



## New Zealand Orienteering Federation

General Manager: Stuart Payne

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### MINUTES OF NZOF COUNCIL MEETING -- 9 September 2006

held at NZAS Central Offices, Westpac Stadium, Wellington, 9 am.

#### PRESENT

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

Observers: Graham Fortune (till midday), Michael Wood.

1. **Welcome:** Trish Faulkner, Graham Fortune.  
**Apologies:** None.
2. **Call for items of general business (in addition to ones already notified)**  
None.
3. **Minutes of previous meeting** (14 April 2006)  
Moved (Paul Dalton / Rob Crawford) that these are a true and correct record. Carried.
4. **Decisions made by email since last meeting**
  - 4.1. Budget for WOC MTBO 2006 confirmed at \$1,500 – no change.
  - 4.2. Derek Morrison appointed Manager, NZ Schools Team 2006.
  - 4.3. That a request be made to the Oxford Sports Trust for funding for air travel for the New Zealand team competing at the World Orienteering Championships in Denmark, 1-5 August, for the amount of \$10,000.
  - 4.4. That a request be made to the New Zealand Community Trust for funding for air travel for the New Zealand team competing at the World Orienteering Championships in Denmark, 1-5 August, for the amount of \$10,000.
  - 4.5. That a request be made to the Pelorous Trust for funding for air travel for the New Zealand team competing at the World Orienteering Championships in Denmark, 1-5 August, for the amount of \$10,000.
  - 4.6. That a request be made to the Century Foundation Ltd for funding for air travel for the New Zealand team competing at the World Orienteering Championships in Denmark, 1-5 August, for the amount of \$10,000.
  - 4.7. That a request be made to the Trillian Trust for funding for uniforms for the New Zealand team competing at the World Mountain Bike Orienteering Championships in Finland, 9-14 July, for the amount of \$2,387.00.
  - 4.8. That a request be made to the New Zealand Community Trust for funding for air travel for the New Zealand team competing at the Australian Schools Orienteering Championships in Western Australia, 3-4 October, for the amount of \$24,345.00.
  - 4.9. That the resignation of Rob Crawford as president be accepted; that Paul Dalton be appointed president in his place until the next AGM and that Rob Crawford remain on the council as a member of the executive until the next AGM.
  - 4.10. That the Maptalk event calendar be an official NZOF calendar and that we pay Fraser Mills \$20 per month for this service to clubs.

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

## 5. Matters Arising

- 5.1. Club survey – now covered under item 6.1 (Strategic Plan 4.4.3).
- 5.2. Research project on why people orienteer, continue/quit orienteering, etc. Ingrid has again tried to contact Rod Corbin (Wintec) without success. As the research could link into the youth strategy, we will further ask if he can give us information on current research about youth and sport, which links with item 6.1 (Strategic Plan 4.2.2). However, it was decided that the original initiative would now be progressed internally rather than rely on (unreliable) external resources. Paul to confirm source and cost of software to allow online research to be undertaken via the NZOF website.
- 5.3. Rule changes submitted to April meeting by the Technical Committee, see item.13.3.
- 5.4. Oceania Championships 2009. As the last two events have been hosted in the NI, Stuart to approach the SI clubs and also to contact OA regarding sanction fees payable to the IOF.
- 5.5. Life membership certificates – no action.

## GOVERNANCE

### 6. Strategic Plan Progress Report

- 6.1. Progress report from Stuart received. The following comments/updates were made:

#### **Marketing and media relations**

- (i) Resourcing clubs: Andrew is to contact Tom Butler, re strategies for clubs, etc. It was not intended that he be approached about a part-time role.
- (ii) Marketing strategy based on 2005 findings. Stuart to check on current timing/status of this as from memory no action was required.

#### **Regional delivery and development**

- (i) Follow up forums: Andrew to ask Alan Horn/James Scott (possibly via a WOA meeting) what has happened to the idea of a paid regional admin role. Trish to be briefed by Stuart on any actions outstanding from SI forum.
- (ii) Schools development: Stuart to remind regional reps of need to identify local needs by 31 October.
- (iii) Improved promotion: the strategies proposed should not come out as an edict from the NZOF. A strategy is needed before we approach clubs, including what NZOF help will be available. Task to be changed to reflect this.
- (iv) Increase pool of mappers in NZ / training programmes: Ingrid has discussed with Swedish contact and this feedback & ideas will be available for the Technical Director to assess the best way forward for NZ. Swedish contact has offered to do work in NZ. However, this has raised the wider issue of developing the number of people available to contract for orienteering services in general. An action was noted to add to the Strategic Plan to identify the number of people who currently would take on contract work (in all areas of the sport) and their skill sets, and to investigate and develop ideas on how to encourage more people to do this type of work.
- (v) Schools development and RSTs: Stuart still to contact Sport Canterbury. Tasks allocated to Development Officer raised the issue of whether the NZOF was going to appoint its own DO or assist with paying for people to do this work at a regional level. Discussion on this included in item 11.4.
- (vi) Promotion via permanent courses: Robyn Davidson to help monitor progress; the website to be updated for most recent courses opened.
- (viii) Coaching, see separate item below.

#### **Volunteer protection**

- (i) Planning for critical NZOF functions: see item 11.4 below.

**Youth:**

- (i) Youth Strategy: Andrew to complete by November.
- (ii) Youth council: Andrew met with key youth reps at NZSSC and is now ready to co-opt.
- (ii) Attraction to orienteering: see also item 5.2 above.

**Diversity**

- (i) Supporting diversity: The NZOF Council will help the MTBO and Rogaine committees take their Strategic Planning work further.

**Coaching:**

- (i) National Strategic Plan: finalisation of national coaching strategy is now urgent; council members to ensure work on it occurs.
- (ii) National Refresher Course: Date now likely to be February 2007. Stuart to keep pressure on to ensure it does take place.

**High performance**

- (i) Elite coaching strategy: ongoing issue linked with completion of national coaching strategy.

**Knowledge Management**

- (i) Capturing and sharing best practice: Four clubs have currently responded to the document proposing a priority list and alternatives for dissemination.

**Stakeholder relations**

- (i) Stuart to circulate Hawkes Bay response to rest of Council and to be circulated to clubs in October.

**Infrastructure development**

- (i) Encourage Clubs to improve their management: Providing an Assessment Tool (action 4.2.1) also noted as a relevant action here.
- (ii) Health of National Magazine: See item 6.3. Will update this action.
- (iii) Improve NZOF Governance and Management: The club survey (2005) was tabled at the meeting. While there were no immediate issues arising, there was a lot of useful information in the survey and a more detailed review will be undertaken by the GM and President prior to the next Council meeting to ensure no important issues are missed. A plan on communicating the results back to clubs still to be finalised.
- (iv) Increase income from external sources. Noted as due for action by end of year.
- (v) Risk Management Process. Also noted as due for action by end of year.
- (vi) links with RSTs: Ingrid referred to green prescriptions and orienteering/permanent course being added to the list of activities.
- (vii) Support Activities: Best allocated to Regional Reps – to keep a watching brief on and feed back needs to NZOF as they arise.

**Key Performance Indicators**

2007 targets for existing KPIs and new targets due, to be set at the Council's December meeting.

- 6.2. CDOA Regional Forum – 19 August.  
Ingrid reported that the significant outcomes were:
  1. Taupo OC remaining independent.
  2. CD combined newsletter (HOC, ROC, TOC).
  3. CD website.
  4. CD event calendar.
  5. Regional development in schools involving RST.
  6. Next meeting, first weekend in December.

- 6.3. NZOF (volunteer) Officer survey  
 Stuart circulated a report; all officers had responded.  
 The main discussion ensuing concerned the future of *New Zealand Orienteering* and its editorship. Some options besides continuing as at present are using an existing publication as a vehicle (as Bike NZ is doing with *Endurance Sport*) with one option for such a publication being *The Australian Orienteer*. With Michael standing down as Ampro Liaison Officer and Media Officer still vacant it was concluded that a sub-committee is required to look at the general promotions area of Magazine-Publicity-Sponsorship (also raised again under item 11.4).  
 Other governance issues raised in the survey were revising the JWOC selection policy (Marquita) and the understanding of the sponsorship agreement with Ampro by national team members (Michael).  
 Stuart to circulate the full spreadsheet summary of responses to Council. If there are any further issues arising from the detail they can be raised at the next Council meeting.

## 7. Accounts of Payment

Approval of payments of \$85,081.64, as per separate schedule, was requested as follows: 1 April – 31 August 2006, being cheques 636152 – 636248 (\$70,780.08), plus International Transfer of \$14,296.52 (including fees of \$75); and other bank fees and adjustments of \$5.04.  
 Moved (Rob Crawford / Ingrid Perols) that payment of these accounts be approved.  
 Carried

## 8. Financial Report

### 8.1. Financial position, year-to-date @ 30 August

Cheque Account	\$33,691
Savings Account	6,480
Investments	80,087
Accounts receivable	2,711
Undeposited Funds	2,304
<i>less</i>	
NZCT Schools Tour grant	5,000
NWOC Schools donation	500
Kapiti HAVOC Fund	5,087
HPD fee to be paid	6,808
D-Squad grant to be paid	3,000
Balance	104,878.

- 8.2. Actual performance to date is a net income of \$27,363. Stuart estimated that we may end the year with a surplus of \$10,000 rather than budgeted deficit.
- 8.3. Club affiliation levy 2007  
 Levy for 2006 \$13,600. As the increase in the CPI for the June 2006 year was 4.0% and in line with the policy set by the 2001 AGM that club affiliation levies were to be "inflation linked for subsequent years".  
 Moved (Stuart Payne / Rob Crawford) that the levy for 2007 be \$14,100 (rounded down from \$14,144). Carried.
- 8.4. "New Zealand Orienteering"  
 After two issues, deficit at \$1,959 is 80% of budget.
- 8.5. 2007 Budget. Stuart to develop and circulate for discussion as part of the next Council meeting.

## 9. The Future of the Technical Committee

The six recommendations in the position paper circulated by Stuart were each endorsed as follows:

1. That the Technical Committee be discontinued as at 31 December 2006.
2. That the committee be replaced by a Technical Director and an advisory panel of three.
3. That the position of Technical Director be a part-time contracted position at the current NZOF hourly rate up to an annual value of \$10,000.
4. That the advisory panel be voluntary and be appointed after the appointment of the Technical Director.
5. That the vacancy for Technical Director be advertised as soon as possible but by necessity before the discontinuation of the current committee.
6. That the position be financed by the current convenor stipend, carrying forward the unspent part of the 2006 NZOF development budget, reallocating part of the 2007 development budget and an external funding application.

Additionally it was resolved that the job description will contain an expectation for consultation by the Director and that those appointed to the Advisory Committee are to be endorsed by the Council.

## 10. NZOF Vice-President

Rob Crawford having indicated his willingness to stand down from the Council completely it was:

Moved (Paul Dalton / Ingrid Perols) that Graham Fortune be co-opted as Vice President to replace Rob Crawford on the NZOF Council. Carried.

Moved (Stuart Payne / Trish Faulkner) that Graham Fortune replace Rob Crawford as an authorised signatory to the NZOF cheque and investment accounts. Carried.

## 11. Appointments

11.1. High Performance Director

*No applications to date.*

11.2. NOS Coaching Coordinator

*No applications to date.*

11.3. Media Officer

*No applications to date.*

11.4. General discussion

Full vacancy list now expanding. Michael Wood not seeking reappointment as Ampro Liaison, Neil Kerrison resigning as D-Squad Coaching Coordinator. Geoff Mead standing down as a selector & Mick Finn likely to stand down as Editor of *NZ Orienteering*. Possible candidates for these positions were discussed. Stuart to update the Situations Vacant on the website. Council members to think about possible candidates who could be shoulder-tapped for vacant roles and advise Stuart.

Stuart raised the concept of merging Marketing/ Magazine/ Media/ Promotion and Sponsorship into a single role, which was accepted as worthy of further investigation. Identifying our objectives and strategies will be important for this.

No conclusion was reached on the need for the NZOF to resurrect the Development Officers role, and this remains to be decided on. Part of this process will be to summarise all the activities currently allocated to the DO in the Strategic Plan and reassess what is the best way to manage these. Stuart to do this analysis for the next Council meeting.

## POLICY

### 12. Miscellaneous NZOF Policies

Held over until next meeting.

## OPERATIONAL

### 13. Reports

#### 13.1. High Performance Director

(a) Report from Clem Larsen received & accepted.

Approval was given for Clem to continue developing the SuperSeries for 2006/2007 including subcontracting some of this to Greg Flynn.

With regard to WOC, the issue of synchronising NZOF target years with the athletes' target years continues. Reconfirmed that NZOF cannot afford to target every year; to do so dilutes support we can give in target years. Stuart and Paul to review the detail of Clem's report & its many recommendations prior to the next Council meeting and determine what further actions may be required.

(b) D-Squad report from Neil Kerrison received & accepted.

#### 13.2. Coaching Director

Report from Darren Ashmore received & accepted.

Stuart noted that the number of active accredited coaches will not be the 111 referred to but at maximum, 94.

#### 13.3. Technical Committee

Report & from John Robinson received & accepted.

With regard to rule changes recommended the following three were endorsed:

1. New relay structure;
2. Controller application;
3. Event reporting by controllers (rather than coordinators).

The recommendation regarding course structure and expected winning times (including the recommendation for a new course for older classes) is to be published on the website for further comment.

#### 13.4. Fixtures Officer.

- a) 2006 AOA Champs, Endorsed as an A-level event.
- b) 2006 WOA Champs, Endorsed as an A-level event.
- c) 2006 SI Champs, no application yet to hand.
- d) National calendar for 2007 circulated to clubs, 31 Aug.

#### 13.5. Selection Panel

Report from Marquita Gelderman received & accepted.

Approval was given for the JWOC selection policy to be varied for 2007. Team to be announced within two weeks following Easter.

#### 13.6. Secondary School Coordinator

Report from Geoff Morrison received & accepted.

The council endorsed the initiative of Taranaki to introduce a rogaining event at next year's NISSC. Stuart reported that with regard to the SISSC they appear to have not had the same resource support as the NZ and NI Champs. This to be rectified in 2007.

#### 13.7. Webmaster

Report from Paul Smith received & accepted.

#### 13.8. MTBO Committee

Report from Michael Wood received & accepted.

Noted that MTBO High Performance remains an orphan; agreed that the MTBO Committee's focus is development not High Performance.

Revised MTBO Committee job description to be provided by Stuart.

- 13.9. Rogaine NZ  
Report from Michael Wood received & accepted.  
Mark Copeland and Mike Sheridan endorsed as NZOF representatives on joint committee with NZRA for 2010 WRC bid.  
Revised Rogaine Committee job description to be provided by Stuart.
- 13.10. Statistician  
Report from Bryan Teahan received & accepted.  
Stuart reported that contingent to his report, Bryan is looking at the NZOF membership database as a source of unique individual identifiers for accessing statistics.
- 13.11. Ampro Liaison  
Report from Michael Wood received & accepted.  
With Michael resigning as of the end of the year, his replacement is a priority.
- 13.12. Media releases (by GM)  
Stuart has been sending out releases in the absence of a Media Officer. He tabled a list of releases, since 1 July, and known outlets where published.

**14. General Business**

- 14.1. High Competition Season remit referred by AGM.  
Agreed that the onus is on the Council to provide a revised version of the remit based on known objections. As a first step, the Zone championship concept was rejected but beyond this we will go back to clubs, squads, Wayne Aspin, etc for their preferences.
- 14.2. NZ Secondary School Championships, year 7 & 8s  
A request from Beverley Holder that it be mandatory for host clubs to cater for year 7 & 8s was declined. The championships are for Year 9-13 and any provision for other age-groups should remain the decision of the hosts.
- 14.3. Date of 2007 AGM confirmed as Friday 6 April, 7:30pm at Wesley College.
- 14.4. Schools test  
A request from Simon Addison that we consider inviting Australia to contest a schools test as part of the Waitangi Weekend 4-Day was declined. It is Australia's turn to host and a test is provisionally set down for 5 October 2007 as part of the Oceania Championships.
- 14.5. SPARC High Performance Strategy  
Stuart to check on number of IOF member countries to confirm whether NZ men are excluded from High Performance funding even if WOC medallists.  
Stuart to send SPARC's guidelines for contestable funding to Ingrid and Andrew.

**15. Date of next meeting**

Saturday 2 December, Wellington

The meeting recorded a vote of thanks to Rob for his record six-plus years as President.

Confirmed as a true and correct record

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