

Minutes of Meeting

What : Board Meeting – Orienteering Victoria
When : Thursday 20th November 2014
Where : Westerfolds Park
Present : Bruce Arthur (President)
Ruth Goddard (Treasurer) Peta Whitford
Craig Feuerherdt (VP) Carl Dalheim (Secretary)
(Skype) from 7:45pm

Apologies : David Jaffe (DJ), Dennis Mews (DM)

Meeting opened at 7.27

1. Minutes accepted Approved (BA/RG)

2. Recognition report format items (BA)

Special thanks from the board to all participants of the membership sub-committee for their hard work, and the clubs for their support.

Thanks to Ruth for the fees and levies work.

Recognition of Ian Dodd for the simplification in the registration methodology and the tables to capture membership; acknowledged that this was pioneered by Bendigo OC.

Recognition of the (perceived) growth in the participation at the Melbourne Bush-O events.

Observation that 'Sprint in to Spring' is also seeing growth; and provides and a safe environment for the kids to compete and enjoy Orienteering.

BA will send out some emails to various individuals and sub-committees recognizing their efforts and contribution to Orienteering in Victoria.

BA presented 'draft' scorecard and subcommittee status report formats. The intention is to have as these as the report mechanism to the board and council. These draft documents will provide focus, tracking, and in time can be revised. The ambition is that our paid officers and sub-committees will embrace these and use them as the vehicle to drive the strategic objectives of OV. To support this we need to filter these down to the sub-committees and seek their support to now use these as the structure for their reports. This will enable us to review and re-prioritise any non-standard activity and provide guidance on these in terms of continuing, or discontinuing. The scorecard would be a permanent agenda item at a board level.

ACTION: DJ to sit with DM and provide guidance on completing it. *Note: in December the only report in the new format will be from PW.* CD to provide the draft report formats to the sub-committees, with a narrative around the purpose and any questions should be presented to the board. Ensure the sub-committees understand the first reports will be a work progress, and further guidance and support will be provided at council. At Council the board will work with the sub committees and help them with aligning activities to the report.

2. Matters Arising from Previous Minutes

3. Previous actions

- a) DJ to work with DM on the 5 prioritised areas (i) Mel Bush O , (ii) Street to Sprint , (iii) Support for Schools Program especially targeting parents of students through school weekly e-mails, (iv) The Win Back Campaign, and (v) Leverage the Australian O Carnival 2015 – in progress. **Retain this action.**

- b) DJ to assist DM in establishing a pool of Orienteers' who can be called upon for promotional work on behalf of OV - **Remains open and with DJ.**
- c) DJ requested assistance from BA regarding succession planning/ job descriptions and employment. Board members to supply outline of minimum roles - **share the document with Peta, keep action open, re-introduce in a few months.**
- d) The new **Membership Review** paper – **closed.**
- e) Department of Justice (DOJ) Annual Report. BA to seek copy of form presented to DOJ by Don Fell. OV to include DJ as Vice President/ Secretary for the purposes of naming a secretary on the Annual Statement. - DOJ has provided an email response indicating they have received the notification of new Orienteering Victoria secretary - **closed.**
- f) The 5 Star Visions project to start Jan 1st 2015. DJ to present the 5 Star Visions to October Council Meeting. Reporting's of progress within each discipline/ group to be included on the Meeting agenda. Commence after October, **carry forward and keep open.**

4. Schools Team Management – discuss after 2014 Schools Carnival in Western Australia include in October Agenda Need to have discussions with Steve Bird, Philippa and Steven, and Nicky Stevens. Determine their plans for next year. Steve's employer is tightening up on his leave. It is worth seeking the views of Steve Bird, Philippa and Steven, and Nicky Stevens; determine gaps. General Recognition that the parents are probably the key source of potential managers for the 2015 junior team. **ACTION - BA and CD**

5. OV Membership Implementation update – CF provided a summary of the implementation thus far. All but 5 clubs - AW, CHOC, MFR (now set up by BA), Tuckonie, and EU - have set up their 2015 membership in Eventor. A good example of the approach is Bendigo.

(To assist with better audio from Craig **ACTION** CD bring along a speaker box)

6. 2015 Fees and Levies, one item – RG presented an assessment of levies. Park and Street is a cheap operation, but a lot of money is involved, the season ticket is the issue. Because levies are now a bigger source of income for OV, this needs investigation. Non-payment is also an issue. CF commented the participation numbers are known via the results.

7. Orienteering Australia conference papers – all

RG and DM are attending as OV delegates. RG will discuss finance. Craig attends as an OA board member RG presented 8 recommendations from the Cost Allocation paper that will be an agenda item at the conference. **ACTION** All of the board to read, and provide recommendations or suggestions back to the attendees

8. Any other jobs for the Danish boys – all
CD presented the summary of activity thus far.

9. December board meeting date – 18th of December 6:30 at Ruth Goddard's house.

Reports

- a) Finance (RG) – tabled monthly statements making a small surplus. RG advised the board of her absence from before Xmas to mid Jan.
 - b) Promotion and Development, and correspondence (PW) - tabled report. PW concerned about the number of people to assist and challenges experienced during the competition. The Board not keen to limit numbers. PW advised that we need finish helpers, computers, and general help with questions. PW suggested that where a school sends large numbers that we request some helpers from them; maximise the technology; provide advice on the next events. PW very appreciative of the work from Jim (this should be acknowledged by the board). PW discussed the schools membership fee of \$105, suggesting a reduction in the fee to \$80-85. PW keeps a record of the participants. PW suggested we capture the grade 6 winners, invite them to further events.
- PW enquired about the storage of documents. CD advised he can produce workflow instructions on the storage of documents on 'Google docs'.

c) Communications & Marketing (DM) – tabled report.

d) Urban sub-committee – Prizes update (CD) on behalf (DD/MF)

CD presented the advice around the prizes change.

e) MTBO sub-committee (PC) – tabled.

f) Bush sub-committee (MH) – no report

BA discussed his request of the sub-committees about the awards and recognition; awaiting a response from the sub-committees.

g) Juniors (CD) – tabled.

h) SI sub-committee / Feedback – no report (ID)

i) Membership report – no report (RE)

j) Australian Carnival 2015 – uploaded.

Other business.

ACTION Update the honour board with Jenny Bourne’s recent success.

Two Federation Uni students contacted PW to attend an OV event for their Outdoor ED.

Meeting closed at 9:39.