



Minutes of SOA AGM held at MacDonald Hotel, Loch Rannoch on 29th May 2010 at 7.00pm

Present: Donald Grassie (Chair), Les Dalgleish, Kate Robertson (Minutes), Ian Pyrah, Roger Scrutton, Eleanor Pyrah, Dave Prentice, Margaret Dalgleish, Melvyn Perry, Theresa Perry, Hilary Quick, Jim Knox, Lindsey Knox, Alistair Hindle, Bill Stevenson, Oonagh Grassie, Robert Hickling, Kevin Reynard, Sally Lindsay, Crawford Lindsay, Angela Dixon, Paul Duley, Christine Patterson, Oleg Chepelin, Terry O'Brien, Lynne Walker, Paul Frost

In Attendance: Malcolm Dingwall-Smith, **sportscotland**

Apologies: John Colls, Sue Harvey, Scott Fraser, Robin Strain, Sheila Strain, Ted Finch. Simon Firth, Jim Clark, Janet Clark, Ray Heyworth, Dougie Condy, Stuart Anderson, Helen Anderson, Robert Hornby, Caroline Hornby, Wendy Welsh, Craig Buaney, Seonag Robertson, Mary Williams, Mike Rodgers, Alison Rodgers, Michael Greenwood, Derek McNeil, Ben Livesey, David Sloan, Moira Laws, Chris Aust, Margaret Aust, Andy Paterson, Sarah Dunn, Marjory Craig

ITEM	TITLE AND DISCUSSION ITEMS
1.	<p>Apologies</p> <p>Apologies were received from those named above.</p>
2.	<p>Approval of the Minutes of the 2009 AGM</p> <p>Acceptance of the Minutes of the 2009 AGM was proposed by <i>Lindsey Knox</i> and seconded by <i>Roger Scrutton</i>.</p>
3.	<p>Matters arising from the Minutes of 2009 AGM</p> <p>Donald Grassie highlighted various points that arose from the 2009 AGM:</p> <ul style="list-style-type: none"> - Section 2 (matters arising) – The issue with Scottish club discounts for new members is still not resolved. This has been raised again with British Orienteering (BOF) recently. - Section 2 (matters arising) – A way forward has been agreed regarding the money held for the junior squad reserve. This now needs to be implemented. - Section 4 (accounts) – The 2008 accounts have now been completed and submitted to Companies House who has accepted them.
4.	<p>Annual Reports of Association Activities for 2009-2010</p> <p>Donald Grassie stated that the reports would be as presented in the AGM booklet. Any highlights and matters that have arisen since that time will be presented.</p> <p>i. President's Report – Donald Grassie</p> <p>Board Structure: Donald thanked Sarah Dunn (Performance Director) and Paul Duley (Operations Director), who are standing down at the 2010 AGM, for their hard work and support in establishing the new Directorships over the past two years. In particular, Sarah has made a significant impact around the adoption of UKCC and Paul has resolved many operational issues, such as the introduction of BOF 3-tier event levels. Donald also thanked Mel Perry, who resigned as Secretary at the 2009 AGM, for his work and for the successful handover to his replacement, Kate Robertson. Finally, Donald highlighted the significant contributions of the other Directors – Ian Pyrah, Roger Scrutton, Oleg Chepelin and Les Dalgleish.</p>

Volunteer Structure: Donald highlighted two vacancies for any willing volunteers - Trophy Coordinator and Controller of Controllers.

Professional Staff: Scott Fraser and Hilary Quick remain as Professional Officer and Development Officer respectively and are key factors in the success of SOA and the 6 Day Company. Scott completed a successful first year when Tay 2009 was held in August and Hilary has undertaken a great deal of work in establishing the Level 1 and 2 UKCC coaching qualifications.

Sportscotland liaison: Following the resignation of Catherine Goodfellow, the SOA now has a new sportscotland liaison – Malcolm Dingwall-Smith. Donald thanked Catherine for all her support and encouragement and welcomed Malcolm.

ii. Reports from Directors

a. Operations – Paul Duley

- Paul attributed the smooth operational running of the SOA to a good team of volunteers displaying a depth of experience and energy and thanked them for their hard work.
- Paul announced a healthy growth in SOA membership numbers.
- There has been an issue recently with external events clashing with key Scottish fixtures such as SOL 3 clashing with selection races. Donald Grassie has raised this with BOF and agreed a process to ensure this doesn't happen again in future.
- Another issue that has been raised recently is that of multi-event weekends. This was discussed and, in general, the membership is supportive of combining a SOL with another good quality event but not in favour of combining two SOL events on the same weekend.
- Paul Caban, the Fixtures Secretary, highlighted in his report the problem of fewer clubs offering to host major events. This was discussed and it was felt that perhaps this was due to clubs now hosting more local events so there is an issue with volunteer burnout.

b. Performance – Sarah Dunn

- Donald Grassie highlighted the key points in Sarah's report, in particular the exciting new development for elite athletes with the establishment of an Orienteering Centre of Excellence at Edinburgh University and appointment of full time orienteering coach, Toni Louhisola. The benefits of this development have already become apparent in athletes motivation and training quality.
- Donald commented that the Jamie Stevenson Trophy event, held each year for junior orienteers, has been particularly successful in encouraging junior members. Last year nine clubs and around 150 juniors took part which is a very positive sign for the future.

c. Marketing and Communications – Oleg Chepelin

- Oleg started his report by thanking Hilary Quick (newsletter), Doug Tullie (score) and Paul Frost (website) for their part in what he felt were smooth and good quality communications with members and clubs.
- Oleg announced that his main focus for the year ahead was in cross sport participation, i.e. encouraging other runners to try orienteering. He is also looking to recruit regional reporters to promote orienteering on a local basis.
- Donald thanked Oleg for his work with the Adventure Show in the filming of the British Night Champs and interviews with Scottish Orienteers. This was a great opportunity to showcase orienteering and comments from the producers indicate that non-orienteering viewers were impressed and thought orienteering looked fun.
- Oleg indicated that negotiations were underway with potential sponsors for both the SOA and for the Park World Tour being held in Perth in September 2010.

d. Development – Roger Scrutton

- Roger highlighted the recognition by BOF of hardworking SOA members and clubs and extended his congratulations to those who had recently received awards.
- Recently a face-to-face club survey was carried out from which some common concerns emerged. In an attempt to address some of these concerns, Roger indicated that he is investigating the possibility of providing more professional help for clubs and volunteers in the form of Regional Development Officers. The first stage in this is to develop an SOA strategic plan.

	<ul style="list-style-type: none"> - Roger extended his thanks to Hilary Quick for her help and support. He finished his report by reminding members of the upcoming club development conference and the SOA development fund which has been reintroduced. <p>e. Partnerships – Ian Pyrah</p> <ul style="list-style-type: none"> - Ian reported that much of his work, now and in the future, is in raising the profile and influence of orienteering as health and well-being moves up the political agenda and more opportunities arise to promote orienteering. He has also been looking at new legislation that is applicable to orienteering, for example, the Companies Act, UK Border Control and Equity Policy. <p>f. Professional Officer – Scott Fraser</p> <ul style="list-style-type: none"> - Donald Grassie highlighted the key points in Scott’s report, in particular the work done with the SNH on the impact of orienteering on four areas – Forvie, Culbin, Newtyle Hill and Barry Buddon. Donald urged clubs to access these reports if they are having problems gaining access to areas. ACTION: Scott Fraser to collate all SNH impact survey reports together on the SOA website so clubs can refer landowners to them if necessary. <p>g. Development Officer – Hilary Quick</p> <ul style="list-style-type: none"> - Hilary reported that the new UK Coaching Certificate qualifications have been very popular with club orienteers and the Teaching Orienteering course continues to attract many people, largely school teachers. The target is to get this skill into every school helping them to become more self-reliant and reducing dependence on club volunteers. - Donald Grassie informed the AGM that BOF were particularly impressed with the way the SOA handle controllers, for example, the recent controllers update sessions. He thanked Hilary for her work on this.
	<p>iii. Scottish Orienteering Six Day Event Co Ltd Report – Lynne Walker</p> <p>Lynne, on behalf of the 6-Days Company, extended a thank you to the volunteer workforce for putting on another successful 6-Days event (Tay 2009). Oban 2011 and Moray 2013 events are taking shape - George Esson has been appointed the coordinator for 2013 for the moment but the 6-Days Company is seeking someone from the Moray area to take on the role. Lynne suggested that clubs use the 6-Day events as a platform to enable younger members to take on a role by shadowing a more experienced person.</p> <p>Lynne reported that, due to the vote at the recent BOF AGM with regard to levies, there will be a 50p per day rise in entry fees for Oban 2011 to cover the increased levy. 50% of the levies go into the BOF development fund so clubs are encouraged to apply to this fund to ensure the money directly benefits Scottish orienteers.</p> <p>Donald Grassie commented that a study was carried out on the impact of the Tay 2009 event on the local area with positive results. This should help us in future communication with Local Authorities and potential sponsors.</p>
5.	<p>Change to Articles of Association and Bye-Laws</p> <p>There is now a general statutory right for each member to appoint a proxy vote to exercise all or any of that members rights to attend and to speak and vote at a meeting of a company. As SOA is governed by the Companies Act 2006, the following changes to its Articles of Association and Bye Laws were proposed to allow proxy voting:</p> <ul style="list-style-type: none"> - Proposal 1: That the sentence “No proxy vote shall be allowed” be removed from section 2.7 of the Articles of Association - Proposal 2: That the sentence “No proxy vote shall be allowed” be removed from Bye-Law 8 (Voting). <p>Both changes were proposed by <i>Ian Pyrah</i>, seconded by <i>Donald Grassie</i> and voted in unanimously.</p>
6.	<p>Treasurer’s Report and Subscriptions/Levies for 2011 – Les Dalglish</p> <p>Les circulated his report and updated accounts. These have not been signed off yet but this will be addressed in the coming weeks. The issue of reserves was raised and Les commented that the Board recognise that these are too high and are looking at ways to reduce them, including changing processes for the ScotJOS accounts. Donald Grassie stated that the reserves need to be at least 50%</p>

	<p>of operating costs to ensure that Professional Officers will still be paid for at least 6 months if funding was withdrawn. However more money will be spent on development in an effort to reduce the reserves.</p> <p>Hilary Quick questioned the sum under 'squads training expenses' and Les confirmed that this included expenses from ScotJOS and SEDS. Bill Stevenson raised the issue that the documented income and expenditure for ScotJOS don't match his figures. ACTION: Les and Donald to meet with Iain McLeod to discuss the ScotJOS accounting procedures and to provide him with templates to submit accounts.</p> <p>Paul Frost questioned why ScotJOS and the National Centre have separate bank accounts and why a single accounting system doesn't apply to the whole of the SOA. Donald Grassie responded that the issue was not with the separate accounts but with the consistency and clarity of reporting. ACTION: Les to ensure SEDS and ScotJOS are reported separately on the accounts and to add a footnote to clarify the difference in squad procedures.</p> <p>Subscriptions: No changes to the subscriptions are proposed for 2011</p> <p>Levies: A proposal had been received from ESOC to raise the current senior entry fee levy barrier from £6 to £7 to cover other rising costs. Donald Grassie acknowledged that the SOA is sympathetic to the comments from ESOC and is likely to address the issue next year. A discussion was held over the proposed change to a 4-tier event structure and the effect this would have on levies. ACTION: If and when a 4-tier event structure is put in place new levy proposals need to be put to the membership prior to the 1st October, giving clubs plenty of time to set entry fees for events in 2011.</p> <p>In the AGM booklet the following was proposed:</p> <ul style="list-style-type: none"> - Proposal 3: That the SOA subscription and levy remains unchanged in 2011 (<u>NOTE:</u> typing error in AGM booklet – 2010 should read 2011). This was proposed by <i>Les Dalgleish</i>, seconded by <i>Donald Grassie</i> and voted for by a majority of 36 to 7 (including proxy votes).
7.	<p>Election of the Board of Directors</p> <p>Mel Perry had indicated at the 2009 AGM that he intended to resign as Secretary and Kate Robertson was appointed in the interim. The proposal that Kate Robertson now be formally appointed as SOA Secretary (proposal 4) was proposed by <i>Les Dalgleish</i>, seconded by <i>Donald Grassie</i> and voted in unanimously.</p> <p>Sarah Dunn (Performance Director) and Paul Duley (Operations Director) requested to stand down at the 2010 AGM. The vacancies were intimated to the membership and the following proposals made:</p> <ul style="list-style-type: none"> - Proposal 5: In the event that a formal nomination for Performance Director is posted with the AGM materials on the SOA website prior to the 21st May, the named member is appointed as Performance Director. No formal nomination had been received so this proposal is void. - Proposal 6: In the event that a formal nomination for Operations Director is posted with the AGM materials on the SOA website prior to the 21st May, the named member is appointed as Operations Director. A formal nomination had been received for Terry O'Brien, proposed by <i>Paul Duley</i>, seconded by <i>Ian Pyrah</i> and voted in unanimously - Proposal 7: In the event that no formal nomination is posted with the AGM materials on the SOA website prior to the AGM, the SOA Board has the power to co-opt a new Director. This was proposed by <i>Les Dalgleish</i>, seconded by <i>Donald Grassie</i> and voted in by a majority. <p>At each AGM, the Auditor is appointed for the following year. It was proposed that Graham Thomson be appointed as SOA Auditor for 2010 (proposal 8). This was proposed by <i>Les Dalgleish</i>, seconded by <i>Donald Grassie</i> and voted in unanimously</p>
8.	<p>AOB</p> <p>Donald Grassie explained that a condition of accepting the sportscotland Development Grant is that the SOA Board achieves the foundation level of the Equity Standard. Part of this is to develop and endorse an Equity Policy and it was proposed that the AGM confirms the adoption of the BOF Equality and Inclusion Policy as the SOA Equity Policy (proposal 9). This was proposed by <i>Scott Fraser</i>, seconded by <i>Donald Grassie</i> and voted in unanimously, although the AGM agreed that the wording of</p>

	<p>the policy needed to be modified so it reads SOA instead of BOF (ACTION).</p> <p>Christine Patterson raised the issue of funding for the successful Junior Inter Areas event. Due to rising costs this year juniors are being charged a significant amount to participate and still the event will make a loss. Christine proposed the Board raised the grant given to the event. Donald Grassie asked that this was addressed to an SOA Board meeting where it will be discussed.</p> <p>President's Medal: Donald Grassie presented the President's Medal to Dave Prentice (TAY) and Mike Rodgers (MOR). Dave has done a lot of work with the 6-Days and getting new areas mapped and has also introduced around 7000 children to the sport by organising seven schools area championships. This has had a significant impact locally with every school in Perth and Kinross now having an accessible orienteering map of the school grounds and often a local park. Mike has also done a lot of work with schools, as well as the RAF and has promoted orienteering significantly in the local press. Donald presented the medal to Dave at the AGM and will present it to Mike at the Scottish Championships relays the following day.</p>
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ACTION SHEET – SOA AGM, 29th May 2010

NO	ITEM	ACTION	BY
1.	4ii	Collate all SNH impact survey reports together on the SOA website so clubs can refer landowners to them if necessary.	SF
2.	6	Meet with Iain McLeod to discuss the ScotJOS accounting procedures and provide him with templates to submit accounts.	LD/ DG
3.	6	Ensure SEDS and ScotJOS are reported separately on the accounts and add a footnote to clarify the difference in squad procedures.	LD
4.	6	If and when a 4-tier event structure is put in place new levy proposals need to be put to the membership prior to the 1 st October,	LD / DG
5.	8	Modify the wording of the BOF Equality and Inclusion policy so it reads SOA instead of BOF.	SF