



Minutes of SOA Board Meeting held at Bells Sports Centre, Perth on Saturday 7th September 2013

Present: Roger Scrutton (RS) - Chair, Colin Matheson (CDM), Ian McIntyre (IM), Anne Hickling (AH), Marsela McLeod (MM), Pauline McAdam (PMcA) - minutes

In Attendance: Megan Griffiths (MG)(sportscotland)

ITEM	TITLE AND DISCUSSION ITEMS	ACTION
1.	<p>Apologies and Welcome</p> <p>Apologies were received from Bill Melville (BM), Andy Paterson (AP), Claire Macpherson (CMac), Terry O'Brien (TOB) and Martin Ward (British Orienteering)</p> <p>RS welcomed everyone to the meeting and informed them that following the resignation of AP Ross McLennan (FVO) could take over as Marketing and Communications Director. Megan Griffiths was welcomed as sportscotland's new partnership manager working with outdoor sports. Megan spoke briefly about the different disciplines that she works with and the ways in which sportscotland might support Orienteering principally by supporting leadership courses and by helping to access funding (Lottery, Active Places, Direct Club Investment (DCI)). RS to send copy of failed DCI bid to MG.</p>	RS
2.	<p>Register of Interests & Key Dates</p> <p>The register of interest was up-dated.</p> <p>IM asked if a reminder about report to Companies House & OSCR submissions could be inserted in Key Dates</p>	PMcA RS
3.	<p>Minutes of meeting on 29th June – matters arising and audit action sheet</p> <p>The minutes of the previous meeting were approved and have been published on the SOA web-site.</p> <p>Matters arising are covered in other business.</p>	
4.	<p>Directors' reports</p> <p>a. President</p> <p>The Agreement between SOA and BOF/WOC on the use of CDM's and HQ's services in support of WOC2015 has been approved and signed off.</p> <p>New FCS-SOA Agreement on access is still stalled on the FCS side.</p> <p>Meeting with Malcolm Dingwall-Smith (sportscotland) to further discuss performance measures to use as KPIs and for strategic planning. A proposal will be brought to the October meeting.</p> <p>In discussion with the Scottish Sports Association regarding certain shared services. It is too early to decide on taking up any of these, but their availability is worth keeping in mind.</p> <p>At Staff Meeting with CDM, HQ, Mike Rogers and Jess Tullie on 23rd August. agreed to introduce a staff appraisal scheme.</p>	

<p>Acting as Marketing coordinator for Race the Castles 2014. A sponsorship contract is being signed with Event Scotland (£16k); waiting to hear from other potential sponsors.</p> <p>The Board was asked to approve the co-opting of Ross McLennan (RMcL) as the new Marketing & Communications Director. Approval was given.</p> <p>b. Marketing and Communications (presented by RS)</p> <p>“Future of Score” survey to be discussed later.</p> <p>There are some outstanding issues regarding advertising in SCORE to be passed on to AP’s replacement. These include a tentative agreement for Compasspoint to advertise in SCORE at no cost, in exchange for the sponsorship of the SOL series and a 5% discount on online purchases for SOA members. RS to convey this to RMcL</p> <p>c. Operations (presented by RS)</p> <p>JHI and SHI for 2014 are on track.</p> <p>The SOL programme for next year is established; one club on the waiting list should there be a withdrawal.</p> <p>2 issues relating to 2014 Scottish Championships were discussed:</p> <ul style="list-style-type: none"> • Agreed could be registered as Level B event if necessary. • RS proposed that CDM explore possibility of widening gateway for parking field at SOA expense. <p>d. Partnership (presented by RS)</p> <p>All action points are in hand.</p> <p>e. Development (presented by RS)</p> <p>Actions from 29/06 have been done.</p> <p>Sarah Tullie is leading the Edinburgh University team organising the Scottish Student Championships on 9/10th November in Edinburgh.</p> <p>Recruitment of students as volunteers for WOC was discussed. CDM will liaise with Sarah regarding this.</p> <p>f. Performance</p> <p>Mark Nixon’s appointment as Head of Performance Orienteering at Edinburgh University was welcomed.</p> <p>Awaiting contact from sportscotland with regard to funding for potential Scottish WOC2015 athletes</p> <p>Scotjos MG confirmed Apache Sponsorship £10,000 could be eligible for Sportsmatch funding. RS/BM to investigate Several M/W 16 and W18 have been selected for European Youth Championships in Portugal (October 2013) Selections have been made for JIRC and JHI</p> <p>SEDs Successes at WOC 2013 Finland, for Scott Fraser, Murray Strain, Tessa Hill; at World Games, Columbia for Murray and Scott. Best places at Eurometing, Scotland for</p>	<p>RS</p> <p>CDM</p> <p>CDM</p> <p>RS/BM</p>
---	--

	<p>Douglas Tullie and Hollie Orr. Selections have been made for SHI in Ireland. Will attend SEDS planning meeting 14/15th September in Oban</p> <p>g. Development Officer (presented by RS)</p> <p>BASOC request for clarification re. further £800 development funding was discussed. RS to inform BASOC.</p> <p>Contact list should be amended to include PMCA as secretary.</p> <p>September activity weekend almost full and timetable is near finalised.</p> <p>Co-tutored UKCC L1 course in July with new tutor Mehmet Karatay. He will attend assessor training in September (required for full functioning as tutor).</p> <p>Attended sportscotland's Coaching Network Development Seminar 26-27 June at Largs (with Lynne Walker).</p> <p>Mapping: work on Inshriach progressing.</p> <p>Taught Teaching Orienteering part 1 at Ardgour, near Fort William (9, mostly outdoor ed) and at Aviemore (6 teachers & sports centre leaders).</p> <p>3 more groups have been to Glenmore for a taste of orienteering. Handled requests from BOF Juniors and Regional Junior squads for training camps.</p> <p>Safeguarding/child protection: No issues to report.</p> <p>WOC 2015 work continues. Article written for Focus.</p> <p>h. Professional Officer</p> <p>Currently LiDAR flights available presenting an opportunity to get areas surveyed. AH suggested Deeside areas for 2017. This will be put on web-site, inviting proposals from clubs. Copyright for LiDAR database is held by SOA.</p> <p>NOC storage. Commercial storage is expensive. Will continue to explore options. Item in HQ's newsletter to see if any member has a suitable facility available. Need for an equipment manager to with damaged equipment from 6 Days. SOA have paid equipment insurance.</p> <p>OS mapping support for ESOC and STAG through sportscotland OS end User Licence Agreement.</p> <p>Attended meeting on SSA Strategic Plan at Caledonia House to provide input.</p> <p>i. Treasurers Report and Financial Items</p> <p>Under item 7</p>	<p>RS</p> <p>CDM</p>
<p>5.</p>	<p>Major Events Update</p> <p>a. Moray 2013 (AH and CDM)</p> <p>A successful event with total participants approaching 4000. Average number of entries per day was around 3550, about 250 more than at Oban. The financial outcome is not yet available. A lot of useful experience and contacts were gained which should bear fruit for 2015. 6 Day Board is meeting at the end of the month to review the event.</p>	

	<p>Issues for SOA</p> <p>i. Insurance: A query to BOF about insurance cover resulted in an additional premium of c£770. This arrived so close to the event there was no time to do anything other than pay. Mike Hamilton was quite vague about the reasons (his usual contact at the broker was on leave) but said it was because the 6 Day Co is a separate company. This needs to be clarified in the light of the 6 Day Co status as a wholly owned subsidiary of SOA. IM will liaise with 6 Day Co on insurance.</p> <p>ii. Use of military land: A great deal of time, effort (and expense) went into securing access to military land at Kinross and Carse. CDM will follow-up with sportscotland's Outdoor Pursuits over a general agreement on access to military land.</p> <p>b. WOC 2015 and Highland 2015</p> <p>Meetings are progressing well.</p> <p>The concept of a joint budget for WOC and 6 Days has been agreed but the budget is still in preparation. Achieving a balanced budget is challenging but the objective is for S6D to take a 'normal' level of surplus from an expected increased attendance. A formal agreement between BOF and the 6 Day Co will be signed when the budget is in place.</p> <p>The key members of the COT are in place (all from ESOC with a Gramp coordinator). Hope to bring INVOC members on board to fill some of the posts requiring local input.</p> <p>Likely to need more volunteer helpers than usual from outside Scotland. The plan is to work together with Linda Cairns (WOC volunteer manager) to recruit (members of) non-Scottish clubs to help out with both WOC and 6Days.</p> <p>AH proposed a change to SOL programme for 2015 to allow for a focus on local events just after WOC to build on the event. RS will ask TOB to explore the option of holding 6 SOL events in 2015.</p> <p>c. Race the Castles (RTC) 2014 (RS)</p> <p>Contract with EventScotland for £16k for Marketing & sponsorship is being pursued.</p> <p>An event treasurer and a tighter budget are required. RS to progress this with Graeme Ackland and IMcl</p> <p>CDM is pursuing issues around access with Historic Scotland.</p>	<p>IM with Kenny Milton</p> <p>CDM</p> <p>RS</p> <p>RS</p> <p>CDM</p>
6.	<p>SOA Risk Register</p> <p>RTC to be added to the risk register. RS then handed it over to CDM</p>	
7.	<p>Treasurer's Report & Budget 2014</p> <p>The board endorsed the lease of the SS printer. (Any lease of a year or more need Board approval).</p> <p>Forms to up-date bank accounts not available, this need to be done for co-opted members.</p> <p>Accounts for 2012 were adopted. These now need to be redrafted in format acceptable to OSCR and Companies House. Qualified third party review (by Bruce Collins PWC) expected to complete 2nd week September. Documentation required to be submitted to Companies House / OSCR by end September.</p> <p>£10k additional sponsorship from Apache confirmed for Scotjos – could fund a modest tour in 2014.</p> <p>£16k funding from WOC agreed for Colin's services – payment schedule to be implemented.</p>	<p>IM/PMcA</p> <p>IM/RS</p> <p>IM</p>

	<p>£16k funding agreed from Visit Scotland for race the Castles – expect first payment this year.</p> <p>2013 forecast now looking better than plan by about £20k. After risks, we could still have £20-30k to support additional activity in 2014-2015. Suggestions for suitable development projects are requested from Board members.</p> <p>2014 budget first pass issued. Still a lot of uncertainty, especially Race the Castles. Also review pricing for Ted Finch services.</p>	<p>RS/All</p> <p>IM</p>
8.	Discussion on future of Score	
	<p>RS presented the results of the survey on the future of Score compiled by AP which offered the conclusion:</p> <p>The responses suggest that a move to offering an electronic option of SCORE while keeping the current format for those who prefer would be the best fit for the responses for the membership at present. Removing SCORE would risk alienating both the largest age group (over 50s) and the (key to the future) under 30 age group. It is possible that any cost saving generated by moving those members who want to receive SCORE electronically onto the electronic version could be used to fund external assistance with editorship, assuming this remains a significant issue.</p> <p>IM confirmed that cost for Score had increased significantly and could increase further. It was proposed that the situation be discussed with Ross McLennan, that the next edition of Score be sent out as normal but that it include a form to be returned by those wanting to continue receiving a paper copy. Those not returning the form would access it electronically. RS to progress this with RMcL.</p>	RS/RMcL
9.	Report to OSCR	
	A volunteer from PWC is helping IM draft a report in a format acceptable to both OSCR and Companies House. This is to be progressed and completed by the 30 th September deadline for submission.	IM/RS
10.	Follow-up to Development Audit	
	MG proposed that a formal business plan is needed as SOA employ staff and this should be monitored with sportscotland every 6 months. RS to seek advice and progress this with MG.	RS
11.	Revisit key dates	
	It was agreed to retain the 6 month reporting to sportscotland in view of 10. above and combine it with the end-of-June Board meeting.	PMcA
12.	AOB	
	<p>CDM enquired whether an AGM was needed. The Board had previously discussed options for the future of the AGM in view of low attendance and problems reaching a quorum. IM suggested the legal situation could be checked by asking Harper MacLeod for help. It was acknowledged that one would be required next year. CDM to pursue.</p> <p>AH informed that the 6 Day AGM was in Perth on 25th September</p>	CDM

ACTION SHEET

	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
1	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	Ongoing
2	23/03	4a	Work with FCS on access agreement	RS	29/06	Ongoing
3	29/06	4d	Send Matched Giving letter to CMac Enquire of clubs re Gift Aided membership fees	RS CMac	07/09	Ongoing
4	23/03	4f	Review the authority for setting pricing	IM	29/06	Ongoing
5	29/06	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 / PMcA	07/08	Still to do
6	23/03	4i	Other matched funding opportunities for charities to be explored	RS	29/06	Ongoing
7	19/01	8	Start to gather evidence against performance measures.	RS	23/03	Ongoing
8	07/09	1	Send Megan Griffiths document relating to DCI produced in 2012 which was not favourably received.	RS	26/10	New
9	07/09	1	Ensure details of all sources of funding are included in list held by Hilary Quick and list is circulated to membership.	RS	26/10	New
10	07/09	2	PMcA to send RS copy of Register of Interests which includes her.	PMcA	26/10	New
11	07/09	2	Update Key Dates	RS	26/10	New
12	07/09	4b	Convey SCORE sponsorship situation to RMcL	RS	26/10	New
13	07/09	4c	Possibly recruit student volunteers for WOC	CDM	26/10	New
14	07/09	4f	Investigate project possibilities for SportsMatch funding	RS/ BM	26/10	New
15	07/09	4g	Write to Peter Lamb for feedback on accounts for BASOC project after Highland Wolf event.	RS	26/10	New
16	07/09	4g	Ask HQ to report back on progress on talking to clubs especially with regard to up-skilling.	RS	26/10	New
17	07/09	4h	Recruit equipment manager	CM	26/10	New
18	07/09	5a	Investigate insurance cover situation for 6 Days event with Kenny Milton	IM/ KM	H2015	New

ACTION SHEET (cont)						
	DATE	ITEM	ACTION	BY	DUE DATE	STATUS
19	07/09	5a	Pursue agreement over access to MOD land via SSA	CDM	ASAP	New
20	07/09	5b	Investigate possibility of modifying SOL programme in 2015 to ease volunteer workload around H2015	RS	Mid 2014	New
21	07/09	5c	Establish acceptable management structure for RTC, esp. financial.	RS	26/10	New
22	07/09	5c	Facilitate access to Historic Scotland properties for RTC	CDM	26/10	New
23	29/06	7	Review Risk Register	All	07/09	New
24	07/09	7	Complete and submit CH and OSCR reports	IM/ RS	30/09	New
25	07/09	7	Implement invoicing of WOC for CDMs time and expenses.	IM	26/10	New
26	07/09	7	Explore with Ted Finch a plan for use of SOA equipment such as clocks	IM/ RS	07/09	New
27	07/09	7	With Board members and others, identify substantial projects for windfall funding	RS/ All	ASAP	New
28	07/09	8	Take forward outcome of survey and discussion on future of SCORE	RS/ RMcL	26/10	New
29	07/09	9	Complete and submit CH and OSCR reports	IM/ RS	30/09	New
30	07/09	10	Move towards making an Annual Plan for sportscotland 6 monthly review	RS	26/10	New
31	07/09	11	Combine mid-year review of Annual Plan with end-June Board meeting in Key Dates	PMcA	26/10	New
32	07/09	12	Investigate options for the status of the AGM in view of low attendance.	CDM	26/10	New