



## Minutes of SOA Board Meeting held at Bells Sports Centre, Perth on 29<sup>th</sup> October 2011

**Present:** Donald Grassie (DG) - Chair, Kate Robertson (KR) – minutes, Roger Scrutton (RS), Ian McIntyre (IM), Terry O'Brien (TOB)

**In Attendance:** Malcolm Dingwall-Smith (MDS) - **sportscotland**

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
1.	<b>Apologies</b> Apologies were received from Colin Matheson (CM).	
2.	<b>Register of Interests &amp; Key Dates</b> The register of interests has been modified to remove entries for SF, IP and OC and to update the entry for TOB.  Key dates for 2011 were reviewed and the following upcoming dates were highlighted: - IM to submit levy and subscriptions information for 2012 to BOF. - IM to submit 2010 corporation tax return by the end of the year.	IM IM
3.	<b>Minutes of meeting on 3<sup>rd</sup> September – matters arising and audit action sheet</b> The minutes of the previous meeting were approved via email prior to the meeting and published on the SOA website. A slight amendment to section 6 (financial processes) needs to be made (to expand abbreviations to ensure understanding) and the minutes reissued.  Matters arising: - A mapping strategy has been completed but TOB to ensure clubs are aware of the copyright transfer policy.  Ongoing actions are listed on the action sheet. All other actions are either completed or form part of the current agenda.	KR  TOB
4.	<b>Directors reports</b>  <b>a. President</b> - DG reported that he had attended the WOC2015 inception meeting (Edinburgh, 15 <sup>th</sup> Sept) and a BOF-SOA meeting (Edinburgh, 15 <sup>th</sup> Sept). The notes from the WOC2015 meeting were briefly reviewed and it was noted that the SOA need agree their position regarding development manager role and professional officer role for WOC 2015. - The Board briefly discussed the new Protecting Vulnerable Groups scheme and MDS reminded everyone that ensuring the SOA is following the scheme is essential in gaining the Equity Standard which is a condition of Investment. CM to complete initial work on this.  <b>b. Marketing and Communications</b> - Nothing to report.  <b>c. Development</b> - RS reported a progress with the Charity Status application which has been submitted and is currently being reviewed by OSCR. Most issues relate to the Memorandum and Articles, which will need some small changes. RS to discuss with DG. - RS to give a final deadline to the two clubs who are now seriously in arrears with their reports on their use of Club Development Funds. - The Board discussed some proposals from HQ and RS regarding Teaching Orienteering Courses. In principle the Board is supportive of being proactive in setting	CM       RS RS

	<p>these courses up but they need to be self-financing with no financial commitment from the SOA. In addition there should be an expectation that schools create a link with their local club to support mapping projects. RS to speak to HQ regarding a full budget breakdown for the proposals</p> <ul style="list-style-type: none"> <li>- RS presented the new Coaching Plan which has been produced by HQ and Lynne Walker. This is a <b>sportscotland</b> requirement in order for us to continue to receive financial support for coach training and development. The Board unanimously approved the document and expressed appreciation for the hard work that HQ and LW have put into it. MDS commented that <b>sportscotland</b> recognised the quality of the document.</li> <li>- RS presented two applications to the SOA Development Fund and the Board reviewed them. After some discussion, the following recommendations were agreed. RS will confirm the outcome with the clubs concerned: <ul style="list-style-type: none"> <li>- INT: "Junior Folders / Development of Sprint-Labyrinth O" project - recommendation that the club funds the project itself.</li> <li>- FVO: "Community Development" project – the Board require further details regarding the budget and finances for the project before a decision can be made.</li> </ul> </li> <li>- RS to add some points to the Development Fund application form and guidance notes to make the process clearer.</li> <li>- The Board discussed the Club Development Fund for 2012 and whether it should be redefined as simply the Development Fund. This was not approved.</li> </ul> <p><b>d. Operations</b></p> <ul style="list-style-type: none"> <li>- TOB reported that the rules and guidelines for the Scottish Relays have been reviewed and updated. Any further comments should be sent to TOB before they are formally approved.</li> <li>- The Board discussed expenditure for mapping – both revisions to existing maps and mapping new areas. CM to produce a list of target areas for mapping (new and existing), including a rough idea of costs and justification for mapping/updating.</li> <li>- The Board approved expenditure to update Achlean and to reprint a number of copies of the Gareth Bryan-Jones book.</li> </ul> <p><b>e. Performance</b></p> <ul style="list-style-type: none"> <li>- Nothing to report.</li> </ul> <p><b>f. Development Officer (presented by DG)</b></p> <ul style="list-style-type: none"> <li>- HQ's report contained a long list of achievements including courses organised and delivered and documents and strategies produced (coaching strategy, mapping strategy, proposal for Teaching Orienteering course schedule) all of which have been discussed elsewhere in the meeting.</li> </ul> <p><b>g. Professional Officer (presented by DG)</b></p> <ul style="list-style-type: none"> <li>- CM reported that Oban 2011 had now been 'wrapped up' and that he had attended inception meetings for Moray 2013 and WOC2015.</li> <li>- The Forestry Commission Scotland agreement has now been discussed between EventScotland and FC and there are a lot of issues which need to be resolved, mainly the proposal to introduce fees.</li> <li>- Progress on major events is given elsewhere in the meeting.</li> </ul>	<p>RS</p> <p>RS</p> <p>RS</p> <p>CM</p>
<p><b>5.</b></p>	<p><b>Recruitment of Directors</b></p> <p>DG reminded the Board of the four vacant posts on the Board (Marketing and Communications, Performance, Partnerships and a new post for Major Events).</p> <p>A discussion was held on the difficulties in recruiting new Board members and a new management model was proposed of possibly creating volunteer positions without Board membership. It was agreed that a minimum of six Board Members should be retained.</p> <p>DG to write a letter to clubs and members to highlight the situation and discuss opportunities going forward.</p>	<p>DG</p>
<p><b>6.</b></p>	<p><b>Major Events Update</b></p> <p>DG gave an update on the major events that SOA are working towards:</p>	

	<p>WOC 2015:</p> <ul style="list-style-type: none"> <li>- A first planning meeting was held at Event Scotland with SOA, BOF, S6D Company and Highland Council in attendance. The notes from the meeting have been reviewed previously. DG to speak to Dave Peel regarding the development manager role and professional officer role for the event. CM to send Dave Peel information on SOA expenses associated with the bid for WOC2015 so that it can be added to the bid budget.</li> </ul> <p>JK 2012 (from Professional Officer Report):</p> <ul style="list-style-type: none"> <li>- Plans have progressed well for this event, including considerable working with the financial controller to refine the budget. Entries open end October and BOF has agreed the budget. Issues remain about profit share over and above the £25K mark. A JK meeting was held including "COT" and Day teams and excellent progress is being made on all elements. Many thanks to Lynne Walker for suggesting names of "volunteers" to fill COT roles. Still seeking Technology Coordinator, Traders and Signage coordinators.</li> </ul>	DG CM
7.	<p><b>BOF Association and Club Conference update</b></p> <p>RS attended this conference and circulated a report to the Board and to clubs, particularly highlighting the issue of club-only membership. There had been some feedback from clubs prior to the meeting, all of which supported a club-only membership category. BOF has also put a report of the conference proceedings on its website. The Board discussed various points and awaits draft proposals from BOF for its AGM..</p>	
8.	<p><b>Mapping Strategy</b></p> <p>The revised SOA Mapping Strategy has now been completed and thanks were expressed to HQ for her work on this. The strategy had been circulated to Board members prior to the meeting and DG and IM have commented. TOB to add in a statement about the transfer of copyright to clubs. Other than this final amendment the strategy was formally approved and accepted and is ready to be published.</p>	TOB
9.	<p><b>2012 Financial Plans</b></p> <p>IM presented the current 2011 budget. This was discussed and the following actions agreed:</p> <ul style="list-style-type: none"> <li>- IM to clarify some of the figures with LD.</li> <li>- DG to discuss printing income with Stirling Surveys.</li> <li>- IM to chase SOA event levies from Oban 2011.</li> </ul> <p>IM presented the draft budget for 2012 and this was discussed. IM to make some agreed changes and reissue.</p> <p>MDS informed the Board that a number of actions need to be undertaken by the Board prior to the 15<sup>th</sup> December, which is when the <b>sportscotland</b> panel will meet to discuss a one year and an in-principle four year investment figure for the SOA:</p> <ul style="list-style-type: none"> <li>- <b>4-year strategy:</b> An at least almost final version of the 4-year strategy, that has the explicit endorsement of the SOA Board, is required. RS to compare the SOA Strategy document that he has been working on with the 2012 budget. DG to provide a section on Management for the Strategy.</li> <li>- <b>Annual budget/ business plan for 2012:</b> IM to send MDS the updated draft budget for 2012 showing which elements are to be funded through sportscotland investment.</li> <li>- <b>Target tracker 2011:</b> CM to complete a report against targets outlined in the 2011 investment agreement.</li> <li>- <b>Accounts summary for 2010:</b> IM to complete.</li> <li>- <b>Annual Profile document:</b> CM to complete this document which collects basic information about the SOA (e.g. membership, Board details, etc).</li> <li>- <b>Four year public target:</b> A 4-year public membership target needs to be agreed by the Board which will be published on the <b>sportscotland</b> website. MDS to discuss with RS and agree with the Board by email.</li> <li>- <b>1-year targets:</b> MDS to discuss with relevant Directors a number of more detailed one year interim targets and then circulate.</li> <li>- <b>Coaching investment rationale:</b> MDS to discuss with RS, HQ and LW.</li> </ul>	IM DG IM  IM  RS DG  IM  CM  IM CM  MDS  MDS  MDS

10.	<b>Revisit Key Dates &amp; Date of Meetings in 2012</b>	
	This was the last of the scheduled meetings for 2011. KR to suggest dates for 2012 via email.	KR
11.	<b>AOB</b>	
	<p>a. TOB to respond to George Esson regarding embargoes for Moray 2013.</p> <p>b. The Board approved a request from ECKO to obtain the copyright for the Torinturk map. TOB to respond to Lynne Walker.</p> <p>c. The Board discussed the presence of professional staff at the Board meetings and agreed that at least one should be in attendance at all meetings - CM in the first instance and HQ in his absence. DG to discuss with CM.</p>	<p>TOB TOB</p> <p>DG</p>

**ACTION SHEET – FOLLOWING SOA BOARD MEETING OF 29<sup>th</sup> October 2011**

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
1	12/06	4h- prev	Consult clubs about the possibility of organising Protection of Vulnerable Groups training evenings.	CM	30/9	Ongoing
2	30/10	4a- prev	Investigate the possibility of holding a fun event at Craig a Barns using a 60s style map – confirm a Planning team?	TOB	31/8	Ongoing
3	12/03	4d- prev	Seek clarification from British Orienteering re requirements for Event Safety.	CM	31/7	Ongoing
4	18/06	3- prev	Review charges for the SOA laser printer and agree copyright charges with Stirling Surveys	IM	31/8	Ongoing
5	18/06	3- prev	Speak to FVO regarding the copyright of the Rannoch map.	DG	31/7	Ongoing
6	18/06	3- prev	Review the format for the AGM to reflect the changing situation with proxy voting and make proposals for 2012	DG/ CM	30/9	Ongoing
7	18/06	3- prev	Publish SNH environmental impact studies on the website.	CM	31/7	Ongoing
8	18/06	3- prev	Publish levies for 2011 and 2012.	IM	31/7	Ongoing
9	18/06	4g- prev	Feedback to Paul Caban regarding a possible SOL on the West Coast	TOB	31/7	Ongoing
10	03/09	4f- prev	Develop a supporting case for an Admin. Assistant.	HQ	29/10	Ongoing
11	03/09	4f- prev	Develop a disaster recovery plan.	HQ	29/10	Ongoing
12	29/10	2	Submit levy and subscriptions information for 2012 to BOF	IM	30/11	New
13	29/10	2	Submit 2010 corporation tax return by the end of the year	IM	31/12	New
14	29/10	3	Amend previous minutes and reissue	KR	30/11	New
15	29/10	3	Ensure clubs are aware of the copyright transfer policy.	TOB	30/11	New
16	29/10	4a	Complete initial work on the PVG scheme.	CM	31/12	New
17	29/10	4c	Discuss with DG a change to the Memorandum and Articles in relation to the Charity Status application.	RS	31/12	New

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
18	29/10	4c	Give a final deadline to the two clubs now in arrears with their reports on use of Club Development Funds.	RS	30/11	New
19	29/10	4c	Speak to HQ regarding a full budget breakdown for the Teaching Orienteering Course proposals	RS	30/11	New
20	29/10	4c	Confirm the outcome of the applications to the SOA Development Fund to the two clubs concerned.	RS	30/11	New
21	29/10	4c	Add some points to the Development Fund application form and guidance notes to make the process clearer.	RS	31/12	New
22	29/10	4d	Produce a list of target areas for mapping.	CM	31/12	New
23	29/10	5	Write a letter to clubs and members regarding the vacancies on the Board of Directors	DG	31/12	New
24	29/10	6	Speak to Dave Peel regarding the development manager role and professional officer role for WOC2015.	DG	31/12	New
25	29/10	6	Send Dave Peel information on SOA expenses associated with the bid for WOC2015.	CM	30/11	New
26	29/10	8	Add a statement to the Mapping Strategy about the transfer of copyright to clubs and publish the strategy.	TOB	30/11	New
27	29/10	9	Clarify some of the figures for the 2011 budget with LD.	IM	30/11	New
28	29/10	9	Discuss printing income with Stirling Surveys.	DG	30/11	New
29	29/10	9	Chase SOA event levies from Oban 2011.	IM	30/11	New
30	29/10	9	Make some agreed changes to the draft budget for 2012 and reissue. Send to MDS.	IM	30/11	New
31	29/10	9	Compare the SOA Strategy document with the 2012 budget.	RS	30/11	New
32	29/10	9	Provide a section on Management for the SOA Strategy.	DG	30/11	New
33	29/10	9	Complete a target tracker report against targets outlined in the 2011 investment agreement.	CM	30/11	New
34	29/10	9	Complete the accounts summary for 2010.	IM	30/11	New
35	29/10	9	Complete the Annual Profile document.	CM	30/11	New
36	29/10	9	Discuss a four-year public target with RS and agree with the Board by email.	MDS	30/11	New
37	29/10	9	Discuss with relevant Directors a number of more detailed one year interim targets and then circulate.	MDS	30/11	New
38	29/10	9	Discuss Coaching investment rationale with RS, HQ & LW.	MDS	30/11	New
39	29/10	10	Suggest dates for 2012 meetings via email.	KR	30/11	New
40	29/10	11	Respond to George Esson regarding embargoes for Moray 2013.	TOB	30/11	New
41	29/10	11	Respond to Lynne Walker regarding copyright of the Torinturk map.	TOB	30/11	New
42	29/10	11	Discuss with CM the presence of professional staff at Board meetings.	DG	30/11	New