



Minutes of SOA Board Meeting held at Crathes Castle on 04th September 2010

Present: Donald Grassie (DG) - Chair, Kate Robertson (KR) - minutes, Scott Fraser (SF), Roger Scrutton (RS), Ian Pyrah (IP), Oleg Chepelin (OC), Les Dalglish (LD)

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

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
1.	Apologies	
	Apologies were received from Terry O'Brien (TOB).	
2.	Register of Interests & Key Dates	
	<p>The register of interests was circulated via email prior to the meeting. The entry for DG had been modified. An entry needs to be added for TOB.</p> <p>Key dates for 2010 were circulated via email prior to the meeting. These were reviewed and the following upcoming dates highlighted:</p> <ul style="list-style-type: none"> - SF to review SOA / RSPB Capercaillie Agreement. - LD to Invoice 6 Day Company for share of Professional staff support - IP to attend Scottish Sports Association AGM - LD to review employers liability and public liability policies. 	<p>TOB</p> <p>SF LD IP LD</p>
3.	Minutes of meeting on 12th June 2010 – matters arising and audit action sheet	
	<p>The minutes of the previous meeting were approved via email immediately after the meeting and published on the SOA website.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> - DG has reviewed the SOA job descriptions. These now need to be circulated for agreement. - Some possible candidates for the Performance Director role have been approached without success. Further suggestions need to be followed up. - Lynne Walker (ECKO) has agreed to take on the new Coaching Coordinator role. The Board agreed that this role should report to the Development director. RS to liaise with Lynne to produce a job description for the role. - MDS to circulate a full breakdown of current sportscotland mileage rates which the SOA will adopt. <p>Ongoing actions are listed on the action sheet. All other actions are either completed or form part of the current agenda.</p>	<p>DG</p> <p>RS</p> <p>MDS</p>
4.	Directors reports	
	<p>a. President</p> <ul style="list-style-type: none"> - BOF and IOF have approached SOA about the possibility of hosting the World Trail Orienteering Championships at JK2012 and have confirmed that British Orienteering, through its Trail O committee, can offer the technical expertise available to run the event. DG to formally agree the proposal with BOF. - The Board discussed an application from the recently reformed Auld Reekie Orienteering Society (AROS) to affiliate to the SOA as a Closed Club. The club is for former members of Edinburgh University Orienteering Club. The Board felt that further clarification of the club's constitution was required before affiliation to SOA 	<p>DG</p>

<p>can be accepted. DG to request this from Ed Nicholas.</p> <ul style="list-style-type: none"> - The Board discussed the National Centre mapping plan which had been submitted by Hilary Quick along with a suggested allocation for the mapping budget. It was agreed that the budget should be spent on mapping a new area (to be identified) within twenty minutes drive of Glenmore Lodge, plus one outdoor centre. An ongoing plan for updating all National Centre maps needs to be produced so a mapping budget can be allocated each year accordingly. DG to discuss with HQ. 	<p>DG</p> <p>DG</p>
<p>b. Treasurer (presented by DG)</p> <ul style="list-style-type: none"> - LD tabled the latest accounts and individual director budgets which he intends to issue electronically immediately following the meeting and on a monthly basis. These were discussed and DG asked that the National Centre accounts were integrated into the budget. LD requested that all directors update their own individual budget areas with anticipated future expenditure. - LD to ensure the 2009 accounts are audited and submitted to Companies House by 30th September. - LD to speak to Robin Orr regarding the cost of the upgrade of the start clocks managed by Ted Finch. - The Board discussed a request from Ted Finch to attend the BOF Major Events conference and approved paying his expenses in return for a short report. 	<p>LD</p> <p>LD</p> <p>ALL</p> <p>LD</p> <p>LD</p>
<p>c. Marketing & Communications</p> <ul style="list-style-type: none"> - OC circulated copies of various orienteering related stories that have appeared in newspapers and magazines over the summer. OC to maintain a portfolio of all such articles. - OC informed the Board that there is the possibility of having a stand at the Active Outdoor Zone (the Scottish Outdoor Show) which is being held at the SECC in Glasgow from 3rd to 6th February 2011. The cost would be £570 for a stand and there are likely to be 30,000 visitors. MDS suggested that sportscotland may support the cost of the stand and will find out. - OC to speak to PF about maintaining a database of photos to send to external media and websites. OC to approach club webmasters as well as putting a request to the membership to obtain more photos. 	<p>OC</p> <p>MDS</p> <p>OC</p> <p>OC</p>
<p>d. Development</p> <ul style="list-style-type: none"> - RS reported on a successful Club Development Conference which was held in June. A web page and booklet of development case studies and ideas are now being produced as a resource for clubs/members. 	
<p>e. Operations (presented by DG)</p> <ul style="list-style-type: none"> - The previous issue with the Rannoch map has now been resolved as FVO are prepared to update map and maintain copyright. - A volunteer has been sought for the vacant Controller of Controllers. - An application from Duncan Grassie to become a grade 3 controller was discussed and approved. 	
<p>f. Partnerships</p> <ul style="list-style-type: none"> - IP reported on the latest SOA membership statistics which are up 55 from this time last year (1520 from 1465). He also presented some initial membership data by club and intends to present a more detailed review in December based on data collected for the SOA profile. - IP to ask Mike Hamilton to send a list of the relevant people & responsibilities of SOA members with British Orienteering responsibilities. - The SOA was represented at the Sport Action NeTwork of Europe (SANTE) Seminar by Lynne Walker who has provided a report outlining the key messages from the conference. - IP informed the Board that he will be attending the upcoming British Orienteering roadshow. The rest of the Board felt that the time and location of the roadshow was not suitable for them to attend. DG to provide feedback on this to BOF. 	<p>IP</p> <p>DG</p>

	<p>g. Development Officer (presented by DG)</p> <ul style="list-style-type: none"> - The Board discussed work plans and possible administrative support for HQ. <p>h. Professional Officer</p> <ul style="list-style-type: none"> - SF gave an update on the Oban 2011 and Moray 2013 Scottish 6Days, the Park World Tour and JEC 2010, JK2012 and WOC 2015, which are all progressing well. 	
5.	Major Events	
	<p>SF gave an update on three major events that SOA are working towards:</p> <ul style="list-style-type: none"> - WOC: SOA intends to bid in 2011 for the 2015 World Orienteering Championships. Dave Peel has been appointed as bid director. - JK2012: The areas for JK2012 have now been set although there is still an issue around embargoes at Rannoch. SF to discuss with BOF. The budget and accounts for the event will be finalised following an agreement from BOF. - PWT: The Park World Tour will be held in Perth over the weekend of the 10th and 11th September with 300 competitors representing 15 different nations due to attend and 200 school children taking part in a schools event. Everything is now in place and it is looking set to be a successful event. 	SF
6.	Operations Business	
	<p>a. Equity Policy:</p> <ul style="list-style-type: none"> - SF has produced an Equity Policy for the SOA based on the BOF Equity Policy. After a brief discussion the Board formally approved and adopted the policy. SF to put it onto the website. <p>b. Eligibility</p> <ul style="list-style-type: none"> - SOA recently received a request from Edinburgh University regarding EUOC members' eligibility to win Scottish trophies. The Board looked at the rules and guidelines and established two criteria for eligibility: <ol style="list-style-type: none"> 1. EUOC needs to be affiliated to the SOA. The Board agreed that if EUOC submitted a constitution they would automatically be accepted for affiliation. 2. EUOC members need to ensure that EUOC is listed as their first club rather than a second club. <p>DG to discuss these criteria with EUOC.</p>	SF
		DG
7.	Development Business	
	<p>a. Regional Development Officers</p> <ul style="list-style-type: none"> - RS circulated a document highlighting the current status of plans to establish regional development officers across Scotland. There are currently three positions being discussed. - The Board discussed the proposals and the possibility of combining two of the roles into one full time position. - DG suggested that some of the funding could come from the SOA but until the 2009 and 2010 budgets have been finalised it is difficult to say how much. MDS indicated that sportscotland may look favourably on a suitable funding request as part of the legacy if the 2015 World Championships were held in Scotland. - RS to discuss further details with the key people in each council and relevant local clubs. - It was suggested that the Active Schools team in the Northwest were keen to support the development of orienteering. RS to get in touch with June Sanderson to discuss. 	RS
		RS
8.	Management	
	<p>a. SOA Strategy</p> <ul style="list-style-type: none"> - RS reported on a guidance meeting he had had with sportscotland and has since made some progress with the SOA strategy document which he circulated. RS to continue to produce a draft of the strategy to be reviewed in October. 	RS

	<p>b. Review of Operating Plan for 2011</p> <ul style="list-style-type: none"> - DG to circulate the Operating Plan and 4-Year Plan and all to update their sections before the end of September. These will be reviewed in October. 	DG ALL
	<p>c. sportscotland Investment 2011</p> <ul style="list-style-type: none"> - MDS reported that the panel meeting to discuss the sportscotland Investment for 2011 will be held in mid December therefore our application for funds needs to be submitted by early December. MDS requested further information on how the performance budget is spent. DG to facilitate. 	DG
9.	AOB	
	<ul style="list-style-type: none"> - DG informed the board that the 50th anniversary of the SOA is coming up and asked for ideas on how to celebrate. DG to ask for ideas from the members via Score. - The Board discussed getting SOA official merchandise (clothing) produced. RS to investigate. - A request had been received by KR from two members living in the same household that they wanted to only receive one copy of orienteering mail (such as Score) instead of two. Mail is automatically sent to each membership unit regardless of address, it would be difficult to establish a consistent procedure to be followed. A possible solution is for the two members to join as a family rather than individual members. KR to feedback. 	DG RS KR
10.	Revisit Key Dates & Date of Meetings in 2010	
	KR confirmed the last meeting of 2010 will be on Saturday 30 th October at Dewars Centre, Perth.	

ACTION SHEET – SOA BOARD MEETING OF 4th September 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.	20/03	2- prev	Chase up information on SOA laser printer costs.	LD	Ongoing
5.	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
6.	20/03	6- prev	Complete a job evaluation exercise with sportscotland HR department for the Development Officer role.	DG	Ongoing
7.	20/03	8- prev	Complete an audit of SOA HR policies,	DG	Ongoing
8.	20/03	8- prev	Send DG the most recent sportscotland HR policy.	MDS	Ongoing
9.	12/06	2- prev	Ensure SOA Handbook is up to date.	OC	Ongoing
10.	12/06	4f- prev	Request information from the West Area about the copyright for the Scottish Championships map and follow up	TOB / DG	Ongoing
11.	12/06	4g- prev	Write a note for Score explaining membership statistics and the processes for obtaining accurate data	IP	Ongoing
12.	12/06	4g- prev	Gather the views of club membership secretaries on membership services provided by BOF.	IP	Ongoing
13.	12/06	4h- prev	Consult clubs about the possibility of organising Child Protection training evenings.	SF	Ongoing
14.	12/06	5- prev	Find out the procedure for proposals raised at the AGM in terms of proxy voting.	MDS	Ongoing
15.	12/06	5- prev	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	Ongoing
16.	12/06	9- prev	Discuss the use of the Sports Science Coordinator with Jason Simpson and the squads	SF	Ongoing
17.	04/09	2	Send KR an entry for the Register of Interests.	TOB	New
18.	04/09	2	Review SOA / RSPB Capercaillie Agreement.	SF	New
19.	04/09	2	Invoice 6 Day Company for share of Professional staff support	LD	New
20.	04/09	2	Attend Scottish Sports Association AGM	IP	New
21.	04/09	2	Review employers' liability and public liability policies.	LD	New

NO	DATE	ITEM	ACTION	BY	STATUS
22.	04/09	3	Circulate the updated SOA job descriptions for agreement.	DG	New
23.	04/09	3	Liaise with Lynne Walker to produce a job description for the new Coaching Coordinator role.	RS	New
24.	04/09	3	Circulate a full breakdown of current sportscotland mileage rates	MDS	New
25.	04/09	4a	Formally agree the proposal to host the World Trail Orienteering Championships at JK2012 with BOF.	DG	New
26.	04/09	4a	Request further clarification of the constitution for AROS from Ed Nicholas.	DG	New
27.	04/09	4a	Discuss the National Centre mapping plan with HQ	DG	New
28.	04/09	4b	LD tabled the latest accounts and individual director budgets which he intends to issue electronically immediately following the meeting and on a monthly basis.	LD	New
29.	04/09	4b	Integrate National Centre accounts into the budget.	LD	New
30.	04/09	4b	Update individual budget areas with anticipated future expenditure.	ALL	New
31.	04/09	4b	Ensure the 2009 accounts are audited and submitted to Companies House by 30 th September.	LD	New
32.	04/09	4b	Speak to Robin Orr regarding the upgrade of start clocks.	LD	New
33.	04/09	4c	Set up and maintain a portfolio of all orienteering related press articles.	OC	New
34.	04/09	4c	Find out whether sportscotland may support the cost of an SOA stand at the Active Outdoor Zone.	OC	New
35.	04/09	4c	Speak to PF about maintaining a database of photos to send to external media and websites.	OC	New
36.	04/09	4c	Approach club webmasters plus put a request to the membership to obtain more photos.	OC	New
37.	04/09	4f	Ask Mike Hamilton to send a list of the relevant people & responsibilities of SOA members with British Orienteering responsibilities.	IP	New
38.	04/09	4f	Provide feedback to BOF regarding the time and location of the roadshow.	DG	New
39.	04/09	5	Discuss the issue of embargoes at Rannoch with BOF	SF	New
40.	04/09	6	Put approved SOA Equity Policy onto the website.	SF	New
41.	04/09	6	Discuss eligibility criteria with EUOC.	DG	New
42.	04/09	7	Discuss further details of the Regional Development Officer proposals with the key people in each council and relevant local clubs.	RS	New
43.	04/09	7	RS to get in touch with June Sanderson to discuss supporting the development of orienteering in the Northwest.	RS	New
44.	04/09	8	Continue to produce a draft of the SOA strategy document prior to the October meeting.	RS	New

NO	DATE	ITEM	ACTION	BY	STATUS
45.	04/09	8	Circulate the Operating Plan and 4-Year plan.	DG	New
46.	04/09	8	Update own sections of the Operating Plan and 4-Year plan before the end of September.	ALL	New
47.	04/09	8	Facilitate finding out more details on how the performance budget is spent.	DG	New
48.	04/09	9	Ask members for ideas on how to celebrate the 50 th anniversary of the SOA.	DG	New
49.	04/09	9	Investigate prices for getting SOA official merchandise produced.	RS	New
50.	04/09	9	Provide feedback regarding members receiving multiple copies of orienteering mail.	KR	New