



Minutes of SOA Board Meeting held at Bells Sports Centre, Perth on Saturday 29th June 2013

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

In Attendance: Martin Ward (British Orienteering);

| ITEM | TITLE AND DISCUSSION ITEMS | ACTION |
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| 1. | <p>Apologies and Welcome</p> <p>Apologies were received from Marsela Macleod (MM), Bill Melville (BM), Anne Hickling (AH) from Scottish 6-Day Company and Malcolm Dingwall-Smith (sportsotland).</p> <p>Welcome. RS welcomed Martin Ward to the meeting as the new Chair of British Orienteering.</p> | |
| 2. | <p>Register of Interests</p> <p>The register of interests was circulated prior to the meeting. CDM to add MCS and SAAF to his interests.</p> | CDM |
| 3. | <p>Minutes of meeting on 23rd March – matters arising and audit action sheet</p> <p>The minutes of the previous meeting were approved via email prior to the meeting and published on the SOA website.</p> <p>Matters arising: Item 7. Risk Register. CDM said there should be an entry on the relationship of SOA to Scottish 6-Days Co.</p> <p>Ongoing actions are listed on the action sheet. All other actions are either completed or form part of the current agenda.</p> <p>The key dates for 2013 were reviewed.</p> | RS |
| 4. | <p>Directors' reports</p> <p>a. President</p> <p>An update on the KPMG Report was presented. The management responses will be discussed with Board members who have been involved with the process and reviewed at the SOA Board on 7th Sep</p> <p>CDM's time for WOC 2015 was still being discussed with BOF</p> <p>Awaiting FCS/SOA Agreement but Concordat draft had been received</p> <p>Proposed performance measures awaiting review with sportsotland</p> <p>Pauline McAdam of STAG has been co-opted as secretary to replace Kate Robertson and will be formally elected at the 2014 AGM</p> <p>b. Marketing and Communications</p> <p>With the lack of an Editor and possibilities for changes in format, the future options for SCORE were discussed and AP agreed to conduct a survey of members. AP was</p> | AP |

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| <p>thanked for keeping SCORE going for two issues.</p> <p>Our Social Media Advisor has resigned and consideration needs to be given to the future of this position.</p> <p>c. Operations No major issues raised</p> <p>d. Partnership</p> <p>Membership and participation figures were presented including details from MOR, MAROC and GRAMP. Despite the excellent efforts of the RDOs membership has fallen from excellent 2012 levels. BOF membership has fallen by 9.5% from 2012 levels and SOA by c.8% as a result of changes to the membership structure.</p> <p>The participation figures provided options for monitoring trends in the future.</p> <p>The possible role of SMBO in SOA was discussed. Providing insurance would be a barrier to them joining as a club. CMac to ask SMBO what their insurance cover is.</p> <p>CMac provided details of a potential Gift Aid scheme for SOA members that would benefit their clubs. RS to send CMac a copy of the Matched Giving letter sent to clubs. CMac to enquire if clubs would be interested.</p> <p>e. Development</p> <p>BM reported increased activity in universities with the possibility of two or three new clubs. Limited information on setting up new clubs is available from BOF.</p> <p>Re. events for companies, SOA doesn't have the resource to run these and they should be offered to clubs or private event organisers.</p> <p>It is unlikely that an SOA club will bid for sportscotland's Direct Club Investment money: "big sports" as supported by local authorities are likely to win awards.</p> <p>f. Performance (presented by RS)</p> <p>Scottish athletes had performed very well nationally and internationally with several selections for WOC, JWOC and Euromeeting. In particular, Scots make up c.50% of the GB WOC squad.</p> <p>SEDS and ScotJOS would like to receive guaranteed funding (fixed sum) over the coming years. After some discussion it was agreed we would move to some recurrent – not necessarily fixed - funding for the squads, dependent on receiving an annual budget plan from them and as long as the SOA budget could sustain it.</p> <p>SOA is very grateful to ECKO for agreeing to organise the JHIs in 2014.</p> <p>It was noted that there is an increasing level of activity with the NOC and clubs around pre-WOC training requests and camps. This is being coordinated by Hilary Quick and Tim Sands. The Board was keen that this does not place too big a burden on clubs and it should be monitored.</p> <p>g. Development Officer (presented by RS)</p> <p>Hilary Quick continues to maintain high standards in her job. Thanks are due and RS said he would pass these on.</p> <p>Following on from the work done on the BASOC funding application it was suggested clubs should submit copies of their development plan with applications. It was agreed that clubs should include a statement on where their application fits into their longer-</p> | <p>CMac</p> <p>RS CMac</p> <p>HQ</p> <p>RS</p> |
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| | <p>term plans, but not necessarily a Development Plan as such. HQ to update information to clubs and perhaps include a section on the form for this information.</p> <p>There was a brief discussion about how to form a new club. Further to 4e, it was felt that new clubs are few and far between and could be advised on a case-by-case basis and encouraged to follow advice from BOF.</p> <p>h. Professional Officer</p> <p>Nothing further to add about FCS Agreement</p> <p>Keen that mapping budget should be spent</p> <p>i. Treasurers Report and Financial Items</p> <p>The year to date figures were presented and although there were some areas ahead of budget and some behind there were no major areas of concern.</p> | HQ |
| 5. | Major Events Update | |
| | <p>CDM gave an update on two major events</p> <p>a. Moray 2013 With the event only a month away everything is on course with access and no major areas of concern. A lot of effort was involved with IT aspects (satellite internet, radio controls, video, big screen) and infrastructure (event services crew, stiles, chemical toilets etc). It was hoped that Euromeeting would be seen as integrated with the event</p> <p>b.WOC 2015 and Highland 2015 A meeting had just taken place with Paul McGreal, the new WOC Event Director and CDM was positive that things were moving forward. Effort was going into marketing and promotion, including polo tops and jackets (at own expense), production of Bulletin 1, planned VIP day at the Scottish Open WOC 2013 in Finland and a launch event at Moray 2013</p> | |
| 6. | Development Fund Applications | |
| | <p>BASOC were awarded £1000 towards the purchase of SI equipment to run a much-increased programme of events with the option of applying again at a later date for the further £800 it is estimated is needed. A grant of £3500 had been won from Awards for All. BASOC to be informed.</p> <p>An application for funding from Tim Sands on behalf of BASOC, INVOC and Moravian to produce an ISSOM standard map of Grantown on Spey was discussed. The Board agreed that £2,000 would be allocated, possibly from the Mapping Fund (against £3,000 requested). Martin Ward to ask BOF to contribute £1000. Tim Sands to be informed</p> | <p>RS/BM</p> <p>RS</p> |
| 7. | SOA Risk Register | |
| | <p>No changes were made to the Risk Register. All Directors to review and report to RS.</p> <p>The Risk Register should be checked before meetings and routinely discussed. CDM to maintain once current work load decreases</p> | All |
| 8. | Report from BOF | |
| | <p>Martin Ward outlined progress with work groups on volunteer and coaching needs. It was hoped that there would be attendance on 19 Oct at the BOF Clubs and Associations conference focusing on volunteering.</p> | |

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| | <p>There was currently a reduction in levy income from events. Participation at local events was up but at regional and national levels it was down.</p> <p>BUCS were reducing the number of sports they sponsored and there was a danger this would include orienteering. BOF were writing a stern letter.</p> <p>The call for independent directors had brought a very good response with some excellent candidates.</p> <p>MW said he would discuss with BOF a contribution to the Grantown map, progress the WOC/SOA Agreement and find out how membership numbers stood. All of these he has done.</p> | |
| 10. | Key Dates & Dates of Meetings in 2013 | |
| | <p>The next meeting will be on Saturday 7 Sep at Bells Sports centre, Perth Saturday 7th September.</p> <p>Future meetings Saturday 26th October – – venue to be confirmed</p> | |
| 11. | AOB | |
| | It was noted that SMBO want to become a part of SOA. See item 4d. | |

ACTION SHEET – FOLLOWING SOA BOARD MEETING OF 29 June 2013

| | DATE | ITEM | ACTION | BY | DUE DATE | STATUS |
|----|-------------|-------------|---|-----------|-----------------|---------------|
| 1 | 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 |
| 2 | 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 |
| 3 | 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 / PMcA | 23/03 | Ongoing |
| 4 | 19/01 | 8 - prev | Start to gather evidence against performance measures. | RS | 23/03 | Ongoing |
| 5 | 23/03 | 4a - prev | Contact FCS about use of draft agreement | RS | 29/06 | Ongoing |
| 6 | 23/03 | 4f - prev | Review authority for setting pricing | IMc | 29/06 | Ongoing |
| 7 | 23/03 | 4i - prev | Other matched funding opportunities to be explored | RS | 29/06 | Ongoing |
| 8 | 29/06 | 3 | Add SOA-Scottish 6 Days relationship to Risk Register | RS | 07/09 | Done |
| 9 | 29/06 | 4b | Survey of members for SCORE | AP | 07/09 | New |
| 10 | 29/06 | 4d | Ask SMBO about their insurance cover | CMac | 07/09 | New |

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| 11 | 29/06 | 4d | Send Matched Giving letter to CMac Enquire of clubs re Gift Aided membership fees | RS CMac | 07/09 | New |
| 12 | 29/06 | 4f | Monitor demands on clubs for WOC training requests/camps | HQ | Ongoing | Ongoing |
| 13 | 29/06 | 4g | Pass Board congratulations to HQ for external recognition of her work. | RS | 07/09 | Done |
| 14 | 29/06 | 4g | Amend Dev.Fund information to include a statement on longer term development plans | HQ | 07/09 | New |
| 15 | 29/06 | 6 | Inform BASOC about Dev.Fund award Inform Tim Sands about £2k for Grantown | BM RS | 07/09 07/09 | New Done |
| 16 | 29/06 | 7 | Review Risk Register | All | 07/09 | New |