



Minutes of SOA Board Meeting held at Bells Sports Centre, Perth on 12th March 2011

Present: Donald Grassie (DG) - Chair, Ian Pyrah (IP) - minutes, Roger Scrutton (RS), Les Dalgleish (LD), Colin Matheson, (CM)

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

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
1.	Apologies Apologies were received from Terry O'Brien (TOB) Kate Robertson (KR) Scott Fraser (SF) and Oleg Chepelin (OC).	
2.	Register of Interests & Key Dates The register of interests was circulated via email prior to the meeting. An entry for CM has been added. Key dates for 2011 were circulated via email prior to the meeting.	
3.	Minutes of meeting on 29th January – matters arising and audit action sheet 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">- LD to check payments made to the University of Edinburgh Centre of Excellence.- DG to review Development Officer's Job Description and post on the SOA website along with those for Professional Officer and other Board members. Ongoing actions are listed on the action sheet. All other actions are either completed or form part of the current agenda.	LD DG
4.	Directors reports a. President DG presented his report and highlighted the 50th birthday celebrations planned for the 12 months between the 2011 and 2012 AGMs. b. Treasurer LD presented his report and following a discussion on the 2011 budget agreed to send an electronic copy of the revised 2011 budget to DG, including a column with 2010 budget figures for comparison purposes. c. Marketing and Communications Report taken as read. d. Development RS presented his report highlighting the importance of sportscotland funding to coaching, publication of the booklet on the 2010 Development Conference and the incorporation of orienteering in the Curriculum for Excellence. <ul style="list-style-type: none">- Following discussion on membership, DG agreed to prepare a short note outlining issues to be considered by the Development Officer to help improve SOA membership recruitment and retention.- CM to seek clarification from British Orienteering re requirements for Event Safety.- DG to liaise with Treasurer on production of procurement policy.	LD DG CM DG

	<p>e. Operations (presented by DG)</p> <ul style="list-style-type: none"> - The Board confirmed support for the CompassSport Cup/Trophy competition and suggested that holding the 2011 Scottish qualifier at a SOL should be investigated. If this was found to be unsatisfactory, an alternative recommendation should be brought forward. The establishment of an Operations Committee/Forum may assist in bringing forward such recommendations to the Board. - Board members agreed to assist at the SOL 2010 Prizegiving (to be held at SOL 2) - TOB to confirm his recommendation for Level of Events. - TOB to verify with his team that the recommendation for the SOA levy is a single rate of £1.00 for all events where the Senior entry fee is over £10 (Discounted Senior entry fee over £8) is Seniors £1.00, Juniors/Students £0.40; where the Senior entry fee is £10 or less (Discounted Senior entry fee £8 or less) no SOA levy is due. - The Board endorses the use of all age groups for the Scottish Sprint Championships. - The Board supports the retention of the Scottish Score/SICC for 2011. - TOB to contact Dave Peel re any proposed WRE event. <p>f. Partnerships IP presented his report highlighting meetings/communications with sportscotland, Physical Activity and Health Alliance (PAHA), Scottish Sports Aid Trust and the Scottish Sports Association (SSA)</p> <ul style="list-style-type: none"> - MDS to provide guidance on initiating discussions re Commonwealth Games ambitions. - IP to approach British Orienteering re Commonwealth Games ambitions in light of increasing difficulty over performance funding. - IP to contact SSA re impact of not being an Olympic/Commonwealth Games sport on funding for international athletes. - IP to work with HQ on membership recruitment and retention including analysis of available membership data. <p>g. Performance Report taken as read.</p> <p>h. Development Officer (presented by DG) Report taken as read.</p> <p>i. Professional Officer CM presented his report including discussions with Forestry Commission Scotland (FCS) in connection with JK 2012, WOC 2015 and other activities. The Board expressed appreciation for his work in all these areas and noted his commitment to work on the FCS agreement when his workload allowed.</p>	<p>TOB</p> <p>ALL TOB TOB</p> <p>TOB</p> <p>MDS IP</p> <p>IP</p> <p>IP</p> <p>CM</p>
5.	<p>Major Events</p> <p>CM gave an update on the two major events that SOA are working towards:</p> <p>WOC 2015:</p> <ul style="list-style-type: none"> - Good progress including a seven minute slot on the BBC <i>Adventure Show</i> featuring CM, HQ and Mark Nixon. <p>JK2012:</p> <ul style="list-style-type: none"> - MDS offered help in liaising with West Lothian Council - DG to follow-up suggestions for co-ordinator. 	<p>MDS DG</p>
6.	<p>2011 Plans</p> <p>a. Discussion by Director</p> <ul style="list-style-type: none"> - All to modify operating plans accordingly. <p>b. Agreement on 2011 budget</p> <ul style="list-style-type: none"> - DG & LD to progress as per agenda item 4b 	<p>ALL</p> <p>DG/LD</p>
7.	<p>Regional Development Officer status</p> <p>a. Meeting in Aberdeen on 9th March</p> <ul style="list-style-type: none"> - RS reported on progress. 	

	<p>b. Charitable status</p> <ul style="list-style-type: none"> - MDS to provide legal advice on establishing charitable status. 	MDS
	<p>c. Next Steps</p> <ul style="list-style-type: none"> - RS to take this forward as appropriate. 	RS
8.	Development Fund bids	
	<p>MAROC were awarded £440 to help establish a Junior Talent Squad; the proposed specialist talks were to be open to all SOA members and outcomes to be published in Score.</p> <ul style="list-style-type: none"> - RS to inform MAROC. 	RS
9.	Professional Staff Salary Review	
	Discussed and agreed. DG to inform and LD to action.	DG/LD
10.	Revisit Key Dates & Date of Meetings in 2011	
	<p>The next meeting will be the AGM due to take place on Saturday 28th May (after the Scottish Championships) – venue to be confirmed. Other meetings in 2011 are as follows:</p> <ul style="list-style-type: none"> - 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 	
11.	AOB	
	<p>a. Royal Wedding (29th April 2011)</p> <ul style="list-style-type: none"> - Board agreed to treat this as a holiday for staff. DG to inform. 	DG
	<p>b. Mileage Rates</p> <ul style="list-style-type: none"> - Agreed rates for staff (40p/mile) and for volunteers (20p/mile). LD to publicise and implement. 	LD
	<p>c. A Few Surplus Maps</p> <ul style="list-style-type: none"> - DG to respond to email from 6-Day Company Treasurer 	DG
	<p>d. Bank Account</p> <ul style="list-style-type: none"> - Signatories agreed; LD to arrange. 	LD
	<p>e. SOA tops for Board and staff</p> <ul style="list-style-type: none"> - SOA tops were approved for Board members and professional staff with 50% contribution from individuals concerned; a darker blue was requested. SF to arrange. 	SF

ACTION SHEET – SOA BOARD MEETING OF 12th March 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

	DATE	ITEM	ACTION	BY	STATUS
7	12/06	4h- prev	Consult clubs about the possibility of organising Protection of Vulnerable Groups 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	4b- prev	Integrate National Centre accounts into the budget.	LD	Ongoing
11	04/09	4c- prev	Set up and maintain a portfolio of all orienteering related press articles.	OC	Ongoing
12	30/10	4a- prev	Confirm with Kevin the requirements for the 2010 accounts.	LD	Ongoing
13	30/10	4a- prev	Investigate the possibility of holding a fun event at Craig a Barns using a 60s style map	TOB	Ongoing
14	29/01	4- prev	Look into having schools recorded as members who will contribute to the membership statistics	RS	Ongoing
15	29/01	4- prev	Review charges for the SOA laser printer and agree copyright charges with Stirling Surveys.	LD	Ongoing
16	29/01	4- prev	Add prior year pension payments into the 2010 budget.	LD	Ongoing
17	29/01	4- prev	Discuss reducing number of issues of Score with Doug Tullie.	OC	Ongoing
18	29/01	4- prev	Clarify the mapping budget for new maps and updates with Hilary Quick.	TOB	Ongoing
19	29/01	4- prev	Confirm with ScotJOS and SEDS what their investment will be for 2011.	SF	Ongoing
20	29/01	4- prev	Review current funds in ScotJOS account.	LD	Ongoing
21	29/01	4- prev	Speak to Lynne Walker / Robin Orr regarding funding for the temporary Professional Officer assistance prior to CM appointment	LD	Ongoing
22	29/01	4- prev	Add reference codes to the budget to make it easier for all to refer to relevant items.	LD	Ongoing
23	29/01	5- prev	Look into setting up a charitable trust.	RS/ DG	Ongoing
24	29/01	6- prev	All to start writing AGM reports.	ALL	To do
25	29/01	6- prev	Book AGM venue and send out requests for nominations and intimation of business and notices of motions or resolutions (from voting members).	CM	Ongoing
26	29/01	7- prev	Continue exploring land access issue at Anagach.	CM	Ongoing
27	29/01	8b- prev	Complete draft 2010 accounts by mid-February	LD	Ongoing
28	12/03	3	Check payments made to University of Edinburgh Centre of	LD	New

	DATE	ITEM	ACTION	BY	STATUS
			Excellence.		
29	12/03	3	Review Development Officer's Job Description and post on the SOA website along with those for Professional Officer and other Board members.	DG	New
30	12/03	4b	Send an electronic copy of the revised 2011 budget to DG, including a column with 2010 budget figures for comparison purposes.	LD	New
31	12/03	4d	Prepare a short note outlining issues to be considered by the Development Officer to help improve SOA membership recruitment and retention.	DG	New
32	12/03	4d	Seek clarification from British Orienteering re requirements for Event Safety.	CM	New
33	12/03	4d	Liaise with Treasurer on production of procurement policy.	DG	New
34	12/03	4e	Investigate holding the CompassSport Cup/Trophy Scottish Qualifier at a SOL; if found to be inappropriate bring forward an alternative solution.	TOB	New
35	12/03	4e	Assist with presentation of SOL 2010 trophies at SOL 2.	ALL	New
36	12/03	4e	Confirm recommendation for Level of Events	TOB	New
37	12/03	4e	Verify the Board recommendation for SOA levies.	TOB	New
38	12/03	4e	Contact Dave Peel re any proposed WRE event.	TOB	New
39	12/03	4f	Provide guidance on Commonwealth Games.	MDS	New
40	12/03	4f	Approach British Orienteering re impact of non Commonwealth Games status.	IP	New
41	12/03	4f	Contact Scottish Sports Association re impact of non Commonwealth Games status on funding.	IP	New
42	12/03	4f	Work with HQ on membership recruitment & retention.	IP	New
43	12/03	4i	Progress FCS agreement.	CM	New
44	12/03	5	Contact West Lothian Council re JK2012 Sprint Race.	MDS	New
45	12/03	5	Follow-up suggestions re JK2012 co-ordinator.	DG	New
46	12/03	6a	Modify/submit operating plans in accordance with targets.	All	New
47	12/03	6b	Progress 2011 budget.	LD/DG	New
48	12/03	7b	Provide legal advice on establishing charitable status..	MDS	New
49	12/03	7c	Progress RDO initiative.	RS	New
50	12/03	8	Inform MAROC of award.	RS	New
51	12/03	9	Inform and implement outcome of Professional Staff Salary Review.	DG/LD	New
52	12/03	11a	Inform professional staff re Royal Wedding holiday.	DG	New
53	12/03	11b	Publicise and implement revised mileage rates	LD	New
54	12/03	11c	Reply to 6-Day Treasurer re "A Few Surplus Maps"	DG	New
55	12/03	11d	Arrange change in bank signatories.	LD	New

	DATE	ITEM	ACTION	BY	STATUS
56	12/03	11e	Arrange purchase of appropriate size SOA tops for Professional Staff & Board.	SF	New