

Minutes of Orienteering Ireland Committee Meeting

Date & Location: 2030, 29-MAY-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>	Jens Waechter	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. POSH introduced Conor Montgomery who is the new Anti-Doping Officer. Conor discussed his handover with Rob McEvoy and his plans to develop educational resources and lectures around WADA rules and also to create an OI policy in relation to WADA. Conor left the meeting after his introduction and POSH also thanked and recognised the work done in the previous years by Rob McEvoy.

1. Minutes of the Previous Meeting & AGM:

POSH – Discussed the previous minutes of the committee meeting held online on 12-APR-2023 & the AGM. POSH welcomed JW to his first ExCom meeting. JW discussed his plans to utilise Sport Ireland resources and continue the development work started by Darren to bring OI within the top 50% at WOC. POSH thanked Darren Burke for his work over the past 11 years and wished JW success in his role.

2. Matters Arising – Individual Memberships

POSH asked if anyone on the ExCom was aware of three individual members who are registered directly with OI. JMC confirmed that this is accounted for in the Constitution. After a discussion between members it was acknowledged that in the future OI will need to have a robust membership registry, and also preferred that members were club members in the majority. POSH said the registering of members would have to be revisited after the move to CLG.

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. **Vice-Chairperson:**
JMC advised the ExCom that the move to CLG was moving slowly and that the solicitor would be contacted to speed things up.
 - b. **Honorary Treasurer:**
OI is in a healthy financial position. Summer will see more expenditure as teams begin to travel abroad. HerOutdoors grant was submitted and granted, and Women in Sport Grant application was submitted by the Ops Team. Audited accounts were in the final stages of confirmation with the accountant and will be emailed to clubs upon receipt. Sports Capital Grant is still outstanding with SNiR and EOB in contact with DTCAGSM regularly.
 - c. **Honorary Secretary:**
Nothing extra to report that hasn't already been covered.
 - d. **Mapping Officer:**
A dispute is currently being examined. SS asked those in the email trail to submit any observations on his recommendations as he wants to respond asap. POSH confirmed that the rules should be adhered to as they are our guiding principles. Should the rules need revision, this can also be accommodated, but they are our current guidelines.
 - e. **Controller of Technical Standards**
DOS is working with CNOC on the IOC report and subvention request. POSH acknowledged the Trojan effort by CNOC in delivering a fantastic event. OI plans to support WEGO in their preparations and delivery of IOC 2024, and also acknowledged that Frank Ryan has been a stalwart of orienteering in the west for many years. SS will reach out to WEGO to see if any lidar is required in advance of IOC 2024.
 - f. **Junior Affairs Officer**
EYOC and EOC are coming up over summer. POSH wished the teams well in these competitions.
 - g. **Education Officer:**
Cappanalea assessment is going ahead after negotiations with the OEC. A review is required in the future about the correlation of OI and QQI awards.
 - h. **Children's Officer:**
CD has completed a conflict management course.

- i. **High Performance Officer**

JW said that a potential test race might be required to confirm international selection. Selection policies had been distributed and the team for 2024 should be announced soon. Reviewing potential courses to attend to learn more about nutrition and sport performance.
 - j. **Development Officer:**

Primary schools championships were a great success and the maze attracted 300 participants. A schools maze programme is ongoing in the South East and a report on the usefulness of rolling this out will be submitted in June. POSH congratulated AC on his works. A lengthy discussion about the use of the title of “National Development Officer” for AC’s position ensued. Numerous opinions were raised with AC ultimately saying that he is happy to be a development officer, but not at national level. All present agreed that OI needed a development officer to coordinate activities nationally and that was now a gap in our organisation. AC proposed that a development officer manager as discussed by a number of members present should be in place by AGM 2024 so that OI programmes can continue and our sport can grow nationally. All agreed that this was a good course of action and all agreed that AC is a fantastic asset for orienteering development. EOB asked if it was his role to create the annual plan for OI as this affected funding applications and also how the three contracted staff are deployed, as this is a gap and will cause disruption to operations. After a discussion, this was approved. SNíR said that other NGBs are becoming more professional as sports administration is becoming more and more demanding for NGBs and clubs. A separate meeting should be held to discuss this gap in our structure and there are reserves available should OI wish to expand this or existing roles. Going forward AC will be referred to as a Development Officer.
 - k. **Chairperson:**

POSH met with Áine Joyce to present the Spirit of Orienteering award. POSH acknowledged the major role Áine had in shaping the organisation over 15 years. POSH will meet with Rory Costello to present the Mac Tíre award in the coming weeks.
5. **Finance Update:**

Discussed earlier.
 6. **Governance:**

Article 2 – Exercising Control Over the Organisation:

A summary was sent to the ExCom in advance of this meeting. As OI transition to Type B, risk management will become more important and impact our operations. OI are currently in good condition in relation to this article.

7. Mid-Year Review Preparation:

EOB asked members for returns to allow timely preparation for the Mid-Year review in the coming weeks. POSH also reminded the ExCom that the Strategic Plan expires in 2024, and that a new one will be required next year.

8. AOB:

- a. The IOF gender survey is to be completed in the coming weeks. POSH asked DOS to head this return.
- b. EOB asked about a review of the Environmental Policy being carried out as this had been referred to in over 5 emails this year. JMCC will work with EOB on this.
- c. EOB asked for volunteers to move the storage unit to Fingals over the Summer. JMCC and EB will assist in this.
- d. EOB asked the committee to consider funding applications for Sport Capital Grant 2023 as this will be announced later this year.
- e. EOB advised that Ops Team are creating their plan for 2023/24 at the Sport Ireland Development Conference later this month.

9. End of Meeting:

POSH closed the meeting at 2245 and thanked all for attending. The next meeting will likely be in August.

10. Follow-Up Actions:

- a. SS to engage with WEGO to check lidar requirements.
- b. OI to engage with WEGO (EOB attending WEGO meeting) to support IOC 2024.
- c. Review of correlation of QQI & OI awards.
- d. Meet about gap in Development Role.
- e. DOS to head the IOF survey return.
- f. Environmental Policy to be created (JMCC & EOB).
- g. Storage unit move (EOB, JMCC & EB).

Appendices to these Minutes are attached.

Appendix 1 – Reports

Vice-Chairperson Report

Principle 2 Exercising control over our organisation

* = will need to be reviewed.

2.1 Identifying and complying with all relevant legal and regulatory requirements

* 2.1 a Legal form will need to change to CLG so we will be a "Type B organisation" in future.

2.1 b Minutes, membership records - Yes - kept by General Administrator.

2.1 c Charitable status - N/A

2.1 d Charitable status - N/A

2.1 e Legal, contractual & regulatory obligations - see "Ethics & Behaviour" document.

2.1 f Health & safety - Yes (Rules of competition; event risk assessments)

2.1 g Anti discrimination policies - Yes (Ethics & Behaviour and IOF Ethics policies)

2.1 h Stakeholders & GDPR - Yes. GDPR policy in place.

2.1 i Other legal obligations (eg Child protection) - Yes - Policy in place.

2.1 j Comply with Governance requirements; grants received - Yes, monitored by Sport Ireland

2.2 Internal financial and management controls

2.2 a Regular monitoring of income/expenditure & budget - Yes

2.2 b Yearly report of income & expenditure - Yes

2.2 c Appropriate financial management procedures - Yes

2.3 Identifying major risks and managing them

* 2.3 a Risk management - yearly plan - probably Governance Group? Risk Policy in preparation.

2.3 b Public liability insurance in place - Yes

2.3 c Any property & assets in the name of the organisation - Yes (in Constitution)

JMcC

29th May 2023

Treasurer's Report

1. 2022 Income & Expenditure

Provisional figures indicated a deficit of €49,887 for the Financial Year 1st January to 31st December 2022. These figures were presented at the AGM on 30th April, along with some detail on income and expenditure. I am currently in contact with the accountant regarding obtaining a set of financial statements. I am also pursuing the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media (DTCAGSM) for capital grant funding of €28,700 in respect of LIDAR data purchased in 2022. All necessary documentation has been forwarded to DTCAGSM and we are awaiting payment.

2. Sport Ireland Grant Funding

In late April we applied for grant funding of €18,000 from Sport Ireland under their Women in Sport grant programme and are awaiting notification of our allocation. In addition to this allocation, we also recently received notification of grant funding of €1,900 for Her Outdoors Week 2023. We have received all of our other expected grant payments to date: the second parts of some payments will not be received until November of this year.

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 11th May 2023. Some payments, particularly in relation to WOC, JWOC and EYOC were made after this date and have not been included. The Her Outdoors grant has not yet been received and is therefore not included.

EXCOM MEETING MINUTES



Account	2023 to Date	2023 Budget	Variance
Trading Income			
Clubs - Affiliation	3,470	3,300	170
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	19,900	-19,900
Other Income - Development	412.5	300	112.5
Other Income - Unclassified	356.5	480	-123.5
Other Income - RTG-O	0	360	-360
Other Income - Technical Standards	0	300	-300
Other Income - Juniors	3,155.20	3,000	-155.20
Other Income- Orienteering Education	10,399.29	42,000	-31,600.71
Sport Ireland - CORE Grant	60,000	80,000	-20,000
Sport Ireland - DAF Youth Leadership	5,000	5,000	0
Deferred Income and Own Resources	0	10,000	-10,000
Total Trading Income	206,793.49	301,340	--94,546.51
Operating Expenses			
Admin	23,702.68	60,810	-37,107.32
Communication Costs	565.80	5,500	-4,934.20
Covid Grant spend/Restart Sport	20,654.68	79,000	-58,345.32
DAF Funded Programmes	11,517.59	51,600	-40,082.41
DAF Youth Leadership spend	1,341.26	10,000	-8,658.74
Development	4,186	12,000	--7,814
EWOS spend		4,000	-4,000
High Performance Costs	255.00	15,000	-14,745
Juniors	2,129.86	22,000	-19,870.14
Trophies & Awards		550	-550
Major Event Costs		2,050	-2050
Mapping		2,000	-2000
Orienteering Education	1,102.59	8,400	-7,297.41
Schools & POCs	517.20	2,530	-2,012.8
Technical Standards	786.40	6,000	-5,213.6
Women in Sport	3,409	19,900	--16,491
Total Operating Expenses	70,168.06	301,340	--231,171.94
Surplus	138,536.73	0	

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 until after the expenses associated with the cost of summer representative orienteering have been paid.

4. Bank Account & Xero Access

Changes to Orienteering Ireland's Business Online and Fexco accounts are almost complete.

Sarah Ní Ruairc

27th May 2023