

Minutes TeleMeeting of IOA committee on 13th May 2020

Time: 8.00pm

Attendees:

	In attendance	Apologies
Mary O'Connell (Chairperson)	x	
Sarah Ní Ruairc (Treasurer),	x	
Andrew Cox (Development Officer),	x	
Stuart Scott (Mapping Registrar),	x	
Darren Burke (High Performance),	x	
Eoin Browne (Director of Orienteering Education)	x	
Aine Joyce (Minute Secretary)	x	
Debi Whelan (PRO)	x	
Paul O'Sullivan-Hourihan (Controller of Technical Standards)	x	
John McCullough (Vice Chairperson)	x	
Fergal Buckley (Fixtures and Hon Sec)	x	
Ciaran Donaghy (National Children's Officer)	x	
Colleen Robinson (Director of Junior Representative Orienteering)	x	

Agenda:

- **Minutes of Previous Meeting**
- **Matters arising**
- **Recording of decisions made by email**
 1. **IOA Environmental Policy - POSH**
 2. **Change in perf excel criteria, approved via email**
- **Officer Updates - matters arising from reports**
- **Governance updates - Risk Register, Comms Plan, Asset List, Confidentiality Policy, Committee effectiveness Review**
- **Updates to ethics and behav document**
- **BOC Middle Distance championships**
- **A.O.B.**

Actions from this Meeting

A to put previous minutes on the website

AJ and CD to email clubs re: Risk Assessment and Child Safeguarding

All committee members to read and comment on non exec Job Descriptions (see appendix)

Return to O sub group to meet to develop guidelines and plan

AJ and EB working on a new plan for RTGO.

POSH to revert by end of May on plan to finalise additions/updates to Rules of O.

Previous minutes

Minutes were approved by the committee.

Action: AJ to put approved minutes on website

Matters Arising from previous meeting

1. *AJ and CD to talk about Child Protection actions from last meeting*

Child protection. Aine updated the committee on discussions with Ciaran D re: Risk Assessment and Safeguarding requirement for clubs.

2. *Committee is asked to read the job descriptions of non-executive positions*

Read and comment of job descriptions for non executive positions

3. *AJ to include IOC discussion on agenda for AGM*

There was a discussion about IOC in the coming years.

KerryO/CorkO in 2021

WEGO in 2022 tbc

CNOC in 2023

NIOA in 2024

CorkO in 2025

POSH will continue working on on the IOC into the future discussion

4. *AJ to put approved minutes on website*

This was done.

5. *POSH to create sub-group of 2-3 others to discuss IOC2021*

see above

6. *AC to consult POSH regarding age classification for 2019 Munster champs*

AC and Munster champs: AC stated that the 2019 Munster Champs will not go ahead.

7. *AJ liaise with Donal Dowd re scheduling of AGM*

No longer relevant

Officer Reports:

Treasurer's Report:

The 2019 accounts are with the auditors at the moment and will be ready in time for an Autumn AGM.

AJ and SNR tackling the final detail of implementing Xero Accounts Package.

Schools and POCS

Schools events unlikely to take place before Christmas, as usual numbers attending are too high to comply with new Covid restrictions.

Mapping:

No significant update since last meeting.

High Performance:

All events are on hold and it is likely that the HP budget won't be spent. There is the possibility of some events in the autumn. Darren will also be looking at renewing the squad clothing stock.

Vice Chairperson - JMcC:

John updated the committee on the work of the Return to O subgroup (Stuart, Fergal, John, Gavan and Aine).

Education EB:

Looking to move some aspects of RTGO online. Also concerned about the availability of teachers to attend courses when they return to school in the Autumn.

AJ and EB working on a new plan for RTGO.

Communications - Debbie:

The committee thanked Debbie and Darren for virtual relay initiative.

Debbie gave an update on virtual relay and social media activity surrounding it. There is lots of posting of orienteering related activities happening internationally.

There are questions on twitter about a Return to O.

Technical -POSH:

Paul expressed thanks to governance subcommittee for all the work done on the audit.

Posh still has rules to finalise, by end of May with plan

Munster champs 2020 – may not be able to get mapping done in time.

Fixtures and Secretary: - Fergal:

Working on payments system with Gavan D and Colm M. Improvements will be gradually implemented.

National Children's Officer - Ciaran:

Ciaran's report was submitted before the meeting. In summary, he is focusing on getting all clubs to complete a Risk Assessment and Safeguarding Statement. Seven clubs have completed this to date. Reminders will be sent to clubs who have not done this to date. Sport Ireland Safeguarding Audit: additional information was submitted on Feb 2020 and he is awaiting feedback. Ciaran has attended online National children's Officers meetings where possible, but some meetings are only suitable for paid full time National Children's Officers.

Juniors - Colleen:

There are lots of postponements to events. Time trial cancelled due to weather. JWOC and EYOC postponed to autumn. Final decision in July on whether they will actually take place this year. There are now 6-7 online training sessions per week for Juniors. Worth considering continuing this after Covid19 is gone. The attendance is 50:50 male and female. There are also female presenters as well as participants.

Chairperson:

There is a request that the British Middle-distance championships in 2023 take place in conjunction with the Irish Orienteering Championships in that year. There were no objections from committee. MOC will email CNOC.

Following from the Audit which took place in the recent weeks a small number of areas have been identified as needing attention. These include;

1. The creation of a Risk register.
2. Confidentiality: A section has been added to the Behaviour and Ethics document.
3. Committee Effectiveness: The next face to face committee meeting will include a discussion on Committee Effectiveness.
4. Asset Register: AJ has created this.
5. Communications Plan: This is to be developed.

AOB

The committee discussed using video conferencing for IOA meetings in the future. It was noted that it is still possible to dial in using a phone number in the case of limited broadband. All were agreed to trail this option.

The Chairperson asked the committee members about their intention to remain on the committee after the next AGM. All to email their intentions to AJ.

Regarding Sport Ireland's National outdoor database. There were a number of requests to provide information for this. We have sent a RSS link of our fixtures.

Map run F: Debbie recommended all our POCS should be on Map Run F, there was agreement on this. AJ will organise Map Run F Zoom group.

Decisions taken and agreed on email.

Ethics and behaviour document: this document was updated with confidentiality and anti-discrimination sections. The updates were approved. To be signed after AGM.

Environmental policy – this was developed for IOC2020 by POSH and JMcC. The document was circulated to the committee and agreement was reached. It was adopted.

The new Performance Excellence criteria were agreed over email.

Meeting ended 21.08

Appendices

National Children's Officer Report

Operations Plan updates

Behaviour and Ethics Document update

Environmental Policy

New Performance Excellence criteria.

Non Executive Job Descriptions