

ORIENTEERING AUSTRALIA

2012 ANNUAL GENERAL MEETING

4pm, Sunday 8 April 2012, Granite Belt Community Learning Centre, Stanthorpe High School, 2 McGlew Street, Stanthorpe.

MINUTES

Attendance: Bill Jones OA, John Harding OA, Blair Trewin OA, Robin Uppill OA, Geoff Wood OACT, Ann Scown OACT, John Scown OA, Jenny Casanova OASA, Kathy Liley VOA, Ruth Goddard VOA, Michael Dowling OT & OA, Robert Spry ONSW & OA, Barbara Hill ONSW, Bruce Bowen Observer, Ken and Carol Brownlie OAWA, Nicole Davis OAWA.

Apologies: Craig Feuerherdt (OA & VOA), Jennifer Binns (OAWA), Paul Prudhoe (ONSW), Adrian Uppill (OASA), Rohan Hyslop (OACT).

1 MINUTES

1.1 Appointment of verifiers

John and Ann Scown were appointed.

1.2 Confirmation of minutes of 2011 Annual Conference.

Moved Robert Spry and Robin Uppill. Confirmed.

1.3 President's opening remarks.

Bill Jones advised that after 4 years as President he was not seeking re-election for another 2-year term. He thanked the Board, the Executive Officer, and many orienteering volunteers throughout Australia who had provided support during the last few years. He noted that some of the major achievements by OA during his time as President had included the submission to the Crawford review and the successful submission to the ASC for Participation funding.

1.4 Matters arising

Major matters arising from the 2011 Conference included the ASC Participation funding and the OA Website redesign project (agenda items 6.1 and 6.2) and the WOC Planning Group.

Blair Trewin advised that a draft planning paper had been circulated to the WOC Planning Group. Since then New Zealand had been awarded the 2017 World Masters Championships and the WMOC will almost certainly be a part of that. It followed from this decision that Australia would be highly unlikely to be awarded WOC in 2017 and therefore 2019 would be a better option for a WOC bid. A further consideration will be what the IOF decides on future content and organisational arrangements for WOC. There is a proposal being floated by some countries for WOC to be in alternate years a forest WOC and an urban WOC. OA will await the 2012 IOF Congress papers to consider the detail of any proposals.

2 ANNUAL REPORT

The draft Annual Report was tabled and Bill Jones thanked Mike Dowling for again putting it together.

John Harding noted the large increase in the numbers of registered orienteers as a result of state associations implementing Conference decisions to create casual membership categories and to capture the data on these. At the same time states had been improving their websites and ENews bulletins to make them more user-friendly to beginners and including casual members in this information loop. These activities, as well as implementing the various ASC-funded Participation projects, should stimulate further growth in registrations and participation.

3 ANNUAL FINANCIAL REPORT

3.1 Presentation of the financial report by the Director, Finance.

Blair Trewin spoke to the tabled financial papers and advised that:

- there was a large paper budget surplus for 2011 which was explained almost entirely by a change in the timing of the funding payments for High Performance and Participation by the ASC to a start of the financial year annual payment from quarterly payments in previous years
- the bottom line figure was \$25,000 better than budgeted, mostly due to underspending in the High Performance areas. The allocation for all High Performance training squads has been increased in response to this.
- the auditor's report had not arrived in time for the meeting, but was due during the following week, and he would be proposing at the end of the meeting that the AGM be adjourned until the following Saturday so that the auditor's report could be presented and approved

3.2 Budget projections

Blair Trewin advised that the budget was roughly in balance over the next 4 years.

3.3 Changes to fees

Blair advised that the State Registration Fee has already been set for 2013-2014.

Blair moved, seconded by Geoff Wood, that:

- i. Category 1 to 4 levies increase by approximately 3% in line with CPI (with the exact amounts as per the tabled budget papers)
- ii. Category 5 levies remain unchanged.

This motion was carried.

4 EXECUTIVE

4.1 Board report

Bill Jones advised that a comprehensive Board report was included in the Annual Report. This was noted.

4.2 Orienteering Awards

- a) Services to Orienteering: Bert Elson
- b) Services to Orienteering Coaching: Grant McDonald

- c) Silva Medal for Orienteer of the Year: Geoff Lawford, M55
- d) OA Athlete of the Year Award: to be announced at OA dinner
- e) David Hogg Medal for Services to Event Management: John and Valerie Brammall

These were noted.

5 ELECTIONS and APPOINTMENTS

Bill Jones declared positions vacant and chaired the election of office bearers.

Board positions due for election for 2-year terms:

President. Nomination received for Blair Trewin. Nominated by Bill Jones. Blair Trewin elected.

Director, Finance. Nomination received for Bruce Bowen. Nominated by Blair Trewin. Bruce Bowen elected.

Director, Technical. Nomination received for Robin Uppill by OASA. Robin Uppill elected.

Director, Development. No nominations received. Bill Jones urged states to encourage suitable people to nominate.

Appointments:

Chairperson (Mapping Committee): Adrian Uppill. Nominated by OASA. Appointed.

Chairperson (Technical Committee): Jenny Casanova. Nominated by OASA. Appointed.

Chairperson (Events Committee): Greg Hawthorne appointed.

Chairperson (MTBO Committee): to be advised after the next MTBO Committee meeting at the end of April.

Chairperson (IT Committee): Tim McIntyre appointed.

Chairperson (Development & Participation Committee): Liz Bourne appointed.

Tribunals and Appeals Committee (up to two to be appointed)

Misconduct Tribunal. Currently Rob Preston, additional person to be appointed by the OA Board when required. This appointment was endorsed to continue.

Selection Appeals Committee. Currently Paul Liggins, additional person to be appointed by the OA Board when required. This appointment was endorsed to continue.

OTHER APPOINTMENTS

Patron	Vacant
Public Officer	Robert Allison. Confirmed.
Badge Scheme Secretary	John Oliver. Confirmed.
Schools Liaison Officer	Ian Dalton. To be confirmed.
Rankings - Elite	Bruce Arthur. Confirmed.
Rankings – Non-elite	Darryl Erbacher. Confirmed.

Auditor

It was agreed that the auditor be appointed by the Board as it would be more practical to have an auditor from the ACT with the Director, Finance now ACT-based.

6 GENERAL BUSINESS

6.1 ASC Participation grant update

John Harding noted that a very detailed report on the status of the grant and future requirements had been provided to the Development Forum on the previous day so he would give a brief report to the AGM.

He said that:

- some final stage work needed to be done to finalise the Uni of Canberra videos, street orienteering manual and information guides on bush, sprint, street and mountain bike orienteering

- he had to provide major project reports to the ASC in May and October/November and would need detailed reports from all funded state associations on the status and performance outcomes of the funded projects

- at the October/November meeting proposals for 2013 and 2014 would have to be included in the 2013 budget plan. Therefore state associations should submit 2013 proposals by the end of June 2012 for consideration in turn by the OA Board, ASC and state sport and recreation departments before October.

The verbal report was noted, with caution about the long term future of the \$100,000 per year funding if there are substantial budget cuts to the ASC by a new federal government.

6.2 OA Website redesign plan update

A report by Craig Feuerherdt was tabled and Nicole Davis spoke to the paper and answered questions. She advised that the target for a new website was by the Australian Championships. However, this would be dependent on the extent of redesign of the current website and how quickly content can be migrated. Final quotes on these would not be available for another week.

She noted that the website survey found that approximately 30% of orienteers were accessing website and Enews bulletin information via a smart phone or a tablet; this had implications for font size and formatting.

Nicole's report was noted.

6.3 Mike Dowling moved a motion of thanks to Bill Jones for his outstanding leadership of Orienteering Australia and hard work for the sport during the last 4 years. This motion was carried unanimously.

6.4 Blair Trewin, seconded by Mike Dowling, moved that the Annual General Meeting be adjourned until 4.30pm on Saturday 14 April at the University of Queensland to consider the Auditor's report.

There was subsequently a delay until the end of July before the audited statements were supplied by the auditors. These statements were endorsed by the OA Board and sent to all state and territory associations for endorsement. Endorsement by all parties was achieved by 8 August 2012. The annual report for 2011 was then finalised, printed and a copy made available on the Orienteering Australia website.

John Harding
Executive Officer

ATTACHMENT. OA website redesign plan update

Orienteering Australia (OA) board paper –21 March 2012 by Craig Feuerherdt

Topic: OA web site redesign

Introduction

1. OA has committed \$5k to redeveloping the existing web site.
2. Nicole Davis has been contracted to manage the redevelopment.

Current situation

3. An online survey was created to receive feedback from orienteers regarding the limitation of the current web site and what they expect from a new web site. There were 102 respondents to the survey which was open for 2 weeks. (See summary of responses in Appendix 1).
** Need president to select a number between 1 and 102 to award the spot prize.
4. Several web design firms were approached to determine if they were interested in seeing the Request for Proposal (RFP) document (Appendix 2). 7 firms (1 in Bendigo, 3 in Victoria and 2 in Western Australia) were sent the RFP on 19 March 2012.
5. Initial contact has been made with potential “content managers”. These people will be responsible for reviewing the content on the existing web site to determine if it is required on the new web site.

Future plans

6. Meetings (physical and/or via Skype) are being arranged to occur by 30 March 2012 with each of the firms to discuss the RFP in more detail. The firms have been requested to respond to the RFP prior to Easter (5 April 2012).
7. A recommendation on the preferred firm to undertake the redevelopment will be put to the OA board (via email circularisation) during the week of 16 April 2012.
8. Anticipate that the firm will want an initiation meeting as soon as the engagement agreement has been signed by OA.
9. Each state will be contacted and informed that OA is moving to a new platform (see other considerations).
10. Jon McComb will be contacted to discuss the project. Jon’s skills will be critical to ensuring the existing content can be migrated to the new web site.

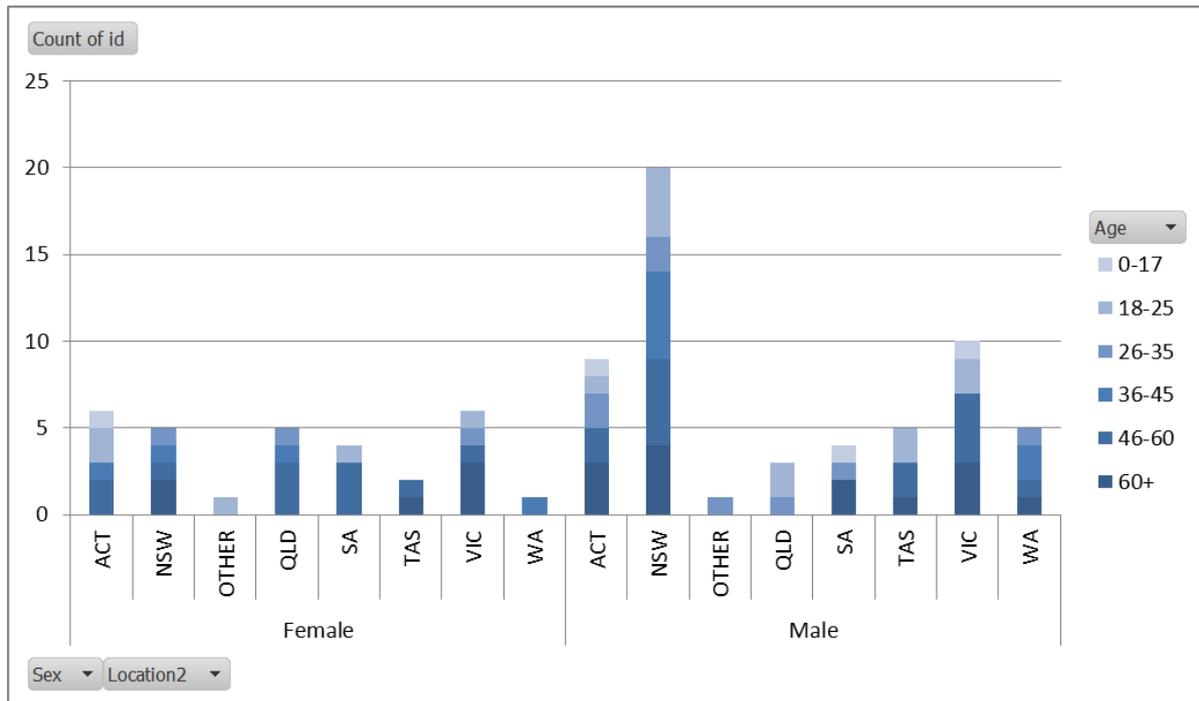
Other considerations

11. While the new platform will allow state and clubs organisations to use it (as per SocialFX) the focus of this project is on migrating the existing OA content. As a result, existing states which utilise SocialFX will have to take financial responsibility until such a time as they wish to migrate their content.
12. Need to know how many states currently use SocialFX, the annual licence fee of SocialFX and the anniversary date of the licence so we can provide the states with a clear picture of their impending financial liabilities.

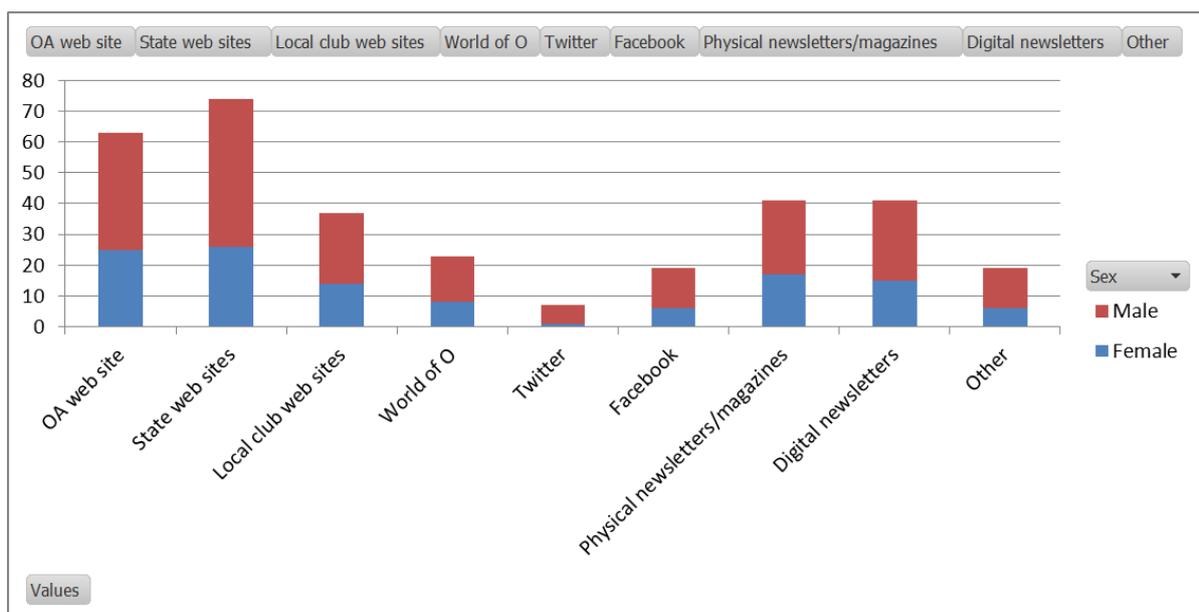
Appendix 1 – Summary of responses from online survey

The following charts summarise the responses to a online survey conducted from 1-16 March 2012. An incentive (\$100) was offered however the respondents did not know what it was at the time of completing the survey.

Respondents by state, sex and age group



Current information sources



IOF website

Friends

club emails

Printed fixtures

StreetO web site

NSW eBulletin

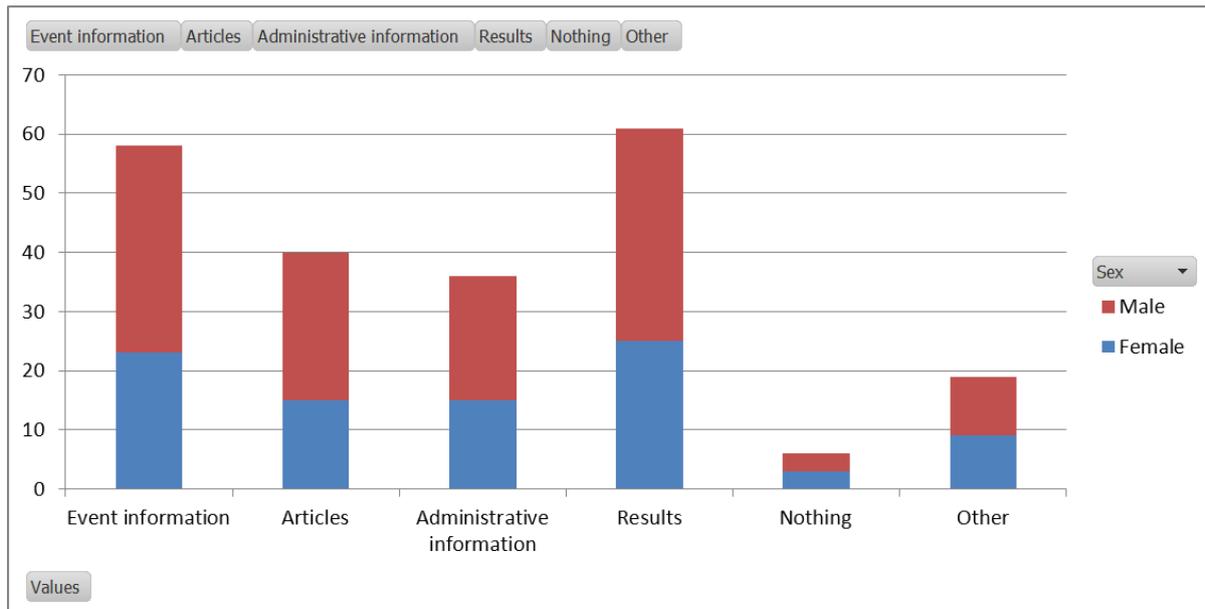
Attackpoint

Flyers at events

Sydney Summer Series
web site

O specialist websites for
mapping, course planning

Information from OA web site



Mapping guides

Links

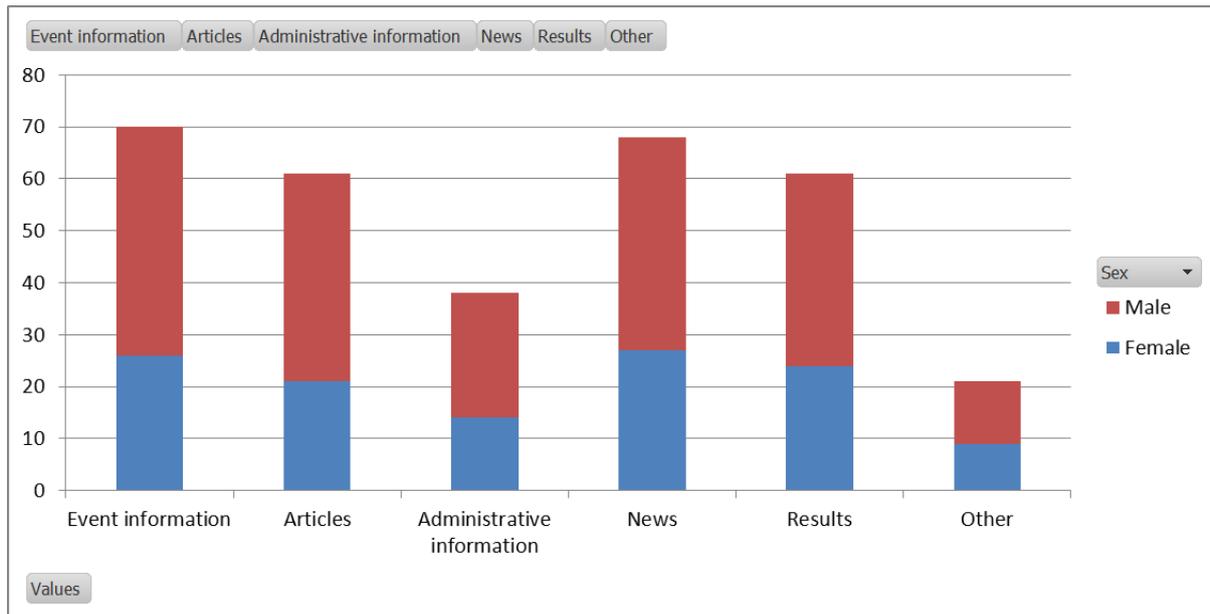
Coaching and technical
materials

News

NOL

Debbie's event reports!

Desired information from (new) OA web site



Online entry

Winsplits

Marketing materials

Links to websites

Links to International events

Australian Map Database

Junior updates

Photos

Technical information

OT training resources

Equipment ads.

Street O news

Coaching info

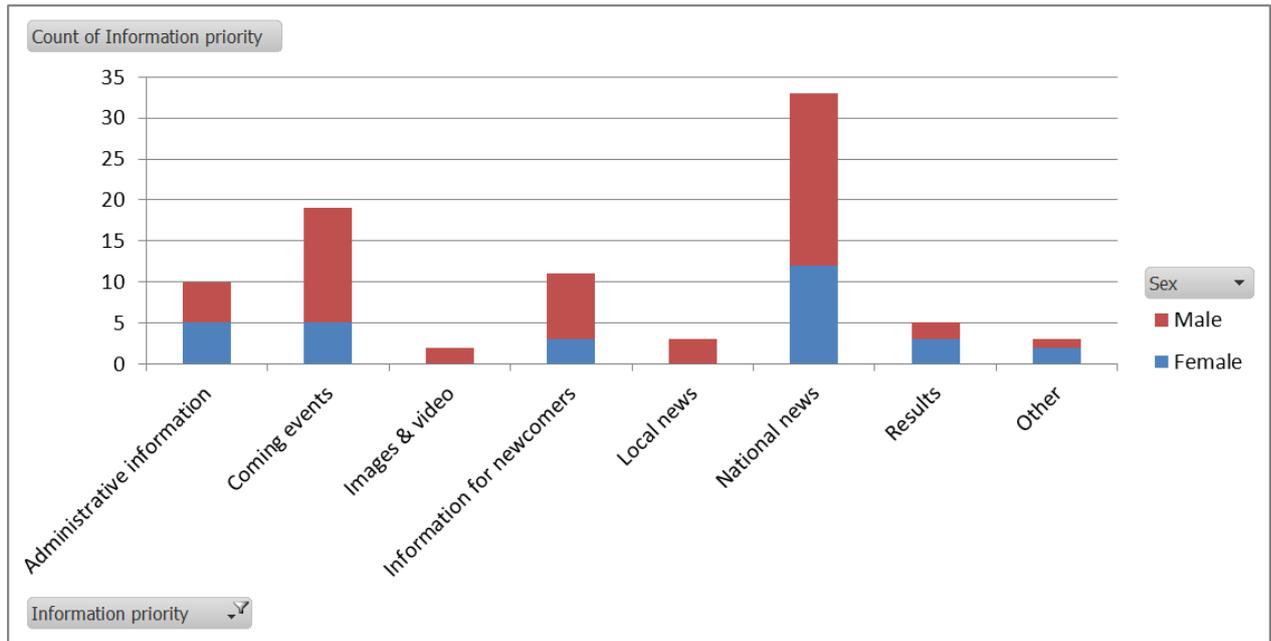
Major carnival information

Enquiries info, as google takes one to OA website.

Library of previous events maps

International news e.g. WOC

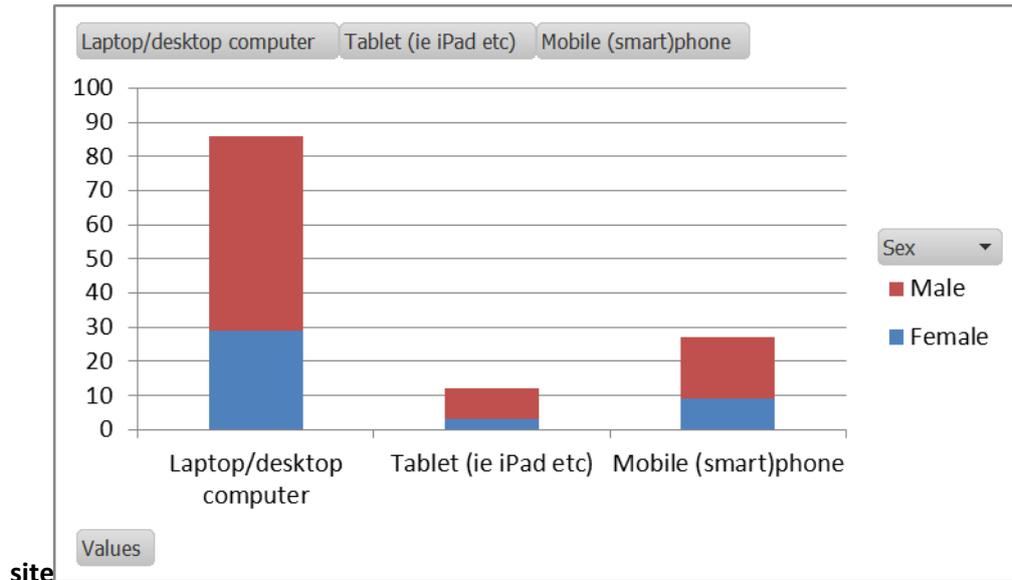
Information priorityMethod of accessing



National events

Maps & Results links from all races

Method of accessing web



Additional comments

Results Move results off current site and relocate to winsplits - it is that much better with it's simple analysis of legs! Then place hyperlink on OA site to winsplits.

viewing by mobile devices Optimise the full site for mobiles so it is easily read on tablets and smart phones. (OA site is currently dreadful to read on smart phones with text disappearing under images) DONT just rely on a lite mobile site for mobile users. These are often frustrating to navigate & information is easily missed such as banners with click thru to upcoming events etc. The site is a key promotions channel - so visual access to coming events etc needs to be automatic & immediate on accessing site. 3)Access to video & images Make sure applications used are accessible from all devices that may access the site. For instance adobe is not supported on iPhones & iPads. This means the current feed on the OA site cannot be accessed by these devices. 4) retain open access to facebook, flicker etc current open access is good & acknowledges not everyone wants to sign up to every social media app.

Admin stuff needs updating every 3 months

An area where you can offer or request car pool / shared transport and accommodation for major events. I.E. If you have a spare space in your car when travelling to an event you can enter your details on the OA website so someone without transport can contact you. You could also extend this service to accommodation for events; either paid share (motels, caravan parks etc.) or even staying at other orienteers homes when competing in their local areas.

As a relatively new person, I think that a simpler explanation is required. I just do Street O, and the thing that got me interested was the Facebook group where maps are published, and people discuss their route choice etc. This allowed me to get an understanding of the sport before I rolled up. I had a few arm chair goes at route selection and compared it to what people posted. It was a good soft introduction. The website should link to this group or direct newcomers to try and pick a good route from a map. i.e. virtually run the course (you could even have an interactive game, to pick the

course, and rate their selection based on distance and gradient... (might be too much)). I only do Street O but you could do this for other forms, as I don't know much about how they work. you could have example games of each type of event. etc. Just my \$0.02 worth.

Current website is rubbish

Event information, for the events I'm interested in, is currently handled quite well by the NSW website, with links to club web-sites where necessary.

how about some athlete profiles check out cycling.org.au

I am currently incapacitated, but I hope to participate again

I hope there will be a call for responses on issues we have with getting info we need from the site and making it the first port of call for event officials.

I use state website for news, events info, results, etc. I use OA website as a link and for national things mainly in my capacity as board member. Google takes people to the OA website, therefore OA website needs to make it easy for newcomers to find local events. OA website emphasise on high performance may thus be offputting to newcomers.

I would like to see more information on coming events overseas (not longwinded but a calendar with links to appropriate places)

Info priority. After national news, there should be links to state associations, results, coming national events, national squads & admin info. I also use it to update coach & controller pages.

Lively exciting home page that could be the portal to state and club sites. Encourage newcomers and inform regulars.

More comprehensive web site should supersede the printed magazine "The Australian Orienteer"; send out a monthly update reminder of the IOF publication. If hard copy is needed for eg govt, sponsors, then produce the copies digitally. Annually provide a printed year book. Savings on printing and costs of distribution should be passed to states and members.

more detailed info on coaching - tips, tricks, gaining accreditation. Maps of all major event courses. More and better video - for newcomers and experienced orienteers.

OA web site should provide at least links to all state and territory web sites, all national results, all National events and training and coaching information.

Results belong on State/Club websites. The OA Results is slow and often wrong. Web-based results need to be up within a day. Similarly, focus on elite competition excludes the majority of orienteering participants in Australia.

Street-O is a wonderful, healthy sport for all ages for those of us who can't afford to travel long distances intrastate, interstate or overseas. I have the impression that 'mainstream' orienteers consider our branch of the sport to be substandard.

The information priority question only allowed 1 response when there are several priorities for any NSO's website.

the main admin information I use: the admin manual, controller information, statistics

The site does not look very interesting. It is quite white and boring. Looks old fashioned and unattractive.

the website should be at a level that it replaces the magazine.

When I am unable to attend national events, I would like the results to be available asap after the races so everyone can share

Yes - the OA Home page is currently too cluttered at the top (which is what a viewer first sees). Give the viewer a better impression by shifting that clutter (links to facebook, Twitter, etc and the photo sequence) to one of the page margins. Visitors to the OA Home page should be immediately hit with graphics and news information about Orienteering which encourage them to look for more on the OA site - not give them links which take them immediately to somewhere else. Also, the National events calendar MUST be kept up-to-date. Help viewers plan ahead by showing them the dates for National events several years out. At present that's not happening. The OA web site should immediately demonstrate that it is the primary source for all national information and leadership of Australian orienteering. It doesn't do that at present and a viewer is quickly tempted to look elsewhere.

Appendix 2 – Request for Proposal



Orienteering Australia Request for Proposal

Website redevelopment

*Compiled by:
Nicole Davis
Phone: 0438 928 074
Email: nicole@fizzyred.com*

Date: 14th March 2012

1. System Technical Requirements

Must be developed in an open source CMS system

All custom code development to be owned by OA and transferrable if required

CMS Administration system must be capable of multiple administrators with various rights levels as determined by OA

CMS system must allow for draft pages for review and publication by the owner/page creator or by a higher level administrator

CMS system, and site hosting proposal must be able to handle the following:

- Java for [route gadget](#) and [splits browser](#)
- Provide RSS feeds
- Accommodate sub-domains
- Display content from outside sources such as photo platforms and youtube effectively

Core CMS functionality should be accessible through sub domains allowing State bodies (and individual clubs) the ability to utilise the same system.

The site needs to be accessible and display appropriately on mobile devices.

Expandable to incorporate new technology through a modular design

Modules of information: (e.g. news section, events and athletes profiles) should be manageable via specific data page entry and should be able to be chosen for display and edited independently or any other system pages.

Event Calender: Presentation of information in a calendar format. Ability to import calendars from and to external sources.

Tags to be implemented to localise and customise content and information for the user experience if the user request it. Tag cloud to be managed/controlled by administrators.

2. Design requirements in relation to Content Plan

Site design:

The design and set up of the new CMS should accommodate various templates that can be applied to suit different types of information.

Several template pages will be required to handle the content provisions listed in section 3. These templates must then be available for creation of additional pages.

At a minimum 3-4 templates should be designed to cover varying types of information. This then maintains the integrity of the design of the website while allowing some variety. The key templates (at a minimum) should be:

- Homepage
- Text/information page
- Photo/Video gallery
-
- Listing pages (events/results/summaries)

Each of these templates then incorporates the areas of information that includes menu bars/detailed menus/news boxes and sponsor area links.
Incorporate the display of sponsors logos

3. Content Plan

A manageable and expandable/changeable front page layout that integrates with a deep menu structure needs to be a key consideration for the graphic design of the site.

2 tiers of menus will be required with top level menu to different key areas and then in each key area an additional 2 level menu structure.

(This top level menu structure could be designed to be "in place" as a content bar for other states sites)

Various "pots" of information need to be on the front page in a graphic format allowing for menu/links/images and teaser news information?

3 key areas to cover in the design on the front page are:

- learn Orienteering,
- go orienteering,
- admin/putting on an orienteering event.

This may take the format of static (always seen) menu/display items and be complemented by a graphics element that may rotate the offerings.

Under the "3 content pools" the following information will be stored

LEARN:

Newcomers
Adult Coaching
Junior Coaching
Schools Development – teachers and resources

GO ORIENTEERING EVENTS:

State links
Summaries of different styles and offerings
Major Carnivals
Search for events and results
National Teams and National League

ADMINISTRATION:

Event Management
Governance
Roles and Responsibilities

In addition a Quick link menu needs to be in place with the design covering the following options:

Events

- Results

About Us

- Sponsors

News

- State

- National
National Teams
School & Student Development
Start Orienteering (“have a go” call to action)

Social Media tool bar link and display section on the home page (twitter/facebook you tube). Provide ability to connect with Orienteering Australia as well as share content on the web site.

Menus need to be able to handle the cascading hierarchy in the front page design while maintaining the integrity in the 2nd and 3rd tier page design for navigation purposes.

4. RFP response

Please include in your response:

- Proposed technical solution and requirements
- Proposed workflow
- Implementation timeframe
- Clearly identify any additional resources that OA will need to provide
- Budget – upfront and ongoing costs