



Minutes of SOA Board Meeting held at Dewars Centre, Perth on 18th June 2011

Present: Donald Grassie (DG) - Chair, Kate Robertson (KR) - minutes, Roger Scrutton (RS), Ian McIntyre (IM), Colin Matheson (CM), Terry O'Brien (TOB)

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

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
-	DG opened the meeting by welcoming Ian McIntyre to the Board as the new Treasurer.	
1.	Apologies	
	Apologies were received from 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 IM has been added.	
	Key dates for 2011 were circulated via email prior to the meeting.	
3.	Minutes of meeting on 12th March – matters arising and audit action sheet	
	The minutes of the previous meeting were approved via email prior to the meeting and published on the SOA website.	
	Matters arising:	
	- The following outstanding actions for the Treasurer will be followed up by IM.	IM
	1. Define reserves policy for minutes.	
	2. Integrate National Centre accounts into the budget	
	3. Review charges for the SOA laser printer and agree copyright charges with Stirling Surveys	
	4. Finalise 2011 budget	
	5. Document Procurement Policy	
	6. Document Delegation Policy	
	- MDS confirmed that the sportscotland HR policy is currently being rewritten and will be distributed once complete.	
	- HQ to check that all the documents relating to the SOA handbook are up to date as part of the annual check	HQ
	- TOB to discuss mapping budget and plans with HQ.	TOB
	- HQ to complete the SOA mapping strategy, to include a statement about the transfer of copyright: "if an SOA map is transferred to a club, the club holds the responsibility for updating it if the map is required. If the map requires updating, and the club will not fund the update, the copyright should be passed back to the SOA." HQ to ensure clubs are aware of this policy through the eNewsletter.	HQ
	- HQ to speak to FVO regarding the updating of the Rannoch map in 2010, and the copyright of the Rannoch map.	HQ
	- DG and CM to review the format for the AGM and make proposals for 2012.	DG / CM
	- CM to publish SNH environmental impact studies on the website. An economic impact study will be carried out following Oban 2011 and published.	CM
	- RS will continue to pursue SOA taking on Charitable status.	
	- IM to ensure that the levies for 2011 and 2012 are published on the website.	IM
	- MDS gave guidance on the Commonwealth Games. DG to approach British Orienteering regarding the impact of being a non-Commonwealth Games sport.	DG
	Ongoing actions are listed on the action sheet. All other actions are either completed or form part of the current agenda.	

4.	<p>Directors reports</p> <p>a. President</p> <ul style="list-style-type: none"> - DG presented his report and commented that he is pursuing ideas for the vacant Partnerships Director role. - The Board agreed to provide financial assistance to the production of the 6-days book 'A Few Surplus Maps' – IM to respond to John Colls. - DG bought the Board's attention to the BOF/SOA agreement which was drawn up in 2002. DG to circulate. - DG acknowledged a note he had received from BOF, stating that Lynn West was to be our Liaison Director. It was believed that this was an unnecessary development because of the existing SOA-BOF agreement. <p>b. Treasurer</p> <ul style="list-style-type: none"> - IM suggested some initial changes that could be made to the way the financial processes and procedures operate. IM suggested that the Board consider moving any reserves to a higher interest paying account and will investigate the possibility further. <p>c. Marketing and Communications</p> <ul style="list-style-type: none"> - Nothing to report. <p>d. Development</p> <ul style="list-style-type: none"> - RS presented his report and highlighted his concerns over BOF support of development in Scotland. RS recently met Ed Nicholas, BOF Development Manager, to discuss the relevance of the Community Orienteering plan in Scotland and the availability of the BOF development fund to SOA clubs. Applications and awards would be monitored. - RS also raised his concerns over the difficulty of meeting the 5% target for membership growth in the current climate. BOF has been asked to pay particular attention to this in the forthcoming membership review. - RS reported that progress on the Grampian RDO project has stalled due to LEADER funding difficulties. - HQ to chase up reports from recipients of development money. - RS to talk to HQ about devolving delivery of TOP1&2 to local volunteers. <p>e. Operations</p> <ul style="list-style-type: none"> - Nothing to report <p>f. Performance</p> <ul style="list-style-type: none"> - Nothing to report. <p>g. Development Officer (presented by DG)</p> <ul style="list-style-type: none"> - The Board discussed a possible SOL on the West Coast in 2012. CM to provide input to HQ and TOB to feedback to Paul Caban. - CM to act as line manager to HQ in future. <p>h. Professional Officer</p> <ul style="list-style-type: none"> - CM reported that he has been putting together a rescue plan for Oban 2011. DG asked if this could also be made more generic so that it could be used by SOLs and other Scottish events. - CM intends to go to the 2011 World Championships being held in France to promote the WOC 2015 bid as well as various events such as JK2012 and Moray 2013. IM to discuss the distribution of CM's expenses with BOF. 	<p>IM DG</p> <p>HQ RS</p> <p>CM TOB</p> <p>IM</p>
5.	<p>Major Events</p> <p>CM gave an update on the major events that SOA are working towards:</p> <p>OBAN 2011 (6-days):</p> <ul style="list-style-type: none"> - Entry numbers are good but the campsite numbers are low. There are problems to sort out with roadworks being planned for during the week of the event. It is likely that the bridge will require additional foundations at further cost. A new tracking system has been rented and GPS units bought. 	

	<p>JK2012:</p> <ul style="list-style-type: none"> - A financial controller has been appointed and the Event Centre location is almost confirmed. Area visits and agreements are in hand and mapping contracts have been awarded. <p>MORAY 2013 (6-days):</p> <ul style="list-style-type: none"> - The areas are just about finalised – two new areas have been identified and permissions agreed. There was a request to keep volunteers informed of progress in establishing a COT. <p>WOC 2015:</p> <ul style="list-style-type: none"> - A positive draft report has been received and most issues addressed. Need to ensure embargoes are being adhered to. 	
6.	sportscotland Corporate Plan	
	MDS presented the recently produced sportscotland Corporate Plan for 2011-2015, a key message of which is that investment to Governing Bodies is not an entitlement, and provided the Board with options on the periodicity of the funding cycle. The Board agreed to move to a 4-year cycle (initially 2012 to 2015). Investment will be considered against a strategic plan and will most likely focus on a metric of increasing membership. The Board agreed that the strategy document that RS has started putting together needs to be completed by September and presented to sportscotland towards the end of the year with a 4-year plan (2012 to 2015).	
7.	BOF Governance Document	
	<p>DG presented the BOF Governance Review Document received at the end of May and invited comments from the Board. The Board were concerned about the lack of consultation in preparing the Review, and the lack of warning about the document. They also expressed concern that apart from the opportunity to appoint BOF Directors, there could potentially be little opportunity for SOA to impact BOF policy, as the Association and Club Conference planned was purely advisory. The Board noted that the agenda and papers for the autumn Association and Club Conference are due in June 2011, and will await these details with interest. In the meantime, DG will provide feedback to BOF on the Governance Review by early July</p> <p>In a broader discussion involving the sportscotland Corporate Plan, the Board agreed the following:</p> <ul style="list-style-type: none"> - to complete the SOA Strategy prior to early September - to conduct a review of the relationship with BOF to support the strategy - to discuss the strategy, review and input to the Association and Club Conference at a specially convened meeting in mid September (date to be agreed by Oban 2011). 	DG
8.	Revisit Key Dates & Date of Meetings in 2011	
	KR confirmed that the next meeting will take place on Saturday 3 rd September at Dewars Centre, Perth. The final meeting in 2011 will take place at Bells Sports Centre on Saturday 29 th October. All to confirm availability for remaining Board meetings.	ALL
9.	AOB	
	None	

ACTION SHEET – SOA BOARD MEETING OF 18th June 2011

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
1	12/06	4h- prev	Consult clubs about the possibility of organising Protection of Vulnerable Groups training evenings.	CM	30/9	Ongoing
2	30/10	4a-	Investigate the possibility of holding a fun event at Craig a	TOB	31/8	Ongoing

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
		prev	Barns using a 60s style map – confirm a Planning team			
3	12/03	4d- prev	Seek clarification from British Orienteering re requirements for Event Safety.	CM	31/7	Ongoing
4	12/03	4e - prev	Investigate holding the CompassSport Cup/Trophy Scottish Qualifier at a SOL; if found to be inappropriate bring forward an alternative solution.	TOB	31/8	Ongoing
5	18/06	3	Complete the following outstanding actions for the Treasurer: 1. Define reserves policy for minutes. 2. Integrate National Centre accounts into the budget 3. Review charges for the SOA laser printer and agree copyright charges with Stirling Surveys 4. Finalise 2011 budget 5. Document Procurement Policy 6. Document Delegation Policy	IM	31/8	New
6	18/06	3	Check that all the documents relating to the handbook are up to date.	HQ	31/7	New
7	18/06	3	Discuss mapping budget and plans with HQ. HQ to prepare plan for review at next Board meeting	TOB	31/7	New
8	18/06	3	Complete a SOA mapping strategy (31/8) and ensure clubs are aware of the copyright transfer policy (31/7).	HQ	31/8	New
9	18/06	3	Speak to FVO regarding the copyright of the Rannoch map.	HQ	31/7	New
10	18/06	3	Review the format for the AGM to reflect the changing situation with proxy voting and make proposals for 2012	DG/ CM	30/9	New
11	18/06	3	Publish SNH environmental impact studies on the website.	CM	31/7	New
12	18/06	3	Publish levies for 2011 and 2012.	IM	31/7	New
13	18/06	3	Approach British Orienteering regarding the impact of being a non-Commonwealth Games sport.	DG	31/7	New
14	18/06	4a	Respond to John Colls regarding financial assistance for the 6-days book 'A Few Surplus Maps'.	IM	31/7	New
15	18/06	4a	Circulate the BOF/SOA agreement.	DG	30/6	New
16	18/06	4d	Chase up reports from recipients of development money – for next Board meeting.	HQ	31/8	New
17	18/06	4d	Talk to HQ about devolving delivery of TOP1&2 to local volunteers	RS	31/8	New
18	18/06	4g	Feedback to HQ regarding a possible SOL on the West Coast	CM	31/7	New
19	18/06	4g	Feedback to Paul Caban regarding a possible SOL on the West Coast	TOB	31/7	New
20	18/06	4h	Discuss the distribution of CM's travel expenses to France with BOF.	IM	30/6	New
21	18/06	7	Provide feedback to BOF on the Governance Review	DG	15/7	New
22	18/06	9	Confirm availability for remaining Board meetings	ALL	15/7	New