

	<p>House of the changes within 15 days.</p> <ul style="list-style-type: none"> - CMac to forward the AGM minutes to OSCR in order to finalise the requirements for gaining charitable status. Following this it will become essential for the charity number to be added to all SOA official mail, including emails. RS to discuss with Paul Frost. <p>e. Development Officer (presented by RS)</p> <ul style="list-style-type: none"> - RS to follow up on the sourcing of memento mugs for those who successfully completed the 50 events challenge. - HQ requested approval of funding from SOA for an orienteering activity weekend proposed for September 2013. The Board reacted positively to this and requested further information about the proposal, including budget. HQ to circulate. - The Board discussed the issue of volunteer burn-out and AH raised concerns of recruiting enough volunteers for future big events such as the 6Days and WOC2015. RS and HQ to discuss completing an audit across all clubs to create a register of officials and club capacity to provide volunteers. <p>f. Professional Officer</p> <ul style="list-style-type: none"> - CM gave the Board some background information regarding a new agreement with Forestry Commission Scotland in which they propose to levy charges on the use of FCS areas. This is an ongoing concern and the Board awaits further developments. - CM highlighted to the Board that the Defence Infrastructure Organisation charges a hefty fee for land access to MOD areas such as Barry Buddon and Kinloss. - It is hoped we are close to an agreement with BOF regarding the JK2012 surplus and reward of clubs. - CM showed an example of map data extracted from greenspace, an innovative GIS-based map which provides comprehensive information on the location, extent and type of greenspace across all of Scotland's urban settlements. He intends to inform clubs of the new data and how it could be used. <p>g. Treasurers Report and Financial Plan</p> <ul style="list-style-type: none"> - Covered in item 9. 	<p>CMac RS RS HQ RS / HQ CM</p>
5.	<p>Major Events Update</p> <p>CM gave an update on the major events that SOA are working towards:</p> <p>a. Moray 2013</p> <ul style="list-style-type: none"> - Plans are progressing well for the event although there are some concerns about recruiting enough volunteers for the day teams. Contractors will be used to set up the assembly areas each day to reduce the volunteer workload. The event will incorporate a Euromeeting. CM continues to secure access agreements and parking arrangements. AH said that entry fees will be set by the end of September. <p>b. WOC 2015 and Highland 2015</p> <ul style="list-style-type: none"> - CM reported on a successful and constructive meeting of key partners on 1st September. The programme of events is currently being agreed. AH raised the problem of a clash of dates with the World Masters Competition which is currently being discussed and needs resolving. 	
6.	<p>Proposal for 2014 Homecoming / Commonwealth Games / WOC training event</p> <p>TOB presented a proposal from Graeme Ackland to stage a 2014 Homecoming / Commonwealth Games / WOC training event in October 2014 also coinciding with the 50th Anniversary of EUOC. The Board were asked to authorise Graeme to act on their behalf to mount a funding bid to Homecoming Scotland 2014, and, if successful, to bid for other sources of funding. The proposal also included a request to SOA to be the legal entity and provide some financial backing for the event.</p> <p>The Board discussed the background to the event and looked at the proposed budget. It was agreed that, despite the details being a bit sketchy, the Board see the event as being a good opportunity to showcase our sport to a wide audience and agreed to the proposals in principle, although there will need to be periodic reviews of the plans and a more detailed budget is required.</p>	

	RS to provide feedback to Graeme and ask him to also put his proposals to the 6Day Company.	TOB/RS
7.	Mapping proposals	
	CM talked through mapping proposals made by HQ. These include updating existing maps and mapping new areas. Most of the areas identified are around the National Centre for use by groups at the centre as well as being potential training areas for WOC 2015. The Board discussed the proposals and approved all the mapping to be progressed, with the exception of Arisaig which can be postponed until 2013.	
9.	Financial update and budget for 2013	
	IM presented the 2012 budget to date and asked all Directors and Professional staff to review the forecast for their area and feedback any updates required. IM went through the budget line by line and the Board discussed any anomalies.	
	IM also presented a first draft of the 2013 budget which needs reviewing to reduce the forecasted loss. Each director is required to agree their activity programme with IM over the next month and update costs as needed. IM warned that items not in the activity plan will not have money spent on them in 2013.	ALL
10.	SOA position on BOF Clubs and Associations Conference	
	RS informed the Board that he intends to attend the BOF Clubs and Associations Conference being held in Sheffield in October. He asked for the opinions of the Board on the following agenda items: <ul style="list-style-type: none"> - Communication between British Orienteering and clubs and associations - the Board had no issues to raise. - Independent directors - the Board remains neutral - Committee structure - the Board would like to see a representative from Scotland on each BOF committee. - Funding of British Orienteering Programmes - the Board agreed on funding priorities for BOF programmes 5, 6, 8 and 9 and anything that increased membership in Scotland. - Role of Associations - the Board questioned what BOF expected of its associations, given their status in BOF as "recognised". 	
11.	Revisit Key Dates & Date of Meetings in 2012	
	The list of key dates for 2012 was reviewed and it was agreed that it was a bit outdated. All Board Members were asked to consider the document and submit amendments to KR. MDS to circulate the sportscotland timeline for the investment process.	ALL MDS
	The last meeting of the Board in 2012 will be held on Saturday 27 th October at Dewars Centre, Perth. KR to set dates for 2013 meetings and check availability at Bells Sports Centre.	KR
	The SOA EGM will be held on Sunday 23rd September at Blair Atholl Village Hall.	
12.	AOB	
	None	

ACTION SHEET – FOLLOWING SOA BOARD MEETING OF 8th September 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

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
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	4a- prev	Seek Development Director and Performance Director	RS	08/09	Ongoing
6	30/06	4b- prev	Confirm requirements of CompassPoint including logo for sponsorship of SOLs	AP	08/09	Ongoing
7	30/06	4d- prev	Compile a list of benefits to accompany new membership structure	RS	08/09	Ongoing
8	30/06	10c- prev	Swop VHI 2015 with Wales	TOB	08/09	Ongoing
9	08/09	4a	Look into whether SOA should have a separate grievance procedure, with support from sportscotland .	RS / MDS	27/10	New
10	08/09	4a	Look at the risk analysis of SOA activities and circulate some initial information	RS	27/10	New
11	08/09	4d	Notify Companies House of the changes to the Memorandum and Articles.	CM	23/09	New
12	08/09	4d	Forward the AGM minutes to OSCR in order to finalise the requirements for gaining charitable status	CMac	30/09	New
13	08/09	4d	Discuss with Paul Frost how to manage adding the charity number to all SOA official mail.	RS	27/10	New
14	08/09	4e	Follow up on the sourcing of memento mugs for those who successfully completed the 50 events challenge.	RS	30/09	New
15	08/09	4e	Circulate a proposal for funding for an orienteering activity weekend in September 2013.	HQ	30/09	New
16	08/09	4e	Discuss completing an audit across all clubs to create a register of officials and club capacity to provide volunteers.	RS / HQ	27/10	New
17	08/09	4f	Inform clubs of the new greenspace map data and how it could be used.	CM	27/10	New
18	08/09	6	Provide feedback to Graeme Ackland on his 2014 Homecoming / Commonwealth Games / WOC training event proposal and ask him to also put it to the 6Day Company.	TOB/ RS	20/09	New
19	08/09	9	Agree activity programmes with IM over the next month and update costs as needed	ALL	27/10	New
20	08/09	11	Consider the 2012 Key Dates document and submit amendments to KR.	ALL	27/10	New
21	08/09	11	Circulate the sportscotland timeline for the investment process.	MDS	27/10	New
22	08/09	11	Set dates for 2013 meetings and check availability at Bells Sports Centre.	KR	27/10	New