

<p>b. Marketing and Communications</p> <ul style="list-style-type: none"> - AP described a moderately successful Scotland's Best Outdoors Show though overall visitor numbers were down on expectations, possibly hampered by poor weather. 125 leaflets were handed out to "quality" contacts and the assistance from GRAMP volunteers including their excellent leaflet on local events was appreciated. Mike Rodgers (MR) and CDM also provided assistance on one day. For a "free" stand this was good value for money though there were costs. There is now good marketing material and a display stand suitable for future shows and presentations (now with MR). - AP has raised the possibility of electing Patrons to the SOA and suggested possible names. Suggestions as to other possible Patrons from all would be welcomed and will be collated by AP and discussed by the Board. - CompassPoint have been approached about selling branded SOA kit and a response is awaited. - The efforts of Doug Tullie to produce SCORE has been appreciated and to take things forward there were suggestions that aspects of the task could be split. As a first step RS would acquire the existing material. AP has agreed to approach a current keen orienteer who may have appropriate skills. - A Social Media Coordinator had volunteered and subject to references should be appointed to this role despite living south of the Border. - Board members were reminded that the SOA Charity Number SC043563 must appear on all external emails relating to SOA matters. 	<p>All</p> <p>RS</p>
<p>c. Operations (presented by RS)</p> <ul style="list-style-type: none"> - TOB sent a brief report. RS will discuss map copyright issues with TOB. 	<p>RS</p>
<p>d. Partnership (presented by RS)</p> <ul style="list-style-type: none"> - CMac sent a document about Gift Aid and this could clearly benefit clubs across SOA to around £1,900. RS will discuss with CMac issuing guidance to clubs and explain benefits. Initially the money would come to the SOA and then go back to clubs, possibly by cheque or hopefully through e-banking. 	<p>RS</p>
<p>e. Development</p> <ul style="list-style-type: none"> - BM remarked on the growth in membership in NE clubs, with MOR doing very well. There was progress with a number of contacts who might help in developing Orienteering Clubs within Universities. - The activity weekend will be reviewed and if deemed a success there may be an opportunity to repeat in the future. 	
<p>f. Performance</p> <ul style="list-style-type: none"> - MM was seeking assistance from GRAMP to stage the Ward JHI in 2014 and felt that the area was accessible from across the UK. - Winning Students funding was discussed and it seems likely that there are significant sums to be spent on coaching activities for those members on the programme. They are looking to train in Finland, and BM suggested perhaps a Finnish Coach could assist. RS to contact University of Edinburgh in the first instance. - There had been some concerns raised about the cost to British Squad of map and OCAD file costs while using the NOC. HQ had issued a document which seemed at odds with a document sent out by Tim Sands, WOC Training Officer. MM to consult with Tim Sands and HQ. IM would review the authority for setting charges. 	<p>RS</p> <p>MM IM</p>
<p>g. Development Officer (presented by RS)</p> <ul style="list-style-type: none"> - MDS mentioned the excellent work that HQ had done on "Children First" and this had been widely recognised in sportscotland. RS to congratulate HQ - A listing of schools where Teaching Orienteering staff were located would be useful. It was felt that a review to ensure the whole spectrum of TO course providers were being used would be useful. 	<p>RS</p> <p>BM</p>
<p>h. Professional Officer</p> <ul style="list-style-type: none"> - CDM has started making enquiries as to where the next AGM would be held. MM and BM will need to be formally elected and should submit a brief resume for inclusion in the AGM booklet. CDM was to check if TOB and KR had to be re-elected at this stage. Intimations of business for the AGM needed to be submitted 8 weeks in advance and a 	<p>MM/BM/ CDM</p>

	<p>notice was to be posted on the SOA website.</p> <ul style="list-style-type: none"> - CDM reported that an estimated 1-1.5 days a week would be needed over the next 2 years for WOC related business, probably intensifying nearer the event. Although there was overlap with Highland 2015, and the extra time needed could be created in other ways e.g. HQ taking on Child Protection, RS dealing with SOA Policies, CDM move to Nairn freeing up a considerable amount of travel time (approx. 4 days in the past month). <p>i. Treasurers Report and Financial Items</p> <ul style="list-style-type: none"> - IM ran through the current financial situation and proposed budget and all indications were that careful financial control and management had ensured that the SOA Board had a very clear idea of areas of income and expenditure. The SOA share of JK2012 profits had contributed significantly to a funds surplus in 2012. This will support a more aggressive spend forecast in 2013. MM expressed surprise at the ScotJOS overspend on their summer tour and was interested in reviewing details supplied to IM. - Matched Giving from BP was looking very healthy and RS was to explore the possibility of similar schemes for other orienteers who assist with SOA related business who may work for businesses also involved in this scheme. 	RS
5.	<p>Major Events Update</p> <p>CM gave an update on the major events that SOA are working towards. Note that MM declared an interest in WOC 2015 and left the room while this was discussed:</p> <p>a. Moray 2013</p> <ul style="list-style-type: none"> - ITTs had been issued for a number of key services e.g. event services, economic impact survey and some contracts awarded e.g. portable showers, big screen. - Licensing agreements were still being finalized including use of MoD areas (Landmarc licence received) and Kinloss (DIO licence received). A meeting with the FCS was positive and formal permissions will be issued. - £15K had been received from Event Scotland for event enhancements - Various reports had been written including infrastructure requirements and bridging. It is hoped that the latter can be erected by the Royal Engineers (already sourced at good rate) - No funding was forthcoming from Moray Council - A licence for use of Brodie Castle camping is still awaited but they are supportive <p>b. WOC 2015 and Highland 2015</p> <ul style="list-style-type: none"> - A report on the recent Organising Committee meeting was presented - The two events will be brought closely together under a common banner/budget but there was no joint venture company being formed as such - Formal permissions for urban and forest areas were being established - All involved with the event were being asked to review budgets and CDMs area of responsibility was one of the biggest items (access/ infrastructure/arenas etc) - Timings of bulletins and announcements including a proposed "launch" were discussed 	
6.	<p>Development Fund Applications</p> <p>BM declared an interest in TAY and AP declared an interest in CLYDE. Applications were received from both of these clubs:</p> <ul style="list-style-type: none"> - CLYDE requested £500 as part of a £2,000 mapping project on Croy Hill. This was approved on the understanding that mapping will be tendered and conditional on a report on the previous grant being received. - TAY requested a contribution (amount unspecified) towards website redevelopment, information board and finish banner. It was felt that the latter items could possibly be eligible for 2014 Communities Fund. £750 towards development of the website was agreed. <p>BM to inform clubs. AP should help suggest website content and essential links.</p>	BM / AP
7.	<p>SOA Risk Register</p> <p>This was reviewed and it was agreed that CDM should hold and maintain. CDM requested that an item be added on the relationship between SOA and Scottish 6 Day Event Co. The</p>	

	top items were discussed and the loss of membership, a prime issue, had already led to dialogue with sportscotland .	
8.	SOA AGM	
	See Professional Officer report.	
9.	Report from BOF (Presented by RS) Lyn West was stepping down from her position in BOF and had thanked the SOA for the positive way the organisations were now working together. RS to send letter of best wishes.	RS
10.	Key Dates & Dates of Meetings in 2013	
	The next meeting will be the AGM on Saturday 25 th May – venue to be confirmed. Other meetings in 2013 are as follows: <ul style="list-style-type: none"> - Saturday 29th June (ALL DAY) – at Bells Sports Centre, Perth - Saturday 7th September (ALL DAY) – at Bells Sports Centre, Perth - Saturday 26th October (ALL DAY) – – venue to be confirmed If necessary, a conference call would be arranged to discuss matters before the next Board meeting in June.	RS
11.	AOB	
	Patrons were discussed by the Marketing and Communications Director in his report.	

ACTION SHEET – FOLLOWING SOA BOARD MEETING OF 23rd March 2013

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
1	10/03	4d- prev	Complete the formal paperwork for the copyright transfer request for the Torinturk map.	TOB/ RS	23/03	Ongoing
2	10/03	4d- prev	Add a statement to the Mapping Strategy about the transfer of copyright to clubs and publish the strategy.	TOB/ RS	23/03	Ongoing
3	30/06	10c- prev	Swop VHI 2015 with Wales	TOB	23/03	Ongoing
4	03/11	5 - prev	Raise the issue of funding CM's time at WOC Steering Group level	RS / IM	31/12	Ongoing
5	19/01	4a- prev	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	Ongoing
6	19/01	4a - prev	Write an article for Score re LINOC and circulate information on the disposal of any LINOC assets.	RS	23/03	Ongoing
7	19/01	4b - prev	Put a strategy in place for addressing the issues that have arisen from the SOA communications Audit.	AP	23/03	Ongoing
8	19/01	4i - prev	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	Ongoing
9	19/01	8 - prev	Start to gather evidence against performance measures.	RS	23/03	Ongoing
10	23/03	2	KR to amend the register the register of interests	KR	29/06	New
11	23/03	4a	Contact FCS about use of draft agreement	RS	29/06	New
12	23/03	4a	BM to clarify situation with HQ about orienteers who wanted	BM	29/06	New

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
			just to join SOA and not a Scottish club			
13	23/03	4b	Recommend possible Patrons and agree on names put forward	All	29/06	New
14	23/03	4b	Get copy of previous SCORE format from previous editor	RS	29/06	New
15	23/03	4c	Discuss map copyright issues with TOB	RS	29/06	New
16	23/03	4d	Discuss with CMac issuing guidance to clubs and explain benefits of Gift Aid.	RS	29/06	New
17	23/03	4f	Contact University of Edinburgh re winning students	RS	29/06	New
18	23/03	4f	Pricing for NOC maps and WOC training maps to be aligned.	MM	29/06	New
19	23/03	4f	Review the authority for setting charges of above	IM	29/06	New
20	23/03	4g	RS to congratulate HQ on Children First work	RS	29/06	New
21	23/03	4g	Review Teaching Orienteering course provision across SOA	BM	29/06	New
22	23/03	4h	SOA AGM preparation needs personal statements from MMc and BM. Status of TOB and KR needs to be checked	CDM/ MM/ BM	25/04	New
23	23/03	4i	Other matched funding opportunities to be explored	RS	29/06	New
24	23/03	6	Advise clubs on SOA Development Fund applications and advise TAY on website content	BM/ AP	29/06	New
25	23/03	9	Send a letter of best wishes to Lyn West.	RS	29/06	New
26	23/03	11	If necessary, arrange a conference call to discuss matters before the next Board meeting in June.	RS	Asap	New