



## Minutes of SOA Board Meeting held at Dewars Centre, Perth on 3<sup>rd</sup> September 2011

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

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
1.	<p><b>Apologies</b></p> <p>Apologies were received from Scott Fraser (SF), Oleg Chepelin (OC), Malcolm Dingwall-Smith (MDS) and Kate Robertson (KR).</p>	
2.	<p><b>Register of Interests &amp; Key Dates</b></p> <p>The register of interests was circulated via email prior to the meeting and minor updates made. Key dates for 2011 were circulated via email prior to the meeting. Dates for key financial actions will be reviewed and set.</p>	IM, KR
3.	<p><b>Minutes of meeting on 18<sup>th</sup> June – matters arising and audit action sheet</b></p> <p>The minutes of the previous meeting were approved via email prior to the meeting and published on the SOA website.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>- No matters arising that are not covered elsewhere.</li> </ul> <p>Ongoing actions are listed on the action sheet. All other actions are either completed or form part of the current agenda.</p>	
4.	<p><b>Directors reports</b></p> <p><b>a. President</b></p> <ul style="list-style-type: none"> <li>- DG announced that he had important meetings coming up: with the Scottish Cabinet (Elgin, 6<sup>th</sup> Sept.), the first WOC2015 planning meeting, following the successful BOF/SOA bid (Edinburgh, 15<sup>th</sup> Sept) and a BOF-SOA meeting (Edinburgh, 15<sup>th</sup> Sept). Discussion took place around the messages to be delivered at these meetings, but focusing on positive outcomes. Processes to increase SOA membership would also feature.</li> <li>- DG would pursue some issues arising from embargoes on areas now that WOC2015 is confirmed, such as event cancellation.</li> <li>- Scott (Performance) and Oleg (Marketing and Communications) have resigned from the Board due to other commitments. Thanks were expressed for their contribution to the work of the Board at a time of significant development. Letters of thanks to be sent. The Board considered possible new incumbents for these posts, for the vacant Partnership post and a new post of Major Events.</li> </ul> <p><b>b. Marketing and Communications</b></p> <ul style="list-style-type: none"> <li>- Nothing to report.</li> </ul> <p><b>c. Development</b></p> <ul style="list-style-type: none"> <li>- RS reported progress with LEADER and charitable status for SOA in connection with the creation of a Regional Development Officer post for Grampian, a healthy demand for Teaching Orienteering courses, and progress with an SOA Coaching Plan for <b>sportscotland</b> and the associated actions.</li> <li>- Membership continues to show a c.2% increase on 2010 (bucking UK-wide trends), but this is well short of the 5% increase now required by <b>sportscotland</b>. A more formal category of Club- or Club+SOA-only membership was discussed, which RS would take</li> </ul>	<p>DG</p> <p>DG</p>

<p>to <b>sportscotland</b> for consideration.</p> <ul style="list-style-type: none"> <li>- It was suggested that some Performance activities at the most junior end of the age group might be redefined at Development activities for the purposes of submissions to <b>sportscotland</b>. This idea needs to be developed further with <b>sportscotland</b>.</li> <li>- Reports on Club Development Fund awards had been received from RR and GRAMP, but one other must be chased up.</li> </ul> <p><b>d. Operations</b></p> <ul style="list-style-type: none"> <li>- TOB welcomed the ongoing consultation on the Scottish Relay Champs format and said that in due course there might also be a consultation on the format of the Inter-Club Relays.</li> <li>- Aspects of the 50<sup>th</sup> Anniversary activities were reviewed. Qualification for inclusion in the 50 Events Challenge would be extended to include event planning, controlling and organising.</li> <li>- Before spending funds budgeted for mapping projects, the Mapping Strategy needs to be reconsidered in the context of WOC 2015. Areas to substitute for embargoed areas, training areas for national squads and 6-Day Event requirements need to be factored into the 4-year strategy.</li> <li>- The issue of expenditure on mapping for SOC 2010 and map ownership was revisited. DG said he would pursue this to find a mutually acceptable solution for West Area and FVO.</li> </ul> <p><b>e. Performance</b></p> <ul style="list-style-type: none"> <li>- There was no report, but in view of a reduction in Performance funding to zero in 2012 it was considered necessary to have a clear idea of the finances of ScotJOS and SEDS and any plans for maintaining activities. Copies of ScotJOS and SEDS accounts are required. DG said he would pursue this with IM.</li> </ul> <p><b>f. Development Officer (presented by DG)</b></p> <ul style="list-style-type: none"> <li>- HQ's report contained a long list of successfully delivered courses for coaches, Teaching Orienteering, event officials and special groups.</li> <li>- It was appreciated that with the possibility of an increased workload in the run-up to WOC 2015 some office support would be helpful. The Board requested HQ to develop a case for support, taking possible funding schemes into consideration.</li> <li>- Purchase of a new laptop in 2012 was approved. It was felt that with so much valuable information now stored electronically a disaster recovery plan should be in place. CM and HQ to investigate.</li> </ul> <p><b>g. Professional Officer</b></p> <ul style="list-style-type: none"> <li>- CM had produced an excellent, richly-illustrated report on the Oban 2011 6-Days event, highlighting successes and issues to follow up and providing guidance for future events, for example on a day rescue plan. It was estimated that about £170k had been spent with various contractors as a result of the event.</li> <li>- He also related his involvement with the successful WOC 2015 bid and had gleaned much useful information from attendance at WOC2011 in France.</li> <li>- The Forestry Commission Scotland agreement is still in the discussion stage.</li> <li>- Progress on major events is given below.</li> </ul>	<p>RS</p> <p>RS</p> <p>HQ</p> <p>TOB</p> <p>DG</p> <p>DG, IM</p> <p>CM, HQ</p> <p>CM, HQ</p>
<p><b>5. Major Events</b></p>	
<p>CM gave an update on the major events that SOA are working towards:</p> <p>WOC 2015:</p> <ul style="list-style-type: none"> <li>- A first planning meeting has been arranged by Event Scotland for 15<sup>th</sup> September in Edinburgh. The 6-Day Co. will be represented as well as SOA. It is expected that SOA/6-Day Co. will take a leading role in land access, liaison with police, legacy, provision of training areas, <i>inter alia</i>.</li> </ul> <p>JK 2012:</p> <ul style="list-style-type: none"> <li>- A Central Organising Team of Colin Matheson, Dave Prentice, Lynne Walker and Stuart Durham has been established and will meet 15<sup>th</sup> September in Edinburgh. The possibility of including a Trail-O event is being considered.</li> </ul>	

	Moray 2013: - Steady progress is being made with this, in particular land access.	
<b>6.</b>	<b>Financial Processes and current 2011 plan/forecast</b>	
	<p><b>a. 2011 Forecast.</b> IM said that the current profile of spend put SOA on track to balance its budget by year end. Nevertheless, he has asked all Directors to provide a forecast of their spend for the remainder of the year. He was also seeking final agreement on budget categories to ensure a smooth start for 2012 and consistency for 2012-2015.</p> <p><b>b. Financial Policies.</b> A full set of Financial Policies had been developed, including a Reserves Policy. These have been agreed and are being signed off by DG to go "live".</p> <p><b>c. LTP document for Sportscotland.</b> This is a requirement for securing a 4-year funding agreement with sportscotland. In the absence of MDS this will be followed up outside the Board meeting. RS is close to a final draft of the SOA Strategy 2012-2015.</p> <p><b>d. National Centre accounts.</b> IM and RS to meet with HQ to finalise the integration of these accounts into the main SOA accounts.</p> <p><b>e. Single Signatories.</b> SOA bank account is already set up as single signatory - any one of Treasurer (currently Ian McIntyre), Secretary (currently Kate Robertson) and President (currently Donald Grassie). National Centre account to be similarly set up with single signatory – any one of Development Officer (currently Hilary Quick), Treasurer (currently Ian McIntyre) and President (currently Donald Grassie). Both accounts to be set up for electronic banking.</p> <p><b>f. Independent Account Oversight:</b> With electronic banking and a move to single signatories, CM will have oversight of the National Centre accounts and RS will have oversight of the SOA accounts.</p>	<p>All Directors</p> <p>IM, DG</p> <p>DG, RS IM</p> <p>IM, HQ RS IM, HQ</p> <p>CM, RS</p>
<b>7.</b>	<b>BOF Governance Document and Clubs and Associations Meeting, 15<sup>th</sup> October</b>	
	Because of lack of time to discuss these items they will be followed up either at a specially convened Board meeting or by email exchange between Directors.	DG
<b>8.</b>	<b>Revisit Key Dates &amp; Date of Meetings in 2011</b>	
	The final meeting in 2011 will take place at Bells Sports Centre on Saturday 29 <sup>th</sup> October.	
<b>9.</b>	<b>AOB</b>	
	a. Membership of Scottish Sports Association. Our continued membership was approved. IM to pay subscription.	IM

#### ACTION SHEET – FOLLOWING SOA BOARD MEETING OF 3<sup>rd</sup> September 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- prev	Investigate the possibility of holding a fun event at Craig a Barns using a 60s style map – confirm a Planning team?	TOB	31/8	Ongoing
3	12/03	4d- prev	Seek clarification from British Orienteering re requirements for Event Safety.	CM	31/7	Ongoing
4	18/06	3	<p>Complete the following outstanding actions for the Treasurer:</p> <p>1. Define reserves policy for minutes. Done</p> <p>2. Integrate National Centre accounts into the budget</p> <p>3. Review charges for the SOA laser printer and agree copyright charges with Stirling Surveys</p> <p>4. Finalise 2011 budget Done</p> <p>5. Document Procurement Policy Done</p> <p>6. Document Delegation Policy Done</p>	IM	31/8	2. & 3. Ongoing

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
5	18/06	3	Discuss mapping budget and plans with HQ. HQ to prepare plan for review at next Board meeting	TOB	31/7	Ongoing
6	18/06	3	Complete a SOA mapping strategy (31/8) and ensure clubs are aware of the copyright transfer policy (31/7).	TOB	31/8	Ongoing
7	18/06	3	Speak to FVO regarding the copyright of the Rannoch map.	DG	31/7	Ongoing
8	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	Ongoing
9	18/06	3	Publish SNH environmental impact studies on the website.	CM	31/7	Ongoing
10	18/06	3	Publish levies for 2011 and 2012.	IM	31/7	Ongoing
11	18/06	3	Approach British Orienteering regarding the impact of being a non-Commonwealth Games sport.	DG	31/7	Ongoing
12	18/06	4d	Chase up reports from recipients of development money – for next Board meeting.	HQ	31/8	Ongoing with KFO
13	18/06	4g	Feedback to Paul Caban regarding a possible SOL on the West Coast	TOB	31/7	Ongoing
14	03/09	2	Set dates for key financial actions.	IM	29/10	New
15	03/09	4a	Resolve issues around event cancellation on WOC embargoed areas.	DG	29/10	New
16	03/09	4a	Letters of thanks to SF and OC and progress the filling of vacant Board positions.	DG	29/10	New
17	03/09	4c	Ask <b>sportscotland</b> if they will accept a more local level of counting membership.	RS	29/10	New
18	03/09	4c	Discuss with sportscotland Performance aspects that might be redefined as Development.	RS	29/10	New
19	03/09	4c	Continue to chase KFO for Development award report	HQ	ASAP	New
20	03/09	4d	Revise Mapping Strategy with impact of WOC in mind.	TOB	29/10	New
21	03/09	4e	Obtain up-to-date accounts from ScotJOS and SEDS.	IM	29/10	New
22	03/09	4f	Develop a supporting case for an Admin. Assistant.	HQ	29/10	New
23	03/09	4f	Develop a disaster recovery plan.	HQ	29/10	New
24	03/09	6a	Send spending profiles for remainder 2011 to IM and agree budget categories.	All	29/10	New
25	03/09	6b	Sign off Financial Policies	DG	29/10	New
26	03/09	6c	Prepare final draft of Strategy (LTP) document for <b>sportscotland</b>	DG, RS, IM	29/10	New
27	03/09	6d	Finalise integration of NATCEN accounts into SOA accounts.	IM, HQ, RS	29/10	New
28	03/09	7	Agree key points to make at Clubs and Associations Conference.	DG	29/10	New
29	03/09	9a	Pay SSA subscription for 2012.	IM	29/10	New