
New Zealand Orienteering Federation (Inc)

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MINUTES OF NZOF COUNCIL MEETING -- 30 July 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)
Michael Wood attended as an observer for part of the meeting.

1. **Apologies:** Myles Thayer (SI).
Welcome: Nicola Kinzett was welcomed as the new representative from Auckland.
2. **Call for items of general business (in addition to ones already notified)**
Andrew requested report on NZOC General Assembly be added and Ingrid asked for status of CDOA to be added (see items 15.4 and 15.5).
3. **Minutes of previous meeting (25 March 2005)**
Moved (Paul Dalton / Rob Crawford) 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 the Oxford Sports Trust for funding towards air travel for the NZ team competing at JWOC in Switzerland for the amount of \$10,000.
 - 4.2. That a request be made to the Lion Foundation for funding towards air travel for the NZ team competing at JWOC in Switzerland for the amount of \$10,000.
 - 4.3. That a request be made to the New Zealand Community Trust for funding for overseas air travel for the NZ team competing at the World Championships in Japan for the amount of \$18,915.
 - 4.4. That a request be made to the Lion Foundation for funding for overseas air travel for the NZ team competing at the World Championships in Japan for the amount of \$18,915.
 - 4.5. That NZSSC 2005 be endorsed as having A-level status.
 - 4.6. That a contract with ACNielsen to conduct market research on the level of recognition & understanding of orienteering be proceeded with.
 - 4.7. That a development grant to Orienteering Hutt Valley of \$1,000 for the City Safari be approved.
 - 4.8. That a request be made to the Trillian Trust Inc for funding for competition uniforms and shoes for the NZ team competing at the World Championships in Japan for the amount of \$4,158.
 - 4.9. That a request be made to the Caversham Foundation for funding for competition uniforms and shoes for the NZ team competing at the World Championships in Japan for the amount of \$4,158.
 - 4.10. That for schools competitions official teams are made up of students of the same sex from the same school who are eligible to compete in the class.
 - 4.11. That a request be made to the New Zealand Community Trust for funding for air travel for the New Zealand Schools team to compete in the Australian Secondary Schools Championships in Tasmania, 27-28 September, for the amount of \$16,000.
 - 4.12. Derek Morrison & Julie Smith confirmed as managers, NZ Schools Team, 2005.
 - 4.13. That the Silva Schools sponsorship for 2005 be granted to Wellington OC, as hosts of the Silva NZSSC.

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

5. Matters Arising

- 5.1. Research project on why people orienteer, continue orienteering, quit orienteering etc. Rod Corbin at Wintec has a 3rd year student writing a literature review on why people participate in sport (possibly including orienteering). Ingrid to keep working on this.
- 5.2. "Sport for Life" brochure (refer item 6.1 Strategic Plan)
- 5.3. Life membership certificates, (certificates to be prepared by November).
- 5.4. NZOF Officer stipends. Refer discussion on volunteers, under Strategic Plan, item 6.3.

GOVERNANCE

6. Strategic Plan Progress Report

- 6.1. Progress report
Rob's report was received and endorsed.
- 6.2. In relation to SPARC funding, 2005
Reference to these is incorporated in the progress report.
- 6.3. Volunteers
Rob's report reviewed all national volunteer positions with a view to prioritising their resourcing and succession planning.
- 6.4. Survey of recognition of orienteering
Paul reported that the results revealed that a high proportion of the general public appear to have a good understanding of what orienteering is (62%). Overall basic awareness at 87% is high although not everyone has an entirely accurate understanding with 36% favouring compass over map. The results will be used to develop a marketing and communications strategy and will also be disseminated to clubs.
- 6.5. Regional Forums
The first forum is proposed for WOA on 10 Sep at Masterton, subject to WOA OY on that date. GM to attend.

7. Accounts of Payment

Approval of payments of \$92,741.11, as per separate schedule, was requested as follows: 16 March – 15 July 2005, being cheques 941 - 1005 (\$84,371.03), plus International Transfer of \$8,323.76 (including fees of \$25); and other bank fees \$46.32.

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

8. Financial Report

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

Cheque Account	\$ 502
Savings Account	3,764
Investments	45,000
Accounts receivable	7,103
WOC2005 advance	25,000
HP SuperSeries credit	1,181
Undeposited Funds	1,778
less	
Accounts payable	109
Balance	84,219.
- 8.2. Actual performance v Budget (Report, as circulated)
- 8.3. Club affiliation levy total for 2006
2005 total is \$13,250

Cost of Living increase to 30 June 05 is 2.8%
gives 2006 total of \$13,621.

Moved (Stuart Payne / Rob Crawford) that the 2006 total be \$13,600. Carried.

8.4. **MTBO WOC funding**

Moved (Stuart Payne / Rob Crawford) that the entry fees (780 Euros) for the 2005 team (of four athletes and one official) be paid in full. Carried. A general policy on paying entry fees for international teams awaits the development of the High Performance Strategic Plan.

9. General Manager – Performance Review

Rob moved that his report be accepted including the following recommendations:

1. The Council formally record its appreciation of Stuart's performance in this role;
2. Review the Council's objectives for this role and decide responsibilities for core management functions;
3. Notwithstanding 2 above, accept the need to review the Principal Tasks and Performance Expectations contained in the services agreement with the NZOF Executive being delegated to complete this task by the November Council meeting; and
4. Notwithstanding 2 above, accept the need for an increase in contracted hours for this position with the recommendation being to complete the Principal Tasks stated and additional services currently being provided requires 17.5 hours a week. Should the review in 2 above require the role to perform additional tasks, a further increase will be required for approval.

The report and its recommendations were accepted. The increased hours for the GM are to take effect from 1 October.

10. Appointments

10.1. **Selection Panel**

Bill Edwards, nominated by OHV, was appointed.

10.2. **NOS Coaching Coordinators**

In the absence of an appointment, this position will be reviewed as part of the High Performance strategic plan.

11. Annual Council Agenda

This item was held over until the November Council meeting.

POLICY

12. NZOF Health & Safety Policy

Stuart had circulated a revised policy. Council to provide feedback by email for final adoption by the November meeting.

13. Miscellaneous NZOF Policies

Stuart to circulate final draft for feedback, as per item 12.

OPERATIONAL

14. Mid-Year Reports

14.1. **Coaching Director**

Report from Graham Teahan received. Strategic Planning scheduled for remainder of year.

14.2. **High Performance Director**

Report from Michael Wood received. Strategic Planning scheduled for remainder of year.

14.3. **Selection Panel**

No report received.

- 14.4. Technical Committee
- a) Report from John Robinson received. The committee has (1) "revamped" the process for controller application and grading and (2) proposed extending the number of courses at major events to accommodate classes such as M80 & W80. With regard to (1), it was decided more discussion needs to surround this and therefore the Council is not yet prepared to endorse the revamp and in the meantime the TC to be advised that it is to be put on hold. With regard to (2) the committee is to be asked why the age classes in question can't be managed within the existing course-class combination.
- b) current status of NZOF Competition Rules. Stuart completed updates begun by Bruce Henderson and sent to TC for final approval, who have had no further comments to add, so the updated rules will now be published.
- 14.5. Fixtures Officer
- a) Report from Stuart Payne received. A-level event approvals were approved for the 2005 Area Champs as follows: CDOA Long Distance; AOA Long Distance, WOA Long and Middle Distance & SI Long Distance.; for the NZ Champs Long & Middle Distance, with the 2006 NZ Rogaining Champs already approved. Other applications endorsed subject to qualification were: 2005 NZ MTBO Champs; NZ Champs Sprint & Relays; NI SS Champs and QB 3-Day.
- b) funding controllers for MOC for Nationals 2006. Marlborough are hosting the (possible) sprint champs at Easter and the national relays. As they have not previously held an A-level event and do not have any A-level controllers it was agreed that the NZOF would assist with the provision of technical support, any funding to come from the development budget.
- 14.6. RogaineNZ
- Report from Michael Wood received. Egmont's initiative with schools was noted and the Rogaine Committee is to be asked to consider a strategic direction for rogaining in schools. With regard to the international development and coordination of rogaining, the NZOF is to write formally to the IOF, including reiterating its previous proposal that rogaining events be included as part of the World Marathon Trophy competition.
- 14.7. MTBO Committee
- No report received.
- Both the Rogaine & MTBO Committees are to be asked to develop strategic plans for their areas of the sport.
- 14.8. Secondary Schools Coordinator
- Report from Geoff Morrison received.
- 14.9. Media officer
- No report received.
- 14.10. Webmaster
- Report from Paul Smith received. The decision from the March Council meeting to review the hosting of the NZOF website at its November meeting was reaffirmed.
- 14.11. NZ Orienteering
- Deficit after two issues is \$1,319, 48% of full year budget of \$2,750.
- Circulation for Jun05: Clubs 532, Overseas 18, RSTs 17, NZ Other 13, Total 580.
- With full colour consideration to be given to reviewing the advertising rates. Stuart to initiate.
- 14.12. Statistician
- Report from Bryan Teahan received.

- 14.13. Ampro Liaison
Report from Michael Wood received. Stuart, in consultation with Michael, has prepared a summary of the existing agreement. This is to be made available in the future to team managers and athletes.

15. General Business

- 15.1. Final claim from Editors, NZO
Ev & Lindsay Smith submitted an invoice to be paid for (volunteer) hours involved with transition of editorship. The request was declined.
- 15.2. Oceania Championships 2009
New Zealand is next due to host this event in 2009. The normal date would be January but an alternative is October (Labour Weekend) immediately after the World Masters Games in Sydney. Council Area reps to give consideration to their area as hosts; NZOF will write formally to OA once orienteering is confirmed in the programme.
- 15.3. Club Survey
Rob circulated a draft questionnaire and invited feedback subsequent to the meeting.
- 15.4. NZ Olympic Committee General Assembly
Andrew reported on his attendance at the General Assembly in April. The key issue for Associate members was branding rights, which do not extend to the use of the Olympic rings or the Olympic fern.
- 15.5. Status of CDOA
Ingrid reported that Egmont OC have formally resigned to join WOA. With Pinelands OC no longer active, the most likely scenario is that CDOA will dissolve as a formal entity.

16. Date of next meeting

Saturday 26 November, Queen Margaret College, Wellington

Confirmed as a true and correct record

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