

**Canadian Orienteering Federation  
Board of Directors Meeting  
April 14, 2009  
Minutes**

**In attendance via conference call:**

Charlotte MacNaughton, Andrée Powers, Ian Sidders, Alex Kerr

**Not in attendance:** Paul Looker, Mark Rosin

**Quorum present?** Yes

**Chair:** President Charlotte MacNaughton

Meeting called to order by President Charlotte MacNaughton

Charlotte MacNaughton agreed to act as **Secretary** for meeting.

**AGENDA**

1. Approval of agenda
2. Approve minutes of previous meeting
3. Business arising from previous minutes
  - 3.1. Condensed course format for championship events (B meets and smaller A meets) (draft for B meets sent to COFbaord recently). Championship event guidelines updated on COF website.
  - 3.2. COF Conference > Friday am session (draft session description sent to COFbaord)
  - 3.3. Teachers Kit update
  - 3.4. Volunteer award (draft sent to COFbaord)
  - 3.5. Officials program update (framework draft recently sent to COFBoard). Does this framework reflect what we are working towards? Plan for next steps?
  - 3.6. WRE event advisor clinic. Update> USOF met and agreed to focus on hosting one WRE event advisor clinic in conjunction with NAOCs. Charlotte to talk to IOF re logistics. Ask Jim Webster to add to schedule.
  - 3.7. COF Strategic plan > schedule next meeting with Wayne. Charlotte has possible dates.
  - 3.8. Athlete agreement > once finalized need COF board approval.
  - 3.9. Rule revision > email sent out to encourage feedback on revisions. Charlotte to talk with Mike re next steps.
  - 3.10. Graphic update > template poster/brochure being designed. Corporate look > letterhead, certificate template, graphic standards being developed. Charlotte working with a graphic designer on this.
  - 3.11. Club / association communication re collecting data for insurance/collecting stats. Next steps?
  - 3.12. Project list .> DRAFT currently posted at <http://www.orienteeing.ca/projects.htm>. Additions/feedback required...

4. New business
  - 4.1. Honorarium to Magnus Johansson as national team coach to assist with travel expenses?
  - 4.2. Motion to appoint Wayne Hellquist to the Board of Directors.
5. Next meeting
6. Adjournment

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1. Approval of agenda  
Moved by Andree. Seconded my Ian. Carried.
  2. Approve minutes of previous meeting  
Moved by Brent. Seconded my Alex. Carried.
  3. Business arising from previous minutes
    - 3.1. Condensed course format for championship events (B meets and smaller A meets) (draft for B meets sent to Cofboard recently). Championship event guidelines updated on COF website.

Charlotte to send an email to clubs and associations re the new championships course guidelines. She has talked with the 2009 COC committee about the changes for championship events.

Charlotte created a draft of guidelines for B meets. In BC, generally 4 courses: beginner, intermediate, short advanced, long advanced with no mention of age categories. Need to stress that these are guidelines only. Clarify that we need 3 sets of guidelines:

- 1 – championship events (NAOC, COC, eastern/western Cdn championships)
- 2 – smaller A meets
- 3 – B meets

Charlotte to reword the guidelines to be less confusing. Identified need for future discussion later encouraging more sanctioned A meets. Currently sanctioning only seems to happen if required for officials' certification.

Charlotte to consolidate the 3 sets of guidelines and provide a bit more context.

- 3.2. COF Conference > Friday am session (draft session description sent to Cofboard)

All in agreement on topic of info sharing via mini-presentations re interesting programs, new gadgets, etc. Charlotte will get this session info posted. We'll need to recruit some presenters for mini-sessions and promote this session.

- 3.3. Teachers Kit update

Marg Ellis is planning a teachers' course in Vancouver. May have documentation to share with Mark Rosin.

- 3.4. Volunteer award (draft sent to Cofboard)

Paul created some guidelines. We talked about getting each province to nominate someone. Do we want to give out 1-2 awards or 8-9 awards? Decided that we like

going the route of having a winner from each provincial/territorial association. Province need to select someone that COF will recognize. Leave open opportunity for COF to select a volunteer as well for someone doing work more national in scope.

- 3.5. Officials program update (framework draft recently sent to Cofboard). Does this framework reflect what we are working towards? Plan for next steps?

Alex and John almost finished meet director, course planner, controller modules. Alex's question is where to go from here? Need to get it out to a few people for their review. Suggestions of people to look at it: Jim Webster, Frank Jakuluk (sp) in ON, Ross Burnett.

B meet manual. Andree will follow up with Don and Kim. Brent used FWOC's draft of park meet manual for their recent clinic. Liked the format. Was a full day. Pippa sent feedback to JP.

Next step is to decide on delivery. Manual with accompanying PowerPoint presentations delivered in a classroom session? Perhaps – but still very open to discussion on delivery. If the C meet manual also includes software section (which is likely required), then tough to deliver this material in an evening. Need to look at timing if teaching Condes, OCAD, Purple Pen basics...

Charlotte wants to post framework. Board agrees on the draft that Charlotte circulated. Need to move ski-o and MTBO modules higher on the to-do list. Let's prioritize recruiting key people for this. Also need to see what resources exist from other countries.

- 3.6. WRE event advisor clinic. Update> USOF met and agreed to focus on hosting one WRE event advisor clinic in conjunction with NAOCs. Charlotte to talk to IOF re logistics. Ask Jim Webster to add to schedule.

Charlotte to contact IOF to confirm. Need to get added officially to NAOC 2010 schedule.

- 3.7. COF Strategic plan > schedule next meeting with Wayne. Charlotte has possible dates.

Next meeting to deal only with strategic plan. Wayne will be on this call. Agreed to meet either April 26 or April 27. Charlotte to confirm with Wayne.

- 3.8. Athlete agreement > once finalized need COF board approval.

Charlotte needs to get this finished.

- 3.9. Rule revision > email sent out to encourage feedback on revisions. Charlotte to talk with Mike re next steps.

Mike has received a small amount of feedback. Mike will probably need to send his revisions to a small group to look at. Alex, Andree would be willing to take a look. Perhaps Dave Graupner who was on jury in NB. Maybe Gord Hunter. Geraint? Charlotte to follow up with Mike.

- 3.10. Graphic update > template poster/brochure being designed. Corporate look > letterhead, certificate template, graphic standards being developed. Charlotte working with a graphic designer on this.

2009 National Orienteering Week graphics will be posted shortly. FWOC has agreed to help fund new intro to orienteering brochure.

- 3.11. Club / association communication re collecting data for insurance/collecting stats. Next steps?

Andree and Charlotte need to talk with the clubs about this and get this moving forward. Charlotte to keep on agenda to keep this moving forward.

- 3.12. Project list .> DRAFT currently posted at <http://www.orienteering.ca/projects.htm>. Additions/feedback required...

This list isn't linked yet from main COF pages. Brent thinks this page is very useful for helping to show what we are working on. Can this work as a volunteer recruitment tool – eg “projects looking for champions”

#### 4. New business

- 4.1. Honorarium to Magnus Johansson as national team coach to assist with travel expenses?

Magnus as an active national team coach has a lot of out of pocket expenses re travel and is spending a great deal of time as a volunteer national coach. We see this as a great investment by the COF in the high performance program. Helps to validate the importance of the national team coaching role. Agree to provide an honorarium vs reimbursement of expenses.

Move to provide an honorarium of \$2000 to Magnus Johansson for his role as national team coaching for the 2009 orienteering season. Moved by Alex. Seconded by Brent. Carried.

- 4.2. Motion to appoint Wayne Hellquist to the Board of Directors.

Move to appoint Wayne Hellquist to the COF Board of Directors. Moved by Andree. Seconded by Brent. Carried.

#### 5. Next meeting

Either April 26 or April 27. Charlotte to confirm with Wayne.

#### 6. Adjournment

Moved by Andree.