



Minutes of SOA Board Meeting held at Dewars Ice Rink, Perth on Saturday 30th June 2012

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

In Attendance: Malcolm Dingwall-Smith (MDS) - **sportscotland**, Anne Hickling (AH) - Scottish 6Day Company

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
1.	Apologies Apologies were received from Kate Robertson (KR).	
2.	Register of Interests and Key Dates The register of interests was circulated prior to the meeting. The entry for DG has been removed and the entry for RS modified slightly. Mike Rodgers and Jess Halliday need to be added to the list and asked to declare any interests. Board Members were asked to review key dates for 2012 and submit amendments to KR. There is a requirement for an EGM (possibly called a General Meeting) to approve membership fees and levy changes as well as amendments to Memorandum of Articles.	KR ALL
3.	Minutes of meeting on 30th 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. There were no matters arising. 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 - Anne Hickling was thanked for her contribution in delivering a successful World Trail Orienteering Championships 2012. There is an intention to stage Pre-O at some SOL events. - Recognition was given to the various initiatives by the Moray/Grampian RDO, Mike Rodgers. Various funding sources were discussed. - Graeme Ackland has agreed to be appointed as Major Events Coordinator - SOA is awaiting guidance from sportscotland on proceeding with a Management Audit and Equity status Development and Performance Directors still being sought. b. Marketing and Communications - AP was keen to attract sponsorship and had made approaches to companies including AG Barr. CompassPoint will sponsor future SOLs. The success of ScotJos including JK merchandising and Apache sponsorship was praised. - The practicalities of email communications from Directors and others needing to carry our Registered Charity number were discussed (see also 4d)). AP would look into possibilities via the website. What alternatives are there? c. Operations - TOB gave a summary of reports from his Coordinators. The Score competition should continue but it is suggested that the SICTR is cancelled (see actions). Clive Masson is now a Level B Controller.	MDS/CM/ RS RS AP TOB

	<p>d. Partnership</p> <ul style="list-style-type: none"> - CMac reported on the progress towards Charitable Status and requirements we will have such as Charities name and Number as a footer on letters, emails, documents. There will be changes in the reporting required but will include accounts, trustees reports and charitable return. The benefits of GiftAid were discussed and all SOA members would be invited to complete a form included as a page in Score magazine. CMac would keep and compile lists. All Directors to return Trustee forms. - SOA Membership benefits were discussed. RS to compile a list of benefits to accompany new membership structure <p>e. Development Officer (presented by CM)</p> <ul style="list-style-type: none"> - HQ had as always a large number of on-going tasks and projects and CM acknowledged her help and assistance on various matters. HQ had made good progress in Child Protection and Protection of Vulnerable Groups policy and requirements. <p>f. Professional Officer</p> <ul style="list-style-type: none"> - CM reported on a very busy and exciting time for Scottish Orienteering. Concerns were raised over the draft Agreement received from the Forestry Commission Scotland which in a worse-case scenario meant that a junior orienteer would be charged £4 to run in a forest even with no facilities provided. Suggestion were made that the National Access Forum and/or Scottish Sports Association should be asked for their opinions. - CM raised the need to identify SOA mapping requirements and allocate 2012 expenditure <p>g. Treasurers Report and Financial Plan</p> <ul style="list-style-type: none"> - IM presented a well structured and detailed summary of accounts. A number of routine tasks are in hand. JK2012 was expected to bring in a profit. Budget spend gave no cause for concern. Applications for the development fund were due. 	<p>All RS</p> <p>CM, TOB HQ</p>
<p>5.</p>	<p>Major Events Update</p> <p>CM gave an update on the major events that SOA are working towards:</p> <p>a. JK 2012 Report</p> <ul style="list-style-type: none"> - Feedback from the event was largely positive though it was recognised that at times the organisation was a bit stretched on manpower. Credit goes to all clubs and volunteers who assisted. There was a very good working relationship with BOF in terms of operational aspects, but there were some areas of concern and tension, especially relating to financial issues and control. <p>b. Moray 2013</p> <ul style="list-style-type: none"> - Progress was being made on many fronts and areas were confirmed. The onus is very much on clubs to pull together the appropriate organisers, planners and other event officials. <p>c. WOC 2015</p> <ul style="list-style-type: none"> - There was a successful visit by the IOF to review new areas chosen to replace Strathspey venues. Some of the areas are outstanding and embargos have been extended. 	
<p>6.</p>	<p>AGM Outcomes</p> <p>a. Membership and Levies</p> <ul style="list-style-type: none"> - Following feedback via the website and at the AGM, the Board had a wide-ranging discussion on factors bearing on a revised membership structure and fees consequent upon the changes by BOF, with the following outcome: <p>First free year of membership – discontinued. Senior Membership - £7 Junior Membership - £0 Youth Membership - discontinued (this is an anachronism anyway). Family Membership – discontinued.</p>	

	<p>Honorary Members - no change Club affiliation - no charge for any club, closed or open Group Membership (in Bye-Laws) - no change - rarely used but might be useful for a group</p> <ul style="list-style-type: none"> - Family membership was considered since this is permitted by BOF, but SOA would have to administer at least some of it and incur costs. Similarly for Club+SOA membership. These position might change in the future. However, under the SOA proposal, families would pay no more than they do now. - After further discussion it was decided there would be no change in the levy structure for 2013. - These proposals on fees and levies will work out cost neutral for SOA provided that the majority of existing family and free members convert to paid individual membership in 2013. RS would convey them to club secretaries and papers would be prepared for their proposed adoption at an EGM on 23rd September. 	RS/CM
7.	Marketing and Comms Strategy	
	<p>AP reported that he is keen to build on the opportunities offered by WOC2015 and was keen that we had an SOA Media officer who would provide orienteering copy to local and National press. We should have appropriate material including flags, banners and posters available for events (not just orienteering events) and these could possibly be manned (expenses only basis) by SEDS. A “how to” orienteering video would potentially come up high in Google searches and we should explore the best way to do this including purchase of equipment, editing software.</p> <p>As well as national initiatives, local initiatives to help clubs promote our sport and attract newcomers should be integral to the Strategy. AP said that following this discussion he would develop the Strategy to create a more focused version.</p>	
8.	Child Protection	
	HQ had done a considerable amount of work to improve the SOA Child Protection Policy and the mechanisms following from it. A draft Child Protection Policy is on the web that all Board members should review and pass any comments to RS.	All
9.	Club Affiliation to SOA	
	An application from AROS was welcomed but wind-up of the previously AROS needs to be confirmed (properly dissolved). No fee is required. RS to follow up.	RS
10.	Revisit Key Dates & Date of Meetings in 2012	
	The next meeting scheduled for the 1st September will have to be moved to an alternative date, possibly the 8th September at Bells Sports Centre (to be confirmed). The last meeting in 2012 will be held on Saturday 27 th October at Dewars Centre, Perth	
10.	AOB	
	<ul style="list-style-type: none"> a. An EGM will be held on 23rd September. b. Rob Hickling to step down from the post of Veterans' Squad Co-ordinator. Rob to suggest successor. c. Suggest swop VHI2015 with Wales (to 2014 in Scotland) d. sportscotland has some funding for officials' development. MDS will contact HQ 	TOB MDS

ACTION SHEET – FOLLOWING SOA BOARD MEETING OF 30th June 2012

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
1	10/03	4b- prev	Follow up income from advertising for SCORE.	AP	01/06	Ongoing
2	10/03	4d- prev	Complete the formal paperwork for the copyright transfer request for the Torinturk map (HQ to send template)	HQ TOB	01/06	Ongoing
3	10/03	4d- prev	Add a statement to the Mapping Strategy about the transfer of copyright to clubs and publish the strategy.	TOB	01/06	Ongoing
4	10/03	4d- prev	Speak to clubs to canvas opinion on the various fixtures and event suggestions	TOB	01/06	Ongoing
5	30/06	2	Add Mike Rodgers and Jess Halliday to the register of interests.	KR	08/09	New
6	30/06	2	Review key dates for 2012 and submit amendments to KR	ALL	08/09	New
7	30/06	4a	Seek Development Director and Performance Director	RS	08/09	New
8	30/06	4a	Attain Equality Standard with guidance from MDS and sportscotland	CM	27/10	New
9	30/06	4a	Complete Governance Audit	RS/IM	27/10	New
10	30/06	4b	Confirm requirements of CompassPoint including logo for sponsorship of SOLs	AP	08/09	New
11	30/06	4c	Scottish Inter Club Team Relay will be cancelled for 2012 unless a Club wishes to stage. Circulate to club secretaries.	TOB	08/09	New
12	30/06	4d	Clarification needed on completion of charitable status as Memorandum of Association is now adopted (no further comment following consultation period after AGM). Other minor changes to Articles to be brought to EGM.	RS CMac	08/09	New
13	30/06	4d	Trustee forms to be completed	All	08/09	New
14	30/06	4d	Financial reporting to OSCR to be confirmed, especially checking of accounts (not audited but examined)	CM, IM	08/09	New
15	30/06	4d	Compile a list of benefits to accompany new membership structure	RS	08/09	New
16	30/06	4f	Submit SOA mapping requirements	HQ, TOB, CM	08/09	New
17	30/06	6	Convey the new proposals re. fees and levies to club secretaries and prepare papers for their proposed adoption at an EGM on 23 rd September	RS/ CM	31/08	New
18	30/06	8	Approve Child Protection Policy (on web)	All	08/09	New
19	30/06	9	Follow up AROS affiliation	RS	08/09	New
20	30/06	10c	Swop VHI 2015 with Wales	TOB	08/09	New