



## Minutes of SOA Board Meeting held at Dewars Centre, Perth on 23<sup>rd</sup> January 2010

**Present:** Ian Pyrah (IP, Chair), Scott Fraser (SF), Sarah Dunn (SD), Les Dalglish (LD), Kate Robertson (KR, minutes), Roger Scrutton (RS), Hilary Quick (HQ), Malcolm Dingwall-Smith (MDS, sportscotland)

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
1.	<p><b>Apologies</b></p> <p>Apologies were received from Donald Grassie (DG), Oleg Chepelin (OC) and Paul Duley (PD).</p>	
2.	<p><b>Register of Interests &amp; Key Dates</b></p> <p>The register of interests was circulated via email prior to the meeting. Amendments were made to the previous version to the entry for HQ. An entry needs to be added for SF.</p> <p>Key dates for 2010 were circulated via email prior to the meeting.</p>	SF/KR
3.	<p><b>Minutes of meeting on 31<sup>st</sup> October 2009 – matters arising and audit action sheet</b></p> <p>The minutes of the previous meeting were approved via email immediately after the meeting and published on the SOA website. Subsequently a motion to amend part of these minutes was raised. The board approved the amendment. Section 4a of the minutes of the SOA board meeting held on 31<sup>st</sup> October 2009 should now read as follows:</p> <ul style="list-style-type: none"> <li>- <i>DG reported that the major international events strategy had been presented to Event Scotland, the BOF Board and the Scottish 6 Days Board. All are supportive of the next steps forward to engage with Event Scotland. DG to ask a small team to work on the Terms of Reference and to clarify what support Event Scotland can offer.</i></li> </ul> <p>Matters Arising:</p> <ul style="list-style-type: none"> <li>- DG to take forward the review of the status of the National Centre accounts with LD, RS and HQ</li> <li>- IP and OC were successful in working with the BBC on orienteering forming part of their sports coverage and will continue to build on this.</li> <li>- The update of the Glenmore Lodge map has begun.</li> <li>- All directors to send outstanding expense claims for 2009 to LD before the end of January.</li> </ul> <p>Ongoing actions are listed on the action sheet. All other actions are either completed or form part of the current agenda.</p>	<p>DG/LD/ RS/HQ</p> <p>ALL</p>
4.	<p><b>Directors reports</b></p> <p><b>a. President (presented by IP)</b></p> <ul style="list-style-type: none"> <li>- DG has received further information regarding the land access issue at Anagach and will continue to take this forward.</li> <li>- The draft minutes of the 2009 SOA AGM were circulated to the Board prior to the meeting. There were no suggested amendments. KR to ask Paul Frost to publish them on the web, although they will remain draft until approved at the 2010 AGM.</li> <li>- The second draft of the Control Management Framework was circulated via email prior to the meeting. Comments from the Board should be sent to DG before the</li> </ul>	<p>KR</p> <p>ALL</p>

	<p>end of January when the final version will be published.</p> <ul style="list-style-type: none"> <li>- DG requested that any directors intending on standing down from the Board at the 2010 AGM to contact him as soon as possible.</li> </ul> <p><b>b. Treasurer</b></p> <ul style="list-style-type: none"> <li>- LD presented the draft 2009 end of year financial report with anticipated final figures (awaiting actual final figures) and highlighted any significant over/underspends: more income has been generated than was budgeted for as the recovery of UKCC course costs are now included as income; there will be less spent on Score magazine due to a change of printers.</li> <li>- LD and DG to look at the use of the development fund account and reallocate as part of a review of the reserves policy.</li> <li>- HQ to send LD the final 2009 accounts for the national centre.</li> <li>- LD to amend ownership of all budget areas to the appropriate responsible director.</li> <li>- MDS to investigate the support <b>sportscotland</b> may be able to offer the treasurer in terms of budget planning and financial control.</li> <li>- LD presented a paper clarifying the proposed new levy fees. LD to publicise the new rates to clubs through the monthly e-newsletter and on the website.</li> </ul> <p><b>c. Marketing &amp; Communications (presented by IP)</b></p> <ul style="list-style-type: none"> <li>- Recently SOA members were given the option to receive Score magazine as a PDF. However, very few members have opted for this plus it has been difficult to get the PDFs down to a reasonable size for emailing. It was agreed to revert to paper copies. OC to ask DT to explain to those members who asked for PDF copies.</li> <li>- OC requested approval from the Board to reprint the Scottish Orienteering leaflet for 2010. This was agreed.</li> </ul> <p><b>d. Performance</b></p> <ul style="list-style-type: none"> <li>- SD reported on various squad activities and selections.</li> <li>- Ewan McCarthy has been nominated as the new SEDS Captain as Andy Kitchin as stepped down. Lorna Eades will continue to oversee admin and Toni Louhisola will be co-opted to assist with coaching. Management of finances has yet to be agreed and will be managed by SD for the present. HQ to update contact list.</li> <li>- The Board approved a request from Lynne Walker for financial support to attend the BOF coaching conference.</li> <li>- Plans for an SOA coaching conference to be held on April 24<sup>th</sup> are underway.</li> </ul> <p><b>e. Development</b></p> <ul style="list-style-type: none"> <li>- Plans for a club development day are underway. RS to work with IP and HQ to agree an outline plan for the day.</li> <li>- RS asked the Board to consider taking forward the writing of a Strategic Plan on the back of which the SOA can apply for funding for Regional Development Officers. RS and IP to prepare a draft strategic plan for discussion and to liaise with MDS about possible support that <b>sportscotland</b> could offer.</li> <li>- RS suggested the implementation of an annual club statistics survey to help the SOA to help clubs grow and presented a draft survey. RS to tidy up the draft and send out.</li> </ul> <p><b>f. Operations (presented by IP)</b></p> <ul style="list-style-type: none"> <li>- Scottish Champs 2011: ESOA's preferred location (Bowhill) is only available in March or September. The Board agreed that it would be preferable to find another area than to change date. If this is not possible then September is preferable to March. PD to feedback to ESOA.</li> <li>- Scottish Champs 2012: The Board agreed that the 2012 Scottish Championships should be delayed by a week to coincide with the (English) Bank Holiday Monday. PD to feedback.</li> <li>- JK 2012: BOF has asked SOA to consider hosting the JK in 2014 instead of 2012 to adjust the Northern Bias of events in 2012. The Board agreed a preference to hosting the 2012 JK. PD to feedback to BOF.</li> </ul>	<p>ALL</p> <p>LD/DG</p> <p>HQ LD MDS</p> <p>LD</p> <p>OC</p> <p>HQ</p> <p>RS/IP/ HQ</p> <p>RS/IP</p> <p>RS</p> <p>PD</p> <p>PD</p> <p>PD</p>
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	<ul style="list-style-type: none"> <li>- SOLS: PD is currently arranging an update of the SOL guidelines to address some points raised recently regarding junior B courses and shadowing. Once complete PD to publish the new guidelines on the website and in Score, as well as circulate to clubs staging SOLs.</li> <li>- PD to ask the competitions convenor to review the eligibility criteria for the Scottish Score Championships.</li> <li>- HQ has contacted Ted Finch regarding the SOA start clocks and he is publishing further instructions on their use</li> <li>- HQ to clarify with DG the roles of competitions convenor and mapping coordinator.</li> </ul> <p><b>g. Partnerships</b></p> <ul style="list-style-type: none"> <li>- IP reported on the successful completion of the 2010 <b>sportscotland</b>/SOA Investment Agreement.</li> <li>- The Board agreed that the collection of membership statistics from British Orienteering, and the presentation of these at Board meetings, should become the responsibility of the Partnership Director.</li> </ul> <p><b>h. Professional Officer</b></p> <ul style="list-style-type: none"> <li>- SF gave a progress report on the plans for the Park World Tour which are moving forward successfully. The budget for the event is looking healthy with significant sponsorship for the event agreed.</li> <li>- SF continues to work on the major International events strategy although BOF have received interest from another Region in hosting a major event.</li> <li>- Discussions with FCS are ongoing regarding access agreements.</li> </ul> <p><b>i. Development Officer</b></p> <ul style="list-style-type: none"> <li>- HQ gave a status report on various aspects of her work.</li> <li>- HQ reported that two controllers update sessions have been planned; however the first one has had to be cancelled due to snow. The second session will go ahead.</li> <li>- The Board approved the 2010 National Centre pricelist. HQ to put on website.</li> <li>- The Board approved financial support for HQ to attend the BOF coaching conference.</li> <li>- The mapping/remapping of nine outdoor centres (tied in with coach education) was discussed. The Board were supportive of the project but agreed it was not a priority at the present time.</li> <li>- HQ requested a mapping budget be agreed for the update of areas surrounding the National Centre. This will be discussed at next meeting.</li> </ul>	<p>PD</p> <p>PD</p> <p>HQ</p> <p>HQ</p>
<b>5.</b>	<b>2010 Budget</b>	
	<p><b>a. sportscotland offer – confirmation and discussion on activities to achieve</b> The formal investment application from SOA to <b>sportscotland</b> was circulated by email prior to the meeting and IP confirmed the level of investment offered. There are a number of conditions of the investment, in the form of targets, which need to be met during 2010. The Board discussed these targets and agreed which director would take responsibility for achieving each one. KR to maintain a list of the targets and record what the activities are towards achieving each one and its current status.</p> <p><b>b. Agree financial plans and allocation</b> The 2010 budget allocation was discussed and proposals were put forward. LD, IP and DG to review the 2010 budget and reissue for agreement. SD to confirm to squads their funding allocation for 2010.</p>	<p>KR</p> <p>LD/IP/DG SD</p>
<b>6.</b>	<b>Coaching – Plans and way forward</b>	
	<ul style="list-style-type: none"> <li>- The funding of UKCC courses in 2010 was discussed. <b>Sportscotland</b> has offered to fund 52% of each course (for 25 level 1 participants and 15 level 2 participants). The Board agreed that SOA would fund the remaining amount so there would be no cost to the applicant.</li> <li>- It was agreed that clubs should be specifically targeted to promote the funded places available on level 1 courses, with priority being given to clubs that do not</li> </ul>	

	<p>currently have any qualified coaches. Applicants from outdoor centres would be welcome but would only receive 50% funding towards the course. The funded places on the level 2 courses will be open to anyone. SD to confirm to HQ and discuss targeting.</p> <ul style="list-style-type: none"> <li>- HQ has produced a list of course dates for 2010 and published it on the website.</li> <li>- The administration of UKCC courses will remain with BOF.</li> </ul>	SD
<b>7.</b>	<b>Development Plan</b>	
	The Board discussed applications to the BOF development fund and agreed the re-introduction of an SOA Development Fund for club projects. RS to propose terms and conditions.	RS
<b>8.</b>	<b>JK – way forward</b>	
	SF is currently waiting to hear back from INVOC regarding plans for JK2012 although another club has also offered to coordinate. SF to ask INVOC to provide proposals on areas and officials within the next month.	SF
<b>9.</b>	<b>AGM</b>	
	<p><b>a. Preparations</b> The date for the 2010 SOA AGM was confirmed as 29<sup>th</sup> May after the Scottish Championships individual event. SF to arrange venue and publicity and to produce papers for the AGM. Key dates for this were discussed.</p>	SF
	<p><b>b. Proxy voting</b> IP informed the board that under the Companies Act 2006 members have the right to appoint a Proxy to attend, vote and speak at a General Meeting; it was agreed that IP would draw up a form and circulate for agreement. This form will then be sent out with the AGM papers.</p>	IP
<b>10.</b>	<b>Data Privacy document</b>	
	HQ has completed the data protection registration with the Information Commissioner's Office. An updated Data Privacy Policy has been written which was approved via email prior to the meeting. HQ to publicise in Score and on the website.	HQ
<b>11.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>- The SOA has a group membership to the SYHA and there are 5 membership cards which groups may use. The old membership cards have now expired and KR has the new ones. KR to promote to SOA members.</li> <li>- SF and RS to explore other sources of funding for development projects.</li> <li>- MDS mentioned that it may be possible for orienteering to be showcased at the Outdoor exhibition at the Royal Highland Show (1<sup>st</sup>/2<sup>nd</sup> May).</li> </ul>	KR SF/RS
<b>12.</b>	<b>Revisit Key Dates &amp; Date of Meetings in 2010</b>	
	Two dates were added to the list of 2010 Key Dates – 24 <sup>th</sup> April (coaching conference) and a date in June (club development conference). KR to update the Key Dates document and send round.	KR
	<p>KR confirmed the next meeting will take place on Saturday 20<sup>th</sup> March at 10.00am at Bells Sports Centre Perth. Other meetings in 2010 are as follows:</p> <ul style="list-style-type: none"> <li>- Saturday 29<sup>th</sup> May (PM) – AGM (after Scottish Champs) – venue to be confirmed</li> <li>- Saturday 12<sup>th</sup> June (ALL DAY) – at Dewars Centre, Perth</li> <li>- Saturday 4<sup>th</sup> September (PM after 11-person) – KR to book a room at Crathes Castle.</li> <li>- Saturday 30<sup>th</sup> October (ALL DAY) – at Dewars Centre, Perth</li> </ul>	KR

**ACTION SHEET – SOA BOARD MEETING OF 23<sup>rd</sup> January 2010**

DATE	ITEM	ACTION	BY	STATUS
29/08	6- prev	DG to continue exploring land access issue (Anagach)	DG	Ongoing
29/08	7- prev	PD to approach some of the bigger clubs with small representation in SOA to try to fill some of the coordinator roles vacant.	PD	Ongoing
29/08	7- prev	SF to consult with the 6Day company to check future plans and also to gather a portfolio of areas we could potentially use for future events but also major international events.	SF	Ongoing
31/10	3- prev	PD to instigate Grade 1 Controller's Course	PD	Ongoing
31/10	4- prev	LD to define reserves policy for minutes.	LD	Ongoing
31/10	4- prev	OC to speak to SEDs to identify someone to take control of updating the website.	OC	Ongoing
31/10	4- prev	OC to ask Paul Frost regarding a contingency plan for maintaining the website if he becomes unavailable	OC	Ongoing
23/01	2	Update the register of interests for SF	SF/ KR	New
23/01	3	To review the status of the National Centre accounts and document the financial delegation, control and reporting procedures	DG/ LD	New
23/01	3	All directors to submit any outstanding expense claims for 2009 to LD before the end of January.	ALL	New
23/01	4	Publish the draft minutes of the 2009 SOA AGM on the website	KR	New
23/01	4	Review the draft Control Management Framework and send comments to DG before the end of January.	ALL	New
23/01	4	Contact DG as soon as possible if intending to stand down from the Board at the 2010 AGM	ALL	New
23/01	4	Look at the use of the development fund account and reallocate as part of a review of the reserves policy.	DG/ LD	New
23/01	4	Send LD the final 2009 accounts for the National Centre.	HQ	New
23/01	4	Amend ownership of all budget areas to the appropriate responsible director.	LD	New
23/01	4	Investigate the support <b>sportscotland</b> may be able to offer the treasurer in terms of budget planning and financial control.	MDS	New
23/01	4	Publicise the new levy rates to clubs through the monthly e-newsletter and on the website.	LD	New
23/01	4	Ask DT to explain to those members who asked for PDF copies of Score and revert to paper copies	OC	New
23/01	4	Update contact list.	HQ	New
23/01	4	Agree an outline plan for the club development day.	RS/IP /HQ	New

DATE	ITEM	ACTION	BY	STATUS
23/01	4	Prepare a draft strategic plan for discussion and liaise with MDS about possible support that <b>sportscotland</b> could offer.	RS/IP	New
23/01	4	Tidy up the draft of the annual club statistics survey and send out.	RS	New
23/01	4	Provide feedback to ESOA regarding the Scottish Champs 2011 discussion.	PD	New
23/01	4	Provide feedback regarding the Scottish Champs 2012 discussion.	PD	New
23/01	4	Provide feedback to BOF regarding the JK2012 discussion.	PD	New
23/01	4	Once complete, publish the new SOL guidelines on the website and in Score, as well as circulate to clubs staging SOLs.	PD	New
23/01	4	Ask the competitions convenor to review the eligibility criteria for the Scottish Score Championships.	PD	New
23/01	4	Clarify with DG the roles of competitions convenor and mapping coordinator.	HQ	New
23/01	4	Put the 2010 National Centre pricelist on the website.	HQ	New
23/01	5	Maintain a list of the investment targets and record what the activities are towards achieving each one and its current status.	KR	New
23/01	5	Review the 2010 budget and reissue for agreement	LD/IP /DG	New
23/01	5	Confirm to squads their funding allocation for 2010.	SD	New
23/01	6	Confirm to HQ the Board's decisions on funding participants on UKCC courses and discuss targeting clubs to find potential new Level 1 coaches.	SD	New
23/01	7	Propose terms and conditions for a possible new SOA development fund.	RS	New
23/01	8	Ask INVOC to provide proposals on areas and officials for JK2012 within the next month.	SF	New
23/01	9	Arrange venue and publicity for the 2010 SOA AGM and produce the paper.	SF	New
23/01	9	Draw up a form for proxy voting and circulate for agreement	IP	New
23/01	10	Publicise the updated Data Privacy Policy in Score and on the website.	HQ	New
23/01	11	Promote the SYHA group membership to SOA members	KR	New
23/01	11	Explore other sources of funding for development projects.	SF/ RS	New
23/01	12	Update the Key Dates document and send round.	KR	New
23/01	12	Book a room at Crathes Castle for Board meeting on September 4 <sup>th</sup> .	KR	New