

East Midlands Orienteering Association Executive Committee Meeting – 3 July 2023

Item No	Description	Action
Present: Ann-Marie Duckworth (DVO), Mike Gardner (DVO), John Hurley (DVO), Ranald Macdonald (DVO), David Olivant (NOC), Pauline Olivant (NOC), Hilary Palmer (NOC), Chris Phillips (LEI), Iain Phillips (LEI), Ursula Williamson (LEI), John Woodall (NOC) and Paul Young (DVO)		
	Meeting held via Zoom	
1.	Apologies for Absence: Trudy Crosby (LOG)	
2.	Approval of Minutes of Meeting on 24th April 2023 – The minutes of the April meeting were approved unanimously by all attendees.	
3.	Website version of minutes – A minor change was made to remove the figure for amount provided for talent from section 5 of the previous minutes. With that statement amended it was agreed the minutes were acceptable for promotion to the website. Approved unanimously by all attendees.	Mike Gardner to inform webmaster.
4.	Actions Outstanding from previous minutes (not covered elsewhere) <ul style="list-style-type: none"> a) Item 3 – Mike Gardner had provided the previous approved minutes to the webmaster who has uploaded them to the EMOA website. b) Item 4 – Paul Young has still to forward the mandate to Mike Gardner for completion. It was felt it is now worth waiting to do this until after the AGM as we may have other officials to modify at that time. c) Item 4 – Chris Phillips had said there was no actual list of EMOA controllers on the EMOA website, so the action to check what was on the list was superfluous. d) Item 5 – Paul Young had provided payment to Rachel Duckworth as agreed at the meeting. e) Item 9 – Mike Gardner had included items on EMOA National Awards in last EMEWS. f) Item 9 - Chris Phillips had written to Peter Hart on behalf of the region to note our disappointment with National Awards not being given to the winners and no senior representation. He had not had a replay as of yet. g) Item 14 – Chris Phillips had not had the opportunity to contact Paul Young about standing again next year as Financial Secretary, however, Paul has confirmed he is willing to stand for one more year. h) Item 14 – Chris Phillips had yet to get in touch with LEI member to ask if interested in becoming Development Co-ordinator for EMOA next year. i) Item 14 – Club Reps had made some approaches to see if we had EMOA officials for next year (see below) j) Mike Gardner had circulated proposed changes to the constitution and a proposed updated constitution to EMOA members via EMEWS, and with the help of John Cooke added these to the EMOA website. 	Paul Young to get any forms to Mike Gardner as secretary and any new officials AFTER the EMOA AGM in September for addition of new officials to bank mandate. Chris Phillips to contact LEI member about potentially becoming EMOA Development Co-ordinator next year.
5.	Financial Secretary's Report A summary of the transactions in the last period are set out below.	

	<p>Given the timing of the meeting coincides with the end of the financial year, it is unlikely that there will be a material change between the file of the accounts sent to committee members and that presented at the AGM later in the year.</p> <p>Income</p> <p>Membership income covering the months of March, April, and May came to a total of £39. No membership income is due from BO for June. The total membership income of £1,280 for the year was just £20 adverse to the Budget.</p> <p>Event Levy income totalled £254 in the period. This related to x5 qualifying events. All event levies for the year in question have been paid over by the EMOA clubs. The total event levy income for the year of £1,454 was £14 favourable to the Budget.</p> <p>Bank interest of £8 was received in the period. Total bank interest of £26 for the year was significantly higher than the Budget of £6 due to increased bank interest rates.</p> <p>Expenditure</p> <p>Support payments for talented athletes totalled £237 in the period. This relates to x2 events from 2022, JWOC and WTOC. Total payments during the year of £1013, were £13 higher than the budget.</p> <p>Bank charges of £10 were paid in the period. Total bank and web licence costs for the year of £80 are £5 favourable to forecast. The £5 charge for the month of June is currently outstanding.</p> <p>The EMOA contribution to EOC for the 2023 calendar year of £353 was paid during the period. This was £53 lower than budgetted (but the cash payment was not forecast before the year end, see cash impact below).</p> <p>The closing bank balance for EMOA of £11,030 is just under £1,000 favourable to Budget. This is largely due to underspends on volunteer and coaching development, partly offset by the payment of the EOC contribution ahead of the year end.</p> <p>The closing bank balance for EMJOS of £3,322 is £136 lower than forecast.</p> <p>Meeting</p> <p>Paul stated that the accounts are almost ready to go to Roger Edwards as Financial Examiner, so should easily be ready for the EMOA AGM in September.</p>	
6.	<p>Development</p> <p>Development Working Party</p> <p>Ranald Macdonald had sent around paperwork from the Development Working Party to working party members and EMOA officers. He felt that there was now a form available that could be used for submissions for funding, but the detailed process to be followed still needed further refinement.</p> <p>Discussions took place on whether the Development Working Party is intended to be a long-term involvement, or whether it should be short term to establish the approach and get it started then hand over to the EMOA Committee, and also on</p>	

<p>whether the Development Working Party had final say in allocation of funds available for development, or whether this would be the EMOA Committee.</p> <p>It was agreed that the Development Working Party needed to be agile so that funds could be allocated to projects quickly. If the Development Working Party is to allocate the funds, then we would need to update the terms of reference within the EMOA Committee to set up something similar to the EM Junior Squad, where they can allocate funds to projects.</p> <p>Note: Post-Meeting Mike Gardner reviewed the constitution to see what was said about this for the Junior Squad in the constitution. There is nothing actual stated in there. All it states is “All cheques or payment instructions given against the Association funds shall be authorised by Officers nominated by, and in such combinations as agreed by, the AEC. All agreements with external Agencies (Sports Council etc.) may be signed by Officers as required by that Agency after approval by a majority of the AEC.” So, if we do state the EM Junior Squad can cover manage its own funds (which I think we do), do we need to amend the constitution?</p> <p>Also discussed was the amount of money available for development which was intended to be the surplus funds over the reserve of £10,000 (which was agreed at the April meeting). Paul Young pointed out that as we had budgeted for a loss, and potentially would do so again for next year our reserves were already getting to this £10,000 level, so we may not have funds available for development.</p> <p>One of the aims of the Development Working Party would be to work together across clubs and potentially access funds from clubs, third parties and EMOA to facilitate joint development activity.</p> <p>In summary the following actions are required:</p> <ol style="list-style-type: none"> 1) Get a new Development Co-ordinator in place for the EMOA AGM. 2) Paul Young to develop the budget for next year and identify what would be available for development based on current approach. 3) Finalise the process to be followed for the allocation of funds. 4) Revisit the agreed funds to be held in reserve by EMOA if there is insufficient funds for development. <p>The driver though needs to be item 1 as until we have someone to drive development forward this will be difficult to progress.</p> <p>Other Development Activity</p> <p>LEI are interested in when the next planning and controlling courses will be available in the region. We need to organise another training day next year to cover all the roles. This will be one of the priority jobs for the next Development Co-ordinator.</p> <p>Pauline Olivant stated that there should be an e-learning Introduction to Planning course available from British Orienteering in the autumn.</p>	<p>Get a new Development Co-ordinator in place for the EMOA AGM.</p> <p>Paul Young to develop the budget for next year and identify what would be available for development based on current approach.</p> <p>Development Co-ordinator to finalise the process to be followed for the allocation of funds.</p> <p>EMOA Committee to revisit the agreed funds to be held in reserve by EMOA if there is insufficient funds for development.</p>
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7.	<p>Coaching</p> <ol style="list-style-type: none"> 1) Hilary Palmer had been discussing with Ann-Marie Duckworth, Roger Edwards and Iain Phillips about having EMOA representation at the O-Foundation training day in the Lakes on 4th November. They have contacted clubs asking them to publicise the training day and wanted names back by mid-July in order to reserve places on the training (People could book later but potentially spaces could all be booked). Clubs reported how they were collating names for the training day. 2) The Coaching Steering Group is now the Coaching Advisory Group and Judith Holt is chair. Hilary is on as English orienteering rep. A survey has gone out to coaches, with the help of the University of East Anglia, to get more input on what is required for coach training, so that better training can be developed, especially to have some available for informal coaching events. 3) Sal Chaffey of DVO is organising a coaches first-aid course. All coaches need to renew their first-aid qualification every 3 years. Club reps were asked to see if any coaches, or others in their club, wanted to attend a first aid course. Ideally you want qualified first aiders available at every event. 4) NOC have started running their beginners MapActive course again, and have had an even better response this year with 12 people attending (compared to 5 last year). If anyone wants more information on what they are doing please contact NOC. 	<p>Clubs (Club reps) to get names to Hilary Palmer / Roger Edwards for O-Foundation training day.</p> <p>Club reps to see if any members want to attend a one day first aid course (and if so get names to Sal Chaffey)</p>
8.	<p>EMJOS</p> <p><u>EMJOS Summary April to July 2023</u></p> <p>Training:</p> <p>30th April Nottingham Trent University Clifton campus A session hosted by WMJS was held on the area. No EMJOS attended.</p> <p>21st May Rough Close (near Coventry) Another invite to join the WMJS at a small woodland area was attended by two EMJOS athletes (Ellie and Eoin). Working with the other squad they improved their compass skills. But also had an opportunity to meet up with friends.</p> <p>26th June Nottingham Trent University Clifton campus A session hosted by YHJS. Again, Ellie and Eoin attended with Toni and Ann-Marie as coaches. Ben Squire, Rachel Duckworth and Ewan Tryner attended and participated with sessions, with JWOC the following week. Paul Taylor set sprint exercises to practice route simplification, exploring how different route choices actually feel (2 routes run by both runners in pairs, then discussed), micro-O encouraging rapid movement using memory rather than slowed looking at map (very short, emphasis on pre-plan + execute from memory). Final 3 leg replay was enjoyed by the whole group ranging in ability from TD3/4 (rising Oranges) to TD5 (GB Team and Talent athletes).</p> <p>Future training:</p>	

	<p>Looking for ideas for an early September 2023 <u>local location</u> for a squad session prior to the JIRCS 2023 competition in South Wales. <u>JIRCS (23rd & 24th Sept)</u> maybe on the sand dunes again (third year running!) but access to quality areas is still not confirmed.</p> <p><u>4th November O' Foundation Lakes training day</u> – EMJOS and WMJS are planning to attend the Saturday event together. Combining the coaching staff (male/female, high mountain first aid awareness, experience of the area) and effort required. Using local accommodation to then attend the Sunday event near Ulverston. Note: East Midland region are also planning to attend the O'Foundation training day, to coach local EM members – see Events tab (November) of LEI website.</p> <p>A new squad running top will be ordered very soon. A selection of designs were created by a junior (Hannah), the junior squad members then voted for their preference and the outstanding design chosen (a clear winning design). A small quantity of sizes have been ordered but the costs per top will require part funding by EMJOS and the athletes. Approximately £50 per top. Brysos manufacturer is confirming final price including tax and delivery charges.</p> <p>Final note – more junior athletes required... Are there any ideas or plans to link up with other running clubs (cross country, athletics, team sports) that have a junior section and offer them an alternative activity experience?</p> <p>Ann-Marie Duckworth and Ant Squire (East Midlands Junior Squad coaches) - July 2023</p>	
<p>9.</p>	<p>Correspondence Mike Gardner reported the following emails:</p> <ol style="list-style-type: none"> 1) Peter Hart had circulated a controller's list to association secretaries (Mike attached a link to the agenda). Chris Phillips had also received the list and thought it was well out of date and would provide this feedback to Peter Hart. 2) Paul Young had circulated a note about year-end expenses and account status. 3) Paul Young had circulated notes after the English Orienteering AGM (see reports below). 4) Peter Brook had circulated a safeguarding report. A number of committee members asked for this to be forwarded on. 	<p>Chris Phillips to write to Peter Hart about the circulated controller's list being out of date.</p> <p>Mike Gardner to forward the safeguarding report received from Peter Brook to all committee members.</p>
<p>10.</p>	<p>Fixtures</p> <ol style="list-style-type: none"> 1. EMOA League 2023 – one event lost so far and others could be subject to change of venue. Remaining events at this stage are: 10th September – DVO – Kedleston Park 24th September – LEI – Irchester Country Park 8th October – DVO – Longshaw 29th October – LEI – Donisthorpe (TBC) 19th November – NOC – Watchwood & Calverton 25th November – DVO – Linacre (Saturday) (TBC) 3rd December – LEI – Ratby 	

	<p>17th December – NOC – Strawberry Hill</p> <p>EMOA Urban League 2023 – change in date for NOC event (Note: venues are always liable to change). Remaining events at this stage are:</p> <p>20th August – LOG – Lincoln 3rd September – NOC – Nottingham University 15th October – LOG – Grantham 22nd October – NOC – Southwell (TBC)</p> <p>2. Future Major Events</p> <ol style="list-style-type: none"> a. 14 Oct 2023 – British Schools Score Champs – LEI - Martinshaw b. 25 Feb 2024 – East Midlands Champs - LOG - Grimsthorpe c. 29 Mar 2024 – JK Sprint – LEI - Loughborough d. 1 Apr 2024 – JK Relays – DVO – Stanton Moor e. 7 Sep 2025 – Midland Champs – DVO – Chinley Churn f. 2025 – Compass Sport Cup Heat – NOC - Clumber g. Other events for 2025: <ol style="list-style-type: none"> i. EMOA Champs 2025 – LEI? <p>3. Future events for EM: VHI 2028; JIRCS 2030</p> <p>4. JK – Chris Phillips reported that the 2 areas involving EMOA all seemed to be going well. There should be a period of a number of further meetings shortly. We also have a prize-master volunteer in Judith Holt, assisted by John Cooke. Ursula will be entries co-ordinator.</p>	
<p>11.</p>	<p>Reports</p> <p>Pauline Olivant circulated the latest Orienteering Foundation report prior to the meeting:</p> <p>Latest news.</p> <ul style="list-style-type: none"> • The Foundation has 2 New Ambassadors, Caroline Mackenzie has taken over from Duncan Archer in the NE, and Philip Jones will be representing Wales. Duncan who recently moved will still continue with the website/social media role. • A grant was agreed to JROS towards their UKCC level 2 Coaching course for up to 8 young coaches, this will be held in Inverness in July. • Alastair Pedley was given a grant to help his attendance at the IOF Young Leaders Academy. • British Orienteering were given a grant towards their Aspiring GBR performance coach programme. • The Legacy donations programme was relaunched with a postcard drop at the British Championships, more information about the programme can be found here. 	

	<ul style="list-style-type: none"> The Foundation was working on a Poster template to follow on from the Newcomers retention group work. More details to follow shortly. <p>English Orienteering Council</p> <ul style="list-style-type: none"> Most proposals accepted by the meeting. With regards to the MoU with BO, this was fully endorsed, however it became apparent that EOC officers and volunteers may not be covered by BO insurance whilst overseas due to EOC not currently being listed on the BO insurance schedule. Whilst "risk" felt to be "minimal", Scott to raise with BO immediately rather than wait for annual renewal date. Discussions regarding EOC charity status concluded that there are inconsistencies in how BO, its clubs, and regions are legally set up and identified. A working group was proposed, ideally to include input from BO, to investigate and recommend next steps. It was agreed this would be brought back to the members via an EGM in due course. It was noted these findings might apply to all orienteering clubs. Regional contributions to EOC agreed as per proposal from Harriet. 	
12.	<p>Sharing Best Practice</p> <ol style="list-style-type: none"> John Hurley noted that DVO had appointed Chris Millard as Development Co-ordinator. The role has been partially funded by the Orienteering Foundation. The approach at this stage is to focus on the Derby area and see if can develop orienteering in the area. Any experiences will be shared with other clubs. Hilary Palmer noted that the NOC MapActive training did have attendees willing to travel for 45 minutes to attend which was encouraging. 	
13.	<p>EMEWS:</p> <p>Mike has a copy date of July 20th for EMEWS with intention of getting the edition out at start of August.</p>	
14.	<p>Any Other Business:</p> <ol style="list-style-type: none"> New officials for AGM – We do have a candidate for Vice-Chair in the shape of Ann-Marie Duckworth, who would be willing to take over as Chair after a year as Vice-Chair. With this in mind Chris Phillips is willing to stand for another year to help train Ann-Marie in the roles. We still need a Development Co-ordinator and Chris will contact a LEI member about this role (action covered in Outstanding Actions section). Paul Young will stand for one more year after which we will need to get a new Financial Secretary. We will need a new Vice-Chair in a year and it would be good to get new blood onto the committee so Club Reps encouraged to look for a both Financial Secretary and Vice-Chair for the following year. Mike Gardner to circulate the AGM agenda and previous minutes in next EMEWS prior to the AGM and send a reminder out just before the AGM. Ann-Marie gave a quick update on the JWOC event that had been taking place earlier in the day. 	<p>Club Reps (and rest of committee) to start to think of potential Vice-Chair and Financial Secretary for 2024 AGM.</p> <p>Mike Gardner to circulate the AGM agenda and previous minutes in next EMEWS prior to the AGM and send a reminder out just before the AGM.</p>
15.	<p>Dates and venues for future meetings:</p>	

	<p>The next meeting is the EMOA AGM which is already booked for the Pace Room in Clifton Village for Monday 11th September.</p> <p>The next committee meeting is normally arranged at that meeting and as potentially new committee members would be involved it is normally face to face in the Pace Room in Clifton Village.</p>	
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Meeting closed at 9:10pm