

Minutes of Orienteering Ireland Committee Meeting

Date & Location: 2030, 12-APR-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 at this time.

1. Minutes of the Previous Meeting:

POSH – Discussed the previous minutes of the committee meeting held online on 06-MAR-2023. Follow-up actions were reviewed with the following updates;

- Fergal had discussed CROC 2023 with SOLAR, and will follow up again.
- POSH had spoken with Frank Ryan, IOC 2024 is confirmed for the Connaught region. OI will liaise with Frank after the last WEGO event of 2023. Info will be forwarded to DOS & FergalB.

2. Transition to CLG Update

POSH & FergalB have been working on the updated Constitution to comply with the Company's Act and the Memorandum of Association. OI are still looking for an External Board member to join as per the 40% requirement set by Sport Ireland, this new member should be female if possible. A possible candidate is in discussions with the Governance Committee to fill this role. The Governance Group are working on the final organisational structure of the Board of Directors. There will be an interim period for adjustment after the Board is formed and the committee acknowledge that they will rely on the existing and new members free time to create the best fit for OI.

A record of gifts and hospitality is now available for use by the ExCom.

There is a possible replacement for the Anti-Doping position. POSH extended a thank you to Rob McEvoy for all his work in the role over the years. A possible replacement for the HP Director is being worked on. POSH thanked Darren Burke for all of his work with the committee over the past ten years. The vacant Data Liaison Officer will need to be filled at the AGM, with any issues being currently forwarded to EOB.

3. Matters Arising:

There were no matters arising discussed at this meeting.

3. Decisions by Email since last meeting:

There were no decisions made by email.

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

a. **Honorary Treasurer:**

Sports Capital Grant payment is still outstanding as too is the Core Grant instalment. SNR is following up. Women ins Sport and Her Outdoors grants are due for submission soon. EOB & Déirdre will submit these. Spending is on track for 2023. SNR is open for ideas on where to spend. SNR & EOB will review accounts in May after IOC. Auditors have been engaged with.

b. **Honorary Secretary:**

Nothing extra to report that hasn't already been covered.

c. **National Development Officer:**

MapRun training delivered this month with a good uptake. Irish Schools Championships are scheduled for the Southeast in April & May. FB asked about subsidies for busses to attend the championships, as school budgets are normally expended at this time of year. After a lengthy discussion, it was agreed to explore this for next years championships.

d. **Controller of Technical Standards**

Nothing extra to report that hasn't already been covered.

e. **High Performance Officer**

Currently seeding start lists for IOC.

f. **Children's Officer:**

CD is happy with the level of compliance in clubs. POSH commended CR, Barbera Foley-Fisher & Déirdre for their work in this area. CR noted that clubs should display their child safeguarding statement at events. If clubs need assistance with this, please contact CD.

g. **Education Officer:**

An instructor course is scheduled for later this month. Work is continuing with the Leaving Cert orienteering resources. EB will discuss issues with assessment with POSH.

- h. **Communications Officer:**
EOB is finalising leaflets and pdfs for use by clubs to give general information for newcomers and the Ready to Go project.
 - i. **Mapping Officer:**
Nothing extra to report that hasn't already been covered.
 - j. **Operations Update:**
EOB asked about disposing of the large SIAC stock currently held by OI. After a lengthy discussion, it was agreed to retain 100 cards for use by the Seniors and Juniors. The remaining stock will be given to our open clubs. The regularisation of OI awards was approved by the ExCom, and the OI Awards Policy was adopted. Signs are currently being developed for MapRun sites.
 - k. **Vice-Chairperson:**
OI had a high rate of compliance in the recent audit by Sport Ireland. Work ongoing in the Governance sub-group.
 - l. **Chairperson:**
POSH announced that Áine Joyce (GEN) was selected to receive the spirit of Orienteering Award for her massive efforts to improve the sport over the decades. The winner of the Mac Tíre award was selected by the panel of previous winners and is Rory Costello (KerryO). POSH thanked Tony Cotter, Eileen Young & Philip Brennan for their work. POSH informed the ExCom that there are large changes to the committee of BOC. He hoped that this issue could be resolved quickly and fairly and that it wouldn't affect the members or events in the club.
5. **Finance Update:**
Discussed earlier.
6. **Governance:**
Article 1 – Providing Leadership:
OI implement a continuous review of policies and practices, and are currently reviewing their structure as we move to a CLG. Completing Mid-Year and Year-End reviews allows us to review our operations and goals periodically throughout the year. Clubs should be aware of the requirement to declare a Registered Beneficial Owner in line with current Anti-Money Laundering legislation. SNR has contacted clubs about this.
7. **AOB:**
There was no other business.
8. **End of Meeting:**
POSH closed the meeting and advised that reports need to be submitted to EOB prior to the AGM.
10. **Follow-Up Actions:**
a. POSH to finalise plans for SIAC issue to clubs with EOB.

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- b. EB & POSH to discuss assessment issues.
- c. Unassigned – Assess viability of transport funding for schools to attend schools championships.

Appendices to these Minutes are attached.

Appendix 1 – Reports

Vice-Chairperson Report

The Governance Group have continued working on the CLG transition with more-or-less weekly meetings. The combined documents dealing with the proposed new structure and incorporating sections of our existing Constitution have been prepared for review by the solicitor, Cormac O'Ceallaigh. We have identified one external, female, non-executive director and have invited her to join the proposed Board of OI. However she has found that there are difficulties with her involvement so we are waiting for clarification. Two other candidates also expressed interest but because of Sport Ireland's requirement for gender balance our preference is for a female non-executive director.

The Gov Group are putting together a brief summary for the Executive and the AGM to explain the expected structure of OI after the CLG transition. Essentially all the existing Executive positions will be maintained but there will also be a small board including one or more non-executive directors to satisfy the requirements of the Companies Act. We made a submission to the Law Reform Commission on a consultation paper on unincorporated associations (such as ourselves at present). A template for recording gifts and hospitality for Executive members has been prepared, arising from a Sport Ireland audit) and it will be available on Google Docs. I have had an application from one candidate for the Anti-doping officer position which is due to fall vacant at the AGM.

At the JK I had an approach from an Irish woman who is very involved with the British Mountain Bike Orienteering Association (BMTBO). She offered to help with training and development of MTBO in Ireland if we had any desire to go in that direction.

JMcC 12/4/23

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 €43,000. 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.

When these payments have been received the deficit reduces to approximately €14,600. The auditors are preparing the 2022 Financial Statements in advance of the AGM. I will circulate the Financial Statements when they are ready but that is likely to be during the week prior to the AGM.

In March we issued invoices to the clubs seeking payment for 2022 Event Registration Fees. This was the first time we have used the system of invoicing the clubs at the end of the year rather than the previous system where the clubs paid in advance. There are some queries regarding the invoices, but these should be resolved very soon and payment received in full.

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) has yet to be paid to us. I followed up on this delay with Sport Ireland and have been advised that payment will be forthcoming.

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

Income and Expenditure for 2023, together with budget figures, are below. Please note that the budget figures are for the entire financial year (January – December) but figures in the "2023 to Date" column are accurate as of 16th March 2023.

Account	2023 to Date	2023 Budget	Variance
Trading Income			
Clubs - Affiliation	3,450	3,300	150
Clubs - Event Registration	0	3,500	-3,500
Clubs - Mapping	0	200	-200
Covid 2023	79,000	79,000	0
EWOS grant	0	4,000	-4,000
Irish Sports Council - Dormant Account Grant	45,000	50,000	-5,000
Irish Sports Council - Women in Sport Grant	0	25,000	-25,000
Other Income - Development	0	300	-300
Other Income - Other	243	480	-238

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Other Income - RTG-O	0	360	-360
Other Income - Technical Standards	0	300	-300
Other Income - Juniors	1,548	3,000	-1,452
Other Income- Orienteering Education	5,508	42,000	-36,492
Sport Ireland - CORE Grant	0	80,000	-80,000
Sport Ireland - DAF Youth Leadership	5,000	5,000	0
Deferred Income and Own Resources	0	10,000	-10,000
Total Trading Income	139,749	306,440	-166,691
Operating Expenses			
Admin	13,802	61,060	-47,258
Communication Costs	0	5,500	-5,500
Covid Grant spend/Restart Sport	11,448	79,000	-67,552
DAF Diversity & Inclusion	6,277	51,200	-44,923
DAF Youth Leadership spend	123	10,000	-9,877
Development	2,066	12,000	-9,934
EWOS spend	0	4,000	-4,000
First Aid	0	1,115	-1,115
High Performance Costs	0	15,000	-15,000
Juniors	1,772	22,000	-20,228
Events & Awards	36	2,050	-2,014
Mapping	0	2,000	-2,000
Orienteering Education	1,146	8,400	-7,254
Repairs and maintenance	0	1,115	-1,115
Schools & POCs	323	1,000	-677
Technical Standards	402	6,000	-5,598
Women in Sport	1,695	25,000	-23,306
Total Operating Expenses	39,089	306,440	-267,351
Surplus	100,660	0	100,660

OI receives most of its grant funding in the early part of the year, and then spends it during the year, so a surplus of this nature is expected for March.

4. Bank Account & Xero Access

Changes to Orienteering Ireland's Business Online and Fexco accounts are almost complete. After the AGM I will send Bank of Ireland formal notification of the change in authorised personnel.

Sarah Ní Ruairc

10th April 2023

Education Officer Report

Instructor courses are back on track

Successful Instructor Training took place in Rockbrook on 1 & 2nd April with another scheduled for Kinsale on the weekend of 22nd & 23rd of April.

Digital Certificates have been issued for three newly qualified instructors.

Leaving Cert PE Material

Support materials for Leaving Cert PE have been sent to EDNet, this company hired by the Department of Education to work with National Governing Bodies (NGBs) to develop resources and supporting material aimed at students and PE teachers.

Overall, the inclusion of orienteering in the Leaving Certificate PE syllabus provides us with a significant opportunity to increase the visibility and exposure of the sport. Sport Ireland have made approaches to the Dept of Education in relation to having an input to a review of the sport specific skills, techniques and assessments.

Sport Ireland Webinars

CDPI Programme Approval Process - Eric O'Brien attended

Assessment in Coach & Instructor Education - 3 x OI Instructor Developers will attend.