



## Minutes of SOA Board Meeting held at Bells Sports Centre, Perth on 20<sup>th</sup> March 2010

**Present:** Donald Grassie (DG, Chair), Scott Fraser (SF), Oleg Chepelin (OC), Les Dalgleish (LD), Kate Robertson (KR, minutes), Paul Duley (PD), Malcolm Dingwall-Smith (MDS, **sportscotland**)

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
1.	<b>Apologies</b>	
	Apologies were received from Ian Pyrah (IP), Sarah Dunn (SD) and Roger Scrutton (RS)	
2.	<b>Register of Interests &amp; Key Dates</b>	
	The register of interests was circulated via email prior to the meeting. Amendments had been made to the previous version to the entry for SF.	
	Key dates for 2010 were circulated via email prior to the meeting. These were reviewed and upcoming dates highlighted. The deadline for reviewing the SOA laser printer costs has passed, LD to chase up information on this.	LD
3.	<b>Minutes of meeting on 23<sup>rd</sup> January 2010 – matters arising and audit action sheet</b>	
	The minutes of the previous meeting were approved via email immediately after the meeting and published on the SOA website.	
	Matters Arising:	
	- SF to compile a list of major events coming up in Scotland detailing who the lead clubs are and what areas are being used. PD to send information to SF to assist him. This list to be kept up to date and published once a year in Score.	SF PD
	- PD to speak to Trevor Hoey about the publicising of the new SOL guidelines and to circulate these to all officials involved in SOLS in 2010.	PD
	- The board agreed the time and venue for the AGM, SF to publicise to members.	SF
	- SD and HQ to discuss targeting of clubs/individuals to attend level 1 UKCC courses	SD/HQ
	Ongoing actions are listed on the action sheet. All other actions are either completed or form part of the current agenda.	
4.	<b>Directors reports</b>	
	<b>a. President</b>	
	- DG highlighted the recent success of three Scottish clubs in securing funds from the BO development fund and suggested other clubs should be encouraged to apply.	DG
	- DG raised a concern that the National Centre and the S6Days Company are no longer registered as clubs with BO. DG to discuss with Mike Hamilton	
	- DG asked the Board for any suggestions on people to fill vacant SOA roles. SF to advertise the Operations Director and Performance Director vacancies on the website.	SF
	- DG recently updated the job descriptions for all SOA roles. These were approved with one change - the Performance Director to become the Performance and Coaching Director. DG to update and send to Paul Frost to put on the website.	DG
	<b>b. Treasurer</b>	
	- LD presented the budget for 2010 and highlighted that anticipated expenditure is higher than anticipated income in order to reduce the reserves.	
	- It was agreed that the updated 2010 budget should be circulated prior to each	

	<p>Board meeting so that Directors can comment on their items. LD can then provide a summary of these comments for the meeting.</p> <ul style="list-style-type: none"> <li>- The 2010 budget is still to be finalised and circulated once the 2009 budget has been completed.</li> </ul> <p><b>c. Marketing &amp; Communications</b></p> <ul style="list-style-type: none"> <li>- OC reported on the work he has done with the Adventure Show, the BO Thrillseeker database and in gaining sponsorship for the PWT event.</li> <li>- It was agreed that all directors aim to provide articles for Score in a timely fashion in order to make the editor's role easier.</li> <li>- PD to write an article for the next issue of Score to encourage clubs to provide more information on events for the fixtures list which is published in the magazine.</li> </ul> <p><b>d. Performance (presented by DG)</b></p> <ul style="list-style-type: none"> <li>- SD reported on various squad activities and the success of the new Edinburgh University Centre of Excellence.</li> <li>- Edinburgh University has requested a Level 1 course for a number of students and funding of this was discussed. SF to inform HQ of the university fund for coaching courses which will cover 50% of the costs,</li> </ul> <p><b>e. Development (presented by DG)</b></p> <ul style="list-style-type: none"> <li>- RS circulated a draft of the club survey. SF to send RS some questions to add for the equity standard plus some questions about events for beginners.</li> <li>- RS circulated a draft contents list for an SOA Strategy. Each director to produce a first draft of their sections for discussion at the AGM and send to RS to collate.</li> <li>- MDS informed the Board that there are funds available from <b>sportscotland</b> which can be used to assist with aspects of the strategy. It was agreed to decide what assistance the Board may require following discussions with the membership at the AGM.</li> </ul> <p><b>f. Operations</b></p> <ul style="list-style-type: none"> <li>- PD reported on a successful controllers update day attended by 27 controllers. PD to write an article for Score regarding BO guidelines on controllers and planning.</li> <li>- PD requested that Paul Caban is kept informed about JK2012.</li> <li>- PD reported that the 2011 SOL fixtures have now been agreed.</li> <li>- The Board agreed that the rescheduled Compass Sport Cup round should be held at the INT event in September.</li> <li>- PD to announce on the website the appointment of Hilary Quick as mapping coordinator and Graeme Ackland as competitions coordinator.</li> <li>- PD informed the Board that he is to stand down at the AGM. DG thanked PD for his hard work.</li> </ul> <p><b>g. Partnerships (presented by DG)</b></p> <ul style="list-style-type: none"> <li>- IP reported on his attendance at the Scottish Parliament for the launch of "a Sporting Chance – a Manifesto for Sport" and at the 4<sup>th</sup> Annual National Conference of the Scottish Physical Activity and Health Alliance (PAHA)</li> <li>- Grampian Orienteers had requested advice on signing a contract with Aberdeen City Council to enable club coaches to run orienteering sessions for the City without risk of individuals or the club being personally liable for any claims. This issue has now been passed to Mike Hamilton to resolve with the Gramp Committee.</li> <li>- DG to speak to Mike Hamilton regarding SOA membership statistics.</li> </ul> <p><b>h. Professional Officer</b></p> <ul style="list-style-type: none"> <li>- SF reported on the 2013 Scottish 6Days – Gramp and Moravian have been confirmed as the lead clubs and a coordinator has been appointed. Areas are currently being investigated.</li> <li>- SF and DG to review the PWT budget.</li> <li>- All directors to send AGM reports to SF by the end of March.</li> <li>- SF informed the Board that Tay is now the central organising club for JK2012.</li> </ul>	<p>LD</p> <p>PD</p> <p>SF</p> <p>SF</p> <p>ALL</p> <p>PD</p> <p>PD</p> <p>DG</p> <p>SF/DG ALL</p>
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5.	<b>2009 Financials</b>	
	- LD presented the latest 2009 budget. Areas of overspend and underspend were discussed.	LD
	- LD to analyse National Centre expenses and reallocate against correct areas – particularly UKCC expenses.	LD
	- Once the 2009 budget has been finalised the 2010 budget can be allocated.	LD
6.	<b>2010 Salary review</b>	
	- LD to update the 2010 budget to reflect the correct <b>sportscotland</b> investment figure and to include the National Centre accounts for 2010.	LD
	- Tidy up any outstanding issues regarding 2008 accounts.	LD
7.	<b>2010 Salary review</b>	
	- The Board reviewed and agreed the salaries for the Professional and Development Officers. - DG to prepare the necessary documents and inform LD of the figures. - Due to the increasing scope of Coaching, it was agreed to complete a job evaluation exercise with <b>sportscotland</b> HR department for the Development Officer role.	DG DG
7.	<b>Development Fund</b>	
	- The SOA Development Fund has been re-launched and the first deadline for applications has been set for the 16 <sup>th</sup> April. Future deadlines should be tied into Board meeting dates. - Terms and conditions for applications to the fund have been set. - The exact amount available in the fund has yet to be agreed, depending on the financial outcome of 2009.	
8.	<b>Equity Standard</b>	
	MDS gave a presentation on the Equity Standard and informed the Board that all governing bodies are expected to achieve the foundation level by the end of 2010 as an investment requirement. This requires the following: <ul style="list-style-type: none"> <li>• A lead officer – agreed as SF.</li> <li>• A Board member to be accountable for highlighting any Equity issues to the Board – to be SF for now until the AGM when it will be agreed which director will take it on.</li> <li>• Develop and endorse an Equity policy – BO already have an Equity Policy which SOA could adopt. SF to obtain this policy, highlight any issues specific to Scottish Orienteering and circulate. Members will then be given the opportunity at the AGM to comment on and approve the policy.</li> <li>• Board members to attend equity training – MDS to confirm details of training.</li> <li>• Complete an Equity audit – this can form part of the planned club survey.</li> <li>• Complete an audit of SOA HR policies – DG to complete. MDS to send DG the most recent <b>sportscotland</b> HR policy.</li> <li>• Analyse and disseminate the findings of the audit.</li> </ul>	SF  MDS DG / MDS
9.	<b>JK 2012</b>	
	SF reported on JK2012: <ul style="list-style-type: none"> <li>- Areas, coordinators and lead club (TAY) are in place and other clubs are being identified to assist.</li> <li>- Communications are underway with Helen Errington at BO to put procedures in place and to discuss initial finances.</li> <li>- Areas need to be embargoed for 2 years so this needs to be in place as soon as possible.</li> </ul>	
10.	<b>AGM</b>	
	- SF confirmed the 2010 SOA AGM will take place on Saturday 29 <sup>th</sup> May at 19.00pm at MacDonald Loch Rannoch Hotel.	

	<ul style="list-style-type: none"> <li>- AGM papers will be sent out to members with the next issue of Score in May.</li> <li>- A proxy voting form will also be sent to members giving them the options to vote in respect of the following resolutions: <ul style="list-style-type: none"> <li>• Elections and appointments of Secretary and Directors.</li> <li>• Appointment of auditor.</li> <li>• Approval of Equity policy.</li> </ul> </li> <li>- HQ to collect returns and should arrange to be in the office on the Friday morning (28<sup>th</sup> May) to ensure all forms are collected.</li> </ul>	HQ
<b>11.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>- PD had been contacted regarding the definition of the 3 Scottish Areas. These are found in the SOA Bye-Laws and are available on the SOA website.</li> </ul>	
<b>12.</b>	<b>Revisit Key Dates &amp; Date of Meetings in 2010</b>	
	<p>KR confirmed the next meeting will be the AGM which will take place on Saturday 29<sup>th</sup> May at 19.00pm at MacDonald Loch Rannoch Hotel. Other meetings in 2010 are as follows:</p> <ul style="list-style-type: none"> <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) – Crathes Castle (tbc)</li> <li>- Saturday 30<sup>th</sup> October (ALL DAY) – at Dewars Centre, Perth</li> </ul>	

#### ACTION SHEET – SOA BOARD MEETING OF 20<sup>th</sup> March 2010

NO	DATE	ITEM	ACTION	BY	STATUS
1.	29/08	6- prev	Continue exploring land access issue (Anagach).	DG	Ongoing
2.	29/08	7- prev	Approach some of the bigger clubs with small representation in SOA to try to fill some of the coordinator roles vacant.	PD	Ongoing
3.	31/10	4- prev	Define reserves policy for minutes.	LD	Ongoing
4.	23/01	4- prev	Ask the competitions convenor to review the eligibility criteria for the Scottish Score Championships.	PD	Ongoing
5.	23/01	5- prev	Review the 2010 budget and reissue for agreement	LD	Ongoing
6.	23/01	12- prev	Book a room at Crathes Castle for Board meeting on September 4 <sup>th</sup> .	KR	Ongoing
7.	20/03	2	Chase up information on SOA laser printer costs.	LD	New
8.	20/03	3	Compile a list of major events coming up in Scotland detailing who the lead clubs are and what areas are being used.	SF	New
9.	20/03	3	Send information to SF on major events.	PD	New
10.	20/03	3	Speak to Trevor Hoey about the publicising of the new SOL guidelines and to circulate to all officials involved in SOLS in 2010.	PD	New
11.	20/03	3	Publicise the time and date of the AGM to members.	SF	New
12.	20/03	3	Discuss targeting of clubs/individuals to attend level 1 UKCC courses.	SD / HQ	New
13.	20/03	4a	Discuss the club status of the National Centre and the S6Days Company with Mike Hamilton.	DG	New

NO	DATE	ITEM	ACTION	BY	STATUS
14.	20/03	4a	Advertise the Operations Director and Performance Director vacancies on the website.	SF	New
15.	20/03	4a	Update the job descriptions for all SOA roles and send to PF to put on the website.	DG	New
16.	20/03	4b	Finalise and circulate the 2010 budget once the 2009 budget has been completed.	LD	New
17.	20/03	4c	Write an article for the next issue of Score to encourage clubs to provide more information on events for the fixtures list which is published in the magazine.	PD	New
18.	20/03	4d	Inform HQ of the Edinburgh University fund for coaching courses which will cover 50% of the costs for the UKCC participants.	SF	New
19.	20/03	4e	Send RS some questions to add to the club survey for the equity standard plus some questions about events beginners..	SF	New
20.	20/03	4e	Each director to produce a first draft of their sections of the SOA strategy for discussion at the AGM and send to RS to collate.	ALL	New
21.	20/03	4f	Write an article for Score regarding BO guidelines on controllers and planning.	PD	New
22.	20/03	4f	Announce on the website the appointment of Hilary Quick as mapping coordinator and Graeme Ackland as competitions coordinator.	PD	New
23.	20/03	4g	Speak to Mike Hamilton regarding SOA membership statistics	DG	New
24.	20/03	4h	Review the PWT budget.	SF/ DG	New
25.	20/03	4h	Send AGM reports to SF by the end of March.	ALL	New
26.	20/03	5	Analyse National Centre expenses and reallocate against correct areas – particularly UKCC expenses.	LD	New
27.	20/03	5	Update the 2010 budget to reflect the correct <b>sportscotland</b> investment figure and to include the National Centre accounts for 2010.	LD	New
28.	20/03	5	Tidy up any outstanding issues regarding 2008 accounts.	LD	New
29.	20/03	6	Prepare the necessary documents for the 2010/2011 salaries and inform LD of the figures.	DG	New
30.	20/03	6	Complete a job evaluation exercise with <b>sportscotland</b> HR department for the Development Officer role.	DG	New
31.	20/03	8	Obtain the BO Equity policy, highlight any issues specific to Scottish Orienteering and circulate.	SF	New
32.	20/03	8	Confirm details of Equity training.	MDS	New
33.	20/03	8	Complete an audit of SOA HR policies,	DG	New
34.	20/03	8	Send DG the most recent <b>sportscotland</b> HR policy.	MDS	New
35.	20/03	10	Collect proxy voting returns and arrange to be in the office on Friday morning (28 <sup>th</sup> May) to ensure all forms are collected.	HQ	New