



Committee Meeting

Venue: West Monmouth School, Pontypool, NP4 5YG

Date: 2.30pm Sunday, 14 April 2019

MINUTES

Present: David Pal (Chair), Roger Stein, Anne May, Robert Griffiths, Mark Saunders, Megan Carter-Davies, Gabriella Walsh, Peter Ribbans, Kate O'Sullivan, Ben Mitchell, Joe Thomas.

1. **a) Apologies:** Jim Wood, Jean Lochhead, Sam Healy, Clare Dallimore, Sophie Brown.
- b) Declaration of Interests:** none.

2. Minutes of last committee meeting (29 October 2017): Agreed as an accurate record.

3. Matters arising, not covered below

Safeguarding. DP reported that Clare Dallimore had agreed to take on the WOA role of Welfare Officer / Safeguarding Officer. There was discussion as to whether to change this role from Advisor to an Officer of the Association as part of the Executive Committee. It was proposed that this be an Officer role (Proposed by David Pal; seconded by Anne May). As this would involve an amendment to the Constitution, the Proposal would need to go to the next AGM. **Action RS**

The duties of an Officer role are normally included in the Constitution; these would need to be clarified. **Action DP / CD**

4. 2019 AGM

Date. It was agreed that the preferred date for the 2019 AGM was 22 June 2019 in conjunction with the Volunteers' Weekend (probably Sat. evening).

Constitution. Proposal for amendment (see above). Also removal of "non-specialist groups" from 7.6, as this category of membership no longer exists. Also, removal of sub-section (i) from 15.1, as this would be replaced by Safeguarding Officer role. Any other amendments or corrections to the Constitution, please forward to WOA Secretary as soon as possible. **Action ALL**

Draft 2018 Annual Report. Reports were noted. Any amendments to WOA Secretary as soon as possible. Full report to be available for members prior to the 2019 AGM. Reports still required from Development Officer (Mark Saunders) **Action MS**

Junior Squad Manager (Mark Saunders) **Action MS**

Senior Squad Manager (Clare Dallimore) **Action CD**

It was suggested that a list of current active controllers be included (Technical Officer Report) as numbers of active Coaches and Officials (along with Membership numbers, and other metrics) were used by Sport Wales. The Controller list could also be made available on web site. **Action MS/RS**

Nominations for WOA Secretary. No nominations had been received so far. Members/Clubs were asked to consider and look for possibilities, as the Association needs this role to be covered.

Action ALL

5. WOA Documents

DP had circulated (5 January) a spreadsheet comparing various documents available within Association and other like bodies, with a view to updating or creating current procedures, etc. If anyone wanted to take on the update for a particular item they should contact the Chairman (DP). This led to a discussion of the current web site and updating the content and format. Consideration should also be given to possibly funding this development.

6. Reports from Officers

Chairman's Report (David Pal)

Circulated prior to the meeting.

a. Secretary (Roger Stein)

Sport Wales – WOA had received confirmation that our grant for 2019/20 would be £2500, which was the same as previous year. Conditions in the grant letter included progress with GLFW (Governance and Leadership Framework for Wales). In particular diversity on the Board, which we seem to have. THE GLFW had been around for 5 years and a new partner had taken its implementation over i.e. Welsh Sports Association.

The grant letter also included an expectation specific to WOA, i.e. engagement with their Safeguarding Officer and work towards gaining Safeguarding Level 1.

Action DP/CD

b. Treasurer (Jean Lochhead)

Draft accounts for 2018/19 were circulated prior to the meeting. Final ones will be in 2018 Annual Report for the AGM.

Clubs were asked to input their participation numbers and levy payments to BOF for events up to end of March as soon as possible, so that WOA accounts to end of March can be finalised.

Action Clubs

Agreed that JL could approach local Accountant for Accounts checking/auditing.

Action JL

It was agreed that the proposal to keep membership fees and levies at same rate for 2020 as in 2019 would be put to the 2019 AGM.

Action RS

c. Fixtures Secretary (David Pal)

Croeso 2020. No report had been received on current progress. DP indicated that potential areas and dates had been identified. He would contact Jim Wood (ERYRI) to find out situation as it did not appear that any clubs had yet been contacted about staging individual days.

Action DP

JK2022. A small group (from SBOC/SWOC) had been set up to discuss potential areas, etc. Were also meeting with Development person from BOF.

Was noted that at this point in time it looked like British Champs might not take place in 2022. JIRCs 2023. Agreed that WOA would take turn on rota for this.

Welsh Champs 2021. Agreed that SBOC could stage this event.

SHI 2019. SBOC were staging this event. Committee approved the appointment of Charles Daniel as Controller. (Also Mark Saunders as Controller for Relays and Charles Daniel would plan it.)

It was noted that the current British Orienteering Rules indicate that for National (Level B) events the Association is responsible for (approving) the appointment of the organiser, planner and controller (and for Regional (Level C) events this is true for controller, if from same club as the organising club. In practice this is normally done between the club and WOA Fixtures Officer.

Clubs were encouraged to seek controllers from neighbouring clubs (and WOA's current policy was to support the payment of controller's expenses in such cases if requested).

Action Clubs

d. Information Officer (Megan Carter-Davies)

MC had taken up this role last year. Currently increased the use of social media for publicising events and activities of the Association. Engagement had increased in the last couple months. A regular monthly newsletter was also now being sent by email to all members. These developments were being well received.

e. Mapping Officer (Robert Griffiths)

No report.

f. Coaching Officer (Gabriella Walsh)

No report.

g. Technical Officer (Mark Saunders)

Ben Mitchell (SBOC) and Gabriella Walsh (MWOC) were approved as Event Controllers Grade C.

h. Membership Secretary (Anne May)

A report was circulated prior to the meeting. Current membership total was 278 (compared to end of year 2018 total of 317). It was hoped that clubs could chase non-renewals and that new members during summer period would match or increase the overall membership on last year.

i. Development Officer (Mark Saunders)

No report.

5. Reports from Advisors

Veteran Team Manager. Sophie Brown had stepped down from this role after last year's VHI. She had tried (unsuccessfully) to identify a replacement. Kate O'Sullivan agreed to take on the contact role temporarily, but would need assistance for team selection. DP agreed to try again to fill the role by contacting the membership. **Action DP**

No other Advisor reports had been received.

6. News from British Orienteering

It was noted that Bob Dredge was no longer a BOF Director / BOF Treasurer. DP will contact BOF to see if another director has taken on role of liaison with WOA affairs. **Action DP**

7. Any other business

a. Welsh Championship Rules

Robert Griffiths had begun the process of updating the existing Rules, and a draft outline had been circulated prior to the meeting. Comments on the document should be sent to RG as soon as possible along with any additional amendments which people feel are necessary. RG will co-ordinate the responses. It was not too clear how much of the existing Rules needed to be changed, but it would be good to maintain the existing format which reflect those used in the existing BOF Rules and Area Championships. Indicating where existing Rules would be amended, deleted or added to, would help with the consultation. **Action ALL / RG**

b. SBOC

RS reported that following the recent SBOC AGM, Niall Reynolds had taken on the vacant Chairman's role and Kerina Lake had taken over from Allan Lasky as Secretary.

c. Volunteers' Weekend

It had been agreed that another Volunteers' Weekend would take place on 21-23 June 2019 following a broadly similar format to that used in 2015 and 2017. Open to all WOA members. Some potential speakers and activities were identified and would be confirmed soon in an email to all members. Would be held at Plas Dolau near Aberystwth as in previous years. Costs were around £1850 previously and would be broadly similar this time – agreed. Sunday (23 June) would be taken up with a Welsh League event at Teifi Pools.

8. Date of next meeting

The exact date was not determined but a meeting later in the year around Sept/Oct seemed appropriate. A suitable date / venue would be identified and notified later.

Meeting finished at about 4.40pm.