



## Minutes of SOA Board Meeting held at Dewars Centre, Perth on 12<sup>th</sup> June 2010

**Present:** Donald Grassie (DG) - Chair, Kate Robertson (KR) - minutes, Scott Fraser (SF), Terry O'Brien (TOB), Roger Scrutton (RS), Ian Pyrah (IP),

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

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
-	DG opened the meeting by welcoming Terry O'Brien to the Board as the new Operations Director.	
1.	<b>Apologies</b>	
	Apologies were received from Oleg Chepelin (OC) and Les Dalglish (LD).	
2.	<b>Register of Interests &amp; Key Dates</b>	
	The register of interests was circulated via email prior to the meeting. The entries for Sarah Dunn and Paul Duley have been removed. An entry needs to be added for TOB and the entry for DG needs modified. It was noted that MDS does not need to be added to the register as he is not a member of the Board – he attends the meetings as a representative from <b>sportscotland</b> to offer support and advice.	TOB / KR / DG
	Key dates for 2010 were circulated via email prior to the meeting. These were reviewed and the following upcoming dates highlighted:	
	<ul style="list-style-type: none"> <li>- DG, IP and LD to hold a six month review meeting with <b>sportscotland</b>.</li> <li>- DG to review job descriptions and circulate for agreement.</li> <li>- OC to ensure SOA Handbook is up to date.</li> <li>- LD to send audited 2009 accounts to Companies House.</li> </ul>	DG / MDS DG OC LD
3.	<b>Minutes of meeting on 20<sup>th</sup> March 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:	
	<ul style="list-style-type: none"> <li>- A possible volunteer has been sought for the vacant Controller of Controllers role.</li> <li>- The Trophies Coordinator role remains vacant. TOB to complete an audit of existing trophies and new trophies required as well as to agree a policy for engraving.</li> <li>- The Edinburgh University fund for coaching courses, which was hoped would cover 50% of the costs for the UKCC participants, no longer exists.</li> </ul>	TOB
	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>	
	<ul style="list-style-type: none"> <li>- DG reported on his recent meeting with BOF when the status of several key items was discussed – access to membership statistics, issues with membership renewal (free 1<sup>st</sup> year membership not reflected and lack of badging) and fixtures (major event clashes). BOF are working to resolve the issues.</li> <li>- BOF and IOF have approached SOA about the possibility of holding the World Trail Orienteering Championships at JK2012. SF to discuss with Dave Prentice and</li> </ul>	SF

	<p>formally agree the proposal with BOF.</p> <ul style="list-style-type: none"> <li>- The Performance Director role remains vacant. DG and RS to pursue a possible candidate. TOB raised the suggestion of creating a new role of Coaching Coordinator and suggested a possible candidate. DG to pursue.</li> <li>- After a meeting with Event Scotland and BOF, BOF had formally requested that SOA assist in preparing a bid to host the World Championships in Scotland in either 2015 or 2017.</li> </ul> <p><b>b. Treasurer (presented by DG)</b></p> <ul style="list-style-type: none"> <li>- DG presented the latest accounts and individual director's budgets.</li> </ul> <p><b>c. Marketing &amp; Communications</b></p> <ul style="list-style-type: none"> <li>- Nothing to report.</li> </ul> <p><b>d. Performance (presented by RS)</b></p> <ul style="list-style-type: none"> <li>- RS gave an update on the workforce development project and presented a summary document which identified three priorities for the sport. This document will be a useful starting point if and when a Coaching Coordinator is sought.</li> </ul> <p><b>e. Development</b></p> <ul style="list-style-type: none"> <li>- RS presented the agenda for the upcoming development day and an updated version of the club survey questionnaire which will be sent out soon.</li> <li>- The SOA strategy is beginning to take shape - some existing strategy documents have been assembled and a subgroup of the Board are due to meet with <b>sportscotland</b> on 23<sup>rd</sup> June.</li> </ul> <p><b>f. Operations</b></p> <ul style="list-style-type: none"> <li>- TOB reported that he has been liaising with various people and clarifying the role and who reported to him - competitions, fixtures, mapping and coaching.</li> <li>- There was an issue regarding the copyright for the map for the 2010 Scottish Championships. TOB/DG to request information from the West Area and to follow up.</li> </ul> <p><b>g. Partnerships</b></p> <ul style="list-style-type: none"> <li>- IP presented historical membership data which he had obtained recently from the BOF database. IP to write a note for Score explaining membership statistics and the processes for obtaining accurate data. IP to gather the views of club membership secretaries on membership services provided by BOF and, if appropriate, to prepare a paper for consideration at the next SOA/BOF meeting.</li> </ul> <p><b>h. Professional Officer</b></p> <ul style="list-style-type: none"> <li>- SF gave an update on the Oban 2011 and Moray 2013 Scottish 6Days, the Park World Tour and the WOC bid, which are all progressing well.</li> <li>- SF to finalise areas for JK 2012 as soon as possible and confirm with BOF.</li> <li>- SF to consult clubs about the possibility of organising Child Protection training evenings.</li> </ul> <p><b>i. Development Officer (presented by DG)</b></p> <ul style="list-style-type: none"> <li>- DG to discuss work plans and possible administrative support with HQ.</li> <li>- MDS to find out what the current <b>sportscotland</b> mileage rate is and when it is reviewed and changed. SOA to reset their mileage rate in line with this information.</li> </ul>	<p>DG / RS DG</p> <p>TOB / DG</p> <p>IP IP</p> <p>SF SF</p> <p>DG MDS</p>
5.	<p><b>AGM Outcomes</b></p> <p>The draft minutes of the AGM will be published on the SOA website following approval from the Board. DG highlighted key outcomes from the meeting:</p> <ul style="list-style-type: none"> <li>- This was the first AGM at which proxy voting was allowed which meant no proposals could be raised at the meeting. The Board agreed to improve the way this worked at future AGMs. MDS to find out the procedure for future meetings.</li> </ul>	<p>KR</p> <p>MDS</p>

	<ul style="list-style-type: none"> <li>- The new BOF levy proposals are going to make a significant impact on large events such as the Scottish 6Days and also on large informal events with low entry fees. This is an issue which needs future discussion.</li> <li>- SF to modify the wording of the BOF Equality policy and then send round the Board for approval.</li> <li>- SF to write an article for Score informing members of the SNH impact surveys and the economic impact studies that have been carried out in the past.</li> <li>- At the meeting Christine Patterson raised the issue of funding for the successful Junior Inter Areas event and had asked the Board to consider increasing the grant given to the event. DG to discuss the finances of the 2010 event and future possibilities with Denise Wright and Maureen Brown before a decision can be made regarding the budget for the 2011 event.</li> <li>- MDS recommended that at other AGMs, members were often asked to submit questions regarding finances in advance of the meeting to give the treasurer time to analyse the accounts and provide more detailed answers. The Board agreed to consider this approach at future AGMs.</li> </ul>	<p>SF</p> <p>SF</p> <p>DG</p>
<b>6.</b>	<b>SOA Development Fund – applications and guidelines.</b>	
	<ul style="list-style-type: none"> <li>- RS presented three 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>- BASOC “BASOC goes West – Phase 1” – recommendation that a decision was postponed pending further work in the core BASOC area.</li> <li>- CLYDE “Clydeside Orienteers Development Programme” – recommendation to grant £1000.</li> <li>- MORAVIAN “Moravian ‘Active Schools’ Development Project” – recommendation to grant £174</li> </ul> </li> <li>- RS commented that the next deadlines for applications to the fund need to be set in order to coincide with the March and October Board meetings. Applicants will then be informed of a decision within two weeks of the Board meeting following the deadline.</li> </ul>	RS
<b>7.</b>	<b>World Champs Bid</b>	
	<ul style="list-style-type: none"> <li>- DG reported that BOF has formally asked the SOA Board to commit to further investigating the feasibility of hosting the World Orienteering Championships in 2015 or beyond. The Board were in agreement. There have already been discussions with BP, the 6Days Company and Event Scotland regarding the bid.</li> <li>- A possible bid director was discussed and a potential candidate suggested. DG to follow up.</li> </ul>	DG
<b>8.</b>	<b>JK2012 / Scottish Champs 2011</b>	
	Possible areas for JK2012 and Scottish Championships 2011 were discussed. SF is assisting the coordinators.	
<b>9.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>- DG to discuss making greater use of the Sports Science Coordinator with Jason Simpson and the squads.</li> <li>- TOB to send SF details for registration with Companies House.</li> </ul>	<p>DG</p> <p>TOB</p>
<b>10.</b>	<b>Revisit Key Dates &amp; Date of Meetings in 2010</b>	
	KR confirmed the next meeting will be on Saturday 4 <sup>th</sup> September. Venue and time to be arranged. The final meeting in 2010 will be on Saturday 30 <sup>th</sup> October at Dewars Centre, Perth.	

**ACTION SHEET – SOA BOARD MEETING OF 12<sup>th</sup> June 2010**

NO	DATE	ITEM	ACTION	BY	STATUS
1.	29/08	6- prev	Continue exploring land access issue (Anagach).	DG	Ongoing
2.	31/10	4- prev	Define reserves policy for minutes.	LD	Ongoing
3.	23/01	4- prev	Ask the competitions convenor to review the eligibility criteria for the Scottish Score Championships.	TOB	Ongoing
4.	23/01	12- prev	Book a room at Crathes Castle for Board meeting on September 4 <sup>th</sup> .	KR	Ongoing
5.	20/03	2- prev	Chase up information on SOA laser printer costs.	LD	Ongoing
6.	20/03	4c- prev	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.	TOB	Ongoing
7.	20/03	4e- prev	Each director to produce a first draft of their sections of the SOA strategy for discussion and send to RS to collate.	ALL	Ongoing
8.	20/03	6- prev	Prepare the necessary documents for the 2010/2011 salaries and inform LD of the figures.	DG	Ongoing
9.	20/03	6- prev	Complete a job evaluation exercise with <b>sportscotland</b> HR department for the Development Officer role.	DG	Ongoing
10.	20/03	8- prev	Confirm details of Equity training.	MDS	Ongoing
11.	20/03	8- prev	Complete an audit of SOA HR policies,	DG	Ongoing
12.	20/03	8- prev	Send DG the most recent <b>sportscotland</b> HR policy.	MDS	Ongoing
13.	12/06	2	Send KR information to be added to the register of interests.	TOB / DG	New
14.	12/06	2	Hold a six month review meeting with <b>sportscotland</b> .	DG/ MDS	New
15.	12/06	2	Review job descriptions and circulate for agreement.	DG	New
16.	12/06	2	Ensure SOA Handbook is up to date.	OC	New
17.	12/06	2	Send 2009 accounts to Companies House.	LD	New
18.	12/06	3	Complete an audit of existing trophies and new trophies required as well as agree a policy for engraving	TOB	New
19.	12/06	4a	Discuss the possibility of holding the World Trail O Champs with Dave Prentice and formally agree the proposal with BOF.	SF	New
20.	12/06	4a	Pursue the suggestion of a possible candidate for the Performance Director role.	DG / RS	New
21.	12/06	4a	Pursue the suggestion of a possible candidate for the Coaching Coordinator role.	DG	New

NO	DATE	ITEM	ACTION	BY	STATUS
22.	12/06	4f	Request information from the West Area about the copyright for the Scottish Championships map and to follow up	TOB / DG	New
23.	12/06	4g	Write a note for Score explaining membership statistics and the processes for obtaining accurate data	IP	New
24.	12/06	4g	Gather the views of club membership secretaries on membership services provided by BOF.	IP	New
25.	12/06	4h	Finalise areas for JK 2012 as soon as possible and confirm with BOF.	SF	New
26.	12/06	4h	Consult clubs about the possibility of organising Child Protection training evenings.	SF	New
27.	12/06	4i	Discuss work plans and possible administrative support with HQ.	HQ	New
28.	12/06	4i	Find out what the current <b>sportscotland</b> mileage rate is and when it is reviewed and changed.	MDS	New
29.	12/06	5	Publish the draft minutes of the AGM on the SOA website following approval from the Board	KR	New
30.	12/06	5	Find out the procedure for proposals raised at the AGM in terms of proxy voting.	MDS	New
31.	12/06	5	Modify the wording of the BOF Equality policy and then send round the Board for approval.	SF	New
32.	12/06	5	Write an article for Score informing members of the SNH impact surveys and the economic impact studies that have been carried out in the past.	SF	New
33.	12/06	5	Discuss the finances of the 2010 JIA event and future possibilities with Denise Wright and Maureen Brown.	DG	New
34.	12/06	6	Confirm outcome of Board recommendations on bids for Development Funds	RS	New
35.	12/06	7	Pursue the suggestion of a possible candidate for Bid Director for the WOC bid.	DG	New
36.	12/06	9	Discuss the use of the Sports Science Coordinator with Jason Simpson and the squads	DG	New
37.	12/06	9	Send SF details for registration with Companies House.	TOB	New