

## Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 16<sup>th</sup> June, 2018 in AK Bell Library, Perth.

**Present:** Anne Hickling(AH)-Chair, Richard Oxlade(RO), Pamela Carvell(PC), Fiona Keir(FK) - COO, Graham Gristwood(GG), Nick Barr(NB), Alison Lunn(AL)(sportscotland), Stephen Moffatt(SM), Pauline McAdam(PM)-minutes.

### 1. Welcome and Apologies for absence

Apologies from: Dave Kershaw(DK), David Henderson(DH), Keith Roberts(KR)

AH welcomed everyone to the meeting particularly the new directors appointed at the recent AGM. A short time was spent on individual introductions around the group.

### 2. Register of Interests & Key Dates

A paper copy of the register of interest was passed round for members to check, update and sign. Key dates were checked. PM confirmed that the Library had been booked for 13<sup>th</sup> October for the next meeting. AL suggested 6<sup>th</sup> September as a provisional date for the mid-year review with sportscotland.

Action 1

FK proposed that the EGM to approve the Accounts be held on 22<sup>nd</sup> September in conjunction with the Volunteers Day at Kinnoull (near Perth).

Action 2

### 3. Minutes of meeting on 13<sup>th</sup> January, 2018 were approved

#### a. matters arising and audit action sheet

Item 3. Transfer of SOA emails to the Gmail server will take place in July when Paul Frost returns from holiday.

Action 3

Other actions were covered in Directors' reports.

### 4. Progress against the Annual Plan (FK,RO)

RO took members through the proposed Annual Plan highlighting what he, along with AH and FK, think are the key deliverables for 2018. These come primarily from the 2016-2020 Strategic Plan and from sportscotland. There was no approved Annual Plan for 2017. Construction of the 2018 Annual Plan has shown that many of the strategic objectives need more clarity and the Plan currently contains no financial data.

#### 4a. Finance

A financial forecast for May had been submitted by DH, but without DH present it was not possible to discuss this. The Board made clear their concerns about the lack of financial information. AH will meet with DH to discuss his position.

Action 4

There is an urgent need to finalise 2017 accounts for Companies House and OSCR which must be submitted by end-September. Some suggestions were made for who might help with this and RO will explore these. AH/FK will begin the process for recruitment of a new finance director at the appropriate time.

Actions 5&6

#### 4b. Promote Orienteering

The priority issue is the new website. NB updated the Board on the current situation and asked the Board to authorise the outstanding payment to Rocksolid Designs. The web-site developer, former president Roger Scrutton, Sarah Hobbs, and directors PC and NB all agree that the developer has met the terms of the contract. The Board agreed to authorise the payment.

Action 7

A host and maintenance and support package are needed. NB presented two options for this, either to continue with Rocksolid or to find a new contractor. The Board agreed to NB's recommendation that Rocksolid be approached to arrange hosting and for a maintenance and support package to be trialled for 12 months with a review at 6 months. If, at this stage, this arrangement is proving unsatisfactory then there are 6 months to find another sub-contractor. The Board also approved NB's request that he and PC form a subgroup with an initial budget of £1000 to engage with Rocksolid Designs and make a proposal ex-meeting, by end of July. This proposal will cover tasks and costs associated with engaging Rocksolid Designs to cover period of migration and then for a 12 month period. Board members will be asked to approve by email.

**Actions 8&9**

#### **4c. Club Development.**

It was proposed and agreed that this theme should be Club Support and Development. Priorities are to strengthen school-club links through the Active Schools Network and ensuring the quality of local and national events.

Schools: at present there is no system in place for measuring activity. There is a need for a means to get wider information from clubs about all events and activities held as well as club-school links. At present data is available for events registered with BO but not all clubs register all their activities. GG mentioned the recent launch of the British Orienteering Youth Strategy and questioned whether every club had a Youth Officer. AH to make a proposal for collecting this information.

**Action 10**

Event quality: there is currently only anecdotal information about event quality. The use of surveys was suggested as a means of obtaining regular information on the quality of events. There was some discussion around the standard that might be expected at local events as these are most likely to be where newcomers have their first experience of the sport. It was agreed that there was a need for leadership from SOA regarding this. PC asked if clubs would be ready for the new members attracted by the change in emphasis proposed by the new SOA marketing strategy. It was proposed that all these considerations should be included in the Competitions Review which new Operations Director, Keith Roberts has offered to progress.

**Action 11**

#### **4d. Volunteer Development**

This covered coaching qualifications and training courses. Again it was highlighted that there is currently no means of measuring the success of these. AH to discuss with Hilary.

**Action 12**

#### **4e. Support Talented Athletes**

This theme needs further development as well as a means of measuring success. GG to follow up as part of the Performance Review.

**Action 13**

#### **4f. Improved Governance**

Good progress is being made in meeting targets. The Board now has a President and Chair and issues from the KPMG Audit are being addressed.

FK took this opportunity to update the Board on GDPR and the progress being made on Child Wellbeing and Protection in Sport.

**GDPR:** Following sportscotland's recommendation the 'soft option' approach was taken. The proposed Opt-ins will be offered when current members renew. The concerns expressed at the previous meeting about a 48-hour response time have been resolved. This time-frame was to acknowledge a request while the deadline to reply is one month. FK is confident that this can be met. Clubs have been sent the sportscotland template but it was recognised that clubs are BOs responsibility.

**Child Wellbeing and Protection in Sport:** FK was pleased to report that our Child Wellbeing standards are now 81% compliant and should make the 2020 deadline to be fully compliant.

#### **4g. Progress against SportScotland targets**

In the final part of the session on the Annual Plan, Board members considered the progress being made against **sportscotland** targets. More information was needed about focus clubs. GG proposed some additional targets: youth membership, the number of coaches at each of the different levels (development target) and performance at Home International level (performance target). Directors to consider introducing new targets where appropriate. SM mentioned that he had been trialling a **sportscotland** Level 2+ coaching course which involved coaches across different sports and he would recommend it. **Action 14**

There was a short discussion about the Scottish membership option which has been more popular than expected. However, concern has been expressed to Board members that some clubs with a large Scottish membership are struggling to find officials for events as officials have to be BO members. More information on the extent of this problem is needed. **Action 15**

## 5. Strategy Review & club conference (RO)

For the benefit of new Board members RO explained the history behind the above which followed on from a survey of members at several events early in 2018 and visits to clubs by RO and AH.

The strategy/club conference on the 28<sup>th</sup> April was attended by 28 orienteers from a range of clubs. SOA staff and a number of directors also attended. Paul McGreal (2015 World Orienteering Championships Director) gave a provocative talk about the presentation of the sport. Workgroups identified short term and long term actions associated with 6 themes which arose from the survey conducted earlier in the year:

- Marketing
- Club Support
- Event standards
- Event calendar
- Volunteers
- Non Elite juniors

RO presented a table which listed the objectives of the 2016-2020 Strategic Plan, an assessment of each strategic aim and a set of recommendations which take on board the outcomes of the workshops.

During discussion several points were made.

PC stated that at present Marketing is not happening and questioned whether Sarah Hobbs' Administration workload was taking up too much of her time.

AL pointed out that **sportscotland** offer help for clubs on their web-site.

Under rewards for volunteers, the Board recognised the success of the Young Volunteer of the Year Award presented at the Scottish Championships. AL suggested checking the **sportscotland** awards and suggested that many local areas also have awards for volunteers. In response to the question "who on the Board should be looking after volunteers?" SM offered to review this across the Boards in other sports. **Action 16**

RO acknowledged that further work need to be done. All directors were invited to consider how to move forward with the short-term recommendations in their areas of responsibility. **Action 17**

## 6. Risk Register(RO)

The financial risk remains high. With the progress being made on the website it is hoped that the risk can be downgraded. Concern was expressed at the number of risks showing a red score. The level of future funding remains a risk. AL also pointed out that uncertainty surrounding the lottery might mean less funding will be available in future years.

## 7. Chief Operating Officer Report (FK)

FK has taken over Child Protection Officer (CPO) responsibilities from Hilary Quick from 31<sup>st</sup> May. The issue was raised as to whether the Board should undergo some training. Should be part of the induction programme for Board members. She suggested inviting someone to speak to the Board. **Action 18**

A CP report was written following an incident at BOC. The incident has been discussed with Children 1<sup>st</sup> and the matter resolved. However, there is a need to check that all club policies are up-to-date.

FK informed the Board about a Safeguarding email sent out by British Orienteering on the 15<sup>th</sup> June. This has been sent to all Association and Club Chairs, Secretaries and Welfare Officers. AL advised that the information be passed on to Disclosure Scotland. **Action 19**

Owing to lack of time only selected items from the Directors Reports could be covered before the close of the meeting.

#### **8d. Development Report (AH)**

The Board refused a request to increase the size of the Club Development Fund owing to the current financial uncertainty.

#### **8f. Operations Report (KR in absentia)**

The Board noted the appointment of Roger Scrutton and Alan Halliday as Grade B controllers. It was noted that authority for appointing controllers (other than Grade A) rests with the Operations Director.

#### **8g. Performance Director Report (GG)**

Only one (joint) application for new manager/coach of ScotJOS has been received, from Jon Musgrave and Esther Gooch. The Board agreed to their appointment with FK pointing out that this is subject to all checks under Children 1<sup>st</sup> being carried out.

The Board approved the suggestion that GG form a Performance Group to steer, manage and select SEDS/ScotJOS/Scotland teams, starting with a review of the present system. The Competition Review, support for talented athletes and coaching all need to be considered. **Action 20**

An impressive list of Scottish Junior and Senior selections for European and World events was presented to the Board and there was a short discussion around GG's proposal that SOA support athletes selected for the GB squad. In return, these athletes could be available to provide support at Scottish squad and club level. The Board acknowledged that this had been done in the past but that no definite decision could be made until the finances were available and up-to-date.

#### **8j. Partnership Director**

The partnership director post is no longer filled. AH to review the job description to ensure that all responsibilities are picked up by other directors or staff. **Action 21**

## New Actions from meeting

No	Item	Action	By	Due Date
1	2	Update key Dates and check possible dates for 2019 Board meetings.	PM	ASAP
2	3	Make arrangements for EGM on 22 September	FK	End July
3	3	Follow instructions to transfer to using Gmail for SOA communications when advised to by FK	All	End July
4	4	Meet with DH to review his position	AH	ASAP
5	4	Consider options for obtaining up-to-date accounts and propose to Board Members	RO&FK	ASAP
6	4	Begin recruitment process for replacement Finance Director	AH&FK	As appropriate
7	4	Arrange for payment of outstanding fee to Rocksolid	FK	ASAP
8	4	Form a website sub-group to agree a contract with Rocksolid for website hosting and maintenance	NB	Mid July
9	4	Respond by email to request to approve negotiated contract	All	End July
10	4	Make a proposal for collecting event/activity/schools data from clubs	AH	13/10/18
11	4	Proceed with Competitions Review	KR	13/10/18
12	4	Consider with HQ ways of measuring success of coaching qualifications and training courses	AH	13/10/18
13	4	Prepare a plan for supporting talented athletes and a means of measuring success	GG	13/10/18
14	4	Explore new targets for annual plan	AH/GG	13/10/18
15	4	Discuss effect of SOA only membership on number of event officials with concerned club	NB	ASAP
16	5	Investigate responsibility for volunteers on Boards of other sports	SM	13/10/18
17	5	Consider plans for moving forward short-term recommendations from strategy review	AH/GG/KR	13/10/18
18	7	Invite a speaker on child protection issues to attend a future Board meeting	FK	As appropriate
19	7	Ensure club CP policies are up-to-date and inform Disclosure Scotland about BO safeguarding alert	FK	As appropriate
20	8	Advertise on SOA website for volunteers to form a Performance Group	GG	ASAP
21	8	Check all partnership director responsibilities are covered	AH	ASAP