



Minutes of SOA Board Meeting held at Dewars Ice Rink, Perth on Saturday 10th March 2012

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

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

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
	DG opened the meeting by welcoming Claire Macpherson and Andy Paterson to the Board as the new Partnership Director and Marketing and Communications Director respectively.	
1.	Apologies	
	No apologies were received.	
2.	Register of Interests	
	The register of interests was circulated prior to the meeting. Entries have been added for CMac and AP. The entry for RS has been modified.	
	Key dates for 2012 were reviewed and the following upcoming dates were highlighted: <ul style="list-style-type: none"> - AGM papers need to be produced and circulated six weeks prior to the AGM. - The triennial management audit is being arranged by sportscotland – likely to be Q2/Q3. 	
3.	Minutes of meeting on 28th January – 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: <ul style="list-style-type: none"> - The Board agreed not to pursue the possibility of holding a fun event at Craig a Barns using a 60s style map. 	
	Ongoing actions are listed on the action sheet. All other actions are either completed or form part of the current agenda.	
4.	Directors reports	
	a. President <ul style="list-style-type: none"> - DG reported that Graeme Ackland has agreed to take on the role of Major Events Director. RS to discuss the role with Graeme. The Performance Director post remains vacant. - Following discussions with FVO (Gary Longhurst) and the Event Coordinator (Donald Petrie) the issue of copyright of the Rannoch map has now been closed. TOB expressed his deep ongoing concerns that the conditions associated with the agreed transfer of an SOA Copyright Map to a Club had not been adhered to. - The interviews were completed for the Regional Development Officer position for the Grampian Region – two people will job share, both have verbally accepted. 	RS
	b. Marketing and Communications <ul style="list-style-type: none"> - AP reported on the initial contact he has made in developing relationships with major stakeholders. He went on to outline his future plans in the role and the Board discussed production of promotional videos and representation at events such as The Adventure Show Live. - IM queried income from advertising for SCORE. AP to follow up. 	AP

	<p>c. Development</p> <ul style="list-style-type: none"> - RS reported that the SOA Memorandum and Articles have been revised and will be submitted to OSCR (Scottish Charities Register) shortly. CMac queried the possibility of claiming Gift Aid on subscriptions once SOA became a charity. MDS to distribute sportscotland advice on this. - The redrafting of the SOA Memorandum and Articles provided an opportunity to consider a change of name. The membership of the SOA was recently asked to vote on this and the feedback from the poll was that the majority were in favour of keeping the name 'Scottish Orienteering Association'. The Board are in support of this. <p>d. Operations</p> <ul style="list-style-type: none"> - KR to complete the formal paperwork for the copyright transfer request for the Torinturk map (DG to send template). KR to also add a statement to the Mapping Strategy about the transfer of copyright to clubs and to publish the strategy. - The Board discussed proposals that the SOA host the British Orienteering Championships in 2016 and the British Sprint & Middle Championships in Scotland in Autumn 2014. It was agreed that BOC 2016 would be too soon after the World Championships and should be postponed to 2018. The Board supported the response paper prepared by Paul Caban & Graeme Ackland regarding this. - A suggestion has been received that the event calendar was becoming overloaded and as such the Scottish Score Championships or the 11 person relay could be removed. TOB suggested this could be discussed at the Development conference. - TOB to speak to clubs to canvas opinion on the various fixtures and event suggestions. <p>e. Performance</p> <ul style="list-style-type: none"> - In the absence of a Performance director IM read out an email from SEDS updating the Board of their activities. <p>f. Partnership</p> <ul style="list-style-type: none"> - CMac commented that she has been busy defining her role as the new Partnership Director. DG informed the Board that Ian Pyrah had offered to continue to analyse membership data and feed relevant information to CMac. <p>g. Development Officer (presented by CM)</p> <ul style="list-style-type: none"> - HQ has taken over coordinating the transfer to the new PVG scheme and has begun a major review of Child Protection documents and liaison with clubs. - The Board discussed the WOC 2015 Development Manager and Training Manager roles. Once again it was recognised that parts of these roles come under the paid remit of the SOA Development Officer. CM to discuss with HQ and define the roles in terms of paid and voluntary capacities. <p>h. Professional Officer</p> <ul style="list-style-type: none"> - CM reported on the major events that the SOA are working towards (see item 9). - CM recently held a well-attended and successful technology workshop - the aim of which was to better understand the challenges of bringing together different technologies at major orienteering events. 	<p>MDS</p> <p>KR / DG KR</p> <p>TOB</p> <p>CM</p>
<p>5.</p>	<p>Memberships and Levies</p> <ul style="list-style-type: none"> - Following the proposal from BOF to change their membership fees and levies structure in 2013, the Board discussed at length how the changes might impact clubs and members of the SOA. - A report compiling facts and figures had been prepared by Simon Firth and the Board expressed their thanks to Simon for the document. - The Board are concerned that, in the BOF proposal, a levy will now be liable for Level D events. This might discourage clubs running Level D events and potentially disengage local members. This could seriously impact our participation at these events which are designed to attract new members. - The Board are also concerned that losing the Family membership category under the new structure could potentially result in a loss of members, which will impact our funding from sportscotland. 	

	<ul style="list-style-type: none"> - The Board agreed to investigate the impact of the changes further and discuss by email. DG to summarise the Board response to the proposals and inform members prior to the BOF AGM. 	DG
6.	AGM 2012	
	<ul style="list-style-type: none"> - DG reminded the Board that the AGM papers need to be produced and circulated six weeks prior to the AGM, which will be held on Saturday 2nd June. - Directors to send CM their AGM reports as soon as possible. - CMac and AP to send CM their completed nomination forms. - The papers need to include proposals on levies and membership fees for 2013 plus the changes to the Memorandum and Articles. - As there will not be an issue of Score at the time, the Board agreed that the AGM papers will be distributed at the JK as far as possible and then the rest will be posted. 	ALL CMac / AP
7.	2012 Financial Plan	
	IM circulated the budget for 2012 via email prior to the meeting. No further discussion relating the budget was required at the meeting.	
8.	Development Fund Applications	
	<p>RS presented three applications to the SOA Development Fund and the Board reviewed them. After some discussion, the following recommendations were agreed. RS will confirm the outcome with the clubs concerned:</p> <ul style="list-style-type: none"> - EUOC: "SI kit purchase" project – Board recommendation was that EUOC first need to finalise their previous application to the fund and make a claim for outstanding funds. This is a general principle for new funding requests. It was further recommended that the club pursue other funding streams prior to reapplying to the SOA development fund. - MOR: "Moravian Mapping Project" - recommendation that the full amount is awarded on the condition that the deliverable outcomes of the project are further quantified. - STAG: "Development Plan Phase 2 – Glasgow Orbital Permanent & Semi-Permanent Courses" project – recommendation that the full amount is awarded. 	RS
9.	Major Events Update	
	<p>CM gave an update on the major events that SOA are working towards:</p> <p>a. JK 2012 (from Professional Officer Report)</p> <ul style="list-style-type: none"> - CM reported that the target number of entries for the event has now been reached with another 24 hours to go until the closing date. - The event has received a funding boost from Perth and Kinross Council and a reasonable amount of press coverage including a BBC Radio Scotland feature. - Site visits with the Equipment Manager have been very worthwhile. CM expressed his thanks to the many individuals who are helping pull things together for the event. <p>b. Moray 2013 (from Professional Officer Report)</p> <ul style="list-style-type: none"> - Parking areas have now been confirmed after a meeting with landowners and farmers at the end of January. - A meeting was held recently to look at possible facilities for the event centre. <p>c. WOC 2015 (from Professional Officer Report)</p> <ul style="list-style-type: none"> - Some exploratory site visits have been carried out. - The Senior Event Advisor and the IOF Sports Director will be visiting mid-June. 	
10.	Revisit Key Dates & Date of Meetings in 2012	
	<p>KR confirmed the next meeting will be the AGM which will take place on Saturday 2nd June, after the Scottish Championships (venue to be confirmed). Other meetings in 2012 are as follows:</p> <ul style="list-style-type: none"> - Saturday 30th June (ALL DAY) – at Dewars Centre, Perth - Saturday 1st September (ALL DAY) – at Dewars Centre, Perth - Saturday 27th October (ALL DAY) – at Dewars Centre, Perth 	

10.	AOB	
	<p>a. Jubilee Holiday (5th June 2012)</p> <ul style="list-style-type: none"> - The Board agreed to treat this as a holiday for staff. DG to inform. <p>b. 2012 Salary Review</p> <ul style="list-style-type: none"> - The Board reviewed and agreed the salaries for the Professional and Development Officers. - DG to prepare the necessary documents and inform IM of the figures. 	<p>DG</p> <p>DG</p>

ACTION SHEET – FOLLOWING SOA BOARD MEETING OF 10th March 2012

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
1	03/09	4f- prev	Develop a supporting case for an Admin. Assistant.	HQ	29/10	Ongoing
2	28/01	3- prev	Respond to Scottish Government regarding Cashback for Communities.	DG	03/12	Ongoing
3	28/01	3- prev	Complete the management section of the SOA Strategy document, update the financials and publish on the website.	RS / DG / IM	03/12	Ongoing
4	28/01	3- prev	Speak to Paul Frost regarding comments from readers on the website.	DG	03/12	Ongoing
5	28/01	3- prev	Revise proxy voting procedures for this years AGM.	CM	03/12	Ongoing
6	28/01	3- prev	Clarify financial reporting requirements for the SOA having Charity status.	RS	03/12	Ongoing
7	10/03	4a	Discuss the role of Major Events Director with Graeme Ackland.	RS	01/06	New
8	10/03	4b	Follow up income from advertising for SCORE.	AP	01/06	New
9	10/03	4c	Distribute sportscotland advice on claiming Gift Aid.	MDS	01/06	New
10	10/03	4d	Complete the formal paperwork for the copyright transfer request for the Torinturk map (DG to send template)	KR / DG	01/06	New
11	10/03	4d	Add a statement to the Mapping Strategy about the transfer of copyright to clubs and publish the strategy.	KR	01/06	New
12	10/03	4d	Speak to clubs to canvas opinion on the various fixtures and event suggestions	TOB	01/06	New
13	10/03	4g	Discuss with HQ and define the roles of WOC 2015 Development Manager and Training Manager in terms of paid and voluntary capacities.	CM	01/06	New
14	10/03	5	Summarise the Board response to the BOF membership and levy proposals and inform members.	DG	01/06	New
15	10/03	6	Send AGM reports to CM.	ALL	31/03	New
16	10/03	6	Send completed nomination forms to CM.	CMac / AP	31/03	New
17	10/03	8	Confirm the outcome of Development Fund applications with the clubs concerned.	RS	31/03	New

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
18	10/03	10	Inform professional staff that the Queen's Jubilee will be treated as a holiday.	DG	31/03	New
19	10/03	10	Prepare the necessary documents and inform IM of the figures for the salary review.	DG	31/03	New