



orienteeing

Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 18 January 2014 in Perth.

Present: Roger Scrutton (RS) - Chair, Colin Matheson (CDM), Ian McIntyre (IM), Anne Hickling (AH), Ross McLennan (RM), Claire Macpherson (CMac), Marsela McLeod (MM), Pauline McAdam (PM) – minutes.

1. Welcome and Apologies for absence

Apologies from Terry O' Brien (TOB), Bill Melville (BM)

RS welcomed everyone to a new meeting location at the AKBell Library

2. Register of Interests & Key Dates

The register of interest was checked. RM added, CDM up-dated, Andy Paterson to be removed.

Key dates were checked. Dates for Score to be confirmed by RM, PM questioned whether Board meeting on 28th June was necessary. **Action 1**

3. Minutes of meeting on 26 October 2013

TOB requested correction to item 12 of previous minutes. Minutes with correction were accepted. **Action 2**

a. matters arising and audit action sheet

RS suggested removing numbering from the consolidated action list because it is confusing. The advantages of storing this as an Excel spreadsheet were discussed. **Action 3**

Matters arising and actions are covered under other items.

4. Directors reports

a. President (RS)

- FCS-SOA Agreement is moving forward. Final draft Agreement to be checked with clubs and circulated round the Board before signed off. There was some discussion on this. **Action 4**
- An application has been submitted to the Robertson Trust for parallel funding of the RDO posts beyond August 2014. Decision March-April.
- Trying to maintain a dialogue with BOF on the UK-wide membership structure, which has led to a 9% fall in membership and seriously impacts on our membership growth KPI. **Action 5**

- The Matched Giving Scheme is beginning to yield financial benefit for clubs. We will expect clubs to spend this income on projects that meet our charitable aims.
- Orienteering gained a mention in the Scottish Parliament debate on the Youth Sports Strategy as a sport worth developing in Scotland. RS plans to send Margo MacDonald a copy of Score as a “Thank you” and some information on our activity with schools.
- A discussion followed on the creation of a memorial to John Colls. A custom-made trophy for the top Scottish performance at the 6-Days funded jointly by SOA and the 6-Day Co was proposed.

Action 6

- RS said that the action from 29/06/13, originally from 19/01/13, to add PM as a signatory on the Dunfermline BS Account will be completed in the next few weeks.

b. Marketing & Communications (inc. plans for SCORE) (RM)

- Sally Lindsay’s first edition of Score completed and issued in early January. **Action 7**
- Official handover meeting with Andy Paterson completed.
- bto sponsorship of SOUL agreed and underway.
- Orienteering article in next Scottish Running Guide courtesy of Mike Rogers.
- Hilary Quick (HQ)’s range of “How to” orienteering videos now available via Glenmore Lodge YouTube channel. **Action 8**

c. Operations (presented by RS)

- SOL 2013 Certificates being printed and sent to Club Secretaries for distribution. Remaining trophies being awarded @ SOL 1 / Devilla, March 2014.
- Discussions ongoing re. transfer of map copyright following formal request from BASOC for Loch Vaa, Inshriach, Uath Lochans, Achlean, Tomvaich and Docharn and Deishar. Implications for National Centre need to be clarified. See item 4g.
- Paul Caban – Fixtures.
 - Scottish Score 2014 clash resolved.
 - Possible knock on effect to SOLs if Scottish Champs moves to Dalnamein will be investigated in next fortnight. **Action 9**
- Graeme Ackland – Competitions.
 - Race the Castles Summary
World Ranking Events now confirmed for Edinburgh & Balmoral. Application pending for Stirling. Park World Tour has an Italian tour ending the day before Edinburgh - we may look for a fall-back position to deliver the international angle. **Action 10**

- James Tullie is handling SHI arrangements at Balmoral/Forvie
Organisers are Ali McLeod, Jon Cross, Jon Musgrave; Ian Searle is leading for GRAMP but earmarked as planner.
- WOC2015 has shifted the Training week to Deeside.

d. Development (presented by RS)

- The idea of introducing an Orienteering Competence Award at Perth College to attract outdoor education students into orienteering was discussed at the last Board meeting. A blueprint for this award was presented to the Board. It was pointed out that the drawback to the scheme as described is that the students need only join BOF and not the SOA. After discussion it was agreed that RS should feed back to BM that SOA would be happy to support the Perth College proposal provided students join the SOA/club structure. **Action 11**
- No Club Development applications.
- University Development – the Scottish Student Championships, hosted in November by Edinburgh and ESOC, were a success with squads from 7 Universities taking part: Edinburgh, Aberdeen, Dundee, Glasgow, Heriot Watt, Robert Gordons and Strathclyde. A total of 41 runners took part in the individual event and 30 in the mixed relay.
SOA president, RS, donated a merit trophy which went to overall organiser: Sarah Tullie.
BM intends discussing further possible student led developments and building some continuity into overall student-SOA relations by e.g. updating on club officials and maintaining the championships.

e. Partnership (CMac)

- Updated SOA membership numbers from BOF website to 31 December were presented and discussed.
- Advised by Scottish Sports Aid that Alexander Cheplin was unsuccessful in our nomination to Scottish Sports Aid for our best performing orienteer (supported by SSA) over the last 12 months.
- Submitted 6 grant applications (maximum number asked for) to Scottish Sports Aid for Alexander Cheplin, Andrew Barr, Callum White, Jennifer Ricketts, Rhona McMillan and Daniel Stansfield. Awaiting confirmation of any awards in first round.
- Gift aid declarations have been drawn up and e-mailed to all club secretaries. Only clubs who haven't responded are AROS, AYROC, BASOC and EUOC.
The procedure for claiming Gift Aid against unclaimed expenses was clarified. It was pointed out that Gift Aid money will be returned to clubs for the first 3 years and should be spent in accordance with the SOA's charitable aims. **Action 12**

- CMac has received participation data for 2013 from BOF. This will be sorted and circulated. Initial inspection suggests that clubs are not managing to turn participation into membership.

Action 13

There followed a discussion on how SOA could help clubs to convert good levels of participation into membership. RS to explore further with clubs.

Action 14

f. Performance (MM)

- Janice Nisbet appointed Vets team manager
- SEDS will not be sending teams to JUKOLA this year
- Propose to meet with Scotjos to discuss the following issues:
 - Appeal procedure
 - Quality Bar for selection
 - Squad numbers and funding
 - Succession planning for next Scotjos team managers

g. Development Officer (presented by RS)

- Club Development Conference 2014: Fordell Firs booked for Saturday 17th May. Information on website, in newsletter, e-mail sent to club secretaries. 2 places per club pending confirmation of attendance. Cost £100+VAT, to be covered by sportScotland funds for officials' development. Discussion ongoing re. agenda – needs to be focussed and take account of comments after previous conference, as well as perception of need & relevance e.g. WOC.
- Coach CPD: plans in place for 2014 and for 2014 Officials Development (awaiting confirmation of funding). At present, the Board is unable to advise how much funding is available.
- Devised TOpup (refresher Teaching Orienteering course); promotion of that and standard TO, dates for 2014.
- Input to BOF discussions re. UKCC qualifications; changes likely, though probably not this year. Possibility for Scotland to keep qualifications unchanged; discussion required when BOF decision known.
- Data Protection registration renewed.
- Child Protection/Safeguarding: no issues to report. PVG applications continuing.
- Board agreed that arrangements should go ahead for the next volunteer weekend in Spring 2016.

Action 15

- It was pointed out that the proposed new cost structure for the National Centre does not encourage SOA membership and it was proposed that it should ensure and state that cheaper rates apply to SOA members

Action 16

- A list of maps that require up-dating was submitted and the Board discussed the issues and implications for the National Centre around the fact that BASOC had applied to take over copyright of a number of these.

Action 17

h. Professional Officer (CDM)

- SEPA had refused to allow access to LiDAR as this was not “permitted purpose”. Nearing resolution with new agreement from Scottish Government and assistance **sportscotland**
- Staff appraisals (self assessments) completed and main training/development paths notified to President (and Megan Griffiths)
- Issues around Scottish Championships were raised. It was agreed that CM should help to sort out parking/access
- Ordnance Survey raised objection to supply of data for use in urban orienteering mapping. Meeting arranged with sportScotland and OS.
- The need to hold an AGM and changes to articles for minimum number at quorum was discussed.

Action 18

i. Treasurers Report (IM)

- 2013 costs coming in as expected
- Income from Moray received (approx. £3000) for sprints and training events, to be split between SEDs and Scotjos
- 2014 Budget updated to extend M Rodgers’ RDO post to August
- RTC bank account initiated (mandate forms to be signed off). First Visit Scotland payment received for Race the Castles
- Robertson Trust application data submitted (to assist extension of RDO posts)
- sportScotland budget data submitted.
- other actions are still out-standing, including a discussion to agree on the meeting our end 2015 Reserves target See item 8.
- Following discussion with Ted Finch on a plan for use of SOA equipment it was proposed that a charge should be made for the use of GPS units.

5. Major Events Update

a. WOC 2015 (CDM)

A progress report was given; there are no issues for SOA at present.

b. Race the Castles (RtC) 2014 (RS)

Discussions continue regarding access. Funding bids are being submitted to Active Edinburgh, Active Stirling and Aberdeenshire Council.

6. Risk Register (CDM)

Short discussion on changes proposed at previous meeting. No further changes made. **Action 19**

7. Updates to Strategic Plan 2012-2015 and intro. of an Annual Plan (RS)

It was agreed to amend the performance target in the Annual Plan to 20% of GB squads.

Minor changes to wording were proposed. It was proposed that this will be circulated to directors a week to 10 days before a meeting to be updated and returned. RS to pass management of the Annual Plan to CDM.

8. 2014 Budget (IM)

There was a substantial discussion on spending plans for 2014-2015 aimed at reducing the SOA Reserves to a reasonable level. It was agreed to proceed on the basis that the RDO positions would be continued to March 2016, with a number of funding options, to cost the introduction of an administrative assistant at Glenmore Lodge to support membership services amongst other things, and to offer some funding to Scottish athletes who have good prospects of performing well at WOC2015. IM was asked to incorporate these options into the budget projections and circulate the outcome to the Board ASAP for comments. **Action 20**

9. Sportscotland investment 2014

MG not present, but it was understood that sportscotland would continue their investment along current lines, with an option to continue support for the RDO positions if a sound case can be made. This tranche of funding would run until end-March, 2015.

10. Report from Scottish 6-Days Co. (AH)

- Moray 2013 made a healthy surplus. Proposal was made to enhance 2015 and to offer money to clubs to support mapping, particularly clubs which have not benefitted from 6-Days events being held in their areas. It was suggested that bids (by a certain date) should be invited from clubs and this be administered by SOA. **Action 21**
- 2017 is progressing.

11. Report from BOF

No report received. It was thought that Martin Ward is on leave.

12. Revisit Key Dates; Dates of Meetings in 2014

It was agreed to continue using the AKBell Library for future 2014 meetings if it is available. **Action 22**

13. AOB

None raised

New Actions from meeting

No	Item	Action	By	Due Date
1	2	Review board meetings and whether meeting on 28 th June is necessary.	RS	22/03/14
2	3	Correct 12 on previous minutes, add "e" to "Ann Hickling".	PM	ASAP
3	3a	Turn consolidated action list into xcel spreadsheet, remove numbering of actions.	PM	22/03/14
4	4a	Ask HQ if space available to discuss membership structure at Club Development Conference.	RS	22/03/14
5	4a	Consider possible structures for SOA.	RS	22/03/14
6	4a	Progress establishment of John Colls trophy with 6-Day Co.	RS	22/03/14
7	4b	Thank Sally Lindsay for January edition of Score.	RM	22/03/14
8	4b	Investigate how SOA might use Glenmore Lodge "How to .." videos	RM	22/03/14
9	4c	Investigate issues that have arisen from moving SOC to Dalnamein.	CM	22/03/14
10	4c	Follow up on remapping of Balmoral	CM	22/03/14
11	4d	Feed back to BM that SOA happy to support Perth College if students join SOA/club structure.	RS	22/03/14
12	4e	Look to include Gift Aid and Matched Giving in financial policy.	IM	22/03/14
13	4e	Complete participation and membership data and distribute.	CMac	22/03/14
14	4e	Explore further with clubs means of converting good levels of participation into membership.	RS	22/03/14
15	4g	Consult with Paul Caban re. events in Spring 2016 to establish date for Volunteer Activity weekend and follow up planning arrangements.	HQ	22/03/14
16	4g	Finalise details of proposed NatCen charges with HQ.	IM	22/03/14
17	4g	Liaise with TOB regarding BASOC application to take over copyright of maps requiring updating.	HQ	22/03/14
18	4h	Contact Harper McLeod re.changes to articles for minimum number at quorum.	CDM	22/03/14
19	6	Circulate up-dated risk register	CDM	22/03/14
20	8	Incorporate funding options into the budget projections and circulate the outcome to the Board for comments.	IM	ASAP
21	10	Ask Operations Director to take charge of 6-Day mapping money	RS	22/03/14
22	12	Check availability of AKBell Library for remaining 2014 meetings	PM	22/03/14