

# MINUTES OF WOA DEVELOPMENT MEETING

On Sunday, Sept 20<sup>th</sup> 2009  
at  
Erwood Inn, Erwood, Builth Wells, LD23EZ  
01982 560218

**PRESENT:** Helena Burrows, Chair (Eryri), Robert Griffiths (POW), David May (SWOC), David Brodie (POW), Brian Hughes (HOC), Pete Ribbans (SWOC), Roger Stein (SBOC), John Butler (SBOC), Anne May (SWOC)

1. **The Chairman thanked** everybody for coming.

2. **Apologies –Mark Saunders, Alice Bedwell**

3. **Membership fees and event levies 2010**

John Butler had provided his report on the WOA Budget 2010 for distribution before the meeting - (see Appendix A). AM apologised for circulating an earlier version, but was not aware the data had been updated.

JB commented that BO required notification of WOA fees before end of September so JB had to make decisions in advance of the WOA meeting. He did confer with the clubs before the decision was made. Clubs need to notify BO of their subs so need to know WOA sub to set theirs. Since BO requires these figures in September, earlier than previously required and earlier than the Autumn WOA meeting, he asked if we should determine our fees in another way, e.g. at AGM. However, the disadvantage is that AGM is in May so the fees would have to be determined 8 months in advance. It was agreed that the budget should follow from development plans rather than vice versa. The suggestion was made to have the development meeting at the same time as the AGM – it should help in setting the budget then at the AGM.

JB explained his WOA BUDGET 2010 paper and explained how levies are raised. Discussion ensued, bringing in results of the fixtures meeting that was held recently with representatives of 3 of the Welsh Clubs. At present level 3 events pay very different levies depending on the numbers attending. The proposal is to have the same levy structure regardless of the level of event. There is a controller issue – WOA does not have many Grade 2 controllers. However, until end of 2010 grade 3 controllers can control level 2 events and we would need to then get some to qualify as grade 1.

Proposal 1: from Pete Ribbins:

Because all Welsh League events are Regional and therefore level 2 (agreed at fixtures meeting), clubs are unlikely to want/be able to put on other Regional events, so therefore to keep the levy for level 3 (£6 for 6 or fewer courses, 50p/20p for events with more than 6 courses, and that the levy for level 2 events goes down from 80p//20p to 70p/20p for 2010. This was agreed by the meeting.

Proposal 2: consider levies and subscriptions will be discussed at the AGM. This was agreed by the meeting.

Proposal 3: JB will produce a paper on different ways of levying events to be distributed to Club Secs for distribution within their clubs to the relevant people.

**ACTION: JB and Club Secretaries**

JB confirmed that BO should be paying for the training of officials & coaches (item 17 of spreadsheet) and not WOA. Applications can go in to BO twice a year and Associations as well as clubs can apply. WOA could put in an application to BO for funding for the courses DJM is preparing. It was agreed that the heading

| 17 | Training of Officials & Coaches |

should be kept in the Budget in order to let Sports Council Wales know we do consider it and can get funding from BO. Courses in First Aid, coaching conferences, etc as well as the travelling expenses for these training courses come under this heading.

**ACTION: HB and DM**

Helena brought to the meeting's attention that there are 22 local authorities in Wales, each of which has a Community Chest. Up to £1000 is available per club for courses like first aid etc. Helena does pass on information like this to clubs, but doesn't know whether clubs are making use of these funds as she has not received any feedback. For this source of funding applications cannot be retrospective.

**ACTION: CLUB Secs to give feedback to HB.**

#### **4. Officers Budgets 2010**

Dealt with above.

#### **5. Development grant applications**

HB said that the Development committee discussed this by email. SBOC's request to WOA Development Fund for £1500 was considered and it is recommended that it be granted in full. There were compliments from BO on the high quality of the SBOC proposal.

WOA has a budget of £6000 over 3 years for club development. HB emphasised that the money is for development e.g. coach training, SI training, etc, and not just for sustaining the status quo.) Dave Brodie asked if he could see the SBOC application as an example of a good application. HB showed him her copy.

Applications to WOA should normally be in by 1<sup>st</sup> August. The subcommittee should decide if they will consider applications submitted at other times of the year. All agreed that clubs should be able apply at any time and for the applications to be considered on their merits. All clubs should be informed that £1500 of the £6000 has been allocated to SBOC and it should be announced on the website and in Y Ddraig.

**ACTION: HB**

#### **6. WOA development strategy**

HB had distributed a draft of the Development Strategy for WOA. NIOA have £240,000 over 4 years as a result of submission to the Northern Ireland Sports Council. HB spoke to Philip Baxter (NIOA) who prepared their submission and has received a copy of their submission which she is using as a model for WOA's proposal to Sports Council Wales. She has discussed this matter with Mike Hamilton (CEO of BO) who is giving her a lot of help with the proposal. She has received no specific feedback from clubs, but has had support from Mair Tomas and Mark Saunders.

PR said that SBOC looked at it at their last meeting. One comment was that if targets set too high, can it be disheartening if we fail to reach them? HB went on to discuss what we should be asking for. A full-time Regional Development Officer could be employed 2 days/week in Croeso area before a Croeso plus 1 day/week in each of the other club areas.

HB explained that Sports Council Wales wants membership increase, not just participation increase (previous funding was stopped after some years because WOA membership did not increase, even though participation was up). Clubs need to support this proposed Development Officer. HB would like to know what clubs want in order to develop. Clubmark is becoming more important and it is possible that Clubmark may become a requirement in order to obtain funding from local authorities. HB would like to have feedback from clubs to ensure she is applying to Sports Council for Wales for what they want.

**ACTION: Club Secretaries to obtain feedback a.s.a.p**

BOF has agreed they will take on the employer responsibilities, and will have a responsibility for line management in conjunction with the WOA.

After discussion it was agreed that HB should apply for : 4 + 2+2+2 (Croeso plus other clubs) therefore 2 full-time. HB will discuss with Mike Hamilton costs etc.

HB will flesh out the content of proposal. Draft needs to go to Sports Council Wales very soon.

**ACTION: HB**

## **7. Any other business**

i) BOF dev meeting last weekend. Services to orienteering awards – clubs to nominate by end of October.

ii) WOA volunteer of the year nominations due a.s.a.p. from club.

**ACTION: Club Secretaries**

iii) Welsh orienteer of the year nominations should be in a.s.a.p.

**ACTION: Club Secretaries**

iv) BOF Colour awards are being replaced by 2 challenges:

a. Navigation challenge – 3 results needed to qualify – 5 levels – white yellow orange, light green, green. Free Certificates will be downloadable and badges can be purchased.

b. Racing challenge – gold, silver, bronze, bases on the proportion of expected winning time. Competitors can choose which course they wish to do, 3 results on that course are to count. Free Certificates will be downloadable and badges can be purchased.

c. Competition framework. Club view to be sought on nature of competition – forms and online questionnaires on BOF website and in Focus. Historically the development meeting is open to all WOA members. Now those who come are the same people who come to the WOA meeting. It should be more widely advertised to all. Maybe in next Y Ddraig give information about the development strategy and its submission.

**ACTION: HB**

There was a suggestion to hold a Development Day annually, perhaps in late Spring, inviting people from other clubs in England/Scotland to share good practice, maybe have a bit of exercise as well. It was agreed that we could build it into the strategy plan. This Development Day would then be

instead of Development meetings and Development would then be an item on the agenda of ordinary WOA Business Meeting.

**ACTION: HB**

The constitution will need to be looked at to see if anything needs to be changed for AGM to take into account all the proposed changes.

**ACTION: AM**

**APPENDIX A**

Appendix A

**WELSH ORIENTEERING ASSOCIATION - BUDGET 2010**

Ref		2010 Budget A	2009 Budget B	2009 Probable C	Variation D	2008 Actual E
		£	£	£	£	£
	<b>REVENUE ACCOUNT</b>					
	<b>Income</b>					
1	Subscriptions	1600	1600	1570	-30	1529
2	Levies	700	700	1000	300	658
3	CROESO 2008 Levies	0	0	0	0	4625
4	CROESO 2008 Share of Surplus CROESO 2008 50% of BO	0	-230	-230	0	1209
5	Levies	0	-230	-230	0	7419
6	BOC 2007 Net Surplus	0	0	0	0	296
7	SHI 2007 Surplus	0	0	0	0	100
8	Interest	20	20	20	0	369
9	SCW Grant	4000	4000	4000	0	4000
10		<b>6320</b>	<b>5860</b>	<b>6130</b>	<b>270</b>	<b>20205</b>
	<b>Less Expenditure</b>					
11	Administrator	0	-520	-520	0	-1250
12	Officers' Expenses	-250	-350	-250	100	-250
13	Committee Meetings	-150	-150	-150	0	-58
14	Y Ddraig	-1500	-1250	-1300	-50	-1295
15	SI & IT Equipment	-700	-700	-700	0	-30
16	Schools Liaison	-500	-500	-250	250	-281
17	Training of Officials & Coaches	-300	-300	-150	150	-220
18	Domestic Events	-500	-500	-450	50	-450
19	Preparation Training	-200	0	-200	-200	-200
20	International Programme	-4000	-4000	-4000	0	-4010
21	Development Grants	-1500	-1500	-1500	0	0
22	Other	-100	-100	0	100	0
23		<b>-9700</b>	<b>-9870</b>	<b>-9470</b>	<b>400</b>	<b>-8044</b>
	<b>Deficit(-)/Surplus for the Year</b>	<b>-3380</b>	<b>-4010</b>	<b>-3340</b>	<b>670</b>	<b>12161</b>
24	Transfer to(-)/from Development Fund	3000	3000	2600	-400	-12000
25	Transfer to(-)/from Reserve Fund	380	1010	740	-270	-161
26	<b>Net Deficit for the Year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>DEVELOPMENT FUND</b>					

28	At 1 January	9400	12000	12000	0	0
29	Transfer to(-)/from Revenue Account	-3000	-3000	-2600	400	12000
30	<b>At 31 December</b>	<b>6400</b>	<b>9000</b>	<b>9400</b>	<b>400</b>	<b>12000</b>
	<b>RESERVE FUND</b>					
31	At 1 January	6120	6860	6860	0	6697
32	Transfer to(-)/from Revenue Account	-380	-1010	-740	270	161
33	<b>At 31 December</b>	<b>5740</b>	<b>5850</b>	<b>6120</b>	<b>270</b>	<b>6858</b>

11-Sep-09