

## 1 Document Information

Reporting Manager	Carl Dalheim	Document Version No.	Final
Quality Review Method	Peer Review	Document Version Date	24/07/2016
Prepared By	Carl Dalheim	Preparation Date	17/07/2016
Reviewed By	BA	Review Date	18/07/2016

## 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		N
David Jaffe (DJ)	OV Vice President		
Margi Freemantle (MF)	OV Vice President		N
Ruth Goddard (RG)	OV Treasurer		
Carl Dalheim (CD)	OV Secretary		
Peta Whitford (PW)	Education Manager and Sports Administrator		
Neil Barr (NB) – via Skype	Chair – Bush Committee		
Julie Flynn (JF) – via Skype	President – Bendigo OC		

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

## 3 Meeting Specifics

Forum	Orienteering Victoria July 2016			
Purpose	Review and Action Prior Board meeting			
Meeting Date	21/07/2016	Start Time	19:00	End Time 21:30
Meeting Location/Tele Conf #	ORC Westerfolds Park 7pm   no conference number			
Chairperson	David Jaffe	Phone	0438 652 396	
Minute Taker	Carl Dalheim	Phone	0400 082 871	

## 4 Meeting Agenda

Time	Topic	Completed	Presenter
	Accept March board Minutes	Y	DJ
	Apologies – Anne Robinson, Margi Freemantle, Bruce Arthur	Y	DJ
	Project Co-ordinator	Y	DJ
	Coaches in Residence	Y	DJ
	Yarra Valley Grammar – green light to Map.	Y	CD
	Report – Finance – on OV site	Y	RG
	Report - Education Manager and Sports Administrator – on OV site	Y	PW
	Report - Communications & Marketing		
	Report - Urban sub-committee – on OV site		
	Report - MTBO sub-committee – on OV site	Y	PW
	Report - Bush sub-committee	Y	Neil Barr (NB)
	Report - Juniors Transition team		
	Report – SI sub-committee		
	Report - Membership report		
	Other Business		
	Meeting close		

## 5 Open Action Items

No.	Description	Owner	Due Date
Jan-a06	Produce a 'promo' based upon what was produced for Junior Primary Schools in 2015.	AR	30/01/16
Jan-a08	Approach schools with a talent identification process, e.g. OV has seen what you have done, and done well, we can give you a programme.	Owner?	
Jan-a09	Retention strategy for older juniors – item for July Board	CD	
Jan-a10	DJ/CD define Boarding School list	CD/DJ	
April-02	David Jaffe to investigate Eureka and AWOC (Leigh Privett) interest in hosting coaches	DJ	07/05/16
April-08	CD/DJ to evaluate junior members and determine some pathway activity	CD/DJ	25/04
April-09	DJ to contact Margi regarding MSW, alternate year approach Sprint then Bush	DJ	07/05/16
April-10	DJ to contact Blair/Lance Read/Nick Dent to seek a locked in NOL for the MSW weekend in 2017	DJ	07/05/16
April-11	BA to seek the plans for the Girl's Pathway and Talent Identification projects	BA	07/05/16
April-12	CD/DJ to discuss plans for preparing for Aust Schools with parents and juniors at SS2	CD/DJ	25/04/16
July-a02	Write induction pack for Kate	CD	31/08/16

No.	Description	Owner	Due Date

## 6 Closed Action Items

No.	Description	Owner	Due Date
April-13	CD to contact Ian and advise of the board's view on the report Update: Email sent to Ian.	CD	Done
April-07	BA will place an article in the Newsletter calling for board nominations from Committees	BA	Done
April-06	PW will put together the Life member pack for the nominee – Jim Russell	PW	Done
April-02	CD to investigate MFR interest in hosting coaches Update: Email sent to all members 23/04 – the Key family	CD	Done
April-03	BA contact Angus; guest speaker role at AGM	BA	Done
July- a01	CD Contact Kate Morris, establish interview date, undertake interview (CD/DJ/BA)	CD	Done
July- a03	Confirm host interest from Bendigo – both Andrew Cameron and Craig Feuerherdt	CD	Done
July-a04	Discussion for next Council - event organisation and SI equipment	All	September Council
July-a05	Determine WEB developer for OV site	All	TBC

## 7 Discussion notes

General Minutes from meeting held July 21 <sup>st</sup> .
19:41 Meeting commenced.
Apologies – Anne, Margi, Bruce.
Accept April board – proposed – David, and seconded Carl.
<u>Project Co-ordinator role</u> General discussion regarding the difficulties. ACTION, during the disucussion Carl sent a second email sent to Kate Morris. ACTION, an induction pack to be written. Potential site, Ethicaljobs.com.au Ruth has sent a contract sent to Roch. Bruce and David to continue to follow up.
<u>Coaches in Residence</u> David advised about the two Finish girls, a formal assessment to follow. Agreed that a more formalised approach required than last year, including contracts. Hosts include – Leigh Privett, Cormac McCarthy, Bendigo (ACTION during the meeting Carl sent an email sent to Craig and Andrew Cameron - confirmed), Dalheims can host for a while, yet to confirm the Keys. Julie Flynn joined the meeting (via Skype) Bendigo – would like training sessions, and keen to host.
Yarra Valley Grammar – green light to Map.
<u>Finance</u>

In summary very good, grant money has landed, esp. Sporting Schools.  
Preparing budget for Council in October.  
Club affiliation too low.  
Ensure funded claims go through Peta as well as Ruth.

#### Education Manager and Sports Administrator

No Bendigo Primary Champs – Neil advised Jim is doing many other things, so not an issue.

Several workplan items discussed (as detailed in the report).

2a – How many people will receive social media training - 10 people, approach ACTION re-engage Jennifer

2b – Number website visits, talk to Jennifer/Margi regarding website builders.

3a - How many local coaches will be involved working with the Coaches in Residence?

Suggested that all juniors start the coaching certification path; Roch could manage this.

5a - 5.(a) Re workshops provided How many participants will attend and How many Club will be represented

Report - MTBO sub-committee, presented by Peta.

#### Bush sub-committee

A general discussion.

Neil discussed a few things he has been doing, e.g. produced a manual for O-Lynx (on the Bendigo website).

A manual to organise events is coming from Neil.

Should we pay people to run the events?

Critical skills - event organisation and SI equipment – ACTION discussion at Council.

Mentioned that Julie emailed Laurie regarding event calendar.

Bendigo seeking other Melbourne clubs to run Bendigo delegate events, esp. in Castlemaine area.

Meeting closed – 9:14