

## Minutes of Orienteering Ireland Committee Meeting

**Date & Location:** 2030, 06-Mar 2023 – GoogleMeet

### Attendance List

Appointment	Name	Present	Not Present
<i>Executive Chairperson</i>	Paul O'Sullivan-Hourihan	X	
<i>Vice-Chairperson</i>	John McCullough	X	
<i>Honorary Secretary</i>	Fergal Buckley	X	
<i>Honorary Treasurer</i>	Sarah Ní Ruairc	X	
<i>Education Officer</i>	Eoin Browne	X	
<i>Controller of Tech Standards</i>	Dermot O'Sullivan	X	
<i>Development Officer</i>	Andrew Cox		X
<i>High Performance Officer</i>	Darren Burke	X	
<i>Junior Affairs Officer</i>	Dave Masterson	X	
<i>Mapping Registrar</i>	Stuart Scott	X	
<i>National Children's Officer</i>	Ciarán Donaghy	X	
<i>Communications Officer</i>	Fiona Buckley	X	
<i>General Administrator*</i>	Eric O'Brien	X	

*\*This person was also the Minute Secretary for this meeting*

The Chairperson opened the meeting at 2030, welcoming all who attended and receiving apologies from those who couldn't attend. All meeting members declared that they had no known conflicts of interests.

### 1. Minutes of the Previous Meeting:

POSH – Discussed the previous minutes of the committee meeting held in person at Portlaoise on 21-Jan-2023. Follow-up actions were reviewed with the following updates;

- Fergal had discussed CROC 2023 with SOLAR, and will follow up again.
- SS is working on a notification to clubs about the use of cloud licences.
- Fiona & EOB to sign up to the Ethics & Behaviour Policy
- CLG work is progressing with Gov Sub-Com.
- Digital Footprint plan is in action.
- Branded items plan in action.
- Bank Accounts registration is complete.
- DOS will talk with WEGO about advertising IOC 2024.
- LSP list is being worked on by Ops Team.

### 2. Matters Arising:

There were no matters arising discussed at this meeting.

### 3. Decisions by Email since last meeting:

The Executive Committee voted to reject the IOF proposal to field an international team at WOC/JWOC. This submission was acknowledged by IOF.

## 4. Officers Reports (additional comments to submitted reports as discussed):

### a. **Honorary Treasurer:**

Progress has been made on receiving the Sports Capital Grant. Fixtures invoices have been issued to clubs with teething problems being addressed by Fergal & Sarah. Contact will be made to prepare accounts for AGM at IOC with our accountant.

### b. **Honorary Secretary:**

Recognises teething problems with fixtures registration and wants to simplify the process for clubs soon by adjusting event categories.

### c. **Children's Officer:**

National Vetting Bureau (NVB) only want us to vet people in direct contact with children. EOB is not eligible, but OI does not agree. Barbara Foley-Fisher is engaged with the NVB, and her efforts over the past years have been tremendous. DM asked if this issue would change how we vet accompanying adults, CD advised it will not. CD also acknowledged the efforts of Dierdre in safeguarding training. CD advised that there is no update on a single vetting process across multiple organisations. POSH agreed that we are in a good position with vetting and that we should endeavour to keep this up.

### d. **High Performance Officer:**

Has identified a possible replacement and will update soon.

### e. **Education Officer:**

Has had a lot of interaction with EOB with RTGo and other issues. Two instructor courses due next month. Sport Ireland – Sport for Life project is progressing.

### f. **Junior Affairs Officer:**

Residential weekend was a great success and great to be back in group training again. EB is now children's liaison for Junior Squad. Fundraising planned for Summer trips. Official JWOC training camp is the same weekend as IOC, so IOC is the priority.

### g. **Communications Officer:**

Has been liaising with EOB about communications developments. Has publicised the Women in Sport event in Fota in local news outlets. Also working on a standard press release for clubs to use to advertise their event series in local news outlets. FB left at 2105. Material (incl Start/Finish banners) will be sourced and distributed to clubs to maintain consistency in branding.

### h. **Mapping Officer:**

SS was asked if the current amount of OCAD licences were sufficient. SS said they were and would control access to the cloud-based licences to ensure they were used efficiently. Sharing of cloud-based licences is

allowed by OCAD and these were mainly for major events and beginner mappers in clubs.

i. **Operations Update:**

POSH asked EOB for an update and overview of things. EOB discussed the large gap between RTGo and joining a club being a lack of schools' events outside of Munster, the South East & Dublin. This is a step to attract members to clubs in the long run. EOB introduced the three projects that are now underway by the Ops Team and some ExCom members. These will be updated as time progresses, but EOB also noted that website development may be better placed with a standalone developer to allow the Ops team to focus on other work. SNiR asked if this should be explored. SS also noted the work that Adrian has done on the backend app development of the website to date. POSH asked ExCom to consider this for the next meeting and the projects to continue in the meantime.

j. **Vice-Chairperson:**

Updated everyone on the transition to CLG. EOB has sent guidance and templates from his work in this field. 3 interested people in joining the new Board as external members. Constitution needs to be finalised and sent to the solicitor to begin the registration with the CRO. Review funding form Sport Ireland may not be of use to OI at present. JMcC will respond to the Law Reform Commission, through Sport Ireland query, even though we are not required to as we have already begun the transition from an unincorporated entity to a CLG.

k. **Chairperson:**

POSH outlined the draft plan for the composition of the BOD which will be supported by sub-committees. This will be discussed with all ExCom members in the coming weeks. POSH asked that the constitution be completed to push the transition. Also, acknowledge the gap between RTGo and joining clubs as the current schools framework needs to be reviewed.

5. **Finance Update:**

Discussed earlier.

6. **Governance:**

a. **Registering as a CLG:**

Discussed by Chairperson & Vice-Chairperson.

b. **Article 5 – Behaving with Integrity:**

The committee reviewed Article 5 (earlier conflict of interest (sub-principle 5.2) was discussed), and discussed sub-principles 5.1 & 5.3).

7. **AOB:**
  - a. **AGM 2023:**

EOB confirmed that the AGM will be held at 1800 on 30-Apr-2023 in Lynams Hotel, Laragh, Co Wicklow. Notification will be published this Friday. POSH will talk with current ExCom members to see if they wish to remain in their positions prior to the AGM.
  - b. **Insurance Update:**

POSH met with the investigator and Sean Cotter. OI should review its current schools programmes and ensure that dynamic risk assessments are used in all events. Investigator will issue report to insurers.
  - c. **Sport Ireland Transgender focus Group:**

If OI is required to provide a committee member for this project, one will be sourced.
  - d. **General Admin:**

EOB will send out new letterhead, zoom/GoogleMeet backgrounds and email signature blocks to all ExCom members. EOB asked for t ExCom members to assist with Project Scaffold for a subsection. EB & DOS volunteered for this.
  
8. **End of Meeting:**

POSH closed the meeting and advised that future dates will be sent out soon.
  
10. **Follow-Up Actions:**
  - a. Fergal to follow up with SOLAR about CROC 2023.
  - b. Stuart to create notification to clubs about cloud based OCAD.
  - c. Ethics & Behaviour Policy to be signed by Fiona & Eric.
  - d. Dermot to talk with WEGO about advertising IOC 2024 at IOC 2023.
  - e. LSP contact list to be developed and shared by Eric.
  - f. Projects to carry on as per EOB timelines and supported where required by ExCom members.

**Appendices to these Minutes are attached.**

## Appendix 1 – Reports

### Vice-Chairperson's Report

The **Governance Group** has been active since the last Exec meeting.

We have been working on merging **documentation** from our constitution and policies towards our move to a CLG. We hope to have made substantial progress by the end of April for the AGM.

Contacts with our **solicitor** Cormac Ó Ceallaigh have been intermittent as he has not been good at responding to queries, so the time may have come to look elsewhere for legal advice, even at this late stage.

We have publicised our requirement to have two **independent board members** as part of the new structure, via the Federation of Irish Sport and BoardMatch. We have had three applicants so far.

In response to last year's Sport Ireland **governance audit** we have updated the risk register and designed a template to record any hospitality or gifts offered to officers on an annual basis.

**Law Reform Commission:** We have been trying to respond to a LRC consultation document about unincorporated associations and possible changes to their legal status. This will not affect us as an NGB as we have already decided to go for the CLG model, but it might have implications for our clubs. Three models are proposed and the LRC are looking for feedback as to which would be the best. The submission deadline is 15th March.

**Sport Ireland Evaluation Grant scheme** webinar: I attended this last week. It seems to me that this is a scheme for evaluating projects which have been carried out under the Dormant Accounts Fund. It looks at if solutions worked rather than at what solutions would work. It requires research on the part of the participant organisations and/or linking with researchers or 3rd level institutions. The maximum amount is €15000 per organisation and selection is based on a competitive assessment by Sport Ireland. The deadline for applications is 14th April and the money must be spent by June 2024.

Did we get Dormant Accounts funding for anything apart from DEIS schools mapping and the RTGO programme?

The proposed evaluation must "relate to the personal and social development of persons who are economically or socially disadvantaged, the educational development of persons who are educationally disadvantaged, persons with a disability (within the meaning of the Equal Status Act 2000)." For example: an evaluation of a Dormant Accounts funded initiative.

**Presentation to Áine:** I dropped the jigsaw in to her house the other day.

JMcC 6/3/23

## Treasurer's Report

### 1. 2022 Income & Expenditure

My initial attempt at calculating Orienteering Ireland's financial position at the end of the 2022 Financial Year indicates that OI will record a deficit of approximately €48,000. However, the following must be taken into consideration:

- A refund of €28,700 from DTCAGSM is expected in respect of LIDAR data purchased in 2022. All necessary documentation has been completed and we are awaiting payment.
- Event registration fees totalling €6,085 are due from the clubs. Invoices have been issued and the payment is expected by the end of March.

When these payments have been received the deficit reduces to approximately €13,300. I will contact the auditors in the near future to arrange for the accounts to be audited in advance of the AGM.

### 2. Sport Ireland Grant Funding

Our grant funding for 2023 from Sport Ireland amounts to €214,000, of which €129,000 has been received. The first part of the core grant allocation (€60,000, or 75% of the total) is usually received in February but as not yet been paid to us.

Our generous funding allocation for 2023 provides for plenty of opportunities to grow and develop the sport, but we must do so in a manner that is sustainable.

### 3. 2023 Budget

A summary of the budget for 2023 that was sent to Sport Ireland in January is below.

	2023 Budget	
Income	Amount (€)	Percentage
<b>Total</b>	306,440	
<b>Core Grant</b>	80,000	26.11%
<b>Restart Sport Grant</b>	79,000	25.78%
<b>Event Reg</b>	3,500	1.14%
<b>Affiliation</b>	3,300	1.08%
<b>Mapping &amp; Map Reg</b>	200	0.07%
<b>Juniors</b>	3,000	0.98%
<b>HP</b>	0	0.00%
<b>Orienteering Education</b>	42,000	13.71%
<b>Other</b>	780	0.25%
<b>Women in Sport</b>	30,000	9.79%
<b>European Week of Sport</b>	4,000	1.31%
<b>Development Income</b>	300	0.10%
<b>DAF (Grant &amp; Other)</b>	60,360	19.70%
<b>Expenditure</b>		
<b>Total</b>	306,440	
<b>Admin</b>	58,060	18.95%

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HP	15,000	4.89%
Juniors	22,000	7.18%
Comms	5,500	1.79%
Orienteering Education	8,400	2.74%
Events & Awards	2,050	0.67%
Mapping	2,000	0.65%
Equipment	2,230	0.73%
Schools & POCs	1,000	0.33%
Development	12,000	3.92%
Tech Standards	6,000	1.96%
Women in Sport	25,000	8.16%
Event Refunds	3,000	0.98%
Restart Sport	79,000	25.78%
Ready to Go Orienteering	61,200	19.97%
European Week of Sport	4,000	1.31%
Surplus	0	

#### 4. Bank Account & Xero Access

Darren has indicated his intention to step down from the Committee at the AGM in May. As well as his High Performance role he acted as the second administrator on Ol's Business Online account. I've been making arrangements to add John as the second administrator and also update access to Ol's various online payment accounts. I've also completed adding Eric to Fexco, Business Online and Xero.

Sarah Ní Ruairc

3<sup>rd</sup> March 2023

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#### Education Officer Report

2 x Instructor Training Courses are currently in the pipeline.

- 01/02 April - Rockbrook Park School, Dublin.
- 22/23 April - Kinsale OEC, Cork.

Rockbrook has been publicly advertised and still has places available. The Kinsale course is likely to be filled with Kinsale OEC staff and ATU (GMIT) students - one or two public places may be available.

Ready to Go courses were held in Cork, Sligo and Roscommon. With courses coming up in Dublin, Meath, Athlone and Donegal.

We have 2 newly qualified Orienteering Instructors - congratulations to Mark Stephens and Sara Mason.

I attended a SportIreland Coaching networking event at the end of January. On the agenda was an introduction to the All-Island Physical Literacy Consensus statement, The statement defines physical literacy as:

*"Physical literacy is the motivation, confidence, physical competence, knowledge and understanding that enables a person to value and participate in physical activity throughout life."*



# EXCOM MEETING MINUTES



We will be hearing more about this from SI in the coming months -  
[Link to All-Island Physical Literacy Consensus Statement](#)

I have been in correspondence with Sport Ireland regarding a proposed review of the Leaving certificate PE (LCPE) syllabus. My view is that the orienteering element with the LCPE syllabus is badly drafted, the skills and techniques outlined are not what we would have recommended and the method of assessment is unsuited to orienteering. SI are considering making a submission on behalf of a number of NGBs as part of a review, any submission from Sport Ireland would likely carry more weight than an observation from a single NGB.

I have been working with EOB on a number of areas, Instructor Database to track qualification status, First-Aid, safeguarding and more. Also working on OI Risk Assessment and Method Statement documents.

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## Technical Standards Report

On the technical side. controllers in position for IOC23. Some technical queries from the event. Meeting between IOC22 and IOC23 will be by Zoom, though already in touch. Dermot

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## Mapping Officer Report

On the mapping side, the shared OCAD licence library is now up and running. I need to draft a brief press release (with Fiona and Eric) to send to clubs.

There are three licences allocated to the library: One free, 2 on loan

The success of this project is contingent on those licences not being used by anyone else so please don't be tempted if you have access to the Licence Transfer Utility!

The licences are 'lent' to individuals on a short-term basis only and the software is shared via the cloud using Google Drive.

Aside from that, it's business as usual.

Stuart

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## Communications Officer Report

Various items concerned with the redesign and rewording of leaflets/car stickers have been discussed with Eric, refer to Project Long Reach.

Emails and zoom call re website with Eric and Gavan re delivery of OI information and responding to enquiries, refer to Project Phoenix.

And spreading the word about all things OI wherever and whenever possible. Fiona



## Childrens Officer Report

Safeguarding:

Deirdre Ní Challanáin hopes to run two Safeguarding 1 courses every year for Orienteering Ireland. This year they will be held online on 14 March and in 19 October. She has set up a database of those who have done Safeguarding. Myself and Dave (Junior Rep.) both have access to it. There is also a record kept of those who have done a Safeguarding 1 refresher (e-learning module). Deirdre is also going to send reminders to club secretaries to check safeguarding certs. of their Children's Officer and Designated Liaison Person.

Garda vetting:

The Garda National Vetting Bureau are saying that too many organisations and clubs are getting members to do Garda vetting unnecessarily. Barbara has been asked to submit a 'Rationale list' of those who we think should be vetted. She got in touch with Athletics Ireland with regard to their list. We put a list together and she submitted it to the Garda National Vetting Bureau. She is awaiting a reply.

Ciarán

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## High Performance Report

Not much to report from High Performance:

Accommodation booked for WOC in Switzerland

Draft WOC Selection Policy was received from the selectors on Friday, currently reviewing, so I imagine will be published in the next few days.

Darren Burke

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## Development Officer Report

NIL

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## Junior Affair Officer Report

Here's a rundown of current ongoing work:

### **Junior Calendar 2023**

So far this year, we've had 6 events for junior training:

- Sprint Training Days x 4 (organised by Eileen Young in Jan/Feb)
- Junior Time Trial (Phoenix Park, Feb 25th)
- Training Weekend (Killarney, Mar 4th - 5th)

The following events are still to come:

- More Sprint Training (19<sup>th</sup> March, organised by Eileen Young)
- JK Junior Squad Relay teams (to be organised – 10th April)
- EYOC/JWOC Training Camp (TBC – see later)
- EYOC (Bulgaria, 22<sup>nd</sup> – 26<sup>th</sup> June)

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- JWOC (Romania, 2nd – 9th July)
- Silva O-Camp (Czech Republic, 23rd – 30th July)
- JHI (NE England, Oct)
- Hawkshead Weekend (England, Nov)

Plans for training camps for EYOC/JWOC are still outstanding – the organisers of both seem dis-interested in accommodating training camps outside of the official second camps (both of which clash with IOCs). I'm now looking instead at plans to maybe arrive a few days early to both events, pending availability of any attending juniors (due to proximity to exams)

Junior Time trial went well, good conditions meant lots of fast times – Gerry Brown broke the course record for three laps, and several other juniors were within seconds of other records. ~30 juniors took part in the trial itself and the training afterwards - Thanks to Ruth Lynam and Josh O'Sullivan-Hourihan for their help with this.

Sprint training days were very well received – many thanks to Eileen Young for organising. Another follow up day is planned for 19<sup>th</sup> March, a return to Bayside by popular demand.

The residential weekend in Killarney has just completed and was a great success. 34 juniors enjoyed two solid days of training, including a Night-O and a full Colour event on Sunday. Many thanks to the following people who helped out in various ways: Brendan O'Brien, Fiona O'Brien, Anne-Marie Masterson, Stephanie Pruzina, Norma Rea, Eoin Browne, Brian Rowe, John Casey, Thomas Callary, Darren Burke, Tony Cotter, Liam Cotter, Kerry-O (organised the Night-O and the event on Sunday)

All participants paid €50 towards the cost of the weekend, and accommodation/food costs came in just under the total, so the weekend was essentially cost-neutral. Junior contributions should be released from Eventbrite to the OI account automatically later this week.

20 Juniors and 4 adult coaches (Toni O'Donovan, John Casey, Alan O'Donnell and Colleen Robinson) are now booked into the Silva O-Camp in July, in the Czech Republic. Flights are booked, and the organisers are working us into their various airport transfer plans. All juniors have paid €100 towards the cost of the camp, as well as their travel costs – this money is in Eventbrite, but it probably won't be released to Orienteering Ireland until after the camp.

I have made the initial team size entry for EYOC (including accommodation), and I've booked the initial accommodation numbers for JWOC. JWOC team entries are not open yet, but I'll do that as soon as they are available. I'm also sounding out parents about potential volunteers to accompany groups to both events in June/July – I don't think I'll have issues here, plenty of interest.

I'm in the process of getting names for JK relay teams for Juniors who will be there. Entry deadline is March 17<sup>th</sup>.

# EXCOM MEETING MINUTES

## Finances

No major changes in budget, except we'll probably save some money that was earmarked for EYOC/JWOC training camps, since its unlikely they will go ahead now. Adding a few days to the actual events won't add much extra cost.

Even including Silva O-Camp, budget is on target for the year:

Details	Date	Category	Income (€)	Expenditure (€)
March Training Weekend - Accomodation Deposit (Brendan O'Brien)	13/02/2023	Training		€ 150.00
Silva O-Camp - John Casey Flight Expenses	15/02/2023	Training		€ 338.00
March Training Weekend - Food	06/03/2023	Training		€ 273.66
March Training Weekend - Final Accomodation Invoice	06/03/2023	Training		€ 1,010.00
March Training Weekend - Eventbrite Fees				€ 151.80
March Training Weekend - Income from Juniors (less Eventbrite Fees)	06/03/2023	Training	€ 1,650.00	
<b>Total</b>			<b>€ 1,650.00</b>	<b>€ 1,923.46</b>
<b>Net Cost to IOA</b>			<b>€ 273.46</b>	
<b>Available to Spend</b>			<b>€ 18,726.54</b>	
<b>Projected Future Expenses (rough)</b>				
JK Relay Teams			-€ 500.00	
Silva O-Camp Expenses			-€ 6,500.00	
Silva O-Camp Income			€ 2,000.00	
EYOC 2023			-€ 6,000.00	
JWOC 2023			-€ 7,000.00	
Hawkshead			-€ 700.00	
<b>Left at the End:</b>			<b>€ 26.54</b>	

## Child Protection

I still need to get a parent to agree to take on the role of the Childrens Officer for the Junior Squad.