



New Zealand Orienteering Federation

General Manager: Stuart Payne

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MINUTES OF NZOF COUNCIL MEETING -- 30 November 2008

held at NZ Rugby Union, 1 Hinemoa Street, Wellington, 9:00 am

PRESENT

Paul Dalton (Pres/chair)

Graham Fortune (VP – left at 1 pm)

Stuart Payne (GM)

John Robinson (AOA)

Raewyn Simpson (CDOA)

Don Locke (WOA)

Trish Faulkner (SI)

1. **Welcome:** The Chair welcomed Don Locke, as the new WOA representative.
2. **Minutes of previous meeting** (16 August 2008)
Moved (Graham Fortune / Trish Faulkner) that these are a true and correct record.
Carried.
3. **Decisions made by email between the March & August meetings**
 - 3.1. That a grant be made to the Hamilton OC for the Silva NZ Secondary School Championships of \$1,000.
Moved (Trish Faulkner / Raewyn Simpson) that these decisions are a true and correct record. Carried.
4. **Decisions made by email since last meeting**
 - 4.1. That a grant be made to the Counties Manukau OC for the 2008-2009 Summer Series of \$500.
 - 4.2. That Mick Finn be appointed as Marketing & Promotion Officer for 2009.
 - 4.3. That an application be made to the New Zealand Community Trust (NZCT) for part funding of the new position of Marketing & Promotion Officer in 2009 for \$5,000.
Moved (Graham Fortune / John Robinson) that these decisions are a true and correct record. Carried.
4. **Matters Arising**
 - 4.1. On-line survey. Data extracted by Paul Smith and now being analysed by Ingrid Perols.
 - 4.2. Publicity at Oceania Carnival. Mick Finn to take this up as first duties as new M & P Officer.
 - 4.3. Youth Strategy. Finalised and endorsed.
Appointment of Youth Council now required.
 - 4.4. Sponsorship agreement with Ampro Sales Ltd. See item 10.12.

GOVERNANCE

5. **Strategic Planning Progress Report**
 - 5.1. Strategic Plan 2005-2008 Final progress report.
The following uncompleted or ongoing actions were to be carried through to the new plan and/or subsequent management plans.
* VOLUNTEER PROTECTION - Work with clubs to assist in addressing volunteer issues confronted at a local level. (*Underpins the new plan.*)

- * MARKETING & MEDIA RELATIONS. Continue improvements to NZOF website and further its use as a promotional tool. (*Management plan action.*)
- * REGIONAL DEVELOPMENT. Regional forums for constituent clubs where seen as value by the region. (*Management plan action.*)
- * REGIONAL DEVELOPMENT. Complete central register of orienteering contractors. (*Add to new plan.*)
- * REGIONAL DEVELOPMENT. Mapping school camps, training camp teachers. (*Add to new plan.*)
- * REGIONAL DEVELOPMENT. Attendance by NZOF Councillors at club meetings & events. (*Already in new plan.*)
- * COACHING. Regional coaching refreshers. (*Management plan action.*)
- * HIGH PERFORMANCE. Finalise strategy to improve elite coaching resources. (*Management plan action.*)
- * KNOWLEDGE MANAGEMENT. Develop best practice documents for coaching and mapping process. (*Management plan action.*)
- * INFRASTRUCTURE DEVELOPMENT. Develop plans to increase income for the sport from external sources. (*Add to new plan.*)
- * INFRASTRUCTURE DEVELOPMENT. Initiate a risk management process. (*Management plan action.*)

5.2. Progress against SPARC sport development investment schedule for 2008. The GM reported that this had been lodged with SPARC by the due date of 28 November.

5.3. SPARC sport development investment schedule for 2009. The GM reported that the draft schedule had been lodged with SPARC by the due date of 28 November.

5.4. Strategic Plan 2009-2012. Following some feedback, a trimmed down plan has been prepared by the GM. This was accepted as tabled subject to the following additions (as per item 5.1) -

- * REGIONAL DEVELOPMENT. Complete central register of orienteering contractors.
- * REGIONAL DEVELOPMENT. Mapping school camps, training camp teachers.
- * INFRASTRUCTURE DEVELOPMENT. Develop plans to increase income for the sport from external sources.

Once the addition of these actions is made and upon the completion of the KPIs in Part 5, the revised plan is to go on the website and the GM is to draft an underpinning management plan for 2009.

6. Accounts of Payment

Approval of payments of \$59,399.87, as per separate schedule (*tabled*), was requested as follows: 1 August – 17 November 2008, being cheques 636627 – 636661 of \$45,519.41, international payments of \$13,880.42 (incl bank fees of \$81.00) and adjustments of \$0.04.

Moved (Graham Fortune / Raewyn Simpson) that payment of these accounts be approved. Carried.

7. Financial Report

7.1. Financial position, year-to-date @ 17 November

Cheque Account	\$10,279
Savings Account	15,431
Investments	61,067
Accounts receivable	2,876
Prepayments	1,500
Undeposited Funds	973
<i>less</i>	

Kapiti HAVOC Fund	6,067
Prepaid advertising	700
Balance	85,359.

Noted that the Kapiti HAVOC Fund is to be drawn down at next maturity (24 Apr) by the cost of the new set of NZ Schools team uniforms.

- 7.2. Financial performance, year to date @ 17 November, surplus of \$1,997. Event levies to date \$42,841 (49% of discretionary income to date).
- 7.3. "New Zealand Orienteering"
Financial performance after three issues: deficit \$2,678 (79% of budgeted deficit).
- 7.4. Budget 2009, revised draft circulated.
While the 2009 budget is for a deficit of around \$10,000, the challenge in subsequent years is to bring activities back into surplus.
Contract fees for Coaching & Technical Directors reduced. Appointees to these positions in 2009 to be advised. Further discussion on the budget for 2010 to be undertaken at the next meeting at Easter.

8. Appointments

Appointments already made for 2009 include: Mick Finn (Marketing & Promotion Officer), Derek Morrison (Manager, NZ Schools Test team).

- 8.1. General Manager & transition.
Moved (Graham Fortune / John Robinson) that Rob Crawford be appointed as General Manager to commence 1 January 2009. Carried.
Moved (Stuart Payne / Trish Faulkner) that Rob Crawford replace Stuart Payne as an authorised signatory to the NZOF and NZOF High Performance Accounts as of 1 January 2009.
Stuart to complete the 2008 financial accounts for audit and the GM's section of the Annual Report for 2008.
- 8.2. Manager/coach, JWOC 2009. Mark Lawson appointed as coach. No appointment made for manager; position to be re-advertised.
- 8.3. Manager, World Games 2009. Clem Larsen appointed.
- 8.4. High Performance Director. Carsten Joergensen appointed.
- 8.5. Technical Director. Graham Teahan subject to confirmation of his availability.
- 8.6. Coaching Director. No applications, position to be re-advertised.
- 8.7. Selection Panel. Bill Edwards, having completed his three year term, reappointed.
- 8.8. MTBO Committee. No change to committee membership for 2009.
- 8.9. Rogaine Committee. No change to committee membership for 2009.
- 8.10. Secondary School Coordinator. Geoff Morrison's resignation accepted; position to be advertised in December. Geoff will continue until appointment is made.
- 8.11. Webmaster. Paul Smith's resignation accepted; position to be advertised in December. Paul will assist transition for his replacement.
- 8.12. Editor, "NZ Orienteering". Mick Finn reappointed.
- 8.13. Statistician. Bryan Teahan reappointed.
- 8.14. NOS Coaching Coordinator. No applications, position to be re-advertised.
- 8.15. D-Squad Coaching Coordinator. James Bradshaw reappointed.

POLICY

9. Policy for selection of schools for World Schools' Championships

The draft policy submitted by Geoff Morrison was accepted and will now be put up for general comment.

OPERATIONAL

10. Reports

- 10.1. High Performance Director
Report from Carsten Joergensen received & accepted.
Issues arising -
 - 1) The HPD role will not be split; if Carsten wishes to delegate certain functions he can, subject to Council approval but the HPD will remain accountable for all services.
 - 2) The GM will remind the Selection Panel that its comments on relaxing the standard for selection of women for WOC have been invited.
 - 3) The Code of Behaviour as adopted at the August meeting will stand. Decided it now needs to be given a decent trial.
- 10.2. Acting Coaching Director (Carsten Joergensen)
No report received, The GM reported that the National Junior Training Camp being coordinated by Beverley Holder on behalf of Wellington OC has a full list of registered participants with a waiting list.
- 10.3. Technical Director
Report from Graham Teahan received and accepted.
- 10.4. Fixtures Officer (GM)
 - 1) TONIC 2008 & Oceania 2009 championship events endorsed as A-level events.
 - 2) Major Fixtures List 2009 circulated to clubs/NZOF Officers/Council, 8 October. The incoming GM will be reminded of the need to obtain A-level applications for relevant 2009 events and the need to publicise the national 2010 calendar planning meeting at Easter.
- 10.5. Convenor, Selection Panel
Report from Jeff Greenwood received & accepted.
John Robinson raised the matter of the time taken to select and endorse teams. He was invited to prepare a paper on the subject for the next meeting of the Council.
- 10.6. Secondary School Coordinator
Report from Geoff Morrison received & accepted.
With regard to the selection of the NZ Schools team in August, the GM to reply quoting from the explanation provided in Jeff Greenwood's Selection Panel report.
- 10.7. Convenor, MTBO Committee
Report from Michael Wood received & accepted.
- 10.8. Convenor, Rogaine Committee
Report from Michael Wood received & accepted.
While the report commented on the increasing profile of NZRA-initiated rogaines, the GM commented that the number of, and participation in, NZOF club rogaines remained undiminished.
The lack of activity by the committee was noted and accordingly the GM to ask whether the committee wish to make a recommendation re their future and if they were disbanded would the RogaineNZ website continue.
- 10.9. Webmaster
Report from Paul Smith received & accepted.
- 10.10. Statistician
Report from Bryan Teahan received & accepted.

Bryan to be formally thanked for the completion of 20 years in this volunteer role.
The Oceania Carnival programme to advertise the NZOF Badge system.

10.11. Acting Media Officer (GM)

Eight media releases made by the GM since the August meeting covering WOC MTBO (5), 8th WRC (2), Southern Cross Challenge (1).
The GM commented on the difficulty of publicising the ANZ (elite) test results because of slowness in receiving the results.

10.12. Acting Ampro Liaison Officer (GM)

New sponsorship agreement was endorsed; Ampro Sales have advised they are in principle agreement but wish to discuss a few minor items. GM will finalise the agreement once these points are clarified with Ampro.
With regard to the Administrator of the Year award, although this will no longer be sponsored by Ampro, NZOF will continue the award itself.

11. General Business

11.1. Application from Auckland OC for funding support re mapping for Nationals 09 received. A decision was deferred. The GM to ask Auckland for an overall budget for the event and information regarding the future use of the maps and their period of amortisation.

11.2. Driver's liability, when using rental vehicles on NZOF business.
Resolved that in the event of an accident the NZOF will pay the insurance excess unless the driver is legally responsible for the accident. The excess should be at the minimum level possible.

11.3. Promotional CD (Claire Paterson). This item was held over.

11.4. Oceania 2009.
PAPO had raised with the GM that in regard to medals & certificates, NZOF pays for certificates for NZ & NZSS Championships. Should it therefore contribute towards same for the Oceania Championships?
it was noted that the NZOF hasn't in the past and therefore PAPO would need to submit an application for this funding and it would then need to be considered in relation to the NZOF's overall financial budget for 2009.

11.5. The Council conducted an internal discussion on how it viewed its effectiveness.

11.6. Moved (Trish Faulkner / Raewyn Simpson) that a vote of thanks be given to Andrew McCarthy, as outgoing WOA representative. Carried.

12. Date of next meeting

Good Friday, 10 April 2009, Auckland.
AGM to be held later the same day.
GM to confer with Auckland OC re venues.