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# ***New Zealand Orienteering Federation (Inc)***

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## **MINUTES OF NZOF COUNCIL MEETING -- 26 November 2005** held at Queen Margaret College, 53 Hobson Street, Thorndon, Wellington, 9 am.

### **PRESENT**

Rob Crawford (Pres/chair)	Nicola Kinzett (AOA)
Paul Dalton (VP)	Ingrid Perols (CDOA)
Stuart Payne (GM)	Andrew McCarthy (WOA)
	Myles Thayer (SI)

Michael Wood attended as an observer for part of the meeting;  
Liz Mildenhall & Kirsty White (SPARC) also met with the Council.

1. **Apologies:** None.
2. **Call for items of general business (in addition to ones already notified)**  
None.
3. **Minutes of previous meeting (30 July 2005)**  
Moved (Ingrid Perols / Paul Dalton) that these are a true and correct record. Carried.
4. **Decisions made by email since last meeting**
  - 4.1. That a request be made to Pub Charity for funding for travel for national orienteering squad members to compete in the 2005/06 orienteering SuperSeries, for the amount of \$9,604.
  - 4.2. Appointment of Neil Kerrison as Manager/Coach for JWOC 2006.
  - 4.3. Appointment of Mick Finn as sole editor, *New Zealand Orienteering*, for the December 2005 and March 2006 issues.
  - 4.4. That a request be made to Pub Charity for funding for travel for national orienteering squad members to compete in the 2005/06 orienteering SuperSeries, for the amount of \$6,171.Moved (Ingrid Perols / Paul Dalton) that these are a true and correct record. Carried
5. **Matters Arising**
  - 5.1. Club survey. Rob reported about half of clubs have replied. He will follow up those outstanding.
  - 5.2. Oceania Championships 2009. January 2009 is the likely date.
  - 5.3. Research project on why people orienteer, continue/quit orienteering, etc. A 3<sup>rd</sup> year Wintec student is writing a literature review on why people participate in sport but otherwise progress is slow. Ingrid will encourage Rod Corbin (Wintec) to progress this over summer.
  - 5.4. Life membership certificates, Stuart is working on this.
  - 5.5. NZOF Officer stipends. See item 8.2.

### **GOVERNANCE**

6. **Strategic Plan Progress Report**
  - 6.1. Progress report  
Rob's report was received and endorsed. Points noted included:  
Of actions targeted for completion by 31.12.05, Knowledge Management was identified as the area most at risk of falling behind schedule. Primary responsibility was allocated to the General Manager. Council members are to draft their desired

lists for templates. Stuart to establish actual templates using this list and then to promote to clubs”

Other points noted: Youth strategies to improve links between schools and clubs is contingent on the completion of the strategy for Youth promotion and retention. Infrastructure development initiatives not yet allocated are contingent on the final outcomes of the regional forums.

- 6.2. Stakeholder strategy document. A draft document for clubs, prepared by Paul, is to be circulated to clubs in the New Year. Council members were invited to comment before then.
- 6.3. Regional Forums  
Those for the Wellington, South Island and Central Districts areas have been held; that for the Auckland area is likely to be held in February. Those held to date have been received favourably by clubs. Written outputs for the Wellington and South Island forums (Including recommendations) have been prepared. Rob to do likewise for the Central Districts forum. Once all four forums are held, a summary report will be prepared and circulated back to clubs.
- 6.4. Key Performance indicators, related to SPARC investment  
Progress against these is included in the report, under item 6.1. The Council, during the meeting, met with Liz Mildenhall and Kirsty White of SPARC's relationship management team for recognition and development sports, of which orienteering is one of 44. SPARC is currently undertaking an internal review, to be completed in 2006, the outcome of which may have implications for NSOs.

## **7. Accounts of Payment**

Approval of payments of \$32,889.00, as per separate schedule was requested as follows: 16 July – 15 November 2005, being cheques 636006 - 636065 (\$30,432.83), plus International Transfers of \$2,453.67 (including fees of \$45); and other bank fees \$2.50.

Moved (Paul Dalton / Andrew McCarthy) that payment of these accounts be approved. Carried.

## **8. Financial Report**

- 8.1. Financial position, year-to-date @ 15 November

Cheque Account	\$ 4,900
Savings Account	20,838
Investments	75,000
Accounts receivable	4,014
HP SuperSeries credit	4,416
Undeposited Funds	1,839
less	
Accounts payable	118
Prepaid advertising	1,050
Balance	109,789.
- 8.2. Actual performance v Budget (Report, as circulated)  
Agreed that in line with the mid-year review of national volunteer positions, that stipends for key positions to be initiated in 2005 consistent with the review.
- 8.3. Budget 2006  
Stuart presented a budget that also reflected its implications in terms of the priorities inherent in the Strategic Plan. The budget, which plans for a deficit, was endorsed by the Council subject to some details possibly being amended once 2005 figures are final. Stuart to re-present any amendments early in the New Year for final endorsement before circulating to clubs for comment.

## **9. Appointments**

- 9.1. High Performance Director  
Clem Larsen was appointed.

- 9.2. NOS Coaching Coordinator  
No applications received.
- 9.3. Coaching Director  
Darren Ashmore was appointed.  
Darren's application was coupled with a proposal to further develop teacher training in schools into a professional package. This was approved in principle with Stuart to discuss with Darren the resource implications (current and new).
- 9.4. Secondary School Coordinator  
Geoff Morrison was reappointed.
- 9.5. Webmaster  
Paul Smith was reappointed.
- 9.6. Statistician  
Bryan Teahan was reappointed.
- 9.7. Ampro Liaison  
Michael Wood was reappointed.
- 9.8. Others  
Robyn Davidson yet to indicate availability for Media Officer.  
Manager for JWOC 2007 to be advertised.

**10. Extension to the High Performance Director's responsibilities**

Michael Wood had proposed that:

- 1) the Convenor of Selectors be responsible to the HP Director
  - 2) MTBO High Performance become part of the HP Director's responsibility.
- Both matters were dealt with under item 14.2.

**11. High Performance Strategic Plan**

The plan submitted by Michael Wood was endorsed subject to the clarification of JWOC performance objectives. Paul will liaise with Michael to prepare the report for general release. With regard to participation at World Championships, the plan aims to target Denmark 2006 and miss Ukraine 2007. This to be noted for budgeting, as per item 8.3.

**POLICY**

**12. NZOF Health & Safety Policy**

The final draft, circulated at the July meeting, was adopted.

**13. Miscellaneous NZOF Policies**

Stuart still to circulate final draft for feedback.

**OPERATIONAL**

**14. Mid-Year Reports**

- 14.1. Coaching
  - a) Report from Graham Teahan received
  - b) D-Squad report from Neil Kerrison received.
- 14.2. High Performance Director  
Report from Michael Wood received. The recommendation that the Selection Panel become part of the HP Director's responsibility was not accepted. It was felt that any confusion regarding respective responsibilities could be remedied by improved communication between all parties. The remaining recommendations were accepted with the following qualifications: the new Coaching Director will be asked to consider the coaching needs of the National and Development Squads and the new HP Director will be asked for his view on bringing MTBO high performance into his responsibilities.
- 14.3. Selection Panel

- Report from Marquita Gelderman received.
- 14.4. Technical Committee  
Report from John Robinson received.
- 14.5. Fixtures Officer  
Report from Stuart Payne received (including endorsement of proposal by Michael Wood that a national fixtures planning meeting be held each Easter for the succeeding calendar year).
- 14.6. RogaineNZ  
No report received. Stuart reported that, as agreed at the July meeting, he had written to the IOF reiterating our previous proposal that rogaining events be included as part of the World Marathon Trophy competition. No reply as yet.
- 14.7. MTBO Committee  
Report from Claire Heppenstall received.  
Claire has also indicated that she is standing down as Convenor. The report did not include a strategy paper - as requested - on how best to develop MTBO. This to be addressed in 2006 once a new convenor is appointed. The same applies for RogaineNZ.
- 14.8. Secondary Schools Coordinator  
Report from Geoff Morrison received.
- 14.9. Media officer  
Report from Robyn Davidson received.  
Andrew informed the meeting that he has a contact in Radio NZ Sport who could be helpful for advice.
- 14.10. Webmaster  
Report from Paul Smith received. Agreed to move to a new website host as proposed by Paul. Stuart to retain existing (clear.net-based) email address.
- 14.11. *NZ Orienteering*  
Stuart reported that after 3 issues deficit is \$3,044, 110% of full year budget of \$2,750, with advertising slightly below budget; printing slightly above.
- 14.12. .Statistician  
Report from Bryan Teahan received.
- 14.13. Ampro Liaison  
No report received. Michael Wood (in attendance) answered questions.

## 15. Other Reports

- 15.1. A-NZ Test Team (May) Manager  
Report from Clem Larsen received. Confirmed that NZOF does not want to own uniforms; it is the responsibility of the manager to ensure all members are wearing the same uniform.
- 15.2. JWOC Team Manager  
Report from Graham Teahan received. Lack of accompanying financial report noted.
- 15.3. WOC Team Manager  
Report from Clem Larsen received.

## 16. General Business

- 16.1. Proposal to Kapiti HAVOC for use of residual funds.  
Although KH have had wind-up party they have yet to hold final meeting to consider NZOF's proposal.
- 16.2. Access to Crown lands (Taupo OC)  
The Commissioner of Lands has ruled that use of Crown land (eg Spa Thermal Park) by the Taupo OC is a commercial activity and therefore a permit fee at commercial rates must be paid. Taupo OC (through Grant Davidson) has taken the matter to SPARC and the NZOF has also written in support. SPARC agree that the use of crown land for orienteering events is non-commercial and is "pulling together a programme for assessing existing legislation and government policies to ensure they do not pose unnecessary barriers to participation in sport ...".

Taupo have asked if other clubs are having similar difficulties; Stuart to follow up.

**17. Date of next meeting**

Good Friday (14 April) - Picton or Blenheim  
(The AGM will be held on Saturday 15<sup>th</sup> in Nelson.)

Confirmed as a true and correct record

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