

# Minutes of Meeting

**What** : Board Meeting - Victorian Orienteering Association  
**When** : Thursday 14<sup>th</sup> July 2011  
**Where** : ORC  
**Present** : Bruce Arthur (Pres) Evan Barr ( VP) by Skype  
Ruth Goddard (Treasurer) Peta Whitford  
Craig Feuerherdt ( VP)  
**Apologies** : Don Fell ( Sec)

## MINUTES OF PREVIOUS MEETING

- Minutes accepted (RG/BA)

## MATTERS ARISING FROM PREVIOUS MINUTES

- Nil

## ACTION POINTS

### Actions from Previous Meetings

Ref	Action	Owner	Due	Status – Recent Actions
2011-03-03	Draft membership restructure proposal for June Council Meeting	RG	May	DONE
2011-03-04	Put Google Map Ref on OV website database	GH	April	CLOSE
2011-01-02	Discuss VicHealth attendance with Rob Preston	PW	ASAP	DONE
2011-01-03	Draft a response to Barry re Liability concerns	GH	Feb	DONE
2011-01-04	Load events onto the website and gather event information from clubs before OVic publication date.	GH	Feb	DONE
2011-01-07	Neil to prepare shortlist of best courses for review by Bruce.	NB	Feb	DONE
2011-01-08	Prepare RockHopper totals.	ID	Feb	DONE
2011-01-09	OV will write to Orienteering Queensland to offer assistance and find out how best we can help.	GH	ASAP	CLOSE
2010-C04	Put links to OA papers on VOA admin pages	GH	Jan 11	DONE
2010-C06	Ruth to correct spreadsheets and update website	RG	Jan 11	DONE
2011-01-05	Reissue Strategy Day Agenda and put papers online.	GH/BA	End Jan	DONE
2011-01-06	Geoff to contact Dion and provide assistance	ASAP	End Jan	DONE
2011-01-01	Invite Matthew to Strategy Day	GH	ASAP	DONE

### New Actions

Ref	Action	Owner	Due	Status – Recent Actions
2011-07-14	Letter to Nicky Stevens re clarification of Vic Schools Management Team and expenses.	PW	August Board	OPEN
2011-07-14	Preparation of 'figures re' financial buffer' for OV	RG/CF	August Board	OPEN
2011-05-01	Collect findings of Greg Tamblin's survey on bush orienteering fixturing and share with Board.	BA	July Board	On Going
2011-05-02	Distribute status update on Online Registration project to Board	CF	24/5/11	On Going
2011-05-01	Update AGM paper on Casual Membership and re-publish on website.	BA/ WW	18/5/11	Check if on website

## FINANCE

- Written reports presented.
- Ruth highlighted the profit and loss summary – detailing the comparisons between last year and this year. Evan Barr requested clarification of levies and promotion & development- the higher figures were clarified
  - a) levies from Bushranger Carnival and
  - b) increased work by P and D officer including higher paid work with Clemengers BBDO for the Pure Blonde work.
- Note re payment for Auditing. Fee was reduced by \$200 on Annual Auditing due to pre work done by John Gavens and Ian Dodd.
- Re bulk mailout. Australia Post has requested an additional payment of \$563.49 for the last bulk mailout due to 'non compliance' of printing on the bulk envelopes.

Background – not fully explained during meeting but here for the records - Peta, Ian Stirling and Ruth have been dealing with this. Australia Post states that the current envelopes are non compliant:

- The Print Post information is in the wrong place.
- The return address is in the wrong place.
- The return address does not include the publication title.
- The return address post code is missing the number '6'.

Peta has verified that in June 2009 she organised a bulk print thru Snap Printing of approx 2800 A 4 envelopes. She consulted Australia Post for requirements and altered the printing specifications in line with requirements. Australia Post has recently carried out an audit at Templestowe PO and Orienteering Victoria was selected as one of the audits.

At no time during the past 2 years has Australia Post commented on or advised that any of the printing was incorrect. On the day of the last bulk mailout ( early June) Ian Stirling was verbally confronted with the /non-compliance' issue. Ian Stirling offered to withdraw the envelopes and correct the errors. Australia Post did not allow this. Ian Stirling is handling this issue directly at the moment.

- Ruth advised the Board that she will be overseas from July 18<sup>th</sup> to early September 2011. She has arranged the following:
  1. Ian Dodd will handle all payments and has cheque book.
  2. Kathy Liley will pick up mail, handle pay in of cheques.

## PROMOTION AND DEVELOPMENT

- Written report presented.
- Re - Nicky Stevens letter re altered Management of Victorian Schools Team.

Peta was requested to write a letter to Nicky for clarification of the following points re ASOC 2011:

- i) which people will be working with the team on which days ?
- ii) which people will be driving the bus on which days?
- iii) what expectation is there for costs to be covered (accommodation and food) by how many people and on which days?

*( bearing in mind that OV covers the cost of 2 accompanying staff, a third is covered by levying team members). It is assumed that the accommodation and food for Days 1 – 3 for Mandy are gratis from Valley Homestead for organising the large group.*

- iv) that there is an expectation that the Victorian Team will compete in the relays on the Sunday 9<sup>th</sup> October.

Continued.....

- Westerfolds Park permanent course.

Peta has prepared an application thru the 'Healthy Parks, Healthy People' Community Grants for money to purchase and install 30 permanent posts in Westerfolds Park.

Deadline 2<sup>nd</sup> August and announcement September.

- Tenants have been offered 1 year old fridge to replace very old and malfunctioning fridge at ORC.
- Cost (\$250) to be split between tenants. Payment was agreed.

## CORRESPONDENCE

- Various newsletters – TEO, OAWA, OANSW.

## PARK AND STREET

- Written report presented from Barry Giles
- System to assist in retention of newcomers has been set up in Eastern series. It is working well and outcomes most encouraging.
- BA reported on meeting and discussion with Geoff Hudson (GH), the Park and Street Committee re the GH proposal for a new series. The proposal failed to receive the support GH had anticipated. BA indicated that GH has many ideas and that 'trial' series implementing new ideas is to be supported but not at the expense of existing series.
- GH also proposed a 'Cost Centre' concept, to deal with each discipline putting back money to enable investment in their discipline. CF discussed this topic in the light of .....some 'Park and Street' orienteers question the support that it receives from OV financially. Much discussion took place, BA explained his efforts to illustrate the OV income v expenditure. Another question addressed was one from the OV Council meeting from John Sheahan 'What financial buffer does OV need to operate'? – RG and CF offered suggestions. **Action** – RG to review funds and present proposals for future discussions.

## MTBO

- Written report presented - from Peter Cusworth/Peta
- Outcome of MTBO meeting – 4 riders offered to work with PC to help with MTBO jobs.
- Evan Barr – drew attention to MTBO Sprint Champs problems which was cancelled due to no permits, no permission and unsafe practice for the course.

The Board discussed this and other shortcomings for MTBO in recent events. State events must have Controllers / Event Advisers for ALL these events. If no-one is assigned/ available - or the event has not be organised to a high enough standard- then the event must be cancelled.

## BUSH

- No formal report
- Re – the Greg Tamblin survey of orienteers during 2 days of events at Castlemaine, in May 2011

The questionnaire and responses were tabled, but findings not definitive enough for any action. There is a need to obtain feedback from orienteers; Greg is to be encouraged to put together a Monkey Survey - to be used eg at the end of a series or major weekend of events/ championships-to be emailed out, and / or accessed thru the o-news weekly e –bulletin. **Action** - EB agreed to work with GT on this project.

## JUNIOR DEVELOPMENT

- No formal report, BA and PW received The Rebels newsletter on 14/07/11
- Second and final selection trial August 7<sup>th</sup> – students to reply with form emailed out in Rebels newsletter.
- Concern about catering – Board is supportive for the focus to be on people, coaching - not necessarily catering.

## **SPORTIDENT**

- No formal report.
- Ian Chennell will review all SI gear after the Relays.

## **OCEANIA CHAMPS**

- No written report

## **PROJECTS**

Transit Project (SRV grant) .

- On line Registration system – CF has taken over the project. He has reviewed the grant application, Milestones and Outcomes (SRV doc) and gathered in all the GH work to date.
- Re - vendors- CF analysed all vendors and found majority of them to be overseas companies!  
CF has been reviewing the following - Transition Zones, Register Now and UK program used for 'Scottish 6 Days'. He is also in discussion with Mats Troeng - Swedish orienteer who has established an online Rego program- called ENTOR – which both Swedish and Finnish Orienteering Associations are using.
- CF has provided –
  1. a revised Schedule of Tasks which will be incorporated in the SRV report due on 31<sup>st</sup> July.
  2. Draft Transit On line registration paper.

## **FEEDBACK CO ORDINATOR**

Ian Dodd presented written paper for the establishment of a Feedback Co ordinator.

Board is supportive of this role but feels that participant feedback can be obtained in many forms and that the 'paper' form is only one method. Discipline subcommittees to deal with any issues arising from feedback.

**Action** – BA to reply to Ian Dodd

## **SKI ORIENTEERING**

Ian Baker has been communicating with Lake Mountain Management – has offer support for Ski Orienteering and provided name of suitable mapper.

The Orienteering Victoria Board has authorised Adam Scammell to negotiate a commercial contract to assist Lake Mountain with Ski Orienteering. Any map produced shall clearly mention Orienteering Victoria and its website address.

Outside of formal events, Orienteering Victoria will not seek competitor levies. However, Orienteering Victoria requests that Lake Mountain management create a list of people participating (casual members) to be retained and emailed through to Kathy Liley, for inclusion in Orienteering Victoria/Orienteering Australia email news and participation statistics.

**Action** – BA to reply to Ian Baker.

## **COST CENTRES – paper from Craig Feuerherdt**

Discussed in broad terms in Park and Street report. No outcome or recommendation.

## **OTHER BUSINESS**

Casual membership - MelBushO series has collected information on the Registration Card. Kathy Liley has drawn up sheets for use at other events. PW has looked at I-pads and feels they can be used to capture the information at events and forward the information automatically.

Meeting closed at 9.23pm.

## **NEXT MEETINGS**

- VOA Council meeting Thursday 18<sup>th</sup> August 2011 at Westerfolds.