

1 Document Information

Reporting Manager	Carl Dalheim	Document Version No.	Final
Quality Review Method	Peer Review	Document Version Date	18/01/2017
Prepared By	Carl Dalheim	Preparation Date	16/01/2017
Reviewed By	BA	Review Date	16/01/2017

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		
Kate Morris (KM)	Project Coordinator		

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

3 Meeting Specifics

Forum	Orienteering Victoria January 2017				
Purpose	Review prior board meeting, progress current agenda				
Meeting Date	18/01//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 December board Minutes	N	BA
	Apologies?	N	BA
	Strategy Day <ul style="list-style-type: none"> Location –168 MacKenzie Street Bendigo Thoughts from Margi and Ruth. 	N	MF, All
	Coach in Residence update and ideas	N	DJ
	SRV/OA Projects	N	CD
	Induction paper from Ruth, and others	N	RG
	Succession planning for 2017	N	BA/All
	Report – Finance – on OV site	N	RG
	Report - Education Manager and Sports Administrator	N	PW
	Report - Urban sub-committee	N	MF
	Report - MTBO sub-committee	N	PW
	Report - Bush sub-committee	N	NB
	Report - Juniors Transition team	N	AR
	Report – SI sub-committee – nil to report	N	ID
	Report - Membership report – on OV site	N	RE
	Other Business	N	
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-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 Awaiting a response from Blake.	CD	In progress

Orienteering Victoria Meeting Minutes

No.	Description	Owner	Due Date
Nov-a06	Carl to contact Roch to continue with coaching post Noora/Lotta Brodie is an option. Keen to discuss at January board.	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. Received details this month; keen to discuss at January board.	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) Details sent to Ruth (29/01)	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. Venue arranged, keen to discuss at January board.	CD	In progress
Dec-a08	Raise the board profile via the Newsletter/Bulletin, e.g. this 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. CD discussing with Child Care specialist and contributor to the policy. Brief discussion with Tennis Australia contact.	CD	In progress
Dec-a10	CD to advise Anne to proceed on all 5 recommendations Anne advised to proceed; and to request assistance if required.	CD	In progress
Dec-a11	Is anyone in MFR keen to become and "blogger" when we have revised the OV site	CD	In progress
Jan-a01	Advise Julie Flynn of later times for Strategy Day – 15:00 to 17:30	CD	Complete
Jan-a02	Contact Jim Russell and Neil Barr regarding their views on the Strategy Day topic	MF	In Progress
Jan-a03	A one liner from Margi to start things off on Strategy Day, and David to facilitate and keep things moving (?)	MF/DJ	In Progress
Jan-a04	Convene to finalise Strategy Day approach	All	In Progress
Jan-a05	Communicate Strategy Day date/time (i) clubs, (ii) website, (iii) bulletin, (v) committees.	CD	Complete
Jan-a06	Arrange catering for Strategy Day	CD	In Progress

No.	Description	Owner	Due Date
Jan-a07	Document expectations and framework for a Coaching Co-ordinator	DJ/BA/ CD	In Progress
Jan-a08	Confirmation of hosts for Mikkel	DJ	In Progress
Jan-a09	MF to work with BA on the baseline OV site structure	MF	In Progress
Jan-a10	RG to provide CD the SRV expenditure breakdown	RG	In Progress
Jan-a11	CD provide Anne Robinson - the specific details on her 5 recommendations	CD	In Progress
Jan-a12	MF to provide Kate Morris the P&S framework that does support disabilities	MF	In Progress
Jan-a13	CD to ask AR - What are your three priorities and recommendations; what are the time frames to proceed; and what support do you require from the board?	CD	In Progress
Jan-a14	BA to acknowledge Laurie Niven's fantastic effort; and via the OV Newsletter.	BA	In Progress

6 Closed Action Items

No.	Description	Owner

7 Discussion notes

General Minutes from meeting held January 18 th 2017
Meeting open 20:10 Accept December Minutes MF/RG
Apologies – Peta Whitford
20:11 <u>General discussion to commence the meeting</u> <ul style="list-style-type: none"> Discussion on the stance taken regarding OA going commercial. Note that we need to proactive remind OA of our views. What is the NZ structure? Competition ideas <ul style="list-style-type: none"> Could we partner with a few pubs/gyms/personal trainers Events that suit retired people
20:38 <u>Strategy Day</u> <ul style="list-style-type: none"> Location –168 MacKenzie Street Bendigo, 14:00 to 16:30, 25/02. Join the Twilight The view was that 15:00 to 17:30 would be better (ACTION CD to advise Julie). Thoughts from Margi and Ruth. MF documented her thoughts, presented to the OV board. Ruth commentary about families. (Subsequent document, as Ruth will be an apology for Strategy Day).

Important to have a good structure for Strategy Day.

BA – how to structure the conversation

Neil Barr – what are his views on the strategy day topic, is he keen to possibly drive the outcome; or does he know who would be interested in driving it. Jim as well (ACTION Margi to contact Jim/Neil).

All board member could consider their views on contribute to Bec weekly

MF...produce the one liner to start the Day

DJ initial warm up....people “what do we like about SS....”

RG...suggest we have some proposals ready to offer.

BA...how do we get the 30 year olds to come along...e.g. the current or recent WOC/JWOC participants...give them small funded task, e.g. coaching, link it to fund raising.

ACTION – CD communications to (i) clubs, (ii) website, (iii) bulletin, (v) committees

ACTION - Catering – light arvo team, e.g., fruit and cake.

ACTION – convene to finalise Strategy Day approach?

Coaching co-ordinator

– What do they do, documented expectations, framework. Re-use SRV work plan, borrow SA approach, plus the promotion aspect and communication plan between coaches, OV board, JTO, RACI required

ACTION - DJ/BA/CD get together to build this

Coach in Residence

Update and ideas

ACTION DJ check with the definite interested hosts.

SRV/OA Projects

‘Traffic Light report’ presented

ACTION MF to work with BA on the baseline site structure

ACTION RG to provide CD the SRV breakdown

ACTION CD provide Anne Robinson - the specific details on her 5 recommendations

ACTION MF to provide Kate Morris the P&S framework that does support disabilities

Succession Planning

Induction paper from Ruth, and others

Blend of knowledge and code of conduct, guides, URL.

Debbie Dodd to update operational details on the OV site.

Request DD to incorporate in guidelines – not sure about this item?

Report – Finance

Report - Education Manager and Sports Administrator.

Report - Urban sub-committee

Report - MTBO sub-committee

Report - Bush sub-committee

Report - Juniors Transition team

ACTION CD to ask AR - What are your three priorities and recommendations; what are the time frames to proceed; and what support do you require from the board?

It maybe that until the schools go back little progress can be made.

Report – SI sub-committee

Report - Membership report

Report – SI sub-committee

Report - Membership report

Other Business

ACTION BA to acknowledge Laurie Niven's fantastic effort; and via the OV Newsletter.

At the AGM we need to advise prior to it the need for nominations for President – when do we

Some thoughts, Peter Hobbs, Tim Hatley, Peter Rouse, Bendigo people

Meeting close 22:30