



Minutes of SOA Board Meeting held at Dewars Centre, Perth on 29th January 2011

Present: Donald Grassie (DG) - Chair, Kate Robertson (KR) - minutes, Roger Scrutton (RS), Ian Pyrah (IP), Oleg Chepelin (OC), Les Dalgleish (LD), Colin Matheson

In Attendance: Dave Peel, Ewan McCarthy, Bill Stevenson, Maureen Brown, Lorna Eades

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
-	DG opened the meeting by welcoming Colin Matheson to the Board as the new Professional Officer.	
1.	Apologies	
	Apologies were received from Scott Fraser (SF), Terry O'Brien (TOB) and Malcolm Dingwall-Smith (MDS) of sportscotland .	
2.	Major Events	
	<p>DG welcomed Dave Peel (DP) to the meeting. Dave, one of the British Orienteering (BO) Event Managers, described his role and provided his perspective on WOC 2015 and JK2012:</p> <ul style="list-style-type: none"> - WOC 2015 – DP has recently been leading the preparation of the bid document for WOC 2015 which has just been submitted to IOF. DP was unable to show the bid document, as it will remain confidential for the foreseeable future. The next stage in the process will be late February / March, when IOF representatives will visit Scotland to discuss the bid - DG and CM to assist BOF and Event Scotland with this visit. The IOF will announce the winning host nation in August. If successful it will be important to ensure the event has a positive impact for orienteering in Scotland. DP recognised the significant contributions from Event Scotland, Highland Region, BO, SOA and Scottish 6 Days to date. - JK2012 – A joint SOA/BO “Partnership Agreement” is currently being discussed and will be agreed in the near future. All the areas have been identified, with lead clubs for each day. At a recent meeting in Edinburgh, it was agreed to focus on three key priorities in the near future – finalising the central organising teams; finalising the areas to be remapped, and preparing the initial publicity material to distribute at JK2011. <p>DP recognised the Major Events Strategy that the SOA has put together and listed various events that could be considered for the future – both IOF and non-IOF sanctioned events. IOF sanctioned events need to be bid for through BO. There was a brief discussion on SOA priorities.</p>	DG/CM
3.	Performance – future strategy	
	<p>DG welcomed Lorna Eades and Ewan McCarthy (from SEDS) and Maureen Brown and Bill Stevenson (from ScotJOS) to the meeting.</p> <p>The investment from sportscotland for performance development has been significantly reduced for 2011 and a discussion was held as to how we could manage costs with a reduced budget, probably a combination of the following:</p> <ul style="list-style-type: none"> - Reduce the squad size - Reduce the number of squad activities - Arrange joint squad sessions with SEDS / ScotJOS - Seek BO Development funding - Seek more regional funding options - Look for sponsorship options 	

	<ul style="list-style-type: none"> - Have a more structured approach, involving club coaches, perhaps on a more regional basis. - Increased personal/parental contributions <p>It was confirmed that the performance funding will be split between SEDS and ScotJOS in the same proportions as it was in 2010.</p>	
4.	2011 Plans	
	<p>The Board discussed the sportscotland Development Grant for 2011 and looked at each investment area.</p> <p>IP presented membership statistics for October 2009-October 2010 showing an increase of 2.04%. The target for 2011 is 5% which will be difficult to achieve. RS suggested looking for a means of rewarding clubs for the work they do with schools, specifically trying to have schools recorded as members who will contribute to the membership statistics we return to sportscotland. RS to look into this.</p> <p>LD presented a proposed budget for 2011 based on the Development Grant awarded. The Board discussed each area of the budget and the following actions were agreed:</p> <ul style="list-style-type: none"> - LD to make the relevant agreed changes to the budget. - RS to discuss Coaching Course budgets with Lynne Walker. - SF to speak to Edinburgh University regarding reducing SOA funding for the Centre of Excellence. - LD to review charges for the SOA laser printer and agree copyright charges with Stirling Surveys. - It was agreed that the Score magazine will move from a bi-monthly to quarterly production. OC to discuss with Doug Tullie. - DG to speak to HQ regarding pension payments. LD to add prior year pension payments into the 2010 budget. - TOB to clarify the mapping budget for new maps and updates with Hilary Quick. - Contributions to ScotJOS and SEDS were agreed for 2010 and 2011. SF to confirm with the squads. LD to review current funds in ScotJOS account. - LD to speak to Lynne Walker / Robin Orr regarding funding for the temporary Professional Officer assistance prior to CM appointment. - SF to inform Christine Patterson of the budget for the inter-area competition. - LD to add reference codes to the budget to make it easier for all to refer to relevant items and communicate to Hilary. 	<p>RS</p> <p>LD RS SF</p> <p>LD</p> <p>OC DG / LD</p> <p>TOB SF LD LD</p> <p>SF LD</p>
5.	Regional Development Officer	
	<p>RS gave an update on the Regional Development Officer Project. RS is working with MDS and CM to get key partners on board and identify possible funding streams. RS and DG to look into setting up a charitable trust.</p>	RS/DG
6.	Register of Interests & Key Dates	
	<p>The register of interests was circulated via email prior to the meeting. The entry for OC was edited. An entry for CM needs to be added.</p> <p>Key dates for 2011 were circulated via email prior to the meeting. These were reviewed and the following upcoming dates highlighted:</p> <ul style="list-style-type: none"> - AGM: All to start writing reports. CM to book venue and send out requests for nominations and intimation of business and notices of motions or resolutions (from voting members). 	<p>KR</p> <p>ALL/CM</p>
7.	Minutes of meeting on 30th October – 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"> - The ongoing action of exploring the land access issue at Anagach has now been passed to CM. - CM to now put the updated SOA / RSPB Capercaillie Agreement on the website. <p>Ongoing actions are listed on the action sheet. All other actions are either completed or form part of the current agenda.</p>	<p>CM CM</p>
8.	Directors reports	
	<p>a. President</p> <ul style="list-style-type: none"> - DG requested that everyone confirm the recently updated job descriptions so that they can be published. - DG asked that anyone wishing to stand down at the next AGM to inform him as soon as possible, so that this could be highlighted in the AGM papers. <p>b. Treasurer</p> <ul style="list-style-type: none"> - LD to complete draft 2010 accounts by mid-February. <p>c. Marketing and Communications</p> <ul style="list-style-type: none"> - OC presented the recently completed Park World Tour DVD. OC to send everyone the link to the footage so that it can be used at any presentations or meetings <p>d. Development</p> <ul style="list-style-type: none"> - RS circulated the latest draft of the SOA strategic plan for 2011-2014 and asked for feedback. <p>e. Operations</p> <ul style="list-style-type: none"> - TOB made a couple of requests to the Board – time did not permit these to be discussed. TOB to request decisions to be made via email. <p>f. Partnerships</p> <ul style="list-style-type: none"> - IP requested that all directors submit operating plans in line with the investment award targets. <p>g. Performance (presented by DG)</p> <ul style="list-style-type: none"> - SF made a couple of requests to the Board – time did not permit these to be discussed. SF to request decisions to be made via email. <p>h. Professional Officer</p> <ul style="list-style-type: none"> - Nothing to report. <p>i. Development Officer</p> <ul style="list-style-type: none"> - DG to confirm mileage rates with HQ. 	<p>ALL</p> <p>LD</p> <p>OC</p> <p>TOB</p> <p>ALL</p> <p>SF</p> <p>DG</p>
9.	Revisit Key Dates & Date of Meetings in 2011	
	<p>KR confirmed the next meeting will take place on Saturday 12th March at 10.00am at Bells Sports Centre, Perth. Other meetings in 2011 are as follows:</p> <ul style="list-style-type: none"> - Saturday 28th May (PM) – AGM (after Scottish Champs) – venue to be confirmed - Saturday 18th June (ALL DAY) – at Dewars Centre, Perth - Saturday 3rd September (ALL DAY) – at Dewars Centre, Perth - Saturday 29th October (ALL DAY) – at Bell Sports Centre, Perth 	
10.	AOB	
	None	

ACTION SHEET – SOA BOARD MEETING OF 29th January 2011

	DATE	ITEM	ACTION	BY	STATUS
1	31/10	4- prev	Define reserves policy for minutes.	LD	Ongoing
2	23/01	4- prev	Ask the competitions convenor to review the eligibility criteria for the Scottish Score Championships.	TOB	Ongoing
3	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
4	20/03	8- prev	Send DG the most recent sportscotland HR policy.	MDS	Ongoing
5	12/06	2- prev	Ensure SOA Handbook is up to date.	OC	Ongoing
6	12/06	4f- prev	Request information from the West Area about the copyright for the Scottish Championships map and follow up	TOB / DG	Ongoing
7	12/06	4h- prev	Consult clubs about the possibility of organising Child Protection training evenings.	CM	Ongoing
8	12/06	5- prev	Find out the procedure for proposals raised at the AGM in terms of proxy voting.	MDS	Ongoing
9	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.	CM	Ongoing
10	04/09	2- prev	Review employers' liability and public liability policies.	LD	Ongoing
11	04/09	4b- prev	Integrate National Centre accounts into the budget.	LD	Ongoing
12	04/09	4c- prev	Set up and maintain a portfolio of all orienteering related press articles.	OC	Ongoing
13	04/09	9- prev	Investigate prices for getting SOA official merchandise produced.	RS	Ongoing
14	30/10	2- prev	Review the Limited Liability Policy with Robin Orr.	LD	Ongoing
15	30/10	4a- prev	Confirm with Kevin the requirements for the 2010 accounts.	LD	Ongoing
16	30/10	4a- prev	Investigate the possibility of holding a fun event at Craig a Barns using a 60s style map	TOB	Ongoing
17	30/10	4a- prev	Work with Dave Prentice to coordinate JK2012 and the 50 th anniversary celebrations.	CM	Ongoing
18	30/10	4e- prev	Follow up with Jon Carberry, Maureen Brown, Lynne West, Mike Hamilton and Paul Caban on the date change for JIRCs 2011.	SF	Ongoing
19	29/01	2	Assist BOF and Event Scotland in visit from IOF for WOC 2015 bid	CM/ DG	New
20	29/01	4	Look into having schools recorded as members who will contribute to the membership statistics	RS	New

	DATE	ITEM	ACTION	BY	STATUS
21	29/01	4	Make the relevant agreed changes to the budget.	LD	New
22	29/01	4	Discuss Coaching Course budgets with Lynne Walker.	RS	New
23	29/01	4	Speak to Edinburgh University regarding reducing SOA funding for Centre of Excellence.	SF	New
24	29/01	4	Review charges for the SOA laser printer and agree copyright charges with Stirling Surveys.	LD	New
25	29/01	4	Speak to HQ regarding pension payments.	DG	Done
26	29/01	4	Add prior year pension payments into the 2010 budget.	LD	New
27	29/01	4	Discuss reducing number of issues of Score with Doug Tullie.	OC	New
28	29/01	4	Clarify the mapping budget for new maps and updates with Hilary Quick.	TOB	New
29	29/01	4	Confirm with ScotJOS and SEDS what their investment will be for 2011.	SF	New
30	29/01	4	Review current funds in ScotJOS account.	LD	New
31	29/01	4	Speak to Lynne Walker / Robin Orr regarding funding for the temporary Professional Officer assistance prior to CM appointment	LD	New
32	29/01	4	Inform Christine Patterson of budget for inter-area competition.	SF	New
33	29/01	4	Add reference codes to the budget to make it easier for all to refer to relevant items.	LD	New
34	29/01	5	Look into setting up a charitable trust.	RS/ DG	New
35	29/01	6	Add an entry to the Register of Interests for CM.	KR	New
36	29/01	6	All to start writing AGM reports.	ALL	New
37	29/01	6	Book AGM venue and send out requests for nominations and intimation of business and notices of motions or resolutions (from voting members).	CM	New
38	29/01	7	Continue exploring land access issue at Anagach.	CM	New
39	29/01	7	Put the updated SOA / RSPB Capercaillie Agreement on the website.	CM	New
40	29/01	8a	Confirm the recently updated job descriptions so that they can be published.	ALL	New
41	29/01	8b	Complete draft 2010 accounts by mid-February	LD	New
42	29/01	8c	Send everyone the link to the PWT footage so that it can be used at any presentations or meetings	OC	Done
43	29/01	8e	Request decisions (from report) to be made via email.	TOB	New
44	29/01	8f	Submit operating plans in line with the investment award targets.	ALL	New
45	29/01	8g	Request decisions (from report) to be made via email.	SF	New
46	29/01	8i	Confirm mileage rates with HQ.	DG	Done