SENIORS</i>	50	32	18	50	32	18
<i>SWOC JUNIORS</i>	10	3	7	11	7	4
SWOC - TOTAL	60	35	25	61	39	22
<i>BAOC SENIORS</i>	4	2	2	2	1	1
<i>BAOC JUNIORS</i>	2	1	1	2	1	1
BAOC - TOTAL	6	3	3	4	2	2
<i>RAFO SENIORS</i>	0	0	0	2	2	0
<i>RAFO JUNIORS</i>	0	0	0	0	0	0
RAFO - TOTAL	0	0	0	2	2	0
<i>SPLOT SENIORS</i>	7	3	4	6	3	3
<i>SPLOT JUNIORS</i>	2	1	1	0	0	0
SPLOT - TOTAL	9	4	5	6	3	3
EXPAT SENIORS	21	15	6	30	22	8
EXPAT JUNIORS	6	1	5	9	3	6
EXPAT - TOTAL	27	16	11	39	25	14
WOA - TOTAL	228			254		

Appendix C –Membership Report 2015

MEMBERSHIP REPORT FOR 2015

	2015			End 2014		
	TOTAL	M	F	TOTAL	M	F
<i>ERYRI SENIORS</i>	27	12	15	29	12	16
<i>ERYRI JUNIORS</i>	10	6	4	7	4	3
ERYRI - TOTAL	37			36		
<i>MWOC SENIORS</i>	34	19	15	26	16	10
<i>MWOC JUNIORS</i>	33	20	13	30	18	12
MWOC - TOTAL	67			56		
<i>SBOC SENIORS</i>	52	32	20	55	36	19
<i>SBOC JUNIORS</i>	27	19	8	31	19	12
SBOC - TOTAL	79			86		
<i>SWOC SENIORS</i>	68	44	24	71	43	28
<i>SWOC JUNIORS</i>	14	6	8	16	8	8
SWOC - TOTAL	82			87		
<i>BAOC SENIORS</i>	5	3	2	5	3	2
<i>BAOC JUNIORS</i>	2	1	1	2	1	1
BAOC - TOTAL	7			7		
<i>RAFO SENIORS</i>	0	0	0	1	1	0
<i>RAFO JUNIORS</i>	0	0	0	0	0	0
RAFO - TOTAL	0			1		
<i>SPLOT SENIORS</i>	9	4	5	9	4	5
<i>SPLOT JUNIORS</i>	2	1	1	2	1	1
SPLOT - TOTAL	11			11		
<i>EXPAT SENIORS</i>	31	22	9	35	23	12
<i>EXPAT JUNIORS</i>	6	1	5	7	2	5
EXPAT - TOTAL	37			42		
WOA - TOTAL	320			326		
TOTAL SENIORS	226	136	90	231		
TOTAL JUNIORS	94	54	40	95		
	320			326		

HONARARY LIFE MEMBERS 2015:

Enid Bourne, SBOC

Peter Seward, SBOC

Judith Powell, SWOC

John Butler, HALO/SBOC

Bill Marlow, MWOC (awarded in 2015 for 2016 onwards)

COMMENTS:

YEAR	WOA MEMBERSHIP	
2010	393	
2011	382	
2012	360	
2013	313	no family membership
2014	326	
2015	320	

Looking at the membership figures for the last 6 years, the trend in membership numbers is downwards (with the exception of 2014, when the membership increased after 4 years of dropping figures), with more non-renewals than new members. A rough trawl through the figures indicates that in 2015, of those who did not renew, 8 had joined WOA clubs in 2013 and 14 had joined in 2014. Others who did not renew were a few families, some juniors (presumably moving on to pastures/colleges/universities new), family members who did not take out individual membership.

Serious consideration must be given as to how we retain members once they join a club. Perhaps this is a topic for a future development meeting?

Honorary Life membership was awarded at the 2015 AGM to Bill Marlow for his tremendous contribution to orienteering, introducing so many school children to the sport. It might be a good thought to be more generous in awarding honorary life membership to outstanding contributors such as Bill, so many of whom have put in decades of service to our sport, and to whom we are eternally grateful!

Anne May
WOA Membership Secretary
18th February 2016

Appendix E – WOA Development Funding

Use of WOA development fund.

There is a WOA development fund which has come from funds that have been generated from the successful Croeso multi day events held every 4 years. The main part of this is as a result of British Orienteering refunding 50% of its standard levies - under an agreement with all the Summer Multi Day events (i.e. incl biennial Scottish 6 day and Lakeland 5 as well as Croeso) – that was made many years ago. The expectation is that such funds generated would then be used to help with the development of orienteering in the region concerned.

Monies in the development fund may be used to support central initiatives as decided by the WOA Committee. For example in 2015 a WOA Volunteers Weekend was organised and paid for from this fund. In the main however the view of the WOA committee is that investment in Orienteering development in Wales is most likely to succeed if initiated, driven and managed from within the clubs. The monies in the WOA development fund are therefore best used to support the clubs in their development efforts. The purpose of this paper is to describe how clubs can apply for grants from the WOA development fund.

WOA has distinguished between two categories of development spend - 1) Types of spend that it routinely expects to provide match funding for and so wants to manage with minimum bureaucracy, and - 2) Types of spend that will not be routinely match funded, but which could be if part of an agreed specific development initiative. In either case, WOA will support by funding up to 50% having taken into account any external grant funding. By ensuring that clubs put some of their own money into any initiative, they are incentivised to ensure that it is spent well.

Development spend that WOA will routinely provide match funding for.

Volunteer support;

- Coaching Qualifications and CPD

- Mapping courses

- Planning courses

- Controlling courses

- Safety courses

- Meetings with third parties for development purposes

- Volunteer mapping – expenses entailed.

- Volunteer support of orienteering for third parties

Note for all the above it is expected that the club will fund 50%. So for example if a club agrees to fund a member to get a coaching qualification, WOA will fund 50%. And the club the other 50%. The assumption is that the club will only spend their money if they think that person is likely to use that qualification to help the club.

New Member Packs – e.g. materials, books etc. sent out to new members to give them more information about the sport.

Publicity - whilst it can be argued that flyers targeted at current Orienteers should be specifically excluded from this, that distinction could be quite difficult to make – a flyer advertising a series of events could equally be used to stick up around local leisure centres and to put out at other clubs events. For simplicity's sake, it is easiest just to class as a qualifying spend – especially given the sums likely to be involved.

Things like club sail banners can also be reasonably treated as publicity – so long as they actually have the words “orienteering” prominently on them.

Process - Once spend has been made, apply by email to the WOA development officer briefly describing the spend. They will confirm (or otherwise) that the spend fits within this category and request that the WOA treasurer make the appropriate payment.

In the first instance any club is limited to a maximum claim of £1,000 in the WOA financial year. This figure will be reviewed each year in the light of experience and the amount of available funds.

If there is some doubt as to whether a particular item of spend qualifies under the above category, advice can be obtained from the WOA development officer prior to making the spend.

Spend that will not be routinely match funded by WOA – but could be match funded if part of an agreed development initiative

The corollary of having a list of agreed up front development expenditure types, is that there is also a list of expenditure types which aren't routinely accepted as development spend - for example replenishing existing equipment. If clubs have an idea for a development initiative which requires this type of spend, then they can still bid for it – as part of a development initiative.

Equipment – incl. SI Kit, Computers, Printers etc.

Software - Ocad, planning software etc. Whilst it can be argued that as these are to be used by volunteers - to produce maps for example – and should they just be treated as expenses, for these purposes it has been agreed to treat them as akin to equipment.

Professional Mapping,

Paying Coaches / Organisers / planners etc. to deliver introductory events. Schools Orienteering, Scouts orienteering, WI groups etc. Potentially the big one, and one which could see most significant impact with the right people involved.

Development / Maintenance of Permanent Orienteering Courses

Costs associated with members attending competitions and /or training camps. In the past some clubs have classified this type of individual development as under the general “development” heading. Whilst supporting members financially with this – both by WOA and clubs – may be appropriate it would best fit under a “performance” heading.

Process - If a club has a new development initiative which requires spend like the above (or indeed other types of spend), they should submit an application to the WOA Development Officer. Three simple headings - 1) What they would like to do. 2) What they will need to spend money on and how much 3) Why they think it will result in a sustainable increase in membership and/or participation. They are encouraged also to seek external grant funding for the initiative – for example from their local Sports Wales Community Chest. Most of the wording they will need to

include for Sports Wales, can simply be copied for the WOA Application. A WOA sub committee made up of the WOA Development Officer, WOA Treasurer and another WOA committee member will review the initiative with a view to considering whether it is a good investment, which stands a reasonable chance of resulting in a sustainable increase in membership and/or participation.

There is no particular timescale for such bids. They can be made at any time, and will be reviewed in the light of available funds at that time. However these bids should not be speculative. There needs to be a reasonable level of confidence that a proposed initiative will actually occur if the funding is made available. The expectation is that the WOA subcommittee would respond on the bid within a month.