

East Midlands Orienteering Association Executive Committee Meeting – 04 April 2022

Item No	Description	Action
Present: Trudy Crosby (LOG), Ann-Marie Duckworth (DVO), John Hurley (DVO), Ranald Macdonald (DVO), David Olivant (NOC), Pauline Olivant (NOC), Chris Phillips (LEI), Iain Phillips (LEI), Ursula Williamson (LEI), John Woodall (NOC), Paul Young (DVO) and Hilary Palmer (NOC)		
Held via Zoom.		
1.	Apologies for Absence: Mike Gardner (DVO)	
2.	Approval of Minutes of Meeting on 17th January 2022 – The minutes of the January meeting were approved. Approved: John Hurley Seconded: Paul Young	
3.	Website version of minutes – Changes required were to remove names and figures provided in grants. In addition, the names of those with the HSBC access to be removed. The minutes of the January meeting were accepted for promotion to the EMOA website. Approved: John Woodall Seconded: John Hurley	Mike Gardner to inform webmaster.
4.	Actions Outstanding from previous minutes (not covered elsewhere) a) There were no actions outstanding.	
5.	Financial Secretary's Report Summary of transactions since last meeting: Income Since the last update, EMOA has received just over £1,600 of income. This is broken down below: <ul style="list-style-type: none"> • Membership income of £876 via BOF, which takes the Year to Date income to just £65 below the full year budget. We are due a further £32 for the month of March, so we should hit the full year target. Also, I note that as of today there are still a large number of people, spread across all clubs which have yet to renew their membership. Whilst of little impact on EMOA directly this is surely a concern both locally and nationally if this trend continues. I suspect clubs have access to the list of people who have yet to renew. If not please get in touch and we can discuss what information it might be helpful / appropriate for me to share so you can seek to understand the situation locally. • Event levies of £566, covering five regional or national events during the period. Levy relating to recent event at Burbage is not taken into account. Despite the impact of COVID we have already exceeded our full year target. 	

- EMJOS income of £162 relating to sale of cakes and contribution to costs for events at Longshaw and Beacon Hill.

Expenses

Since the last update, EMOA has incurred just under £500 of expenditure. This is broken down further as follows:

- EMJOS expense of £345 for Hathersage accommodation, coaching expenses and map printing.
- Trophies expenses of £129 for purchase and engraving.
- Bank charges of £10.
- I am still to settle the liability with the Pace Room, I have not heard back from them since early this year. The money remains available and I'm keen to settle our dues.
- At this stage in the year, it now looks like it will be another year where our net reserves for both EMOA and EMJOS increase. We may want to consider ways in which we can use the surplus money that has accrued above the £10,000 minimum kept for contingencies.

As a budget Paul believes the accounts are in a robust position due to the very good numbers competing at local events.

Actions Update

HSBC Know Your Customer

Eventually after what must be getting on for a year of to and fro, we have cleared the HSBC Know Your Customer hurdles. Thanks again to everyone who provided information, some of it very personal, to enable us to retain our current banking facility.

Bank Mandate

Paul has prepopulated the template with HSBC based on information provided by those involved. In doing so it has become apparent that not having the organisation secretary on the Mandate adds a further level of complexity and administration to the process. It was agreed at the meeting that the Minutes Secretary (Mike Gardner) should be added to the list of signatories, which would help Paul with agreeing the final mandate list with HSBC. All agreed if it helped Paul Young we should do this.

Proposed: John Woodall

Seconder: Chris Phillips.

Mandate - Ongoing

The form will be amended to show 5 members, then it will be 2 from 5 signatures. Paul expects next stage is for printing, signature capture and proof of identity.

Talent Policy

John Woodall to request the bank details be sent to PY as soon as possible.

Club Reps – to ask for ideas of how to spend the surplus money.

Mike Gardner to add item on next agenda to cover discussions on surplus funds

If **Mike Gardner** agrees, for him to send personal data to Paul Young. (**Paul Young** to send details to Mike of what needs to be completed)

	<p>The Talent policy was not discussed</p> <p>Primary User transfer Not discussed - On hold - Not able to instigate until KYC and Mandate completed.</p> <p>EMOA Constitution As went through the materials to assist Paul, Mike Gardner spotted that while the EMOA constitution clearly defined the executive post as Financial Secretary, the Financial Procedures still talked about the role of Treasurer. Mike will recommend changes to the next AGM to correct this.</p>	<p>Mike Gardner to ensure a proposal is put to next AGM to correct the Financial procedures section of the constitution.</p>
6.	<p>Development</p> <p>Ade Moseley (LOG) completed controller's course but needs more experience before full controller requirements met.</p> <p>Ranald also noted that the region should look carefully at the number of local level events (keep them high) to maintain the interest of members who have no interest of travelling to regional/national level events.</p> <p>Region Development Day still planned for October (date to be confirmed)</p>	<p>Ranald to confirm Region's Development Day</p>
7.	<p>Coaching None mentioned</p>	
8.	<p><u>EMJOS Summary January 2022</u></p> <p>Training day 13th March: morning Sprint training at University of Nottingham – Ben Squire's (EMJOS junior) three short courses preparation for JK. Afternoon score technique training: 6 regular EMJOS and 2 Loughborough School juniors, using the permanent course score maps and markers at Beacon Hill (LEI), in preparation for the British Schools Score Champs 8th Oct at Shipley Park.</p> <p>Going forward, plans are being arranged for sessions in May/June. Though at this stage not sure if these will be local or require some travel.</p> <p>The overarching JROS group planning Summer Camps and Tours is arranging 5 tours this year, which should provide good targets for squad members to aim towards.</p>	

	<p>EM Junior selections: Rachel Duckworth (DVO) has been selected again for the GB Development team and the following are part of the Talent Squad (North): Ben Squire (NOC), Jake O'Donnell (DVO) and Hannah Mather (LOG).</p> <p>Subsidising the costs incurred for sending a team to JIRCS'22 in Northern Ireland, using money from the EMJOS Deposit account and yearly EMOA budget, it was agreed by all present that Ann-Marie was to spend it to ensure a team went to the competition.</p> <p>Hilary proposed and Paul 2nd : no travelling coaches should pay as they are volunteering to give up their time for EMJOS (this was normal for this type of activity). Ann-Marie to update the rough budget and circulate to committee.</p>	<p>Ann-Marie to update the rough budget.</p>
<p>9.</p>	<p>Correspondence There had been no new correspondence.</p> <p>It was noted that Hilary has been nominated for the annual awards: Silva Award (for significant services over the years to 'field' activities)</p>	
<p>10.</p>	<p>Fixtures</p> <ol style="list-style-type: none"> 1. EMOA League 2022 – there are 13 events planned. 2. EMOA Urban League in 2022 – 7 events registered. <p>NOC would like a controller or planner for urban event at Retford 10th July – club reps to ask quickly so event can be registered.</p> <p>3. Future Major Events</p> <ol style="list-style-type: none"> i) 3 Jul 2022 - Yvette Baker Trophy Final 2022 – LEI – Irchester ii) 8 Oct 2022 – British Schools Score Champs – DVO – Shipley Park iii) 29 Jan 2023 – East Midlands Champs – NOC iv) Feb 12 / or Mar 12 2023 – Compass Sport Cup Heat – LEI – still asking for permissions v) 14 Oct 2023 – British Schools Score Champs – LEI - TBD vi) 25 Feb 2024 – East Midlands Champs - LOG <p>4. Future Possible Events – JK 2024 – Organisation is progressing well. LEI (Friday) and DVO (Monday) officials accepted in roles.</p> <p>5. Future events for EM: VHI 2028; JIRCS 2030</p>	<p>Club reps to ask planners and controllers for availability 10th July 2022.</p>

	6. Fixture committees – clubs to avoid holding events on the weekend 29 th April to 7 th May 2023 so as not to clash with Irish Champs week (hopefully attracting more people to attend)	Club reps to pass on to fixtures committees.
11.	Reports There are no formal reports. Pauline stated that the Orienteering Foundation report will be out shortly after meeting in a few weeks' time and can be included in the next EMEWS.	
12.	Sharing Best Practice None shared	
13.	EMEWS: EMEWS copy date early May	
14.	Any Other Business: <ol style="list-style-type: none"> 1) John Hurley (DVO) – DVO are investigating the feasibility of appointing a development officer for the club. He was aware of the O Foundation/CLOK paper for a similar role, also the information given by SYO may be useful. 2) Ranald – Allestree Park will be re-wilded in the near future and the owners (Derby City Council) were asking for suggestions for use. He noted it may be important not to have it only designated as a nature reserve but more as a community asset. Good example where the mixed use was Middleton Park, Leeds. 3) LOG - Craig Lucas was looking for region's controllers at Level C and could not find a useful list. All agree it would be useful for an accurate list to be available. Club Reps and Chris took the action. 4) Emma Monkman, the Access and Environmental officer, was looking for any further information from clubs. 5) Note: Chris Phillips will no longer be Events & Competition committee chair from May, therefore if anyone knew of someone interested then they should be encouraged to apply. 6) Note: Hilary Palmer is stepping down as chair of the coaching steering committee - likewise anyone interested in the role should be encouraged to apply 	Club Reps asked to send Chris Phillips a list of Level C controllers, who will collate and distribute back to Clubs.
15.	Dates and venues for future meetings: The next committee meeting will take place on Monday June 13th 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. It was noted the AGM would be in person.	

Meeting closed at 9pm