



## Minutes of SOA Board Meeting held at Bells Sports Centre, Perth on Saturday 19<sup>th</sup> January 2013

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

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

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
1.	<b>Apologies</b>	
	Apologies were received from Marsella McLeod (MM), Anne Hickling (AH) from Scottish 6-Day Company and Lyn West (LW) from BOF.	
2.	<b>Register of Interests</b>	
	The register of interests was circulated prior to the meeting. An entry has been added for MM. The entries for KR, RS, IM, CM and BM were amended slightly.	
3.	<b>Minutes of meeting on 3<sup>rd</sup> November – matters arising and audit action sheet</b>	
	The minutes of the previous meeting were approved via email prior to the meeting and published on the SOA website.	
	Matters arising: - Item 4a. AP queried the current status of the 50th year memento mugs. RS confirmed there were ongoing issues but that they should be in production soon. AP to send an email to all those who are awaiting mugs to inform of them of the delay.	AP
	Ongoing actions are listed on the action sheet. All other actions are either completed or form part of the current agenda.	
	The key dates for 2013 were reviewed. RS to check with HQ if the data protection register entry has been renewed.	RS
4.	<b>Directors reports</b>	
	<b>a. President</b>	
	- RS has been carrying out an audit of HR policies as part of working towards achieving the Equality Standard. At present, the range of SOA policies appears to be divided between the HR Handbook (2007), written for employees, and in various places on the website and in Articles and Bye-Laws written for employees and/or members (members includes officers and volunteers). It was proposed that we should continue to distinguish between employees and members. RS to extract and update the HR policies from the HR Handbook where possible, otherwise take them from the web/Articles/Bye-Laws or create new ones. The policies for members will be extracted from the web/Articles/Bye-Laws and updated where needed. All policies will be brought together in one place. Those for employees will supersede those in the HR Handbook and will be held by the Company Secretary. All new policies will need to be approved by the Board at a later date.	RS
	- RS informed the Board that LINOC has ceased to exist as a club. The Board discussed an article for Score and the website informing members of this news and requested information on the disposal of any LINOC assets.	RS
	<b>b. Marketing and Communications</b>	
	- AP has been carrying out an audit of SOA communications as part of working towards achieving the Equality Standard. He is now keen to put a strategy in place for	

<p>addressing the issues that have arisen. The Board discussed this and identified a few items that can be fairly easily resolved. AP to take this forward.</p> <ul style="list-style-type: none"> <li>- AP to contact Caroline at BOF to discuss charging of adverts in Score and then to follow this up with a letter to all the businesses who advertise in Score.</li> <li>- AP reminded the Board that all external emails from Directors need to come from an official Scottish Orienteering address and must carry the charity number. AP to circulate some guidelines.</li> </ul>	<p>AP AP  AP</p>
<p><b>c. Operations</b></p> <ul style="list-style-type: none"> <li>- TOB continues to pursue clubs to organise the Scottish Score 2013 and the Scottish Inter Club Relays 2013.</li> <li>- The current rota of events runs out at the end of 2014. TOB will be liaising with Fixtures &amp; Competitions regarding future events before speaking to clubs to canvas opinion on the various fixtures and event suggestions.</li> </ul>	
<p><b>d. Partnership</b></p> <ul style="list-style-type: none"> <li>- RS thanked CM for her work on the investment process and for circulating updated membership numbers. CM commented on a large drop in membership numbers possibly due to the change in membership structure and members not renewing on time. This needs to be monitored closely.</li> <li>- CM to analyse membership information of Grampian clubs and forward to BM.</li> <li>- MDS informed the Board of a change in dates for the investment process in 2014.</li> <li>- The Board reviewed the investment targets for 2012. This led to a lengthy discussion on whether we should be encouraging schools to join SOA as a group to give a more accurate reflection of the work that is carried out in schools. BM to meet with Mike Rodgers and Jessica Tullie to discuss development plans for 2013.</li> </ul>	<p>CM  BM</p>
<p><b>e. Development</b></p> <ul style="list-style-type: none"> <li>- BM put forward a proposal from HQ to extend the Regular Orienteering Map Programme to other parts of Scotland. BM to approach clubs to see if there are any suitable volunteers to take this forward.</li> <li>- The National Centre had recently been approached by a financial company to put on a company charity event for 50-60 people. It was decided, with human resource constraints in mind, not to proceed. The Board discussed structuring an agreement for future similar requests. BM to take this forward.</li> </ul>	<p>BM  BM</p>
<p><b>f. Performance (presented by RS)</b></p> <ul style="list-style-type: none"> <li>- It was noted that the Scottish representation on GB 2013 Squads is very good.</li> <li>- MM asked the Board for suggestions of discussion items to take to a meeting with Sarah Hague sometime in the near future. The Board discussed this but did not add any new items to the list already created by MM.</li> <li>- MDS pointed out that <b>sportscotland</b> development money cannot be spent on performance related items.</li> </ul>	
<p><b>g. Development Officer (presented by CM)</b></p> <ul style="list-style-type: none"> <li>- The Board discussed a proposed change in the method of communicating with members and agreed that there was no benefit to going through club secretaries and could email individual members directly. This would be carefully controlled and not used frivolously – perhaps only for SOA-wide specifics such as AGM notification, and notice of events such as the Activity Weekend. CM to feedback to HQ.</li> <li>- The Board discussed the September Activity Weekend which has already attracted a large number of people. The Board raised a number of issues which RS will discuss with HQ.</li> </ul>	<p>CM RS</p>
<p><b>h. Professional Officer</b></p> <ul style="list-style-type: none"> <li>- CM raised concerns about charges from the MoD for car parking at one of the 6-Day events. MDS stated that unfortunately there is not much <b>sportscotland</b> can do to help avoid this charge.</li> <li>- CM questioned the SOA position on windfarms. CM and MDS confirmed that as a charity we should not have a policy on this.</li> <li>- CM to write an article for SCORE on Greenspace map data.</li> </ul>	<p>CM</p>

	<p><b>i. Treasurers Report and Financial Items</b></p> <ul style="list-style-type: none"> <li>- The board agreed that Les Dalgleish, Scott Fraser and Donald Grassie should now be removed as signatories for the Dunfermline Building Society Account. The new signatories will be Ian McIntyre, Kate Robertson and Roger Scrutton. KR and RS need to go into a branch of the Dunfermline Building Society with all the bank details to be added as new signatories. IM to forward the account details to enable them to do this.</li> <li>- IM has received a request from Stirling surveys to review the charges for the laser printer. The Board discussed these and agreed new charges.</li> <li>- The Board discussed a business case for a sponsored RDO vehicle. CM to liaise with the garage and ask some further questions before a decision can be made.</li> <li>- IM presented an updated 2013 budget and financials. Some money has been added for the BOF coaching conference, unspent sums for SEDS, Vets and Marketing have been rolled over from 2012 to 2013 and the Junior Inter-area budget has been set to zero pending a refund of £800 from 2012.</li> </ul>	<p>KR / RS</p> <p>IM</p> <p>IM CM</p>
<p><b>5.</b></p>	<p><b>Major Events Update</b></p>	
	<p>CM gave an update on the major events that SOA are working towards:</p> <p><b>a. Moray 2013</b></p> <ul style="list-style-type: none"> <li>- A promotional video has been produced and was well received.</li> <li>- £25k has been promised from Event Scotland and £25k from Leader. CM is still seeking £8k from Moray Council.</li> <li>- All planners and controllers have been recruited. The COT had a useful meeting and day teams are beginning to submit requirements for fence crossing etc.</li> <li>- There are still a few access issues that need to be resolved.</li> <li>- The event centre at Brodie castle is confirmed but we are still awaiting the license from NTS.</li> <li>- CM is dealing with booking first aid and 'hire a hoody'.</li> <li>- Eurometing adds to the prestige of the event but also adds complications.</li> <li>- CM is treating the event as a practise run for WOC 2015 in terms of technology, big screens and so on.</li> <li>- The SOA RDO is planning to bring 300 juniors to the event - CM commented that we need firm number pre-booked so the event can be prepared regarding loos etc.</li> </ul> <p><b>b. WOC 2015 and Highland 2015</b></p> <ul style="list-style-type: none"> <li>- The programme has been agreed for WOC but not for Highland 2015 yet.</li> <li>- There is an IOF event seminar coming up in Edinburgh.</li> <li>- CM is working to get Moray Council on board as a funding partner.</li> <li>- Maps and volunteers and budgets are coming together.</li> <li>- The WOC steering committee will be meeting shortly.</li> </ul>	
<p><b>6.</b></p>	<p><b>Governance Audit</b></p>	
	<p>MDS outlined the development audit process which aims to help SGB's improve their governance, financial management and operational effectiveness to assist them in delivering their outcomes. As such, it is a tool for continuous improvement as well as a way of providing <b>sportscotland</b> with information to inform their assessment of the extent to which public funds are safeguarded. The development audit will provide an objective assessment as to whether systems and controls are working effectively.</p> <p>RS informed the Board of those Directors and staff who need to be involved. RS is attending the kick off meeting next week. RS outlined the areas that will be audited - governance, financial management, risk management, planning and reporting, human resource management, policies, communication, ICT.</p>	
<p><b>7.</b></p>	<p><b>SOA Risk Register</b></p>	
	<p>RS attended training on risk registers and has started a first draft of an SOA risk register which he presented. The Board discussed the document and provided feedback to RS. RS asked all directors to analyse the key risks in their own areas of responsibility and will send some information round to assist this.</p>	<p>RS ALL</p>

<b>8.</b>	<b>Performance measures</b>	
	<p>RS questioned whether we should set our own performance measures aside of the investment targets set by <b>sportscotland</b> and presented a list of possible aims and objectives linked the 2012-2015 Strategic Plan. The Board questioned how we would evaluate the targets and monitor progress in order to inform future plans.</p> <p>The three long term aims on the Executive Summary of the Strategic Plan are to increase participation, increase and maintain membership and create pathways to success. The Board discussed ways of evaluating the progress towards achieving these aims and suggested monitoring data on membership by club, participation, attendance at courses, GB squad representation, club events and activities, web hits, number of schools mapped, number of permanent courses, number of coaches by club.</p> <p>CMac to speak to BOF regarding participation statistics and membership by club.</p>	<p>RS</p> <p>CMac</p>
<b>11.</b>	<b>Key Dates &amp; Dates of Meetings in 2013</b>	
	<p>KR confirmed the next meeting will take place on Saturday 23<sup>rd</sup> March at 10.00am at Bells Sports Centre, Perth. Other meetings in 2013 are as follows:</p> <ul style="list-style-type: none"> <li>- Saturday 25<sup>th</sup> May (PM) – AGM (after Scottish Champs) – venue to be confirmed</li> <li>- Saturday 29<sup>th</sup> June (ALL DAY) – at Bells Sports Centre, Perth</li> <li>- Saturday 7<sup>th</sup> September (ALL DAY) – at Bells Sports Centre, Perth</li> <li>- Saturday 26<sup>th</sup> October (ALL DAY) – – venue to be confirmed</li> </ul>	
<b>12.</b>	<b>AOB</b>	
	<p>The Board formally co-opted Marsella McLeod (MM) onto the Board as the Performance Director.</p> <p>RS shared Lyn West's report with the Board.</p>	

<b>ACTION SHEET – FOLLOWING SOA BOARD MEETING OF 19<sup>th</sup> January 2013</b>						
	<b>DATE</b>	<b>ITEM</b>	<b>ACTION</b>	<b>BY</b>	<b>DUE DATE</b>	<b>STATUS</b>
1	10/03	4b- prev	Follow up income from advertising for SCORE.	AP	23/03	Ongoing
2	10/03	4d- prev	Complete the formal paperwork for the copyright transfer request for the Torinturk map.	TOB	23/03	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	23/03	Ongoing
4	30/06	10c- prev	Swop VHI 2015 with Wales	TOB	23/03	Ongoing
5	08/09	4f- prev	Inform clubs of the new greenspace map data and how it could be used. Write an article for SCORE.	CM	23/03	Ongoing
6	03/11	4b- prev	Advertise Social media and press coordinator posts in SCORE.	AP	23/03	Ongoing
7	03/11	5- prev	Raise the issue of funding CM's time at WOC Steering Group level	RS / IM	31/12	Ongoing
8	19/01	3	Send an email to all those who are awaiting mugs to inform of them of the delay.	AP	ASAP	New
9	19/01	3	Check with HQ if the data protection register entry has been renewed.	RS	31/01	New

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
10	19/01	4a	Extract and update the HR policies from the HR Handbook where possible, otherwise take them from the web/Articles/Bye-Laws or create new ones	RS	23/03	New
11	19/01	4a	Write an article for Score re LINOC and circulate information on the disposal of any LINOC assets.	RS	23/03	New
12	19/01	4b	Put a strategy in place for addressing the issues that have arisen from the SOA communications Audit.	AP	23/03	New
13	19/01	4b	Contact Caroline at BOF to discuss charging of adverts in Score and then to follow this up with a letter to all the businesses who advertise in Score.	AP	23/03	New
14	19/01	4b	Circulate some guidelines to the Board regarding external emails carrying the charity number.	AP	23/03	New
15	19/01	4d	Analyse membership information of Grampian clubs and forward to BM.	CM	23/03	New
16	19/01	4d	Meet with Mike Rodgers and Jessica Tullie to discuss development plans for 2013.	BM	23/03	New
17	19/01	4e	Approach clubs to see if there are any suitable volunteers to start a Regular Orienteering Map Programme in other parts of Scotland	BM	23/03	New
18	19/01	4e	Draft some guidelines for handling event requests from private companies to the National Centre.	BM	23/03	New
19	19/01	4g	Feedback to HQ regarding changing the method of communicating with members.	CM	31/01	New
20	19/01	4g	Discuss with HQ the issues raised regarding the September Activity Weekend.	RS	ASAP	New
21	19/01	4h	Write an article for SCORE on Greenspace map data.	CM	15/02	New
22	19/01	4i	Go into a branch of the Dunfermline Building Society with all the bank details (and the meeting minutes) to be added as new signatories.	RS / KR	23/03	New
23	19/01	4i	Forward the account details to KR and RS to enable them to become signatories.	IM	23/03	New
24	19/01	4i	Feedback to Stirling surveys regarding the agreed changes to the charges for the laser printer.	IM	23/03	New
25	19/01	4i	Liaise with the garage and ask some further questions regarding a sponsored RDO vehicle.	CM	23/03	New
26	19/01	7	Send Directors information regarding risk analysis so that they can start to identify key risks.	RS	15/02	New
27	19/01	7	All directors to analyse the key risks in their own areas of responsibility.	ALL	23/03	New
28	19/01	8	Start to gather evidence against performance measures.	RS	23/03	New
29	19/01	8	Speak to BOF regarding participation statistics and membership by club.	CMac	23/03	New