

1 Document Information

Reporting Manager	Carl Dalheim	Document Version No.	Final
Quality Review Method	Peer Review	Document Version Date	23/03/2016
Prepared By	Carl Dalheim	Preparation Date	14/03/2016
Reviewed By	BA, CF, RG	Review Date	15/03/2016

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		Yes
David Jaffe (DJ)	OV Vice President		Yes
Craig Feuerherdt (CF)	OV Vice President		No
Ruth Goddard (RG)	OV Treasurer		Yes
Carl Dalheim (CD)	OV Secretary		Yes
Peta Whitford (PW)	Education Manager and Sports Administrator		Yes
Anne Robinson (AR)	Junior Transition Officer		Yes

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

3 Meeting Specifics

Forum	Orienteering Victoria March 2016			
Purpose	Review and Action Prior Board meeting			
Meeting Date	17/03/2016	Start Time	19:00	End Time 21:30
Meeting Location/Tele Conf #	ORC Westerfolds Park 7pm no conference number			
Chairperson	Bruce Arthur	Phone	0458 391 261	
Minute Taker	Carl Dalheim	Phone	0400 082 871	

4 Meeting Agenda

Time	Topic	Completed	Presenter
19:40	Accept January board Minutes	Yes	BA
	Apologies – David Jaffe and Craig Feuerherdt	Yes	BA
	Ralph and Peter wrap-up – carried over to Easter	No	CD
	Update on Marketing Activity	No	BA/DJ
	SRV funding	Yes	PW
	Hancock Plantations	Yes	PW
	Report – Finance	Yes	RG
	Report - Education Manager and Sports Administrator – on OV site	Yes	PW
	Report - Communications & Marketing	No	
	<p>Report - Urban sub-committee</p> <p><i>Email content from Margi</i></p> <p>Follow up to Strategy Day</p> <ul style="list-style-type: none"> - We hope to continue with the social media project <p>Park and Street</p> <ul style="list-style-type: none"> - The winter brochure has been published and events start next week. <p>Melbourne Sprint Weekend</p> <p>We have received some fantastic feedback and the event seems to have been enjoyed by all. Having a centralised team worked very well and we received a lot of comment on the consistency of the event as a whole with it looking like a single event and not a group of separate events. Factors helping this was the common look and feel of the maps and having the same event layout at each event.</p> <p>Risk Management Form</p> <p>In the organisation of the Sprint weekend it became apparent that the OV Risk Management form requires an update as it is specifically designed for bush events on Parks Victoria land.</p> <p>Street orienteering already has its own form so can be excluded from any update, but more of our events are becoming urban based (Sprint and some MelbushO) and have a variety of landowners. The form needs to be updated to accommodate this with more drop down boxes and a higher number of free form text boxes. This includes the numbers for Parks Victoria and DSE being part of a drop down box and only selected if needed.</p> <p>It is very unprofessional having to manually rule out numbers and insert other contact names and numbers such as University Security numbers which is the work around we had to follow.</p>	No	DD/MF
	Report - MTBO sub-committee	Yes	PW
	Report - Bush sub-committee	No	MH
	Report - Juniors Transition	Yes	AR
	Report – SI sub-committee	No	ID

Time	Topic	Completed	Presenter
	Report - Membership report – on OV site	Yes	RE

5 Open Action Items

No.	Description	Owner	Due Date
Mar-a01	Assist Warwick with Hancocks Plantations	BA/CD	
Jan-a01	Contact John Ewels regarding the venue for February Council. Note: the date and venue may change	CD	Complete
Jan-a02	Advise UOC that the board will structure strategy day to focus on Urban Orienteering, and the marketing of it; link it back to the UOC request.	Owner?	Complete
Jan-a03	Advise Rebecca of change to Tuesday, and re-adjust her cut-off contribution deadline.	CD	Complete
Jan-a04	Secretary advise the Club Secretaries to ensure they have an opportunity to attend the Training Day on February 27 th and 28 th , copy Anne, any questions should be directed to Anne.	CD	Complete
Jan-a05	Anne provide the “40” newbies an update of what’s coming up, including the Junior School Champs in May.	AR	30/01/16
Jan-a06	Produce a ‘promo’ based upon what was produced for Junior Primary Schools in 2015.	AR	30/01/16
Jan-a07	Secretary to contact Yarra Valley. Meeting set with YV Deputy Principal – 21/03/16, 9am.	CD	Complete
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 March Board	CD	
Jan-a10	DJ/CD define Boarding School list	CD/DJ	
Jan-a12	Post to Newsletter, Need a female, two managers, no constraints, mention funding.	CD	
Jan-a13	Email to Steve Bird to set the a selection criteria, and selection events, Melbourne Sprint weekend ** would need to be in the Newsletter soon **	CD	
Jan-a14	Secretary update OV site with AGM and Council dates	CD	Complete

6 Closed Action Items

No.	Description	Owner	Due Date
1.			

7 Discussion notes

General Minutes from meeting held March 17th.

Meeting commenced 19:10

Apologies – David Jaffe and Craig Feuerherdt.

Finance discussion

Ruth has recommended we have contracts with OV employees. Ruth will draw up details for our OV employees, to provide some clarity. Recommendation that the hosts make some claims for expenses. Ruth will produce a document to provide clarity needed regarding how many coaches, money, structure again for next round.

At Easter the Arthur, Jaffe, Dalheim and Key families will meet to discuss the report from the boys and our own views.

SRV Funding

Full \$40k. Remove OA components. A project officer to take over the management of the SRV projects – needs to advertise.

Change Website(wording) to focus on social media and communications.

Peta meeting again with Michelle Khoo (SRV) officer. Report back to the board post easter.

Junior Transition discussion with Lara.

A draft report written, but not yet available for release – includes the interviews.

Request for closer ties from Transition team (e.g. Anne and Lara) to Coaches in Residence.

Priority Senior girls gap request to Lara to consider heightened focus. Determine who the schools are, then build a pathway for them.

We need to offer a program, and get some of the girls to some events before the Schools champs.

Scouts, is another channel. Scouts to MelbBushO (Westerfold). Board approval to provide the scouts some details.

Board advised that we are happy for Anne and Lara to collaborate with Scouts

Draw up a proper contract. Lara and Anne will build a plan for Ruth.

Advice to the Bush Committee regarding Event registration and OV membership. ACTION – seek clarity from Bruce.

MelBushO – meeter greeter

Lanita agreed to continue the meet and greet.

Management of Schools team

- (i) Schools team, manager role vacancy, as yet unsuccessful. We need a female in the team.
- (ii) No luck with Aislinn.
- (iii) currently talking to the parents – flights and accommodation included.
- (iv) Drive a twelve seater bus.

From Bruce – post meeting “Raelee Eenjes expressed an interest in the manager role. I am almost certain that Serryn will make the junior girls team. Raelee just has to talk to Serryn to convince her that it would not spoil her experience if her mum was on the team.

Cormac McCarthy also said that he could help to organise pre-trip team logistics, although they had already organised their QLD trip.

Hancock Plantations

ACTION – Carl and Bruce to assist Warwick with Hancocks Plantations.

MTBO report, bond issue a concern.

Yearbook – request sent to Dion.

Any special format, and guest speaker ideas for the AGM

Coaches in residence, next move confirm hosts

Meeting close 21:12.