



New Zealand Orienteering Federation

General Manager: Stuart Payne

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MINUTES OF NZOF COUNCIL MEETING -- 14 April 2006

held at Beavertown Hall, Brayshaw Park, Arthur Baker Place, Blenheim, 9 am.

PRESENT

Rob Crawford (Pres/chair)

Paul Dalton (VP)

Stuart Payne (GM)

Nicola Kinzett (AOA)

Andrew McCarthy (WOA)

Myles Thayer (SI)

1. Apologies: Ingrid Perols, Andrew McCarthy (lateness).

Rob made a personal statement apologising for the lack of attention he has been able to give to the President's role in recent months.

2. Call for items of general business (in addition to ones already notified)

Late report from the Technical Committee, added as Item 13.6.

3. Minutes of previous meeting (27 November 2005)

Moved (Rob Crawford / Paul Dalton) that these are a true and correct record. Carried.

4. Decisions made by email since last meeting

4.1. Approval of payments, 16 November - 31 December 2005, of \$24,285.52, being cheques 636066 - 636096.

4.2. Approval of funding application of \$550 from Red Kiwi OC for a permanent course at Bason Botanic Gardens, Wanganui.

4.3. Appointment of JWOC 2007 management team: Derek Morrison (manager-coach), Martin Peat (assistant manager), Mark Lawson (assistant coach).

4.4. That a request be made to the Lion Foundation for funding for air travel for the New Zealand team competing at the Junior World Orienteering Championships in Lithuania, 2-9 July, for the amount of \$28,784.

4.5. That a request be made to the Oxford Sports Trust for funding for air travel for the New Zealand team competing at the Junior World Orienteering Championships in Lithuania, 2-9 July, for the amount of \$28,784.

4.6. That a request be made to the Perry Foundation for funding for air travel for the New Zealand team competing at the Junior World Orienteering Championships in Lithuania, 2-9 July, for the amount of \$28,784.

4.7. That a request be made to the Eureka Trust for funding for air travel for the New Zealand team competing at the Junior World Orienteering Championships in Lithuania, 2-9 July, for the amount of \$28,784.

4.8. Executive: Alistair Landels appointed as Coach. WOC 2006.

Moved (Rob Crawford / Myles Thayer) that these are a true and correct record. Carried.

5. Matters Arising

5.1. Club survey. Rob advised that this would be summarised once he completed moving house.

5.2. Oceania Championships 2009 Wellington area may consider hosting it, (see also General Business, 13.3).

5.3. Research project on why people orienteer, continue/quit orienteering, etc. In Ingrid's absence this item was deferred.

5.4. Life membership certificates. Stuart had still not completed this.

GOVERNANCE

6. Strategic Plan Progress Report

Andrew joined the meeting.

6.1. Progress report

The draft progress report, circulated by Stuart, was discussed with the following comments and decisions.

Stakeholder relationships: Decided to approach one club (HB) and help them through it as model for other clubs. Stuart & Paul to talk to Pamela Morrison.

Regional delivery and development: Rob will aim to finalise the minutes of the Auckland forum within a week or so. Following this the Council will consider meeting before August (eg QB) to tidy up the outcomes of the 4 Regional Forums.

Knowledge management (creating templates for the transfer of information): Stuart reminded the Council that members were to provide him with suggestions for templates.

Youth: Andrew agreed to take the primary responsibility for this. Both overseas and local strategies to be examined. New target date for youth strategy is QB.

Knowledge management (capturing and sharing best practice): Re governance best practice, Paul to take responsibility. Other areas to be brainstormed by Council at end of April (refer 'BP in clubs' report from 2000), then go to clubs with suggestions. Dissemination vehicle to be the NZOF website. [*Myles to be kept informed.*]

Marketing and media relations (employing a part-time officer): Andrew has a contact in Auckland that the Council could meet in conjunction with development meeting (?)QB. Andrew to follow up.

Marketing and media relations (relationships at national and club level): The position of NZOF Media Officer is vacant and has been advertised.

Marketing and media relations (NZOF website): Assistant to Paul Smith for core maintenance and to ensure webmaster succession to be discussed with Paul.

Youth (support for JWOC teams): Although our current budget does not even go half-way to paying JWOC entries, it will not be increased for 2006.

Youth (resources to school and junior promotion): Stuart will take prime responsibility for this with the Council having on-going responsibility to ensure specific functions are actually being resourced.

Diversity: Both the Rogaine and MTBO committees are to be asked to develop strategic plans for 2007 and beyond. Core questions being: What does NZOF need to do? What does the Committee need to do? What do clubs need to do?

Coaching: The draft coaching plan needs to be finalised by QB. Stuart to circulate his modification of Graham's draft to Paul, Nicola and Andrew.

Infrastructure development (encouraging clubs to improve their management): Rob to take responsibility. First priority to have all clubs incorporated. Stuart to make available relevant information courtesy of NZ Federation of Voluntary Welfare Organisations.

Infrastructure development (improving NZOF's governance and management): Rob to aim to complete report of club survey by the end of April

Infrastructure development (attending IOF meetings): Although awaiting agenda for 2006 IOF Congress, this is not a priority given current budgets.

Infrastructure development (improving the national magazine): Assessment of current advertising rates still to be done.

Infrastructure development (assisting clubs to develop links with RSTs): Stuart to ask clubs what use they make of RSTs and bring together the answers in a document. Stuart also suggested that if the outcome of the regional forums was the need for Regional Development Officers then a possible way forward was to employ such in conjunction with RSTs.

Key Performance Indicators:

* Website hits. Target set at 75 hits per day.

- * Membership turnover to be not more than 25%.
- * Number of schools teaching orienteering to be amended to number of schools participating in schools competitions.
- * Number of non-traditional events/participants. Stuart to consider using statistics recorded to date after liaising with Michael Wood.
- * Number and usage of permanent courses. Consideration to be given to measuring usage by reference to a sample of courses that keep accurate records.
- * Number of A-grade controllers – still under debate.

6.2. Regional Forums – the outcomes. Dealt with under 6.1.

6.3. In relation to SPARC funding, 2005. Stuart had circulated a report prior to the meeting summarising 2005 outcomes against investment targets.

7. Accounts of Payment

Approval of payments of \$37,933.67, as per separate schedule, was requested as follows: 1 January – 31 March 2006, being cheques 636097 - 636151 (\$33,694.84), plus International Transfer of \$4,221.31 (including fees of \$25); and other bank fees and adjustments of \$17.52.

Moved (Paul Dalton / Rob Crawford) that payment of these accounts be approved.
Carried.

8. Financial Report

8.1. Financial position, year-to-date @ 7 April

Cheque Account	\$10,288	
Savings Account	16,261	
Investments	75,000	
Accounts receivable	8,152	(Whangarei's affiliation levy written off)
Undeposited Funds	1,105	
<i>less</i>		
Balance of S/S grant	3,776	(Unspent amount of Pub Charity grant of 6,171)
Prepaid advertising	350	
Kapiti HAVOC Fund	5,000	
Balance	101,680.	

8.2. Actual performance to date is a net income of \$12,091.

8.3. Kapiti HAVOC Junior fund. Initial fund of \$5,000 to be invested short term at the rate that gives maximum return.

9. Appointments

9.1. NOS Coaching Coordinator
No applications to date.

9.2. Media Officer
No applications to date.

9.3. NZ Schools Pre-Tour Manager
Beverley Holder appointed.

9.4. MTBO Committee Convenor
Michael Wood appointed, on recommendation of the Committee.

9.5. RogaineNZ Convenor
Michael Wood appointed, on recommendation of the Committee.

9.6. WOC MTBO 2006 Team Manager
Rob Garden appointed.

POLICY

10. Miscellaneous NZOF Policies

Discussion on this was held over.

OPERATIONAL

11. Silva & other Awards

- 11.1. Silva Award for services to New Zealand orienteering
Ross Brighthouse (CM).
- 11.2. Silva International Performance Award
Marquita Gelderman (NW).
- 11.3. Ampro Compass Club growth/development Award
Marlborough OC.
- 11.4. Silva Administrator of year Award
Beverley Holder (Wellington).
- 11.5. Silva Coach of year Award
Neil Kerrison (Taranaki).
- 11.6. Silva Magazine of year Award
The Auckland Orienteer.
- 11.7. President's award
Lance Eccles (Rotorua).
- 11.8. Brighthouse Trophy
Patricia Aspin (CM).
- 11.9. Kapiti HAVOC trophy
for International Junior Performance of the Year.
Lizzie Ingham (Wellington).

12. Reports

- 12.1. Manager, NZ Schools team 2005
Derek Morrison's report was accepted.
With regard to 2007, NZ would not send a team to compete in the Australian Schools Championships (to be held in July, concurrent with JWOC) but instead would send a team at the normal late September date to contest a schools test match against Australia, invitation pending.
- 12.2. Fixtures
 - a) CD Area Champs, approved as A-level event subject to confirmation from Convenor of Technical Committee.
 - b) Silva NZSSC, approved as A-level event subject to confirmation from Convenor of Technical Committee.
 - c) National meeting scheduled to follow AGM.

13. General Business

- 13.1. Maptalk website event calendar
A Request from Simon Addison to reimburse Fraser Mills \$500 for expenses incurred in setting up a national interactive event calendar on his maptalk website was declined. The initiative, while applauded, was a private one without prior funding endorsement. The Council's preference is to have any such development on the NZOF website.
- 13.2. MAPsport Services, funding a Park-O guide.
Michael Wood resubmitted his 2003 request for \$1,000 plus GST to publish a Park-O guide and distribute to clubs. The Council reaffirmed its decision of 29 November 2003 that it supported the proposal in principle but was of the view that at the price quoted it was not cost-effective. The Council further reiterated its earlier suggestion that distribution of any guide be via the NZOF website. The Council was also wary of paying for the dissemination of best practice in clubs, as it considers that clubs should be prepared to do so freely.
- 13.3. Regional championships and IOF sanction fees
Starting 2009, regional championships such as Oceania will be required to pay the IOF a sanction fee of 2000 Euros. It was agreed that NZ would lobby the IOF to review this decision by initially approaching IOF Vice-President Hugh Cameron of

Australia.

- 13.4. Orienteering Hutt Valley (OHV) application for development funding
OHV requested \$3,000 for the organisation and promotion of this year's City Safari. The Council noted that it had funded this venture \$1,000 last year and development funding was generally seen as seed funding rather than ongoing for the same project. Accordingly, and also to ensure funding was reserved for other club projects in 2006, a grant of \$500 was approved. It was also noted that as OHV see sponsorship opportunities associated with the City Safari, it is hoped that they will be able to turn these into income in 2007.
- 13.5. Auckland OC application for schools development funding.
A grant of \$500 was approved, under the Silva Schools Programme.
- 13.6. Technical Committee report
John Robinson's report, received only the day before, was tabled and will be discussed by email.

14. Date of next meeting

TBC (possibly in Auckland on Monday of QB weekend).

Confirmed as a true and correct record

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