

## Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on, 24<sup>th</sup> March 2018 in AK Bell Library, Perth.

Present: Roger Scrutton(RS)-Chair, Richard Oxlade(RO), Pamela Carvell(PC), Anne Hickling(AH), Fiona Keir(FK) - COO, Marsela McLeod(MM), Ross McLennan(RM), Dave Kershaw(DK), Alison Lunn (AL)(sportscotland) Pauline McAdam(PM)-minutes.

### 1. Welcome and Apologies for absence

Apologies from: Claire Macpherson(CMac), Terry O'Brien (TOB)

RS introduced Alison Lunn, the new sportscotland Partnership Manager for Scottish Orienteering, and welcomed her to her first Board meeting.

### 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. RS pointed out that the deadline for sending accounts to Companies House had been moved from the end of September to the end of August.

PM pointed out that no date had been set for the Board meeting in October. The 13<sup>th</sup> was agreed provisionally to be confirmed at the next Board meeting in June as new board members will be appointed at the AGM. FK expressed the hope that the 2019 Board meeting dates could be identified at this meeting.

**Action 1**

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

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

Anything relevant was covered in Directors' reports.

PM asked that members either update and return the Action list circulated with their report form or copy and paste their own actions onto their report. Only a few Board members do this.

**Action 2**

### 4. Chief Operating Officers Report (FK)

Issues around GDPR were discussed. Details are under Agenda item 9.

FK explained the process involved in transferring all staff and Board to Gmail from Paul Frost's server. The Board agreed to this. A date in May will be selected to transfer to Google and migrate all emails.

**Action 3**

The Board approved a proposal for a Teacher/Scout Leader membership category within SOA for those completing the courses run by the National Centre. FK suggested that the cost of this for the first year could be covered by the profit made from the course. This would allow contact with those who have completed courses to be maintained and could provide feedback on the effectiveness and relevance of the course.

The proposal to introduce a Young Orienteer of the Year award to mark the fact that 2018 is the Year of Young People was approved. Nominations can be made by clubs or individuals for orienteers under the age of 20. Board agreed that the criteria be amended from the draft published. The wording agreed was: 'for their contribution to orienteering'. It was agreed that the presentation should take place at the start of the Scottish Championships award ceremony. This will be publicised online and at the upcoming Strategy meeting. Sarah Hobbs will promote the value of orienteering in her social media links. A few companies have been approached for sponsorship. It was suggested that the Orienteering Foundation could be approached if no sponsor was identified.

**Action 4**

The Board was advised that one external application had been received for Equalities Director. This was disappointing given vacant posts were widely advertised and promoted online. PC suggested a heading emphasising active lifestyle might be better than the current one. Board members were advised that should they have concerns over the wording of adverts they should contact FK directly.

The outstanding issue to arrange for Fabian4 to offer reduced entry fees to Scottish members should be resolved by the end of March.

Total membership has increased by 32% since January. Scottish membership is now over 300. Insurance cover has been increased for up to 400 members. However FK enquired about “club only” member status as these people are not covered by any insurance cover if they choose to orienteer. The website is still a cause for concern. RS informed the Board that he has made contact with Rock Solid Designs and is hopeful that the situation can be resolved. Until this happens not much else can be done.

**Action 5**

Board received an up-date on courses held and completed since January. There is growing interest in the Gaelic language IntraO course. Board approved a request for funds to translate further materials into Gaelic.

The Board received reports from the RDOs and acknowledged that they have both been very active, working with clubs and other organisations.

The Events Manager informed the Board about ROMP, the publication of an Access Guide for Orienteering and the progress being made on a Guide to Orienteering Mapping. An update on forthcoming major events was given.

## **5. Directors reports**

### **a. President (RS)**

A letter inviting the sport to engage with an all-party Parliamentary Group on Scottish Sport was discussed. AL provided further background information and suggested that the Board had to decide if the concerns of the group were relevant. RS had enquired if Scottish Orienteering could be a correspondence member for a subscription of £200/year. The Board agreed to sign up for one year to see whether it might help to raise the profile of the sport.

A verbal indication of sportscotland investment for 2018-19 has been received. Alison warned that Lottery funding is still a concern for the future and that sports should be aiming for sustainability.

### **b. Marketing & Communications (RM)**

Board were updated on Score, Facebook and Twitter. A report on a meeting on future marketing strategy was delivered later in the Agenda (12).

### **c. Development (AH)**

Continuing to work with RO to prepare for the Strategy Conference on 28<sup>th</sup> April. Involved in discussions with clubs and individuals regarding SOA priorities.

Possible uses for development funding and Orienteering Foundation funds are being considered. Board agreed that it would be best to wait for the outcomes from the strategy review.

£5000 is available from the Development Fund. Clubs will be advised to apply.

**Action 6**

### **d. Finance (DH)**

No Finance report was received. Board members expressed concern at this and about the lack of financial information that the Board has received over the past 3 meetings.

Sarah Hobbs (SH) has been making payments from the National Centre account. The Board requested further finance information to be supplied with some urgency and it is hoped a financial update will be circulated ahead of the AGM.

**Actions 7&8**

### **e. Operations (TOB)**

No report was received. RO informed the Board that he will control the Scottish Championships.

### **f. Partnership (CMac delivered by RS)**

RS expressed the Board's gratitude for the comprehensive report on the changes required to the SOA Articles and Byelaws following the governance proposals approved at the previous meeting. It was pointed out that the version of the Byelaws on the SOA website had not been up-dated following the EGM held in September 2017. There was some discussion around whether the President or the Chairperson should chair General meetings and whether the Chairperson should be an SOA member.

**Action 9**

### **g. Performance (MM)**

Board members were informed about the very successful Non-Selected Junior Development weekend attended by 24 juniors and held in Deeside the previous weekend. The Board approved a request to hold a second weekend in the autumn. This would be self-funded and Nicola Melville has expressed an interest in being the organiser. It was suggested that this weekend be held in Central/South Scotland and not limited to the juniors who attended the March weekend.

A meeting with ScotJOS manager Elizabeth Furness to discuss job description will be held soon.

**Action 10**

Arrangements for the ScotJOS tour to Gotland, Sweden are progressing and there is a good entry for the Scottish Spring Weekend fundraiser for Squads.

### **h. Strategy including Club Conference(RO)**

Well over 100 questionnaires about Scottish Orienteering have been completed. About 40 were completed on-line with the remainder during face to face conversations with orienteers at different events. There is a good spread of age and experience, but more representation from new orienteers or non-orienteers is needed. A number of club committees have been contacted to get a club perspective.

A number of themes or areas are emerging and will form the basis for discussions at the forthcoming Strategy conference. The agenda for this has been publicised and a number of possible attendees identified. These include staff, Board members, new members and at least one representative from each club. The aim is to have 30-40 attendees.

**Action 11**

## **6. Major Events Update**

RS expressed the Board's appreciation for the role played by Events Manager, Colin Matheson in promoting major events in Scotland.

### **a. BOC, May 2018**

currently 755 individual entries and 632 [sic. - 132] relay teams. Need to get further publicity out to Scottish Clubs. Still short of a club to help with parking and no string courses.

Adventure Show has confirmed that they have agreement from the BBC to film the weekend. Site meeting to be set up soon. Land owners in agreement (but still no formal agreement for Torphantrick

### **b. Junior Home International, Oct 2018**

### **c. British Night Championships, Feb 2019**

### **d. Strathearn 2019 Scottish 6-Days**

Areas are finalised and agreements in principle in place. 2,000 postcards designed and printed. Areas Auchingarrich, Edinchip (new), Dundurn (new), Grandtully( used once), Craig a Barns (to be remapped) and Culteuchar & Dron (extended). Mapping contracts issued.

### **e. WOC Sprints, 2022**

Agreement from the Scottish Orienteering 6- Day Event Co Ltd that they would take on the management and risk. British Orienteering (new CEO Peter Hart) has given its support.

Impressive glossy document at Draft 4 stage (finalised 13 March) and official application to be finalised by 16 March. Embargoes to be published. Bids also expected from Paris and Russia.

## **7. Risk Register (RS)**

The status of some risks was discussed.

A breakdown in the relationship with British Orienteering is looking less likely. AL asked whether the President or the Chair would be responsible for communicating with BO after the AGM.

**Action 12**

The Board considered that poor budget control and financial reporting is now 'a possible' and should move into the red zone.

It was requested as an action that FK ensure that the risk register/actions from Board meetings are reflected in the Annual Plan.

**Action 13**

## **8. Child Protection (FK)**

There were no Safeguarding issues to report.

Hilary Quick remains as CPO until FK has completed training.FK still has In Safe Hands training to be completed, awaiting course dates in Highland. A Safeguarding & Child Protection audit was completed in March 2018.

Self Assessment tool for the transfer to Wellbeing and Safeguarding Standards submitted prior to deadline. Our initial overall score is 69% Progress being made with 31% of targets 'progress still to be made'. The next step in this process is for Children's 1st to analyse the evidence we submitted along with our self-assessment and an action plan will be created to ensure we meet all standards by March 2019.

#### **9. GDPR (FK)**

The draft Privacy statement was presented to the Board and discussed. PC requested that FK adjust the wording of the checklist to include 'latest news and offers from SOA and from approved third parties'. The draft utilised a recommended template. sportscotland has provided templates for SGBs and will now provide templates for clubs. DK requested that a copy of the draft be passed to Colin Matheson for the 6-Day Company to consider. Current members and Gift Aid do not need to 'opt in' to communications, just 'new' members.

A data audit has been undertaken so the data held and where and who has access is known. The next step will be to do a data 'cleanse'.

BOF have released club guidance for GDPR which was extensive and provided a lot of clarity. Scottish based clubs will be offered a question or concern raising opportunity at the SOA Strategy Day on 28th April. Club secretaries have had the GDPR guidance from BOF.

FK raised concerns over the ability to meet the requirement "to respond within 48 hours" as both she and SH work part-time. FK will look into possible ways of addressing this. Concern was also expressed over how this might be met at club level.

**Action 14**

#### **10. sportscotland Target Tracker (RS)**

AL updated the Board to changes to the tracker - 3 of the development targets have been removed. She said the review meeting with sportscotland in the Autumn would provide an opportunity to highlight what has been achieved with the funding as well as providing an opportunity to discuss any concerns.

FK to have Target Tracker in place for the June Board meeting.

**Action 15**

#### **11. Annual Plan 2018(FK & RO)**

There was some discussion around the Annual Plan. The need for time deadlines for some targets was identified. It was also recognised that the sportscotland long-term objectives, the Annual Plan and the Strategic Plan for staff need to be interrelated.

#### **12. Marketing Strategy (PC)**

PC gave a presentation to the Board summarising a working group meeting held with RM and SH to discuss marketing strategy.

The overall aim of the marketing strategy is to grow membership with a suggested target audience of late teens/early 20s and families of those in late 30s/early 40s. The focus for these groups should be on social activity, not sport, in the outdoors but close to home. A draft marketing plan and actions which link to the Annual Plan is currently being written by SH with input from RM and PC.

The Board was asked for the following:

- A decision on a way forward with the web-site - it was agreed that this couldn't be done until the situation with Rock Solid had been resolved. RS updated the meeting that communication is between the lawyers and Rock Solid, who maintain that they have developed a website for the agreed budget of £3,000 that meets the brief. This needs to be independently assessed to see if it meets the needs of the SOA. Alternative proposals for developing a new website have been obtained, indicating a budget of up to £11,000.
- Approval for £1190 marketing budget this quarter - This money will be spent on engaging with the target audience via social media. The Board approved but expects the effectiveness in increasing membership from the target audience to be monitored.
- A new membership type for Scottish members only of up to 4 people at the same address. This was approved on a trial basis but no decision was reached on pricing or on whether this counted as 1 or 4 members. PC made the point that going forwards, it is important that Clubs embrace the 'new types' of members and make them welcome and that this should be given due consideration at the conference on 28th April and by RO and AH in their work with the RDO's and the clubs.

- A decision on the future of the printed version of Score - the printing of this and the time required to distribute it is proving costly. Different options were discussed. It was proposed that a printer might be found who would also mail it out. SH will be asked to provide figures for the cost to print and the cost and time taken to distribute. **Action 16**

### **13. AGM business (RS)**

A proposal to increase membership fees and the levy was approved to be presented at the AGM. Members agreed to nominate Stephen Morris for Equalities Director provided he confirms that his application is to Scottish Orienteering. **Action 17**

### **14. Report from 6-Days Co (DK)**

The 6-Day Company agreed at a meeting on 15 February to support and take ownership of a bid for the World Orienteering Championships in 2022. This would be a sprint only event (individual + relays) based in Edinburgh with financial support from EventScotland and the City of Edinburgh. If the bid is successful, the event would take place from 9 - 13 July 2022 with spectator races in addition to the WOC events.

Strathearn 2019 is progressing though the Technical Coordinator position is vacant. The list of areas has been agreed and rest day activities are being organised. The Event Centre will be in Crieff with a campsite close to Comrie (subject to final confirmation).

Royal Deeside 2017 made a small surplus which enabled a payment to clubs to be made in line with previous events. The balance of the surplus has been carried forward to assist with the funding of future events. The Company currently has assets in excess of the agreed reserve of £100,000.

The 6-Day Company is currently looking to fill 3 vacant positions, one dependent on the WOC 2022 bid. A Board position is vacant following the resignation of Ross Lilley as Marketing Director. A co-ordinator is sought for the 2021 6-Day event which has provisionally been allocated to the Oban / Fort William area. The third post is a Finance Director for WOC 2022. This would require a suitably qualified person who would be responsible for the finances of the WOC event and the supporting spectator races.

### **15. Revisit Key Dates and Actions (PM)**

It was suggested that the GDPR deadline be added to the Key Dates. **Action 18**

### **16. AOB**

The constitutions of Masterplan Adventure and Stirling University Orienteering clubs were approved.

### **17. Staff Salaries 2016 (Directors & COO)**

Staff salaries for 2018-19 were discussed and agreed.

## New Actions from meeting

No	Item	Action	By	Due Date
1	2	Provisionally book a meeting room for 13 <sup>th</sup> and 20 <sup>th</sup> October, final date to be decided at next Board meeting	PM	ASAP
2	3	Update and return Action Lists	All	June 2018
3	4	Follow instructions to transfer to using Gmail for SOA communications when advised to by FK	All	May 2018
4	4	Approach Orienteering Foundation for funding for Young Orienteer of the Year Award if no other sponsor found.	FK	May 2018
5	4	Continue dialogue with Rock Solid Designs to resolve website situation.	RS	ASAP
6	5c	Liaise with Colin Matheson to invite applications from clubs for Development Fund funding.	AH	ASAP
7	5d	Contact DH to obtain a financial information to circulate around Board members	RS	ASAP
8	5d	Pursue the possibility of using SSA accounting facilities with DH	RS	ASAP
9	5f	Finalise amendments to the Articles for approval at AGM and check versions of Byelaws and Articles on the website are up-to-date	RS	ASAP
10	5g	Meet with Elizabeth Furness and prepare an advert for ScotJOS team manager to appear on the website and in SCORE	MM	As appropriate
11	5h	Look at Agenda for Strategy meeting on website and contact RO with comments	All	ASAP
12	7	Consider whether President or Chair be responsible for communicating with BO	RS	26/5/18
13	7	Liaise with RO for support in refining the plan template/ content.	FK	16/6/18
14	9	Address concerns over GDPR 48-hour response time with help of sportscotland (AL)	FK	ASAP
15	10	Have Target Tracker in place	FK	16/6/18
16	12	Provide Board with figures for the cost to print and the cost and time taken to distribute Score.	FK	16/6/18
17	13	Contact Stephen Morris to confirm his application is to Scottish Orienteering	RS	14/4/18
18	15	Add GDPR deadline to Key Dates	PM	ASAP