



## Minutes of SOA Board Meeting held at Glenmore Lodge, Aviemore on 30<sup>th</sup> October 2010

**Present:** Donald Grassie (DG) - Chair, Kate Robertson (KR) - minutes, Roger Scrutton (RS), Ian Pyrah (IP), Oleg Chepelin (OC), Les Dalgleish (LD), Terry O'Brien (TOB)

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
	DG opened the meeting by thanking Scott Fraser for all his hard work during his time as Professional Officer and highlighted in particular his contribution in making TAY 2009 and the Park World Tour in 2010 such successes. Scott has now left his post and moved to Sweden but will continue working with the Board in a voluntary capacity as the Performance Director.	
<b>1.</b>	<b>Apologies</b>	
	Apologies were received from Scott Fraser (SF) and Malcolm Dingwall-Smith (MDS) of sportscotland.	
<b>2.</b>	<b>Register of Interests &amp; Key Dates</b>	
	The register of interests was circulated via email prior to the meeting. The entry for TOB had been modified.	
	Key dates for 2010 were circulated via email prior to the meeting. These were reviewed and the following upcoming dates highlighted:  - LD to review the Limited Liability Policy with Robin Orr.	LD
<b>3.</b>	<b>Minutes of meeting on 4<sup>th</sup> September 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:  - As there is currently no Professional Officer in post some previous actions have been postponed. - DG to put the updated SOA / RSPB Capercaillie Agreement on the website. - Following discussions with HQ on the National Centre mapping plan, it was agreed that a mapping strategy needs to be completed. DG to ask HQ to complete this. (Now an Operations responsibility). - It was agreed that the SOA is responsible for maintaining the Start clocks. TOB to add to the operations budget. - The SOA Equity Policy has been finalised, KR to put onto website. - IP had been unable to attend the Scottish Sports Association AGM as no notification had been received nor details posted on the SOA website.  Ongoing actions are listed on the action sheet. All other actions are either completed or form part of the current agenda.	DG  DG TOB  KR
<b>4.</b>	<b>Directors Reports</b>	
	<b>a. President</b> - DG informed the Board that Scott Fraser has volunteered to continue working with the SOA as the Performance Director. This will need to be approved at the next AGM. He also informed the Board that Lynne Walker has volunteered as Coaching Coordinator, and Rob Hickling as Controller of Controllers. - DG expressed his appreciation to Kevin Reynard of Gramp for the time and support he gave assisting LD with the 2009 accounts. LD to confirm with Kevin the	

	<p>requirements for the 2010 accounts.</p> <ul style="list-style-type: none"> <li>- DG confirmed that the Professional Officer vacancy has been advertised with a closing date of 3<sup>rd</sup> November.</li> <li>- A request received from EUOC to be affiliated to the SOA was approved. KR to respond.</li> <li>- Some suggestions had been received from members on celebrating the 50<sup>th</sup> anniversary of the SOA in 2012. These were discussed and the following actions agreed: <ul style="list-style-type: none"> <li>- DG to ask HQ to source anniversary merchandise to be sold at JK2012.</li> <li>- TOB to investigate the possibility of holding a fun event at Craig a Barns using a 60s style map</li> <li>- New Professional Officer to work with Dave Prentice to coordinate JK2012 and the 50<sup>th</sup> anniversary celebrations.</li> </ul> </li> </ul> <p><b>b. Treasurer</b></p> <ul style="list-style-type: none"> <li>- LD presented the latest budget figures for 2010 and these were discussed.</li> <li>- It was agreed that the budget needs to be reformatted so it is clear which items each director is responsible for. LD to do this and reissue.</li> <li>- LD requested that the relevant directors take ownership of the laser printer income and insurances.</li> </ul> <p><b>c. Marketing and Communications</b></p> <ul style="list-style-type: none"> <li>- OC requested approval from the Board to purchase a new computer for Paul Frost (originally purchased 3 years ago). It had previously been agreed that SOA PCs be replaced every 3 years. OC to ask Paul to submit a proposal of his requirements.</li> <li>- OC reported that <b>sportscotland</b> is unable to support the cost of an SOA stand at the Active Outdoor Zone. OC to prepare a business case, (detailing his plan, and possible benefit to SOA) to be reviewed by the Board.</li> <li>- OC and Paul Frost have set up a photo gallery of orienteering related photos on the SOA website. This is linked to Flickr.com and anyone with their own account can upload photos to the SOA gallery by tagging them with 'scottish orienteering'.</li> </ul> <p><b>d. Development</b></p> <ul style="list-style-type: none"> <li>- RS presented the latest draft version of the SOA strategic plan and the Board discussed the various sections and gave feedback.</li> <li>- RS presented provisional contents for the club development publication which Anne Hickling is putting together following the club development conference.</li> <li>- RS commented that he has been asked to deliver talks on orienteering to teachers as it is becoming a big part of the new Curriculum for Excellence.</li> </ul> <p><b>e. Operations</b></p> <ul style="list-style-type: none"> <li>- Trophies: TOB is still carrying out an audit of all SOA trophies before looking to recruit a trophies coordinator.</li> <li>- SI card hire: In response to an enquiry from Robin Strain, the Board was supportive of a charge being reintroduced for the hire of SI cards at Events as an incentive to encourage regular orienteers to purchase their own card and assist with on the day registration. Further clarification is needed as to which events, the level of fee and where this income would go.</li> <li>- Controllers: The Board approved the appointment of Chris Huthwaite (ESOC) as a Grade 3 Controller. The Board also approved the appointment of controllers for various Scottish Level 1 and 2 events in 2011 and 2012 and gave dispensation to use experienced Grade 3 controllers to control any remaining Level 2 events, where no Grade 1/2 controller can be found.</li> <li>- SOLs: it was agreed that as of SOL series 2012, clubs will be asked to nominate the organiser and planner by 31<sup>st</sup> October of the preceding year.</li> <li>- Competitions: Graeme Ackland has started a competitions review. This needs progressing.</li> <li>- Following a degree of confusion and misunderstanding at the 2010 11-person relay, TOB proposed that the event be 'rebranded' to cover both 8 and 11 person variations and be known as the "Scottish Inter-Club Team Relays". This was unanimously approved. The criteria to determine clubs as large or small (to determine who is competitive in the 8 person version) was discussed and it was agreed that the decision shall be based on the number of club members competing</li> </ul>	<p>LD</p> <p>KR</p> <p>DG TOB</p> <p>Prof. Off.</p> <p>LD</p> <p>OC</p> <p>OC</p>
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	<p>at SOLs 1, 2 and 3 in 2011 at Light Green Courses and above. Cut off points still to be confirmed.</p> <ul style="list-style-type: none"> <li>- Scottish Sprint Championships: In principle the Board supported the idea of awarding more trophies at this Championship Event based on Age Classes.</li> <li>- Scottish Championships: The 2011 event is likely to be a level B event as the area chosen has not been approved by BOF to be a level A area. The Board agreed that SOA should apply for the 2012 event to be a WRE event. TOB to ask Graeme Ackland to proceed with this.</li> <li>- Event levels: There is now a 4 tier structure (A-D). All Scottish events should be level C or D. There is a minimum requirements paper available on the BOF website (for example, level c events must have toilets). TOB to feedback to Paul Caban that the SOA should have the right to choose which level their events are.</li> <li>- JIRCs 2011: This event has been rescheduled for during the Scottish school holidays. The Board agreed that the SOA should submit a complaint about this as it goes back on the original agreement. SF to follow this up with Jon Carberry, Maureen Brown, Lynne West, Mike Hamilton, and Paul Caban.</li> <li>- Scottish Night Championships 2011 and CSC Heat 2011: there are no confirmed club hosts for these events as yet,</li> <li>- BOC2016: The Board were in agreement that the SOA will host the British Orienteering Championships in 2016.</li> <li>- BOF Roadshow: A few members of the Board are planning to attend. KR to confirm the agenda for the Roadshow so that representatives from SOA can arrive properly prepared.</li> <li>- Event Levies: The Board discussed and approved a change to the entry fee event levy barrier. LD to write a note for Score to inform clubs of the change.</li> </ul> <p><b>f. Partnerships</b></p> <ul style="list-style-type: none"> <li>- IP talked through the <b>sportscotland</b> investment targets for 2010 and gave a progress report for each one.</li> <li>- A discussion was held on membership statistics. RS to send IP participation statistics.</li> </ul> <p><b>g. Development Officer</b></p> <ul style="list-style-type: none"> <li>- Nothing to report.</li> </ul>	<p>TOB</p> <p>TOB</p> <p>SF</p> <p>KR</p> <p>LD</p> <p>RS</p>
<b>5.</b>	<b>Major Events</b>	
	<p>DG gave an update on two major events that SOA are working towards:</p> <ul style="list-style-type: none"> <li>- WOC: DG to confirm who will attend the WOC 2015 bid meeting in November.</li> <li>- JK2012: Areas now approved with BOF.</li> <li>- WTOC 2012: The proposal to stage the World Trail Orienteering Championships in 2012 was reviewed.</li> </ul>	<p>DG</p>
<b>6.</b>	<b>2011 Plans</b>	
	<p><b>a. Discussion by area</b></p> <ul style="list-style-type: none"> <li>- All to update individual director's operating plan and 4-year rolling plan by the end of November.</li> </ul>	<p>ALL</p>
	<p><b>b. Financial Plans</b></p> <ul style="list-style-type: none"> <li>- All to send their proposals for individual director's budgets for 2011 by the end of November.</li> </ul>	<p>ALL</p>
<b>7.</b>	<b>Development Fund Bids</b>	
	<p>RS presented five applications to the SOA Development Fund and the Board reviewed them (all conflicts of interest were declared). After some discussion, the following recommendations were agreed. RS will confirm the outcome with the clubs concerned:</p> <ul style="list-style-type: none"> <li>- EUOC: "Kings Buildings Permanent Course project" – recommendation to award £299 to create a Permanent Orienteering Course at King's Buildings, Edinburgh University.</li> </ul>	<p>RS</p>

	<ul style="list-style-type: none"> <li>- RR: "Development of Orienteering in the Eastern Borders project" – recommendation to award £1000 with a request to begin the project by purchasing some club SI equipment that will allow them to run local and school events more easily.</li> <li>- ESOC: "Facilitating the development of orienteering in the Portobello area of Edinburgh, incorporating an enhanced CATI Programme" – recommendation to award £1000 with a request to spend it on the Portobello schools mapping part of the project.</li> <li>- GRAMP: "Community Development Project" – recommendation to award £1000 to raise awareness of orienteering in more sectors of the community in Aberdeen and provide more participation opportunities.</li> <li>- KFO: "FIFE School Orienteering Programme" – recommendation to award £554 to progress schools orienteering in Fife. .</li> </ul>	
<b>8.</b>	<b>AOB</b>	
	None	
<b>9.</b>	<b>Revisit Key Dates &amp; Set Dates of Meetings in 2011</b>	
	Meeting dates for 2011 were tentatively agreed. KR to circulate dates and book rooms.	KR

**ACTION SHEET – SOA BOARD MEETING OF 30<sup>th</sup> October 2010**

	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	4c- prev	Write a note for the next e-newsletter to encourage clubs to provide more information on events for the fixtures list which is published in the magazine.	TOB	Ongoing
5.	20/03	6- prev	Complete a job evaluation exercise with <b>sportscotland</b> HR department for the Development Officer role.	DG	Postponed
6.	20/03	8- prev	Complete an audit of SOA HR policies,	DG	Ongoing
7.	20/03	8- prev	Send DG the most recent <b>sportscotland</b> HR policy.	MDS	Ongoing
8.	12/06	2- prev	Ensure SOA Handbook is up to date.	OC	Ongoing
9.	12/06	4f- prev	Request information from the West Area about the copyright for the Scottish Championships map and follow up	TOB / DG	Ongoing
10.	12/06	4h- prev	Consult clubs about the possibility of organising Child Protection training evenings.	Prof Off	Postponed
11.	12/06	5- prev	Find out the procedure for proposals raised at the AGM in terms of proxy voting.	MDS	Ongoing
12.	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.	Prof Off	Postponed
13.	12/06	9- prev	Discuss the use of the Sports Science Coordinator with Jason Simpson and the squads	Prof Off	Postponed
14.	04/09	2- prev	Review employers' liability and public liability policies.	LD	Ongoing
15.	04/09	3- prev	Circulate the updated SOA job descriptions for agreement.	DG	Ongoing
16.	04/09	4b- prev	Integrate National Centre accounts into the budget.	LD	Ongoing
17.	04/09	4c- prev	Set up and maintain a portfolio of all orienteering related press articles.	OC	Ongoing
18.	04/09	7- prev	Discuss further details of the Regional Development Officer proposals with the key people in each council and relevant local clubs.	RS	Ongoing
19.	04/09	7- prev	RS to get in touch with June Sanderson to discuss supporting the development of orienteering in the Northwest.	RS	Ongoing
20.	04/09	8- prev	Facilitate finding out more details on how the performance budget is spent.	SF	Ongoing

	DATE	ITEM	ACTION	BY	STATUS
21.	04/09	9- prev	Investigate prices for getting SOA official merchandise produced.	RS	Ongoing
22.	30/10	2	Review the Limited Liability Policy with Robin Orr.	LD	New
23.	30/10	3	Put the updated SOA / RSPB Capercaillie Agreement on the website.	DG	New
24.	30/10	3	Speak to HQ about producing a mapping strategy.	DG	New
25.	30/10	3	Add the maintenance of the Start Clocks to the operations budget.	TOB	New
26.	30/10	3	KR to put SOA Equity Policy onto website.	KR	New
27.	30/10	4a	Confirm with Kevin the requirements for the 2010 accounts.	LD	New
28.	30/10	4a	Respond to EUOC regarding their request to be affiliated to the SOA.	KR	New
29.	30/10	4a	Ask HQ to source anniversary merchandise to be sold at JK2012	DG	New
30.	30/10	4a	Investigate the possibility of holding a fun event at Craig a Barns using a 60s style map	TOB	New
31.	30/10	4a	Work with Dave Prentice to coordinate JK2012 and the 50 <sup>th</sup> anniversary celebrations.	Prof Off	New
32.	30/10	4b	Reformat budget so it is clear which items each director is responsible for and reissue.	LD	New
33.	30/10	4c	Ask Paul Frost to write a proposal of his requirements for a computer.	OC	New
34.	30/10	4c	Write a proposal of what intending to do at the Active Outdoor Zone event.	OC	New
35.	30/10	4e	Ask Graeme Ackland to apply for the 2012 Scottish Championships to be a WRE event.	TOB	New
36.	30/10	4e	Feedback to Paul Caban the discussions on event levels.	TOB	New
37.	30/10	4e	Follow up with Jon Carberry, Maureen Brown, Lynne West, Mike Hamilton and Paul Caban on the date change for JIRCs 2011.	SF	New
38.	30/10	4e	Confirm the agenda for the BOF Roadshow	KR	New
39.	30/10	4e	Write a note for Score to inform clubs of the approved change to the entry fee event levy barrier.	LD	New
40.	30/10	4f	Send IP participation statistics.	RS	New
41.	30/10	5	Confirm who will attend the WOC 2015 bid meeting in November.	DG	New
42.	30/10	6a	Update individual director's operating plan and 4-year rolling plan by the end of November	ALL	New
43.	30/10	6b	Send proposals for individual director's budgets for 2011 by the end of November	ALL	New
44.	30/10	7	Confirm the outcome of applications to development fund with the clubs concerned:	RS	New
45.	30/10	9	Circulate dates for 2011 meetings and book rooms.	KR	New