

**Minutes of VOA Board Meeting  
Thursday 15<sup>th</sup> September 2005  
332 Banyule Rd Viewbank 3084**

#	item	action
1.	<p><b>Present:</b> Blair Trewin (P), Ian Dodd (VP), Ruth Goddard ( Tr) and Peta Whitford ( P and D Officer) <b>Apologies</b> – Warwick Williams</p>	
2.	<p><b>Minutes of August meeting</b> Read and approved – RG and ID</p>	
3.	<p><b>Business arising from Minutes</b> Ruth stated she has opened an ING account for VOA and term deposits have been transferred to ING.</p>	
4.	<p>Reports</p>	
	<p><b><u>4.1 Promotion and Development</u></b> Peta highlighted that VicHealth has rolled over funding for 2006 – 7 VOA to receive \$25,000. She is to meet with the VOA adviser John Strachan to discuss projects next week. <b>Suggested projects:</b></p> <ul style="list-style-type: none"> <li>• Regional Vic – summer series in Macedon Bendigo and Ballarat with Bendigo keen to have a TV ad run thru WIN TV.</li> <li>• Metro summer series- target to be Southern and Northern series</li> <li>• Club Development: Club Development network and data Cards for newcomers and follow ups for newcomers</li> <li>• Coaching courses for women, older adults, juniors, 20 – 40 yr. olds.</li> </ul> <p>SRV has stated that next round of funding will be for one year only. No further details available. Peta had met with Tom Forsell ( VOA adviser) to discuss current projects – but no ideas for future at this stage.</p> <p><b>Travel allowance.</b> It was agreed that with the hugely fluctuating petrol prices that VOA would raise the rate from 52c to 55 c /km as of September 1<sup>st</sup>. Assistants rate to rise from 40c to 43c /km. Decision was to review this quarterly, or more often if the price of petrol has changed by more than 10% since the last review .</p> <p><b><u>4.2 Finance</u></b> Ruth thanked ID and BT for the many, many hours that have been put in to get VOA finances ready for Auditor. Auditor fees \$1000. Ruth explained the new format of statements and balance sheets from the MYOB</p> <p>Levies are still outstanding from three clubs who had paid for some events in 2004 at incorrect rates. Council reaffirmed in July that these levies were payable. RG to follow up with each club.</p> <p>Ian Dodd wants to streamline and make more accountable all areas of finance within VOA. i.e. VOA and Schools Treasurers, Easter 3 day treasurer, Mandy Hennessy and P and D Officer. Ian to develop system for salary claims.</p>	<p>RG</p> <p>ID</p>
	<p><b><u>4.3 Sub committees</u></b> No reports</p>	

	<p><b>4.4 Correspondence</b>  VicHealth seeking nominations for VicHealth awards for projects in 3 categories</p> <ol style="list-style-type: none"> <li>a. up to \$15,000</li> <li>b. b. 15,000 - \$75,000</li> <li>c. over 75,000</li> <li>d. VOA has not nominated any projects because it does not feel it has an outstanding project to nominate.</li> </ol> <p>DVC – re October 1st International Day for Older Person  VOA has nominated the Saturday event at Essendon ( BK) . Some small prizes have been provided by DVC to use at this event. Peta to contact organizer Geoff Adams.</p>	PW										
5.	<p><b><u>Orienteering Australia review – recommendations from meeting.</u></b></p> <p>I have cut and pasted recommendations from the paper from OA resulting from ASC dramatically slashing its funding to OA.  Worth reading as the impact on OA operations is significant.</p> <p><b><u>Finances</u></b>  <i>Recommendation</i>  That the OA budget retains reserves that would enable it to run its planned activities for eighteen months if it were to suddenly lose Federal Government funding.</p> <p><b><u>What is ‘Development’?</u></b>  In terms of development within the orienteering federation, development is to include the six areas: media, sponsorship, marketing, promotion, participation, publications and the website.</p> <p><i>Recommendation</i>  The Director Development should direct a range of facilitation strategies which aid the states to share and exchange information about the role of media, sponsorship, marketing and promotion in the enhancement of participation.</p> <p><b><u>Services for which OA should Pay rather than Seek to use Volunteers</u></b>  Besides the Editor, The Australian Orienteer, the federation has until June 2005 had five paid officers with annual contract values being at approximately the figures stated:</p> <table border="0"> <tr> <td>• Director, Administration</td> <td>\$12 000</td> </tr> <tr> <td>• Manager, National Development</td> <td>\$17 000</td> </tr> <tr> <td>• Manager, Coaching and Officiating</td> <td>\$16 000</td> </tr> <tr> <td>• Manager, High Performance</td> <td>\$15 000</td> </tr> <tr> <td>• Manager, Media, Sponsorship and Liaison</td> <td>\$6 000</td> </tr> </table> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> <li>• The duty statements for paid positions should not include any reference to the chairing of committees.</li> <li>• Individuals should not be both a director and being paid for providing services to OA, but that a person providing executive officer services should be a member of the Board in a non-voting capacity.</li> <li>• No two sets of duty statements for paid positions should contain common entries [eg liaison with the ASC, roles in relation to the NL].</li> <li>• Long term planning will be taken to the Board by the three directors and then carried forward by an executive officer with coordination provided by the President.</li> </ul> <p>Based on ideas proposed and discussed within the background briefing papers, the meeting identified four models for structuring services for which OA will need to pay.</p>	• Director, Administration	\$12 000	• Manager, National Development	\$17 000	• Manager, Coaching and Officiating	\$16 000	• Manager, High Performance	\$15 000	• Manager, Media, Sponsorship and Liaison	\$6 000	
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- A single executive officer undertaking most tasks.
- An executive officer and a head coach [incorporating aspects of the roles of both the Manager, High Performance and the Manager, Coaching and Officiating and providing a strategic overview to coaching including the coordination and support to national and state coaches] undertaking most tasks.
- A 30% reduction in each of the existing positions, but with the elimination of the position Manager, Media, Sponsorship and Liaison.
- Identify all tasks for which payment is to be made and contract each out individually.

The meeting undertook a detailed analysis of the weaknesses and strengths of each model.

#### *Recommendations*

- That two contracts, each for approximately \$20 000, be let for an executive officer and a head coach.
- The one person could occupy both positions.
- Each position needs to provide regular written reports to the Board and to be closely supervised by a Member of the Board on a regular basis.

#### **The Conduct of the Council**

##### *Recommendations*

- That no changes be made to the composition or election of the Board [other than the change from a Director, Administration to an Executive Officer].
- That no changes be made to the conduct of the Annual General Meeting or the Annual Conference, but the next Annual Conference should give further consideration as to whether the Council should consist of two or one representative from each state.

##### *Recommendation*

That the National Development Conference not be an annual event and be conducted at reduced expense in association with a carnival. Invitations to participate should be issued by the Director, Development to a well-defined target group [such as paid state development officers].

#### **The Management of Committees**

##### *Recommendation*

Improved communications techniques need to be adopted to conduct the business of the committees between meetings.

#### **The Australian Orienteer**

##### *Recommendations*

- That the compulsory subscriptions to The Australian Orienteer by the state members be increased to offset the loss of the ASC funding.
- That the Board consider reducing the level of OA development funds committed to The Australian Orienteer with the possible need for the magazine to adjust editorial practice to match budgetary constraints.

#### **The Participation by OA in the IOF**

##### *Recommendations*

- That OA honours its commitment to Hugh Cameron's membership of the IOF Council until July 2006, but that after his current term of office concludes OA not provide funds for Australia to be represented on the IOF Council.
- That OA provide funding to be represented at the biennial meetings of the IOF Congress, but only be represented at the biennial meetings of the Presidents Committee if someone is conveniently available to attend at minimal cost.
- That OA continue to seek to be represented on IOF Committees, but on the understanding that no costs will be borne by OA.

	<p><b><u>The Priorities within High Performance</u></b></p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> <li>• That the Australian aspects of the program be retained in their present form.</li> <li>• That the international aspects of the program be retained, but with reduced total expenditure in line with the briefing paper provided by the Director, High Performance.</li> <li>• That the selection of the WOC team be retained at a maximum of six males and six females, with the selectors continuing to stringently apply the selection criteria relating to benchmark performances.</li> <li>• That the OA retain its commitment to increasing the funding of MTBO activities, with the Board and the MTBO Committee working towards an agreed strategy based on parity of participation.</li> </ul> <p><b><u>Sources of Income</u></b></p> <p><i>Recommendations</i></p> <ul style="list-style-type: none"> <li>• That from 2007, the states pay a small levy on each event they conduct, ie a new levy on all non-National fixture events. [Initial estimates suggest that \$7500 will be raised for each 10 cents of the levy.]</li> <li>• That OA provide funds to enhance the online systems of its website in order to provide improved data that will assist in devising new strategies to improve participation.</li> </ul>	
6.	<p><b>2006 VOA budget and fee recommendations</b> BT/RG presented paper with recommendations to go to the October Council meeting. At this stage, no major changes are anticipated to the existing forward estimates for 2006 and 2007.</p> <p><b>Fees and levies:</b> Family and Senior Individual increase by \$5 each, (cost of OA magazine increase) Junior to be 50% of Senior. Club affiliation fees and event levies to increase by 2-3% in line with CPI. Schools to inc by \$5.</p> <p>Ruth suggested that the <b>Controllers fee</b> set up be returned to the responsibility of the organizing club rather than the VOA.</p> <p>Exact event levy increases to be developed for October meeting.</p> <p>Discussion re non members levies being split 50:50 between VOA and Clubs rather than it all (100%) going to VOA. This applies more extensively in MTBO. Further discussion needed with MTBO committee.</p>	<p>RG/ID</p> <p>RG/BT</p>
7.	<p><b>Fixtures</b> Thanks to Tom Norwood for drafting up 2006 calendar of events. Formally adopted the fixture list as it stood subject to final fine-tuning. ID/RG</p>	<p>BT to discuss fine details with TN</p>
8.	<p><b>Operational Plan</b> Went through the Operational Plan assessing each section and project as to : completed, on going or not completed with a ranking for priority</p>	
9.	<p><b>Meeting closed</b> <b>10.45pm</b></p>	
10	<p><b>Next meeting – Council meeting ( all clubs need to be represented)</b> Friday 21<sup>st</sup> October at ORC: 332 Banyule Rd Viewbank 3085.</p>	