

**Minutes of Orienteering Ireland committee on 8th Feb 2022 Time: 7.45pm
(held via Zoom)**

<u>Attendees:</u>	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**
 - **Covid Restrictions changes**
- **Officer Updates - matters arising from reports**
- **Governance**
- **Principle 2, Exercising Control over the Organisation**
- **Change to company limited by guarantee**
- **AGM**
- **Face to Face**
- **A.O.B.**

*Actions from **previous** Meeting*

<ul style="list-style-type: none">• AJ: previous minutes on the website.	<ul style="list-style-type: none">• Done
<ul style="list-style-type: none">• Debbie will let committee know when the new logo is ready, and then a date will be set for relaunch	<ul style="list-style-type: none">• Discussed later in this meeting
<ul style="list-style-type: none">• AJ to circulate ethics document to sign	<ul style="list-style-type: none">• Done
<ul style="list-style-type: none">• DM and CD to co-ordinate on CCO and DLO for Junior Squad	<ul style="list-style-type: none">• Discussed during this meeting
<ul style="list-style-type: none">• Sarah, John & Mary will review the current km travel rate of 0.25 pre km	<ul style="list-style-type: none">• A new rate suggested, final decision to be made
<ul style="list-style-type: none">• All committee to delete unnecessary IOA documents on personal devices.	<ul style="list-style-type: none">• All to check
<ul style="list-style-type: none">• AJ to circulate provisional meeting schedule for 2022	<ul style="list-style-type: none">• On Agenda

*Actions from **this** Meeting*

- AJ: previous minutes on the website.
- AJ to do Comms Plan with input from MOC
- John to complete Risk Register with input from committee
- Milage Rate: Final decision
- New IOA logo: within 10 days of meeting
- Ethics document: Mark, Deirdre and other contractors to be made aware
- CD and DM to co-ordinate on Zoom re: Junior Squad Child Protection, AJ to give them Zoom details.
- All Committee Members: Ensure no IOA/OI data is held on personal devices
- Sarah to meet with Revenue to discuss recent correspondence
- Gov-enhance: Fergal, John to attend
- AJ: put latest Ethics & Behaviour document on the website

- AJ: Put Risk Assessment Form on Event Organisers Page
- Data group to review GDPR policy
- Safety: John to co-ordinate with EB and POSH on Safety Policy
- Include reference to section in Constitution (17) into Governance Principles document, section 2.3b
- Face to Face meeting: AJ to send out poll to check availability on April 2nd in Portlaoise.
-

Previous minutes

Minutes were approved by the committee.

AJ to put on website.

Matters arising from Minutes

AJ will complete OI Communications Plan, with input from MOC. To be completed by end of March.

John McC to finish Risk register with input from committee.

Due to the organisational and governance requirements of OI a solicitor advising OI is desirable. MOC briefed the committee on one possible solicitor.

The possibility of a Milage rate change was discussed. Sarah to make the final decision.

New Logo: Debbie is leading this and a final consultation is needed and this will be completed in the next 10 days.

Ethics document is signed by all.

Aine will share zoom account details with Dave and Ciaran, so they can meet to discuss Junior squad child protection issue.

Reminder: All committee member should check that no IOA data is held on personal devices.

Note: Email distribution lists should be sent via google email.

There was a discussion about personal data and emails.

Go back and check that old emails are deleted.

Officer Updates – in addition to submitted reports

Submitted reports are in the appendix.

There was a discussion about the most recent communication from Revenue.

Sarah to respond to them. AJ to post letter to Sarah.

Gov-enhance: John and Fergal to attend.

Governance

Principal 2 from Governance:

The committee discussed each subsection of Principal 2 from the Governance Code.

Mark and Deirdre and others should be aware of the Ethics and Behaviour document. Document should be on the website. AJ to check.

There is a need to review GDPR policy.

It was noted that a change to a CLG, will move us to a Type B organisation with different Governance requirements.

Health and Safety: Safety policy and Risk Assessment to be placed on Event Organisers Page.

The training courses for Planners, Controllers and Organisers, we include safety and risk assessment.

John McCullough will look at this requirement to ensure consistency.

EB and POSH will coordinate with John on this.

For section 2.3b of the document, insert the reference to section 17.

AGM

AGM: There was a discussion about the exact timing of the AGM on the Saturday of IOC. Aiming to avoid clash with other activities.

AOB:

Fergal discussed the further development of the website with the committee. The committee agreed to further expenditure as outlined in the email from Gavan.

There was a brief discussion on payment of Stripe fees and Tax for event entry. It was agreed that this would continue until a review at the end of the summer.

Fergal gave an update on IOC. All on target.

A committee face to face meeting is scheduled for April 2nd in Portlaoise. AJ will send out poll on this date.

Meeting end 21.01
