

1 Document Information

Reporting Manager	Carl Dalheim	Document Version No.	Final
Quality Review Method	Peer Review	Document Version Date	14/12/2016
Prepared By	Carl Dalheim	Preparation Date	11/12/2016
Reviewed By	BA	Review Date	11/12/2016

2 Distribution List

From	Role	Phone
Carl Dalheim (CD)	OV Secretary	0400 082 871

To	Role	Phone	Attendance (Y/N)
Bruce Arthur (BA)	OV President		
David Jaffe (DJ)	OV Vice President		
Margi Freemantle (MF)	OV Vice President		
Ruth Goddard (RG)	OV Treasurer		
Carl Dalheim (CD)	OV Secretary		
Peta Whitford (PW)	Education Manager and Sports Administrator		N
Kate Morris (KM)	Project Coordinator		N

*Action Types: Approve, Accept, Review, Inform, File, Action Required, Other.

3 Meeting Specifics

Forum	Orienteering Victoria December 2016				
Purpose	Review prior board meeting, progress current agenda				
Meeting Date	12/12/2016	Start Time	20:00	End Time	22:00
Meeting Location/Tele Conf #	Ruth Goddard's house				
Chairperson	Bruce Arthur	Phone	0458 391 261		
Minute Taker	Carl Dalheim	Phone	0400 082 871		

4 Meeting Agenda

Time	Topic	Completed	Presenter
20:35	Accept November board Minutes	Y	BA
	Apologies – PW, DJ.	Y	BA
	OA conference report <ul style="list-style-type: none"> Focus on OV actions 	Y	RG
	SRV/OA Projects	Y	CD
	Strategy Day <ul style="list-style-type: none"> Do we need to review our current strategy – now 2.5 years in on a 5 year strategy. Are we trying to do too much? What is working? What isn't working so well? What should we do more of? What should we do less of? 	Y	DJ/CD
	Succession planning for 2017	Y	BA/All
	Report – Finance – on OV site	Y	RG
	Report - Education Manager and Sports Administrator	Y	PW
	Report - Urban sub-committee	Y	MF
	Report - MTBO sub-committee	N	PW
	Report - Bush sub-committee	N	NB
	Report - Juniors Transition team	Y	AR
	Report – SI sub-committee – nil to report	N	ID
	Report - Membership report – on OV site	N	RE
	Other Business	Y	
22:45	Meeting close		

5 Open Action Items

No.	Description	Owner	Due Date
July-a04	Discussion for next Council - event organisation and SI equipment	All	October council
July-a05	Determine WEB developer for OV site	All	TBC
Aug-a02	Coaches in residence – follow up with Mikkel	DJ	In progress
Aug-a04	Determine interest of MFR in NOL Sprint March next year	BA	In progress
Aug-a07	Margi confirming major event	MF	Sept Board
Sep-a06	Margi will determine the budget for the P&S meeter-greeter	MF	In progress
Sep-a08	BA to send MF Jennifer Gregory from Standout Online contact details	BA	In progress
Nov-a01	Carl advise John Ewels (CHOC) of reduced fee	CD	Done

Orienteering Victoria Meeting Minutes

No.	Description	Owner	Due Date
Nov-a02	Ruth to confirm all clubs have paid 2016 club membership	RG	In progress
Nov-a03	Margi to contact Ian Prosser regarding MSW in 2018, March 11-12	MF	In progress
Nov-a04	DJ will produce a paper expressing OV views regarding the Funding model.	DJ	Done
Nov-a05	Carl to contact Blake to act as MTB OA contact	CD	In progress
Nov-a06	Carl to contact Roch to continue with coaching post Noora/Lotta Brodie is an option	CD	In progress
Nov-a07	OV Board to consider what the PAS series leader and scorer could receive in recognition	CD	In progress
Nov-a08	OV Board to consider a backup for Ted G – he is best to determine this, maybe Dion.	MF	In progress
Dec-a01	BA put together a coaching coordinator JD, circulate with the board.	BA	In progress
Dec-a02	CD to seek SRV/OA budget details from Ruth.	CD	In progress
Dec-a03	CD providing dates of Noora/Lotta dates with their hosts to Ruth. Ferg/ Mari – Noora 08/10 to 12/12 Tash/Warren – Lotta 06/10 to 12/12 – Noora for 2 days (not important)	CD	In progress
Dec-a04	MF contacting Craig regarding Google Analytics.	MF	In progress
Dec-a05	BA to circulate budget details to the team.	BA	In progress
Dec-a06	KM baseline how we are tracking against the 5 Star strategy – living our strategy	KM	In progress
Dec-a06	Prior to Strategy Day - ask the junior 'How does OV support juniors'. 'Are we assisting adequately?' 'What events are you enjoying?' 'What training activities are you enjoying?'	CD	In progress
Dec-a07	Strategy Day – host it in Bendigo. End of Bendigo 2 day event? Asking Julie Flynn.	CD	In progress
Dec-a08	Raise the board profile via the Newsletter/Bulletin, e.g.tise the meeting.	CD	In progress
Dec-a09	'Victoria Child Safety Standards' discussed with the board; PW to proceed to determine how we incorporate this in to our operational structure.	PW	In progress
Dec-a10	CD to advise Anne to proceed on all 5 recommendations	CD	In progress
Dec-a11	Is anyone in MFR keen to become and "bloggr" when we have revised the OV site	CD	In progress

6 Closed Action Items

No.	Description	Owner
Sep-a01	Ask Craig, and do we have a backup to Craig, suggested as - projects@vicorienteering.asn.au	CD

No.	Description	Owner
	Craig: how does Kate access this? Provide to Craig Kate's details, mobile and email address.	
Sep-a05	<u>Membership and club registration fees.</u> RG to further bolster the argument, that we don't want to charge individuals more. We have costs increasing, we would rather increase the cost on the clubs, than individual members.	RG

7 Discussion notes

General Minutes from meeting held Novem 2016

20:00

Accept November board Minutes

Apologies – Peta Whitford and David Jaffe

General discussion to commence the meeting

Commentary from Ruth at the OA, that Orienteering expensive with the Sporting Schools umbrella. It may just continue until June.

Roch contract until end of December, can be extended.

ACTION – BA put together a coaching coordinator JD, circulate with the board.

Possibly Brodie (become the OV coaching coordinator as the alternate to Roch) build a plan for Mikkel.

Can Natasha step up as well.

Margi – Nov-a03 working with Ian Prosser on the MSW 2018, sending details and seeking assistance from BA. Include a MFR run relay?

Nov-a08 – BA and Jim stepping up to assist Ted, and Dion continue course setting.

Aug-a07 – Margi update on Neil's position. MF will document our response back to Greg Barbour (especially regarding no Easter in Victoria for 11 years.)

OA conference report

- Ruth summarised various aspects of the conference from her report.
- Note to Secretary, be mindful of next round of changes in Eventor (Carl).

SRV/OA Projects

ACTION – budget details from Ruth.

ACTION – providing Noora/Lotta dates to Ruth.

ACTION – MF contacting Craig regarding Google Analytics.

ACTION – BA to circulate budget details to the team.

Strategy Day

- Do we need to review our current strategy – now 2.5 years in on a 5 year strategy.
- MF – examine the total event strategy, and examine it in light of the pathway.
- Financial conversation – open up on our situation, e.g. our reserves. Legacy fund – Rockhopper fund. Different name of the item. How do we make the best use of the reserves we have.
- Office Manager idea – who could this be at 2 days a week.
- ACTION – Kate baseline how we are tracking against the 5 Star strategy – living our strategy Number 1. is discuss the 5-Star Strategy – how are we tracking and living the strategy.

Number 2. How do we support our athletes in way to lift their performance?

Open the discussions in Q&A manner.

Should OV have specialised resources, set-up/pull down teams, IT teams to run the 'race systems'.

ACTION – host it in Bendigo. End of Bendigo 2 day event? Asking Julie Flynn.

How do we encourage the juniors to come along.

ACTION - ask the junior 'How does OV support juniors'. Are we assisting adequately? What events are you enjoying? What training activities are you enjoying?

The need for officers to do things.

Succession planning for 2017

Bruce keen to step down post-AGM. BA Asking the board to consider candidates.

Ruth ok to continue the bookkeeping aspect. Ruth suggesting a separate person to act as the Finance board member – to provide advice. Ian will continue to provide the detailed support.

In both cases 6 month to consider these roles.

RG – OV board lacking an induction document.

Report – Finance – on OV site

Report - Education Manager and Sports Administrator.

ACTION – PW Victoria Child Safety Standards; discussed with the board; PW to proceed to determine how we incorporate this in to our operational structure.

Report - Urban sub-committee – ACTION - MFR anyone keen to be an Orienteering 'blogger'.

Report - MTBO sub-committee

Report - Bush sub-committee

Report - Juniors Transition team

1st recommendation – Anne should touch base with Raelee to the essential events to qualify.

2nd recommendation – Pairs category, advise PW to include pairs category in the Secondary.

3rd recommendation – OV board very keen on the idea, can you facilitate this Anne? Maybe a phased approach Anne – what do you need?

- Coach accreditation – OA website states that our state coaches accreditation has expired. Anne – what are you seeking.

4th and 5th recommendations – Anne – we are interested to know who may be keen to step up in to leadership role; then we can work with them.

Report – SI sub-committee – nil to report.

Report - Membership report – on OV site.

Other Business

Report – SI sub-committee – nil to report

Report - Membership report – on OV site

Other Business

Meeting close 22:45