

East Midlands Orienteering Association Executive Committee Meeting – 30 January 2023

Item No	Description	Action
Present: Trudy Crosby (LOG), Ann-Marie Duckworth (DVO), Mike Gardner (DVO), John Hurley (DVO), Randal Macdonald (DVO), David Olivant (NOC), Chris Phillips (LEI), Iain Phillips (LEI), Ursula Williamson (LEI), and Paul Young (DVO)		
	Meeting held via Zoom	
1.	Apologies for Absence: Pauline Olivant (NOC), Hilary Palmer (NOC) and John Woodall (NOC)	
2.	Approval of Minutes of Meeting on 22nd November 2022 – The minutes of the November meeting were approved (with agreement that section at end of EMJOS Squad report on off-setting was superfluous). Approved unanimously by all attendees.	
3.	Website version of minutes – There were no additional changes required to the minutes, so it was agreed these minutes could be promoted to the EMOA website. Approved unanimously by all attendees.	Mike Gardner to inform webmaster.
4.	Actions Outstanding from previous minutes (not covered elsewhere) <ol style="list-style-type: none"> a) John Hurley noted that when he had talked about the Rules Update last time, he had been referring to v3.10. However, the actual version sent out was V3.10.v2. The rule 27.11 – “The start times of competitors shall not be disclosed to other competitors until entries and entry changes have closed” had been removed from this version of the Rules so no longer did EMOA need to apply a waiver to this. b) Randal Macdonald had continued to work with Peter Hart to set up an on-line database of EMOA controllers. Controllers had been requested to return a questionnaire to British Orienteering and a number of EMOA controllers were concerned that this would mean their email addresses and/or telephone details would be visible on a BO website (and could be used by malicious web surfers). Chris Phillips will check with Peter Hart to make sure these details are not visible on websites. c) Chris Phillips confirmed that Paul Murgatroyd was a level C controller (as there had been some emails with Peter Hart where there was confusion if he was level B or level C). 	Paul Young to forward documents to Mike Gardner for addition of Mike to mandate. Chris Phillips to check with John Cooke to ensure email addresses / telephone numbers of controllers not easily available on EMOA website as part of controller’s list.
5.	Financial Secretary’s Report A summary of the transactions in the last period are set out below. Income Membership income of £858 covering the period from October to end of December. We are due to receive a further £306 for January which will leave us about £100 below the full year budgeted value. There has been a turnover of treasurer’s in many of the region’s clubs. Event levy income of £326 has been received from six events across the region. There are just 2 very recent events for which levies have yet to be paid (The Outwoods (8 days ago) and Clumber Park (yesterday)).	

	<p>Bank interest of £6 on the EMJOS deposit account.</p> <p>EMJOS income of £85 relating to the JROS event at Hawkshead (in November), along with £20 EMJOS donation.</p> <p>Expenditure</p> <p>EMJOS expenditure of £112 for training maps at Allestree and travel costs to JROS (Hawkshead).</p> <p>Expenses of £49 for the prizes for the EMOA Urban League.</p> <p>Development conference (at Rushcliffe Country Park) costs of £133 in relation to the catering at the event.</p> <p>External conference costs of £49 for attendance at the British Orienteering Coaching Conference (January 2023). Paul will probably attribute this to coach development. It was agreed that any EMJOS coaches could also claim for attendance through EMOA (others could probably claim through their clubs).</p> <p>Support for talent within the region has been provided. This relates to 3 individuals who between them are involved with, or attended, British Talent Programme, Lagganlia, EYOC, Pre-JWOC and JHI. There remain x3 claims, that Paul is aware of, which are yet to be finalised. Paul expects to exceed the current year budget if all are received and supported. There are still some major events (e.g. Interland, JROS) to come so we may exceed the budget by a large amount. It was agreed by the meeting that this would not be a problem as we wanted to encourage talent, and had sufficient in the accounts to support this.</p> <p>John Cooke has renewed the domain and hosting for another year, costing £25. We have incurred bank charges of £10 in the period, with a further £5 due for January.</p> <p>Payment has been made for the hire of the Pace Room for the AGM and the November meeting.</p> <p>Other</p> <p>Paul has had no take up on the offer of the funding for the Mapping Course. David Olivant stated that this was being re-advertised today, so he may get some take up shortly.</p> <p>Mike Godfree has stated we require a M90 trophy for the EMOA Champs (as we now have a M90 competitor). Chris Phillips had agreed that Mike should purchase a trophy and send the bill to Paul Young.</p> <p>Mileage rates – Mike Gardner and Paul Young had been trying to find BO mileage rate on BO website (but seemed to be back in 2011). Chris stated there was a more recent policy in the major events area of the site - Competitions & Events - Volunteer Expense Policy.pdf - All Documents (sharepoint.com). This states “25p/mile for privately owned vehicles, plus an additional 2p per authorised passenger, to a maximum of 29p per mile”. It was agreed that EMOA / EMJOS should adopt the same mileage rate policy for the current financial year.</p>	<p>Mike Godfree to purchase M90 EMOA Trophy and Paul Young to arrange for reimbursement.</p>
<p>6.</p>	<p>Development</p> <p>Ranald had been otherwise engaged recently due to a death in the family. He is still awaiting names from LEI and LOG for the Development sub-committee members. Once he has those names, Ranald will set up a virtual call with the reps from each club to discuss Development activity further.</p>	

	<p>Ranald wanted to use the sessions not only to identify EMOA support for development at a club level, but also to identify other sources of funding that may be available for development (e.g. O-Foundation, Community funds from local councils, etc.). He also wants to use the sessions to co-ordinate development across the clubs, where appropriate (e.g. if DVO apply for a part-time official could this official also work with other clubs in EMOA).</p> <p>Paul Young had expressed some concern over the amount of budget that was identified in the previous minutes as available for development work. The committee had stated we should look to retain 3 times our annual turnover in the bank. This would only leave £1,000 for development work. This resulted in discussion on 2 fronts:</p> <ul style="list-style-type: none"> a) Is 3 times our annual turnover an appropriate amount to retain in the account? Paul believed that this figure was too high and 1.5 times our annual turnover may be more appropriate. It was agreed that this meeting was not ready to discuss this yet. It might be better to wait until April meeting when Ranald may also have a better idea of required budget for development. b) Ranald stated that development work may need to run over a long period, so we would not use all the money in one calendar year, and would need to develop a budget in accordance with the proposed development work. Ranald would hope to bring some plans forward to the April meeting. 	<p>LEI and LOG to ensure clubs provide names to Ranald for Development sub-committee.</p> <p>Committee members to consider whether 3 times our annual budget is required for future accounts. Ranald Macdonald to hold session with sub-committee and identify outline costs to April meeting</p>
7.	<p>Coaching Hilary Palmer had attended the BO Coaching Conference and provided a report on the session after the meeting.</p>	
8.	<p>EMJOS Ann-Marie Duckworth reported that there had been no training taking place since the last EMOA meeting. Numbers in the squad are currently low, so just 2 members would be piggybacking on the YHOA Junior Squad trip south this weekend. We need to get more juniors moving up from the clubs into the squad, however, the clubs currently do have a number of families with White / Yellow level youngsters, but few ready to move up to Orange.</p>	
9.	<p>Correspondence There was no major correspondence to discuss which is not being discussed elsewhere.</p>	
10.	<p>Fixtures</p> <p>1. EMOA League 2023 – all OK at this stage (Note: venues are always liable to change). Remaining events at this stage are: 5th February – LOG – Chambers Wood 25th February – DVO – Birchen Edge 5th March – NOC – Silverhill 19th March – LEI – Burbage Common 16th April – NOC – Byron’s Walk 11th June – DVO – Carsington Pastures 19th September – DVO – Kedleston Park</p>	<p>Ursula Williamson to organise prize-giving for EMOA League at Silverhill event</p>

	<p>24th September – LEI – Irchester Country Park 8th October – DVO – Longshaw 29th October – LEI – Bradgate Park 19th November – NOC – Watchwood & Calverton 3rd December – LEI – Ratby 17th December – NOC - Walesby</p> <p>2. EMOA League 2022 – the presentation for the EMOA League 2022 would take place at NOC Silverhill event on 5th March 2023 (note change of venue).</p> <p>3. EMOA Urban League 2023 – all OK currently (Note: venues are always liable to change). Remaining events at this stage are: 23rd April – DVO – Buxton 21st May – LEI – Ibstock 25th June – LEI – Barrow 16th July – NOC – Newark 20th August – LOG – Lincoln 3rd September – NOC – Nottingham University 15th October – LOG – Grantham</p> <p>4. Future Major Events</p> <ol style="list-style-type: none"> a. 12 Feb 2023 – Compass Sport Cup Heat – LEI – Beacon Hill b. 14 Oct 2023 – British Schools Score Champs – LEI - Martinshaw c. 25 Feb 2024 – East Midlands Champs - LOG d. 29 Mar 2024 – JK Sprint – LEI - Loughborough e. 1 Apr 2024 – JK Relays – DVO – Stanton Moor f. Note: Clubs are requested to encourage all members to be available to help during the JK weekend. Chris intends to write an article for the next EMEWS on the event. g. By the next Fixtures Committee meeting in mid-March Ursula needs to have nominations in place for the following in 2025: <ol style="list-style-type: none"> i. CompassSport Cup Heat ii. Midland Champs 2025 iii. EMOA Champs 2025 h. Ursula had been sent a list of events with no current host. If anyone is interested in hosting then get in touch with Ursula as soon as possible: <ol style="list-style-type: none"> i. British Schools Champs 2023 ii. YBT Final 2024 iii. Peter Palmer Relays 2024 iv. British Schools Champs 2024 v. British Schools Score Champs 2024 	<p>Chris Phillips to write article for next edition of EMEWS after the meeting to encourage all to assist.</p> <p>Club reps to go back to clubs and see who would like to host the 2025 events (Get reply to Ursula before mid-March)</p> <p>Club reps to inform Ursula if anyone interested in hosting the additional events</p>
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	<p>5. We had received a request from WMOA as to whether we would like to combine our 2 Urban Leagues (WMOA and EMOA Urban Leagues) into one league, or alternatively use some events for both leagues. After discussion it was felt that the size of the area was too big for one urban league (e.g. it could mean LOG members having to travel to Herefordshire for an urban league event). The meeting felt it would be better to retain the EMOA Urban League within the bounds of EMOA for now to keep travel to a minimum. However, the clubs would have no problem if the WMOA wanted to use one or more of our Urban League events as part of their Urban League (as long as they contacted the organising club to ensure that was acceptable). Chris Phillips to provide this response to WMOA.</p> <p>6. Future events for EM: VHI 2028; JIRCS 2030</p>	<p>Chris Phillips to provide this response to WMOA</p>
<p>11.</p>	<p>Reports</p> <p>There were no new reports (Pauline Olivant had mentioned that the next Orienteering Foundation meeting was tomorrow and she will look to provide a report for EMEWS in the next couple of weeks).</p>	
<p>12.</p>	<p>Sharing Best Practice</p> <p>Ranald stated that in terms of Controllers, he has set up a WhatsApp Controllers group for the DVO Controllers. It is a convenient way for sharing information. It is also intended to start similar groups for DVO Organisers and Planners.</p> <p>Paul Young asked if all clubs are being as financially innovative as LEI. Paul believed that Roger Edwards had done some very clever things in setting up some ideas and maybe other clubs should copy some of these ideas. One of the problems for other clubs is that many have just got new Treasurers (and do this every 3 years) which means understanding all the nuances that have been implemented by LEI is not always practical (as it takes folk a year to get used to the role, a year to get on top of it, and by the third year they are getting ready to handover!)</p> <p>It was recommended that it is good financial practice for all officials to claim their expenses for events. That way the clubs know the true cost of the event. If folk don't claim then sometime in the future others might claim and the club finds their event budget is way out. (Some officials have claimed and then forwarded their expenses to O-Foundation).</p>	
<p>13.</p>	<p>EMEWS:</p> <p>Mike has a copy date of February 20th for EMEWS (trying to spread it out a little). The next one will have a copy date in May.</p>	
<p>14.</p>	<p>Any Other Business:</p> <ol style="list-style-type: none"> 1) Following a series of emails between Chris Phillips, Paul Young and Mike Gardner it was identified that as Secretary, Mike was not one of the senior committee posts. Paul also identified a number of changes he felt ought to be made to the constitution. Prior to the meeting a set of proposed changes was circulated and discussion took place on the proposed changes and some points that were more generic which need clarification. Attached to these minutes are a proposed set of changes to the constitution with the reason why required, and a proposed updated constitution. Mike Gardner was actioned to get these out so the proposed changes can be circulated to the clubs for comment. 2) Chris Phillips mentioned we still needed a new chair, vice-chair and development officer for the AGM this year. 	<p>Mike Gardner to circulate the proposed changes to the constitution, along with the proposed updated constitution.</p> <p>Club Reps (and rest of committee) to identify potential chair, vice-chair and development officer for AGM.</p>

		Club Reps to discuss the proposed changes of the constitution with their clubs.
15.	Dates and venues for future meetings: The next committee meeting will be on Monday April 24 th 2023 at 7:30pm and will be held over Zoom. John Woodall suggested before the meeting we needed to get a booking for the Pace Room for the AGM. It was therefore proposed that this should take place on Monday 11 th September (or 18 th September if this can't be booked).	John Woodall to book the Pace Room for the AGM on Monday 11 th September

Meeting closed at 9:22pm