

**Minutes of Orienteering Ireland committee on 2nd April 2022 Time: 11am
(held outdoors in St. Pats Drumcondra)**

| 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 | |
| Debbi 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 | |
| Dave Masterson (Junior Affairs Officer) | | x |

Agenda:

- **Minutes of Previous Meeting**
- **Matters arising**
- **Recording of decisions made by email**
 - Mileage rate now 30cent per km
- **Officer Updates - matters arising from reports**
- **Risk Register**
- **Compliance Record**
- **Change to company limited by guarantee**
- **Strategy**
- **Governance**

- **A.O.B.**

Actions from previous Meeting

| | |
|---|--|
| AJ: previous minutes on the website. | Done |
| AJ to do Comms Plan with input from MOC submitted this morning | Draft sent |
| John to complete Risk Register with input from committee | Completed |
| Milage Rate: Final decision | Done |
| New IOA logo: within 10 days of meeting - | Delayed |
| Ethics document: Mark, Deirdre and other contractors to be made aware | Sent to Mark and Deirdre – yet to sign |
| CD and DM to co-ordinate on Zoom re: Junior Squad Child Protection, AJ to give them Zoom details. | Started, yet to complete |
| All Committee Members: Ensure no IOA/OI data is held on personal devices | Ongoing |
| Sarah to meet with Revenue to discuss recent correspondence | Contacted, awaiting reply |
| Gov-enhance: Fergal, John to attend | Done. John presented |
| AJ: put latest Ethics & Behaviour document on the website | Done. Removed signature page |
| AJ: Put Risk Assessment Form on Event Organisers Page | Done |
| Data group to review GDPR policy | Still to be done |
| Safety: John to co-ordinate with EB and POSH on Safety Policy | To be completed |

Include reference to section in Constitution (17) To be completed
 into Governance Principles document, section
 2.3b

Face to Face meeting: AJ to send out poll to check Done
 availability on April 2nd in Portlaoise.

*Actions from **this Meeting***

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|---|---|
| AJ to put on website. | AJ |
| Ethics and Behaviour document: AJ to remove page with signatures and pass to Deirdre and Mark for signing. | AJ |
| GDPR – to be reviewed by original team; Mapping Officer, Chairperson and Vice Chairperson | Mapping, Chairperson and Vice Chairperson |
| Non Committee Roles: AJ to check with Data Liaison, Child Protection, Anti-doping and Webmaster if each person is willing to remain for another year. | AJ |
| Governance: constitution: update the compliance record 2.3c, to reflect that section 17 is in constitution. | Governance sub group |
| Treasurer will request Bank of Ireland to increase credit card limit. | SNR |
| Treasurer will update financial procedure to include amount above which pre-authorisation is required for spending General Administrator and Committee Members. | SNR |

| | |
|--|--------|
| The revised Risk Register will be circulated to the committee. | AJ |
| All officers were reminder to submit reports for AGM | All |
| In consultation with the Junior Squad Officer, two child protection appointments are required for the junior squad | DM, CD |
| It was noted that the list of affiliated clubs on the website should be updated. | AJ |

Previous minutes

Minutes were approved by the committee.

AJ to put on website.

Matters arising from Minutes

The new logo and brand guidelines for OI was discussed.

Ethics and Behaviour document: AJ to remove page with signatures and pass to Deirdre and Mark for signing.

The committee were reminded that there should be no OI data on personal devices.

National Childrens Officer and Junior Officer are to discuss two new roles for Junior Squad.

The treasurer has written to Revenue, awaiting reply.

Governance meetings: Secretary and Vice Chairperson have attended Sport Ireland Governance meetings, the vice- chairperson has presented at one of the meetings.

GDPR – to be reviewed by original team; Mapping Officer, Chairperson and Vice Chairperson

Non Committee Roles: AJ to check with Data Liaison, Child Protection, Anti-doping and Webmaster if each person is willing to remain for another year.

The risk assessment form is on event organisers page.

Event safety review by Vice Chairperson and Controller of Technical Standards to review documents regarding event safety.

Governance: constitution: update the compliance record 2.3c, to reflect that section 17 is in constitution.

Record minutes of decisions:

The committee decided via email to increase the mileage rate to €0.30 per km. In effect from 1st April 2022.

Officer Updates – in addition to submitted reports

Submitted reports are in the appendix.

General Administrator gave a verbal and written report to the meeting on activities.

Treasurer will request Bank of Ireland to increase credit card limit.

Treasurer will update financial procedure to include amount above which pre-
authorisation is required for spending General Administrator and Committee
Members. No amount was identified at the meeting.

Risk Register

The Risk Register and Risk Management Policy were reviewed and updated by
the committee. The revised version will be circulated to the committee.

Risk Management Policy, circulate updated risk management policy

Compliance Record signed and approved at the meeting.

General Administrator will circulate the updated documents.

Change to CLG

The change to Company Limited by Guarantee (CLG) will be proposed at the
AGM. The following wording was suggested at the meeting; "The committee is
empowered to change the status of Orienteering Ireland from an
unincorporated Association to a Company Limited by Guarantee."

After the meeting Fergal emailed the following:

"That the Executive Committee is empowered to change the status of Orienteering
Ireland from an unincorporated association to a company limited by guarantee."

The wording above will be used in the Agenda for the AGM.

AOB

An Introduction to Orienteering course was discussed. A suggested start of Sept 2022. Mark or Deirdre to organise and Co-ordinate.

All officers were reminder to submit reports for AGM

Governance:

Principal 1. reviewed, no changes were needed.

National Childrens Officer:

In consultation with the Junior Squad Officer, two child protection appointments are required for the junior squad

It was noted that Garda Vetting is needed for JWOC.

The National Childrens Officer will address the AGM on the need for safeguarding and garda vetting.

It was noted that the list of affiliated clubs on the website should be updated.