



## Minutes of SOA Board Meeting held at Dewars Ice Rink, Perth on Saturday 28<sup>th</sup> January 2012

**Present:** Donald Grassie (DG) - Chair, Kate Robertson (KR) – minutes, Roger Scrutton (RS), Ian McIntyre (IM), Colin Matheson (CM)

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
1.	<p><b>Apologies</b></p> <p>Apologies were received from Terry O'Brien (TOB), Claire Macpherson (CMac), Andy Paterson (AP) and Malcolm Dingwall-Smith (MDS) of <b>sportscotland</b>.</p>	
2.	<p><b>Register of Interests</b></p> <p>The register of interests was circulated prior to the meeting. Entries need to be added for CMac and AP.</p>	KR
3.	<p><b>Minutes of meeting on 29<sup>th</sup> October – 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>- MDS to send DG and IM a full detailed breakdown of the investment offer including targets set.</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>	MDS
4.	<p><b>Directors reports</b></p> <p><b>a. President</b></p> <ul style="list-style-type: none"> <li>- DG confirmed that Claire Macpherson has been appointed as the new Partnerships Director and Andy Paterson has been appointed as the new Marketing and Communications Director. The posts of Performance Director, Major Events Director and Score Editor remain vacant.</li> <li>- The Board discussed a proposal to showcase orienteering at the Adventure Show Live event scheduled for March 2013. The proposal was agreed in principal. DG to respond.</li> <li>- DG to respond to Scottish Government regarding Cashback for Communities.</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 that the application for charity status has been approved 'in principle' depending on the AGM accepting changes to the Memorandum and Articles, which are legally acceptable but need updating. RS to discuss with MDS accessing support from <b>sportscotland</b> to make the necessary changes.</li> <li>- The Board agreed that the recently completed 2012-2015 Strategy should be published on the website once the section on management was complete and the financials were updated.</li> <li>- DG to speak to Paul Frost regarding comments from readers on the website as it was felt these could be interpreted as the views of the SOA.</li> <li>- The Board discussed the WOC 2015 Development Manager role as it was recognised that parts of the role come under the paid remit of the SOA Development Officer. DG to define the role of Development Officer with regards to WOC and send round for discussion.</li> <li>- The Board discussed and agreed a third submission date for the Development Fund to</li> </ul>	<p>DG DG</p> <p>RS</p> <p>RS/DG/IM</p> <p>DG</p> <p>DG</p>

	<p>accommodate potential bids from the new Grampian Regional Development Officer. RS to advertise.</p> <p><b>d. Operations (presented by DG)</b></p> <ul style="list-style-type: none"> <li>- TOB gave an update on outstanding actions.</li> </ul> <p><b>e. Performance</b></p> <ul style="list-style-type: none"> <li>- Nothing to report.</li> </ul> <p><b>f. Partnerships</b></p> <ul style="list-style-type: none"> <li>- Nothing to report.</li> </ul> <p><b>g. Development Officer (presented by DG)</b></p> <ul style="list-style-type: none"> <li>- Once again, HQ's report contained a long list of achievements including courses organised and delivered and documents and strategies produced. IT security/backup procedures and business continuity plans have been drafted.</li> <li>- CM thanked HQ for her work on access - a list of useful documents and links to access related issues have been placed on the SOA website.</li> </ul> <p><b>h. Professional Officer</b></p> <ul style="list-style-type: none"> <li>- The Board discussed supporting senior SOA officials to attend conferences and training. It was agreed that this should come from individual event budgets. IM and CM to ensure a consistent approach is in place.</li> <li>- DG to discuss participation statistics with MDS.</li> <li>- The issue of proxy voting at the AGM was raised and it was agreed that procedures need to be revised. It was agreed that any motion to be discussed at the AGM would have to be circulated with the AGM papers to give proxy voters a chance to have their say. This would restrict options to bring forward new motions on the day of the AGM CM to look into this.</li> <li>- CM reported that HQ will now coordinate the transfer to the new PVG scheme and become the lead signatory</li> <li>- CM to complete the Companies House submission as soon as possible and ensure procedures are in place for timely submission each year.</li> </ul>	<p>RS</p> <p>IM/CM</p> <p>DG</p> <p>CM</p> <p>CM</p>
<b>5.</b>	<b>2012 Financial Plan</b>	
	<p>IM had circulated the 2011 budget prior to the meeting. He reported that 2011 out-turn was 95% complete (due for completion in February 2012) and all 2011 event levies and repayment from Junior Inter Area competition had been received.</p> <p>IM presented the draft budget for 2012 and this was discussed. The following actions were agreed:</p> <ul style="list-style-type: none"> <li>- RS to clarify financial reporting requirements for the SOA having Charity status.</li> <li>- RS and IM to discuss development budget taking into account key financial risks.</li> <li>- IM to discuss allocation of budget with SEDS.</li> </ul>	<p>RS</p> <p>RS/IM</p> <p>IM</p>
<b>6.</b>	<b>2012 Operations Plan</b>	
	Not discussed. KR to add to the agenda for the March meeting.	KR
<b>7.</b>	<b>Regional Development Officer</b>	
	RS reported that funding for the Grampian Regional Development Officer has now been secured and the post advertised. The closing date is 12th February.	
<b>8.</b>	<b>Major Events Update</b>	
	<p>CM gave an update on the major events that SOA are working towards:</p> <p>WOC 2015 (from Professional Officer Report):</p> <ul style="list-style-type: none"> <li>- Meetings have been held with Northern clubs, and with SNH and FCS. Some Capercaillie issues have been confirmed for two of the preferred WOC areas.</li> <li>- Further progress has been made with another potential WOC2015 area and CM is due to meet Estate Manager at end of January.</li> </ul>	

	<ul style="list-style-type: none"> <li>- CM to attend IOF Conference in Venice 4-5 February.</li> </ul> <p>JK 2012 (from Professional Officer Report):</p> <ul style="list-style-type: none"> <li>- The many strands of JK2012 are pulling together and there is a good dynamic within the central organising team.</li> <li>- Some expected funding has not been received from Perth &amp; Kinross Council but further meetings may progress matter.</li> <li>- Balfour Beatty has agreed to erect fence crossings and stiles at Dunalastair (press release agreed) and it is hopeful that Scottish &amp; Southern Energy will provide labour force for event set-up.</li> </ul>	
<b>9.</b>	<b>Revisit Key Dates &amp; Date of Meetings in 2012</b>	
	<p>KR confirmed the next meeting will take place on Saturday 10<sup>th</sup> March at 10.00am at Dewars Centre, Perth. Other meetings in 2012 are as follows:</p> <ul style="list-style-type: none"> <li>- Saturday 2<sup>nd</sup> June (PM) – AGM (after Scottish Champs) – venue to be confirmed</li> <li>- Saturday 30<sup>th</sup> June (ALL DAY) – at Dewars Centre, Perth</li> <li>- Saturday 1<sup>st</sup> September (ALL DAY) – at Dewars Centre, Perth</li> <li>- Saturday 27<sup>th</sup> October (ALL DAY) – at Dewars Centre, Perth</li> </ul> <p>Key dates for 2012 will be updated and circulated.</p>	KR/DG
<b>10.</b>	<b>AOB</b>	
	None	

**ACTION SHEET – FOLLOWING SOA BOARD MEETING OF 28<sup>th</sup> January 2012**

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
1	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
2	18/06	3- prev	Speak to FVO regarding the copyright of the Rannoch map.	DG	31/7	Ongoing
3	18/06	4g- prev	Feedback to Paul Caban regarding a possible SOL on the West Coast	TOB	31/7	Ongoing
4	03/09	4f- prev	Develop a supporting case for an Admin. Assistant.	HQ	29/10	Ongoing
5	29/10	3- prev	Ensure clubs are aware of the copyright transfer policy.	TOB	30/11	Ongoing
6	29/10	4c- prev	Speak to HQ regarding a full budget breakdown for the Teaching Orienteering Course proposals	RS	30/11	Ongoing
7	29/10	4c- prev	Add some points to the Development Fund application form and guidance notes to make the process clearer.	RS	31/12	Ongoing
8	29/10	5- prev	Write a letter to clubs and members regarding the vacancies on the Board of Directors	DG	31/12	Ongoing
9	29/10	6- prev	Speak to Dave Peel regarding the development manager role and professional officer role for WOC2015.	DG	31/12	Ongoing
10	29/10	8- prev	Add a statement to the Mapping Strategy about the transfer of copyright to clubs and publish the strategy.	TOB	30/11	Ongoing
11	29/10	9- prev	Complete a target tracker report against targets outlined in the 2011 investment agreement.	CM	30/11	Ongoing

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
12	29/10	9- prev	Discuss a four-year public target with RS and agree with the Board by email.	MDS	30/11	Ongoing
13	28/01	3	Add entries to the register of interests for CMac and AP.	KR	03/12	New
14	28/01	3	Send DG IM a full detailed breakdown of the investment offer including targets set.	MDS	03/12	New
15	28/01	3	Respond to The Adventure Show live proposal.	DG	03/12	New
16	28/01	3	Respond to Scottish Government regarding Cashback for Communities.	DG	03/12	New
17	28/01	3	Discuss with MDS accessing support from <b>sportscotland</b> to make the necessary changes to the Memorandum and Articles.	RS	03/12	New
18	28/01	3	Complete the management section of the SOA Strategy document, update the financials and publish on the website.	RS / DG / IM	03/12	New
19	28/01	3	Speak to Paul Frost regarding comments from readers on the website.	DG	03/12	New
20	28/01	3	Define the role of Development Officer with regards to WOC and send round for discussion.	DG	03/12	New
21	28/01	3	Set a third submission date for the Development Fund and advertise.	RS	03/12	New
22	28/01	3	Ensure a consistent approach is in place for supporting senior SOA officials.	IM / CM	03/12	New
23	28/01	3	Discuss participation statistics with MDS	DG	03/12	New
24	28/01	3	Revise proxy voting procedures for this years AGM.	CM	03/12	New
25	28/01	3	Complete the Companies House submission as soon as possible and ensure procedures are in place for timely submission each year.	CM	03/12	New
26	28/01	3	Clarify financial reporting requirements for the SOA having Charity status.	RS	03/12	New
27	28/01	3	Discuss development budget taking into account key financial risks.	RS / IM	03/12	New
28	28/01	3	Discuss allocation of budget with SEDS.	IM	03/12	New
29	28/01	3	Add 2012 Operating Plan to the agenda for the March meeting.	KR	03/12	New
30	28/01	3	Update key dates for 2012 and circulate.	DG / KR	03/12	New