



New Zealand Orienteering Federation

General Manager: Stuart Payne

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MINUTES OF NZOF COUNCIL MEETING -- 6 April 2007

held at Friends Building, Hill Road, Auckland Botanic Gardens, 8:30 am.

PRESENT

Paul Dalton (Pres/chair) Nicola Kinzett (AOA)
Graham Fortune (VP) Raewyn Simpson (CDOA)
Stuart Payne (GM) Trish Faulkner (SI)
Observer: Kate Fortune (for WOA, in Andrew McCarthy's absence).

1. **Welcome:** Raewyn Simpson; **& Apologies:** Andrew McCarthy.
2. **Call for items of general business (in addition to ones already notified)**
GM advised late application for grant from PAPO (accepted as item 14.6).
Raewyn asked that matter of A-grade controllers be discussed (accepted as item 14.7).
3. **Minutes of previous meeting** (2 December 2006)
The reference to Outdoor Education NZ (OENZ) should read Education Outdoors NZ (EONZ).
Moved (Graham Fortune / Trish Faulkner) that, subject to this alteration, these are a true and correct record. Carried
4. **Decisions made by email since last meeting**
 - 4.1. Appointment of Jeff Greenwood to the NZOF Selection Panel.
 - 4.2. Endorsement of Waitangi Weekend WREs as A-level status.
 - 4.3. Appointment of Rob Crawford and Ken Holst as inaugural members of the Technical Advisory Panel.
 - 4.4. That a request be made to Pub Charity Inc for funding for travel for national orienteering and development squad members to compete in the 2006/07 orienteering SuperSeries, for the amount of \$18,198.
 - 4.5. Approval of payments, 16 November - 31 December 2006, of \$27,315.99, being cheques 636297 – 636341.
 - 4.6. Appointment of Jamie Stewart as National Squad Coaching Coordinator.
 - 4.7. Appointment of Rob Crawford, Ken Holst and Gillian Ingham as inaugural members of the Technical Advisory Panel.
 - 4.8. Endorsement of sponsorship agreement with Viceroy Holdings Ltd (inov8).
 - 4.9. That a request be made to Bendigo Valley Sports \$ Charity Foundation for the amount of \$4,708.00 exclusive of GST for travel expenses incurred by members of the New Zealand Orienteering National and Development Squads competing in round 4 of the 2006/07 National League competition known as the "Orienteering SuperSeries", being held in Otago, 24-25 March 2007.
 - 4.10. That a request be made to Pelorus Trust for the amount of \$5,878.00 exclusive of GST for travel expenses incurred by members of the New Zealand Orienteering National and Development Squads competing in round 5 of the 2006/07 National League competition known as the "Orienteering SuperSeries", being held in the Auckland region, April 2007.

- 4.11. That a request be made to Unison Trust for the amount of \$4,659.00 exclusive of GST for travel expenses incurred by members of the New Zealand Orienteering National and Development Squads competing in round 6 of the 2006/07 National League competition known as the "Orienteering SuperSeries", being held in the Wellington area, 28-29 April 2007.
Moved (Nicola Kinzett / Graham Fortune) that these are a true and correct record.
Carried

5. Matters Arising

- 5.1. Life membership certificates. GM has asked Rob Whitla of PAPO to assist.
5.2. Marketing-promotion role. (Refer agenda item 12).
5.3. Sponsorship agreement with VHL (Inov8). GM reported that this is now in operation with orders being handled, voluntarily by the High Performance Director, through the High Performance account.

GOVERNANCE

6. Strategic Plan Progress Report

- 6.1. Progress report from GM tabled.
Discussion centred on the Strategic Directions 2007 as presented (page 20) in the annual report to the AGM. Summarised as **Appendix 1** to these minutes.
6.2. SPARC Investment targets. Report sent to SPARC tabled.
6.3. MTBO Strategic Plan. This has been updated and is ready for circulation to clubs.
6.4. Rogaining Strategic Plan. This has similarly been updated and is ready for circulation to clubs

7. Accounts of Payment

Approval of payments of \$36,508.68, as per separate schedule (*posted*), is requested as follows: 1 January – 20 March 2007, being cheques 636342 – 636378 (\$33,093.90), plus International Payment of \$3,412.28 (including fee of \$25) and stamp duty of \$2.50.
Moved (Trish Faulkner / Raewyn Simpson) that payment of these accounts be approved. Carried

8. Financial Report

- 8.1. Financial position, year-to-date @ 31 March
- | | | |
|--------------------------|----------|---------------------------|
| Cheque Account | \$ 7,786 | |
| Savings Account | 1,676 | |
| Investments | 80,268 | |
| Accounts receivable | 10,382 | |
| Undeposited Funds | 1,157 | |
| Prepayment | 438 | |
| <i>less</i> | | |
| Kapiti HAVOC Fund | 5,268 | |
| Bendigo Trust grant | 3,000 | |
| Pre-paid advertising | 375 | |
| Accounts Payable | 167 | |
| Access Immigration grant | 1,000 | yet to be allocated to HP |
| Balance | 91,897. | |
- 8.2. Actual performance to date is a net income of \$12,038, but actual cash flow has been a net outflow of \$22,052.
8.3. "New Zealand Orienteering"
After first issue, deficit of \$698 is inside budget, being 20% of budgeted full year deficit of \$3,350.
8.4. Appointment of Hon. Auditor
GM advised that he had approached Peter Davidson & Associates of Christchurch and they had agreed but would charge a fee, which would remain at \$600 plus GST for the first three years. They had also advised that the audit would include a separate letter concerning any material weaknesses in accounting and internal

control systems which come to their notice. GM considered that such a review was overdue and accordingly the Council agreed to ask the AGM to endorse the appointment of Peter Davidson & Associates as auditors.

9. Appointments

- 9.1. WOC 2007 Team Manager
Iryna Smirnova (Auckland) was appointed.
- 9.2. ANZ Challenge Team Manager
The Council will seek to fill this position without further advertising.
- 9.3. Other vacancies: Media Officer & Ampro Liaison Officer.
- 9.4. Convenor, Selection Panel
Marquita Gelderman's request to stand down as convenor but remain on the panel with Jeff Greenwood, who is agreeable, becoming Convenor was endorsed.

POLICY

10. Anti-Doping Policy

SPARC have provided transitional rules for sports to:

- * recognise and agree to the change in functions of Drug Free Sport New Zealand (DFS) under the Sports Anti-Doping Act 2006:
- * give effect to the World Anti-Doping Code (WADA); and
- * for each sport to record its agreement to the adoption of the Anti-Doping Rules made by DFS to implement the Code which will come into force on July 1 2007.

In effect the NZOF Council will need to pass a resolution that it (including clubs, athletes, officials) support the Sports Anti-Doping Rules of the DFS. GM spoke to Graeme Steel (DFS) about this (27 Mar) and he advised to wait until the rules are finalised and we received "walk-through" guidance from SPARC (which should be soon).

OPERATIONAL

11. Reports

- 11.1. Coaching Director
The report from Darren Ashmore was received.
in light of Darren's comment that he may not be able to continue as Director this year, succession planning to be commenced including consulting the Coaching Advisory Panel.
- 11.2. Technical Director
 - a) The report from Graham Teahan re rules on winning times for course/classes was endorsed.
 - b) Jeff Greenwood was endorsed as an A-grade controller.
- 11.3. Fixtures Officer.
 - a) The QB 2007 3-Day (hosts Wgtn OC) was endorsed as an A-level event subject to the planners being named by 30 April.
 - b) The Silva NZSSC 2007 (hosts PAPO) was endorsed as an A-level event.
 - c) Noted that PAPO would host Oceania 2009.
 - d) CDOA looking to host Nationals 2009.
 - e) MTBO Comm have asked OA to consider hosting ANZ Challenge this November.
- 11.4. Media Officer / Ampro Liaison Officer
These vacancies, at present, are being plugged by the General Manager.

12. **New Zealand Orienteering: subscription and advertising rates**

The recommendations made in the paper presented by the General Manager were endorsed as follows.

- (i) That the sales price to club members remain unchanged. Endorsed.
- (ii) That a survey be conducted to ascertain reader interests. Endorsed; the survey to also include non-readers.

- (iii) That this be followed by a concerted promotion drive. Endorsed.
- (iv) That the current rate for the back cover be increased to \$500 and other rates be increased in proportion. Endorsed but only to apply to new advertisers.
- (v) That the General Manager complete the task of scoping a national NZOF media-sponsorship-marketing role. Endorsed.

13. Silva and other awards

- 13.1. Silva award for services to orienteering in NZ
Awarded to Rob Crawford (*CMOC*).
- 13.2. International performance of the year
Awarded to Chris Forne/Dennis de Monchy (*PAPPO*)
- 13.3. Administrator of the year
Awarded to Greg Flynn (*NW*)
- 13.4. Ampro Sales club growth/development award
Awarded to Auckland OC.
- 13.5. Silva coach of the year
Awarded to Malcom & Gillian Ingham (*WOC*)
- 13.6. Silva magazine of the year
Awarded to *On The Run* edited by Lance Eccles for the CDOA.
- 13.7. President's Award
Awarded to Bev & Lindsay Shuker (*CM*).
- 13.8. Brighthouse Trophy
Winner, as submitted by Terry Brighthouse, is Tricia Aspin (*CM*).
- 13.9. Kapiti Havoc Trophy
Awarded to Amber Morrison (*HB*).

14. General Business

- 14.1. HCS remit referred by AGM 2006.
The original proponents intend to lobby other clubs and report the issue back to the 2008 AGM.
- 14.2. Remit from RKOC received for AGM 2007.
Although the Council agrees with the remit in principle, SP will speak to it regarding its financial implications for the NZOF.
- 14.3. Public liability insurance (extension) quote.
NZOF has received a quote to extend its current policy so as to include Statutory Liability, Employers Liability, Directors and Officers Liability, and Law Safe @ Work. GM advised that as NZOF is not an employer, instead engaging contract personnel, and, under the Heath and Safety in Employment Act, has a duty of care to its volunteers but is not liable for them, then Employers Liability and Law Safe @ Work extensions appear unnecessary.
GM to go back to Aon Risk and ask for a quote with the Employers Liability and Law Safe @ Work extensions removed.
- 14.4. Support for attendance by Technical Director (GT) at mapping workshop being held by Eric Andrews in Australia in July.
Travel support for Graham Teahan, up to \$500 was approved subject to a mapping /controlling workshop in NZ (as proposed by Graham) being held within six months of the Australian workshop.
- 14.5. Development funding request from WOA for Maptalk event calendar enhancement.
A grant of \$200 (as per Fraser Mills's quote) was approved.
- 14.6. PAPPO application for Silva NZSSC.
A grant of \$500 (under the Silva Schools Programme) was approved for the conduct

of the 2007 national secondary school championships.

14.7. A-grade controllers.

Raewyn proposed that the list of A-grade controllers be reviewed to update for those now inactive and to seek for there to be enough in each club/region. Agreed; GM to pass this request on to Graham Teahan.

15. Date of next meeting

Saturday 18 August, Wellington.

Confirmed as a true and correct record

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Appendix 1: Strategic Directions 2007

(from item 6.1 above; numbering below is from the Strategic Plan)

4.1.1 MARKETING & MEDIA RELATIONS

- Set targets and marketing strategy based on results of 2005 research.
Comment: Will need to cover more general marketing issues than just awareness and will be about 'Who' as much as about 'What' as there are already a range of initiatives identified that are not happening due to a lack of a person(s) to drive them.
Action: GM to initiate and get other to assist with input.
- Fill vacancy for a Media Officer.
Comment: Continue to advertise but see 4.4.3 as the more likely long term solution.

4.1.2 INFLUENCERS

- Start recording/building the network of people with influence in various areas.
Comment: Responsibility will be shared by the Council.
Action: GM to initiate and ask Council for input.

4.2.1 REGIONAL DELIVERY & DEVELOPMENT

- Follow-up regional forums for Auckland, Wellington and South Island areas.
Comment: Proposed dates to be September-October.
Action: Regional Reps to co-ordinate in their own areas and advise GM when dates set.
- Develop a strategy for mapping school camps and training camp teachers.
Action: GM to follow up with EONZ and Darren (Coaching Director).
- Develop training programme and resource materials for mappers.
Action: GM to follow up with Graham (Technical Director).
- Allocate funding for regional development projects.
Action: Council Reps and GM to continue to promote funding availability at local levels and identify suitable projects.
- Schools Development.
Comment: Nicola & Raewyn suggested "Teaching in schools: how to do it?" as a part of the Maps for Schools programme, as the lack of available people in the 'teach the teachers' roles is a major hurdle to the effectiveness of this initiative. Darren Ashmore, Val Robinson & Robyn Davidson suggested as resource people. Robyn already has lesson plan done and NZOF Kiwisport Manuals is downloadable from the NZOF website.
Action: GM to determine the best way to achieve this (e.g via Coaching Director?)

- Identify orienteering contractors and develop ideas to encourage more people to do this type of work.
Action: GM to establish and publicise a central registry of people willing to do contract work.
- Rollout club assessment tool.
Comment: While ready to communicate the availability of this to clubs the experience in Auckland suggests that the small clubs will find this overwhelming and the big clubs will not see any need to use it. A soft sell approach will be required.
Actions: GM to make the documentation available on the website. Regional Reps to utilise the tool (or just appropriate parts of it) in the 2007 Regional Forums.
- Club Rescue Package (*new*).
Action: GM began drafting one at time of Southland's postponed AGM and will follow it through.

4.2.2 VOLUNTEER & MEMBER PROTECTION

- Introduce a Volunteer Recognition and Rewards programme to support and acknowledge efforts of volunteers at both national and local levels.
Actions: GM suggested asking Ampro to consider an additional annual award for officials. He also tabled SPARC's recent report, *Finding and keeping volunteers*. Agreed that this be made available to all clubs.
- Undertake research on membership retention and utilise the information to develop appropriate strategies for clubs.
Actions: Ingrid has advised that she has sent the questionnaires on why people take up/leave the sport have been finalised and sent to Webmaster Paul Smith to go on the NZOF website. Ingrid will draft an email to go out to past and present members asking them to go to the website to complete the survey. GM will send it out once approved and sample selected.

4.2.3 YOUTH

- Complete the strategy.
Comment: In Andrew's absence, this will now become a Council responsibility.
Action: GM to ask Simon Jager and Kate Rea if they will provide input on the draft when it is ready.
- Formally establish the Youth Council including defining its terms of reference.
Comment: Similarly, in Andrew's absence, this will also become a Council responsibility. To be delayed until the strategy is completed.

4.2.4 DIVERSITY

- Finalise strategic plans for MTBO and Rogaine after discussion with clubs.
Comment: These are now ready.
Action: GM to circulate at an appropriate time.
- Collate and distribute information on event organisation and systems to reduce workloads.
Comment: GM advised that essentially this has been done.
Action: GM to continue to promote the resources available.

4.3.1 COACHING

- Implementation of the Coaching strategy, including ensuring adequate training and education of all levels of coaches is supported and a succession plan is operating.
Comment: With Coaching Director to implement.
- National coaching refresher course.
Comment: This is being held 10,11 April. No further action required at the moment.

4.3.2 HIGH PERFORMANCE

- Good performances at JWOC 2007.
Comment: Well underway. Training and selection programme in place. Team management in place.
- Develop a strategy to improve our elite coaching resources.
Action: GM to follow up with Carsten, Jamie and James.

4.4.1 KNOWLEDGE MANAGEMENT

- Complete best practice repository and communicate to clubs.
Comment: The three outstanding documents (as at last December) still remain to be completed.
Action: GM to follow up.

4.4.2 STAKEHOLDER RELATIONSHIPS

- Rollout strategy document and example to clubs.
Comment: This is ready and remains simply a matter of timing.
Action: GM to circulate at an appropriate time.

4.4.3 INFRASTRUCTURE DEVELOPMENT

- Review those NZOF volunteer positions where we are having trouble filling them.
Comment: Proactive (shoulder tapping) approach to continue.
Action: Marketing/ Media/ Sponsorship/ Magazine grouping to be the first area investigated by GM.