



Minutes of SOA Board Meeting held at Bells Sports Centre, Perth on Saturday 3rd November 2012

Present: Roger Scrutton (RS) - Chair, Colin Matheson (CM) - minutes, Claire Macpherson (CMac), Andy Paterson (AP), Ian McIntyre (IM), Bill Melville (BM)

In Attendance: Malcolm Dingwall-Smith (MDS) – **sportscotland**; Anne Hickling (AH) - Scottish 6Day Company; Lyn West (LW) - BOF

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
1.	Apologies	
	Apologies were received from Kate Robertson (KR) and Terry O'Brien (TOB).	
2.	Register of Interests	
	The register of interests was circulated prior to the meeting. An entry has been added for BM.	
3.	Minutes of meeting on 8th September – 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"> - Item 5a. Fees for the Scottish 6 Days in Moray 2013 have been agreed - Item 5b. There was no further news on the clash of WMOC2015 with WOC2015/Highland 2015 - Item 7. Hilary Quick to seek additional quotes for map updating programme 	HQ
	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"> - RS welcomed BM to the Board as Development Director and explained a preliminary meeting had already taken place with HQ. - RS attended the recent S6D Board meeting with IM and any implications over share transfer have been resolved and the three shares in the 6-Day Co that the SOA President, Secretary and Treasurer hold will be transferred to SOA. - At the EGM proposals on membership fees, levies and the required changes to the Articles were all passed unanimously - RS attended SSA Presidents' Forum. SSA will work with sportscotland to generate more evidence-based research on sport's key role in the preventative spend agenda of the Scottish Government. SSA will promote the role of sport in the community development plans of the Scottish Government. - BOF had finally agreed the division of JK profit and John Colls is to be thanked for all the hard work he put into securing an equitable share of the funding - RS had met with the FCS (with CM) and progress is being made on an Agreement and drafting a Concordat - HR Policies with assistance from Gravitare (sportscotland funded) were being updated - SOA members benefits should be added to the SOA website - AP is to liaise with Paul Frost about charity number being added to all communications - Mugs for 50 years are not forgotten, work in progress, and there should be a small item to this effect on the website 	AP AP AP

	<p>b. Marketing and Communications</p> <ul style="list-style-type: none"> - A proposal to update the SOA logo was discussed but it was felt that with on-going production of new marketing materials and banners this should be put on hold. AP to communicate this information back to PF - Social media and press coordinator posts to be advertised - Advertising in SCORE should start with a clean sheet for 2013 and advertisers to be forewarned - CompassPoint would like to sponsor the SOL and a discount scheme was discussed. This to be finalised and publicised <p>c. Operations (presented by RS)</p> <ul style="list-style-type: none"> - No report received <p>d. Partnership</p> <ul style="list-style-type: none"> - The successful recipients of Winning Students grants were congratulated. - Progress towards Charitable Status reaching conclusion. CM to send CMac a copy of the Board resolution to adopt the changes to the M&A which were accepted at the AGM and EGM. <p>e. Development Officer (presented by RS)</p> <ul style="list-style-type: none"> - Details of Bill Melville to be added for Companies House - It was agreed the SOA development fund should be opened out beyond only club applications - The Coach Action planning template prepared by HQ and Lynne Walker was praised for being very thorough and useful and was approved by the Board - The Board agreed that Personal Location Beacons be purchased and issued to all professional staff as part of a lone worker initiative <p>f. Professional Officer</p> <ul style="list-style-type: none"> - CM reiterated current state of discussions with the FCS - Progress on events (see item 5). <p>g. Treasurers Report and Financial Plan</p> <ul style="list-style-type: none"> - Discussed under item 7. 	<p>AP</p> <p>AP</p> <p>AP</p> <p>CM</p> <p>CM RS/HQ</p> <p>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"> - Pleased to report that EventScotland had confirmed £25,000 support for event enhancements. This will include a promo video (including microlight aerial footage of Moray) which should be widely used to promote the sport - Areas and teams are in place and progress is being made - A meeting will be held in early Dec to bring together different elements of the Central Organising Team <p>b. WOC 2015 and Highland 2015</p> <ul style="list-style-type: none"> - Considerably more time had been spent on WOC2015 than originally envisaged, primarily due to the loss of areas (Inshriach and Loch Vaa). Implications of arrangements with FCS/SNH/RSPB stretch across all aspects of the sport and for the sport to develop we need to have access to good forests and areas. - Activity on WOC2015 had direct relevance to Highland 2015 and areas currently under consideration need to support both events. - The funding of CM's time is something that should be raised at WOC Steering Group level (Lyn West explained Dave Peel's time was dealt with slightly differently). 	<p>RS/IM</p>
6.	<p>SOA Strategic Plan 2012-2015</p> <p>No major changes to this were discussed, but minor updates would be made. Directors to revisit Section 4, where their responsibilities are indicated, and confirm they are appropriate to RS</p>	<p>RS ALL</p>

7.	<p>2013 Budget</p> <ul style="list-style-type: none"> - IM presented a very thorough and well researched budget. He described the Long Term Plan including the intention to reduce reserves on a cautious basis to around £50K-£70K over the coming few years. - It was agreed that ScotJOS funding for 2011 was still outstanding and would be transferred from NATCEN account - ScotJOS had considerably overspent on this summer's overseas tour. The SOA considers future support for ScotJOS very important but they need to take full account of the current funding constraints in the sport. IM to communicate this to ScotJOS. - The draft budget was approved for 2013. 	IM IM
8.	<p>Progress with Equality Standard</p> <ul style="list-style-type: none"> - CM explained the Foundation Level of the Equality Standard for Sport to the Board and the requirements and the timeline for SOA to achieve the qualification. Foundation Level is the entry level for committing to Equality in all operations under the Equality Act 2010 and must be achieved by end 2012, with a review after 3 years. He presented an Equality and Diversity Policy to the Board, which was unanimously adopted as the SOA Policy. Board members and SOA staff were asked to complete an equality monitoring form and return it to Plan4Sport for the purpose of ensuring that equality has been practiced in making Board appointments. - CM's powerpoint presentation will be posted on the website as part of the roll-out of the Policy to clubs and members. Clubs must adopt the policy, or an equivalent, and make their members aware of it. RS to supervise this. 	All/RS CM
9.	<p>SOA Development Fund Applications</p> <p>Development fund applications from MAROC and MOR were discussed:</p> <ul style="list-style-type: none"> - MAROC want to create semi-permanent orienteering courses for schools and other users. BOF had already awarded £2200 to the project. It was agreed that SOA would contribute £750 rather than the £1,000 requested, and ask MAROC to ensure a fair tendering process for the mapping. - MOR have an ambitious plan to equip Secondary School clusters with SportIdent or EMIT in order to promote orienteering in collaboration with ASCs. They had already secured considerable funding from BOF (£5,000). The SOA will grant an initial £1,000 on condition that 4 schools are signed up to the proposed scheme by end 2013, with the possibility of further funding if more schools sign up. <p>RS to feedback to clubs the outcome of the Board's decision.</p>	RS
10.	<p>Feedback from BOF Conference</p> <p>The SOA Board welcomed BOF Chairman Lyn West to the meeting. She described how efficiencies in BOF central services were being considered.</p> <p>A number of relevant areas were discussed at the BOF Conference, including:</p> <ul style="list-style-type: none"> - How does the membership think that limited funds should be allocated - Management restructuring, including workgroups to look at issues in BOF (coaching/volunteering) - Role of the Associations within BOF, although only English associations were present. - The British Orienteering Strategic Plan, to include input from Scotland and Wales. 	
11.	<p>Key Dates & Dates of Meetings in 2013</p> <p>Possible 2013 meeting dates: 19th January, 23rd March, 25th May (AGM), 29th June, 7th September and 26th October. KR to book Bells Sports Centre.</p>	KR
12.	<p>AOB</p> <p>None</p>	

ACTION SHEET – FOLLOWING SOA BOARD MEETING OF 3rd November 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.	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	4b- prev	Confirm requirements of CompassPoint including logo for sponsorship of SOLs	AP	08/09	Ongoing
6	30/06	4d- prev	Compile a list of benefits to accompany new membership structure	RS	08/09	Ongoing
7	30/06	10c- prev	Swop VHI 2015 with Wales	TOB	08/09	Ongoing
8	08/09	4a- prev	Look into whether SOA should have a separate grievance procedure, with support from sportscotland .	RS / MDS	27/10	Ongoing
9	08/09	4a- prev	Look at the risk analysis of SOA activities and circulate some initial information	RS	27/10	Ongoing
10	08/09	4d- prev	Forward the AGM minutes to OSCR in order to finalise the requirements for gaining charitable status	CMac	30/09	Ongoing
11	08/09	4f- prev	Inform clubs of the new greenspace map data and how it could be used.	CM	27/10	Ongoing
12	08/09	11- prev	Circulate the sportscotland timeline for the investment process.	MDS	27/10	Ongoing
13	03/11	3	Hilary Quick to seek additional quotes for map updating programme	HQ	31/12	New
14	03/11	4a	Add SOA members benefits to the SOA website	AP	30/11	New
15	03/11	4a	Liaise with Paul Frost about charity number being added to all communications	AP	30/11	New
16	03/11	4a	Put news item on website re. 50 years mugs.	AP	30/11	New
17	03/11	4b	Feedback to Paul Frost re. SOA logo decision.	AP	30/11	New
18	03/11	4b	Advertise Social media and press coordinator posts.	AP	30/11	New
19	03/11	4b	Publicise CompassPoint as sponsor of the SOL series	AP	30/11	New
20	03/11	4d	Send CMac a copy of the Board resolution to adopt the changes to the M&A which were accepted at the AGM and EGM.	CM	30/11	New
21	03/11	4e	Add details of Bill Melville to Companies House.	CM	30/11	New
22	03/11	4e	Open out the SOA development fund beyond only club applications	RS / HQ	31/12	New
23	03/11	4e	Purchase Personal Location Beacons and issue to all	CM	31/12	New

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
			professional staff.			
24	03/11	5	Raise the issue of funding CM's time at WOC Steering Group level	RS / IM	31/12	New
25	03/11	6	Make minor updates to SOA Strategic Plan	RS	31/12	New
26	03/11	6	Revisit Section 4 of SOA Strategic Plan and confirm to RS that responsibilities outlined are appropriate.	ALL	31/12	New
27	03/11	7	Transfer outstanding funds from NATCEN account to ScotJOS account.	IM	30/11	New
28	03/11	7	Communicate with ScotJOS regarding future funding constraints for the squad.	IM	30/11	New
29	03/11	8	Complete an equality monitoring form and return it to Plan4Sport.	ALL	30/11	New
30	03/11	8	Post equality standard powerpoint presentation on website	CM	30/11	New
31	03/11	9	Feedback to clubs the outcome of the Board's decision on development fund applications	RS	30/11	New
32	03/11	11	Book Bells Sports Centre for meetings in 2013.	KR	30/11	New