

**East Midlands Orienteering Association Executive Committee Meeting – 15 November 2021**

Item No	Description	Action
<p><b>Present:</b> Mike Gardner (DVO), John Hurley (DVO), Ranald Macdonald (DVO), David Olivant (NOC), Pauline Olivant (NOC), Hilary Palmer (NOC), Chris Phillips (LEI), Iain Phillips (LEI), Ant Squire (NOC), Ursula Williamson (LEI), John Woodall (NOC), and Paul Young (DVO) .</p>		
	<p>Held in person at Pace Room, Clifton, Nottingham. Chris Phillips informed the meeting that Peter Hart, the BO Chief Executive, has gone off on long term sick leave.</p>	
1.	<p><b>Apologies for Absence:</b> Trudy Crosby (LOG) and Ann-Marie Duckworth (DVO)</p>	
2.	<p><b>Approval of Minutes of Meeting on 21<sup>st</sup> June 2021</b> – The minutes of the June meeting were approved. Approved: John Hurley Seconded: Chris Phillips</p>	
3.	<p><b>Website version of minutes</b> – The minutes of the June meeting were accepted for promotion to the EMOA website. Approved: John Hurley Seconded: Chris Phillips</p>	<p><b>Mike Gardner</b> to inform webmaster.</p>
4.	<p><b>Actions Outstanding from previous minutes (not covered elsewhere)</b></p> <ul style="list-style-type: none"> <li>a) The conversation between clubs on entry systems did not take place as the entry system owner did not want to just have a roundtable to discuss the best system. He was willing to discuss with clubs any tailoring of the system to their requirements. At present both NOC and LEI are using the same system. DVO may want to discuss directly with the owner if they want to use the system. It appears to be a lot cheaper than Fabian, and monies arrive back to the club much quicker.</li> <li>b) Paul Young recommended that clubs verify any agreements with third parties to ensure they provide legal and financial cover for clubs.</li> <li>c) As regards entries it was noted that at present many events are still pre-entry and most clubs are finding late entries often coming in at the last minute, so clubs are recommended to keep entries open as late as possible.</li> </ul>	<p><b>Club Reps</b> recommended to verify any agreements with third parties to ensure they provide legal and financial cover for clubs</p>
5.	<p><b>Financial Secretary's Report</b> Paul reported that there had been limited remittance from BOF in terms of membership fees in the last few months. However, renewal emails should now be going out to members and therefore Paul expects the bulk of remittance income over the next 3 to 4 months. There have been a total of 28 events taking place in EMOA since the start of the financial year, with 7 of those attracting EMOA levies. There will be some costs for the hire of the Pace Hall for the Planners and Controllers courses.</p>	

<p>Paul has no concerns regarding the budget for the year ahead.</p> <p><b>Fraudulent Emails</b> Paul continues to receive fraud emails requesting urgent payment and said if you do require urgent payment please ensure you email and phone Paul to ensure he is able to verify your request.</p> <p><b>Safeguarding</b> Paul has today been provided with the safeguarding form which needs to be populated for EMOA. He will ensure he completes this before the January 2022 deadline.</p> <p><b>Bank Correspondence</b> It was formally agreed by the meeting that Paul Young could transfer all future bank correspondence from current named correspondent Mark Webster to himself. A letter had to be signed by two of the people currently on the bank mandate to approve this (these are currently Paul, Mark Webster and Ranald Macdonald). The meeting unanimously approved this change. Paul will arrange for a letter to be signed by Mark and Ranald to approve this. Proposed: Hilary Palmer Seconded: Chris Phillips</p> <p><b>Bank Mandate</b> In addition, the current bank mandate requires 2 of 3 signatories and currently those are Paul, Mark Webster and Robert Parkinson. It is felt that going forward there should be 2 of 4 signatories and those should be changed to Paul Young, Ranald Macdonald, Chris Phillips and John Woodall. This was unanimously agreed by the EMOA committee. Proposed: Ant Squire Seconded: John Hurley</p> <p><b>Primary User of Bank Account</b> Finally, the primary user of the bank account needs to be updated to Paul Young from Mark Webster to allow him to complete all actions. The meeting unanimously approved Paul should get this actioned. Proposed: Dave Olivant Seconded: Ursula Williamson</p> <p><b>Requests for Funding</b> A request for funding had been received on behalf of Ben Glover who attended Speyside in July. It was unclear the total cost and the committee agreed to fund upto 1/3 of the cost to a maximum limit. A further request for funding had been received from Ben Squire for the “not the Stockholm tour” which meant he went to Findhorn. A third of the cost was provided. In both cases the funding was agreed provided they both provided reports for EMEWS on their attendance at these training events.</p>	<p><b>Paul Young</b> to complete safeguarding form.</p> <p><b>Paul Young</b> to arrange for letter to be signed by Mark Webster and Ranald Macdonald and sent to HSBC to approve change of EMOA correspondent.</p> <p><b>Paul Young</b> to get bank mandate updated to new signatories.</p> <p><b>Paul Young</b> to arrange to get his name as primary bank account user.</p> <p><b>Paul Young</b> to provide the appropriate funding to both Bens.</p> <p><b>Mike Gardner</b> to review constitution in regards to funding requests.</p>
--	---

	<p>Mike Gardner was asked to review the constitution as to the agreed costs to be supported in terms of funding requests.</p> <p><b>Post Meeting Note:</b> Mike reviewed the constitution and there is no reference in the constitution to funding amounts or what can be covered in terms of grants to members.</p> <p>Going back through previous minutes Mike identified that the approach had been to always cover 1/3 of the costs provided members then wrote a report for EMEWS, and there had not been a maximum figure as far as he could tell. So there was no definition as to exactly what those costs could include.</p> <p>John Hurley had also identified the following related documents:</p> <ul style="list-style-type: none"> <li>1 The EMOA development plan. I have attached what I believe to be the most recent version which was distributed at the 2015 AGM. The last item covers "support for talent and elite orienteers to train and compete".</li> <li>2 The EMOA Standing Orders Financial Procedures, at <a href="http://www.emoa.org.uk/members/EMOA%20Constitution%20agreed%20AGM%2019%20%20September%202017.pdf">http://www.emoa.org.uk/members/EMOA%20Constitution%20agreed%20AGM%2019%20%20September%202017.pdf</a></li> <li>3 Minutes of the June 2014 Committee meeting, accessible via <a href="http://www.emoa.org.uk/members/minutes.php">http://www.emoa.org.uk/members/minutes.php</a></li> </ul> <p>Item 5 clarifies how the Financial Procedures apply to requests for support from elite and talented orienteers.</p> <p>4 See e-mail below for an example application from 2017 where the Officers did agree to make a contribution to travel costs.</p> <p>If we want to firm this area up a little, I'd suggest first updating the Development Plan to clarify what type of support we aim to provide, and then revisiting the Committee meeting discussion to agree how we will provide that support.</p> <p>In reviewing the constitution Mike noticed that while the constitution talks about the principal officers include the Financial Secretary, the later parts of the document talk about the role of Treasurer (9 references to Treasurer). Maybe we need to correct this at next AGM.</p>	
<p><b>6.</b></p>	<p><b>Development</b></p> <p>Mike Gardner had run a Planner's course which had 9 attendees. However, there were another 9 who also needed a course. Based on feedback he was considering running a further course in the new year and running it as 2 x 2 hour virtual sessions to see if that worked.</p> <p>Ranald had the Controller's course which was to be held on Wednesday, at which 9 controllers were to attend.</p>	

	<p>Joint practical sessions were planned for both Planners and Controllers at the Hardwick and Walesby events.</p> <p>Ranald hopes to host an Event Officials Conference in the Spring and invite all EMOA Organisers, Planners and Controllers to attend.</p> <p>Ranald noted that in discussions around a recent event he had heard people imply that the appendices to the rules were not rules. The appendices are still rules which should be followed.</p> <p>There is a National Development conference coming up in the new year. It will be a virtual event</p>	
7.	<p><b>Coaching</b></p> <p>Hilary said that at the last meeting she had asked club reps if they had any members who needed level 2 coach training. DVO had no-one at present.</p> <p>Hilary also reminded club reps that there are Introduction to Coaching workshops available on the BOF website.</p> <p>Ant mentioned that the EM Junior Squad were looking at succession planning for their coaches.</p>	
8.	<p><b><u>EMJOS Summary July 2021 to November 2021</u></b></p> <p><b>Training:</b></p> <p>Notts Uni sprint training (11<sup>th</sup> July) in conjunction with NOC event – 5 juniors participated in the loops planned around the Engineering buildings and residential halls. 7 other adult orienteers from the region used the same exercises for an independent training session.</p> <p>Day of training (split into morning and afternoon) on Oct 9<sup>th</sup> at Burrough Hill. We were joined by 8 EMOJS juniors and 5 juniors from West Midlands. We used the opportunity to practice contour interpretation, long compass bearings and finished off with two middle distance type loops.</p> <p>On Sunday Nov 7<sup>th</sup>, 4 juniors and 2 coaches took part in the NOC local event at Brierley and then went to nearby Oxclose wood to practice compass and pacing (over 100m and 200m legs), with blanked out maps.</p> <p><b>Junior Inter-Regionals Champs:</b></p> <p>EMJOS entered 8 athletes in the <b>Junior Inter Regional Champs (JIRCS 21)</b> held on the sand dunes of Redcar (Gare Sands) near Middlesbrough (25 &amp; 26<sup>th</sup> Sept 2021). A mix of experience running at this top junior competition, three had never competed for East Midlands before. Overnight accommodation was in North</p>	



	<p>The British Orienteering Talent Pathways have started up new super-regional training squads for 15 to 18 year olds (Talent Scotland, Talent South and Talent North). Ben S, Hannah and Jake have been invited join the Talent North squad, with training planned from November to February.</p> <p>Rachel Duckworth has been invited to the new Tier 4 British Development Squad and will continue to join the Talent North training whilst the senior coaching is in a period of transition.</p> <p><b>Future EMJOS training:</b> There is EMJOS training planned roughly once per month from December through to March. This will be a mixture of local in-region training days and weekends away. A significant future weekend will be the 15<sup>th</sup>/16<sup>th</sup> January 2022 with training at Longshaw and Big Moor. This will be a joint weekend with Yorkshire and Humberside Junior Squad and Talent North squads.</p> <p><b>Hannah Mather</b> (LOG) and <b>Jake O'Donnell</b> (DVO) are going to the Hawkshead JROS weekend in the Lakes (20<sup>th</sup> Nov).</p> <p>Ant Squire and Ann-Marie Duckworth (East Midlands Junior Squad coaches) - November 2021</p>	
9.	<p><b>Correspondence</b> The BO return for EMOA had been provided by Mike Gardner to the BO National Office.</p>	
10.	<p><b>Fixtures</b></p> <ol style="list-style-type: none"> <li>1. <b>EMOA League 2021 / EMOA Urban League 2021</b> – The EMOA Urban League for 2021 has been completed and is available on the EMOA website. Prizegiving will take place at Melbourne event on January 2nd. The 2020/2021 Forest League has a few events left and it is hoped that prizegiving will take place on 20<sup>th</sup> February at Martinshaw and Ratby event. John Woodall was asked as President to present the prizes.</li> <li>2. <b>EMOA Leagues 2022</b> – The 2022 Forest League currently has 13 events identified. Normally we use half the events plus one to score, so it is proposed to use 7 events as scoring events next year. The league currently only has handicaps upto the age of 75. It was agreed that the age class handicaps would be amended to allow for competitors upto the age of 85 from next year onwards. In terms of the Urban League there are currently 7 events scheduled, so will use 4 events to count in that scoring.</li> <li>3. <b>Future Major Events</b> <ol style="list-style-type: none"> <li>i) <b>29 Jan 2022 – Pre-Midland Champs 2022</b> – DVO – Chatsworth.</li> <li>ii) <b>30 Jan 2022 – Midland Champs</b> – NOC – Sherwood Forest (if NOC need helpers from other clubs they will let club reps know shortly)</li> </ol> </li> </ol>	

	<p>iii) <b>20 Mar 2022 – East Midlands Champs 2022</b> – DVO – Stanton Moor - will be a level B event.</p> <p>iv) <b>3 Jul 2022 - Yvette Baker Trophy Final 2022</b> – LEI – Irchester</p> <p>v) <b>8 Oct 2022 – British Schools Score Champs</b> – DVO – Shipley Park</p> <p>vi) <b>14 Oct 2023 – British Schools Score Champs</b> - LEI</p> <p>4. <b>Future Possible Events – JK 2024</b> – A zoom call took place involving Sal &amp; Dave Chaffey (DVO), Iain Phillips (LEI), Chris Phillips (LEI), and Andy Yeates. LEI have nominated event officials for their event (Steve Edgar as lead planner); DVO are discussing officials at their Fixtures meeting. The plan is to hold day 1 at Loughborough (LEI), days 2 and 3 at Beaudesert (WMOA) and day 4 would be DVO (relays).</p> <p>5. There is no nominated event for EMOA Champs in 2023. NOC would take back to their committee to see if event on 29Jan 2023 can be EMOA Champs.</p> <p>6. EMOA are due to host a CompassSport Cup heat on the weekends of Feb 12 / Mar 12 in 2023. NOC said they would not be in a position to host this. DVO, LEI and LOG to be approached to see if they could host an event in one of those weekends.</p> <p>7. Before the meeting, Ursula had circulated a report from Richard Sansbury from SWOA which had been presented to the ESG meeting. It outlined the recent change in policies by Forest England. There were major changes in terms of access and costs which could well have a radical impact on orienteering in many areas. It was felt by the committee it really needed a CEO to CEO discussion at National level to see if the situation could be improved. Chris Phillips asked for any feedback on the operation of the new Forest England system to be sent to him, so that ESG could understand the picture across the country.</p> <p>8. Ursula also passed round an upto date National Fixtures sheet for information.</p>	<p><b>Club Reps for LEI, DVO and LOG</b> to consider if could host CompassSport Cup Heat in Feb/Mar 2023.</p>
<p><b>11.</b></p>	<p><b>Reports</b></p> <p><b>1) Orienteering Foundation (Pauline Olivant)</b></p> <p>EMOA committee meeting November 2021</p> <p>The Foundation meeting in October welcomed Keith Tonkin (BL), who has agreed to look after the financial side of the Orienteering Foundation’s work. The trustees received an update from Peter Hart on the current position of British Orienteering finances to assist in the Foundations internal work going forward.</p> <p>Latest news:</p> <ul style="list-style-type: none"> <li>• The Orienteering Foundation agreed that they would take part in the upcoming British Orienteering Development conference.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Foundation is to look more closely at its communication strategy to ensure we meet the needs of the Orienteering community and deliver a highly people-friendly service.</li> <li>• The trustees discussed suggestions for further project for the Tink Tank, areas around Volunteers including Juniors were identified as possibilities.</li> <li>• A grant to the British Schools Orienteering Championship was made towards the costs of prizes and medals.</li> </ul> <p>If you would like to read more about this news or would like to find out more about the work of the Foundation please see their web site, <a href="http://www.orienteeingfoundation.org.uk">www.orienteeingfoundation.org.uk</a>, Why not sign up for the Orienteering <a href="#">newsletter</a>, <a href="#">Facebook</a>, or <a href="#">Twitter</a> accounts .</p> <p>Pauline Olivant - Trustee Orienteering Foundation - 01623 792336 <a href="mailto:p.olivant@btinternet.com">-p.olivant@btinternet.com</a></p>	
12.	<p><b>Sharing Best Practice</b></p> <p>1) John Hurley said not best practice, but DVO had some security problems on their website. It was suggested that clubs may want to regularly audit their website to ensure they meet data protection and security policies.</p>	
13.	<p><b>EMEWS:</b></p> <p>The next EMEWS is planned to be out around the end of November.</p>	
14.	<p><b>EMOA AGM 2021</b></p> <p>There were no specific actions that came up in the AGM that needed to be addressed.</p>	
15.	<p><b>Any Other Business:</b></p> <p>1) As regards Child Safeguarding / O-safe action that John Hurley brought up at the last meeting. John had followed up with Peter Brooke who told him to keep an eye on the website. However, nothing had changed so it is not clear what the exact status is of the “missing” sections (e.g. photography at events).</p> <p>2) John Hurley reported that he had produced an interim stand-alone version of the EM Junior Squad Safeguarding Policy, by cutting and pasting the relevant guidelines from the previous version of the O-Safe document to form Appendices in the Policy. Ant Squire confirmed that the updated Policy had been circulated to the EMJOS coaches.</p> <p>3) Chris Phillips reported that he had not had an answer on the working group on equalising winning times due to Peter Hart’s illness.</p> <p>4) Hilary Palmer reported that the link to the LOG website on the EMOA site appeared to be broken</p>	<p><b>Mike Gardner</b> to ask John Cooke to look at link to LOG website on EMOA site</p>
16.	<p><b>Dates and venues for future meetings:</b></p>	



	The next committee meeting will take place on Monday January 17 <sup>th</sup> and will use zoom starting at 7:30pm. We will discuss if want the following meeting to be zoom or in the Pace Room at that session.	
--	---	--

Meeting closed at 9:40pm