



orienteering

Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 22 March 2014 in Perth.

Present: Roger Scrutton (RS) - Chair, Colin Matheson (CDM), Ian McIntyre (IM), Terry O' Brien (TOB), Bill Melville (BM), Anne Hickling (AH), Ross McLennan (RM), Marsela McLeod (MM), Pauline McAdam (PM) – minutes.

In Attendance: Megan Griffiths (MG)(sportScotland)

1. Welcome and Apologies for absence

Apologies from Claire Macpherson (CMac), Martin Ward (British Orienteering)

RS welcomed everyone to the AKBell Library again.

2. Register of Interests & Key Dates

The register of interest was checked. AH and Martin Ward to be added and changes to entries for MM, Mike Rodgers, Jess Tullie and IM

Action 1

Key dates were checked – minor changes to be made.

Action 2

3. Minutes of meeting on 18 January 2014

Minutes were accepted. RS requested that from now on a line be added at the bottom to allow minutes to be signed.

Action 3

a. matters arising and audit action sheet

Matters arising and actions are covered under other items.

4. Directors reports

a. President (RS)

- 6-monthly staff meeting held at Glenmore Lodge on 24th January. New Sick Pay arrangements were agreed. Excellent discussion around membership, Admin Assistant appointment and staff working practices.
- FCS-SOA Agreement now signed off and publicised. Hoping to work with FCS on permanent orienteering courses (POCs).

Action 4

- Continuing to carry out a review of directors' performance as required by the KPMG Governance Audit, but in a very light touch way.
- Details, job description and an advert for the 2-year Administrative Assistant post at Glenmore Lodge drawn up.
- John Colls' memorial is now being organised by Sue Harvey
- Met with MG to discuss staffing structure and membership issues.

b. Marketing & Communications (RM)

- Sally Lindsay's second edition of Score completed and issued online in March. Board members responded positively to the content and wished to thank Sally expressing their appreciation of her work.
- SOL 2013 prize-giving completed including CompassPoint prize fund distribution. Continued sponsorship until 2016 agreed.
- SOUL series has new banner.
- Approached John Beattie from BBC re. potential pre-WOC TV program. He has responded and discussions are underway.
- Met with RS and Paul Frost for comprehensive discussion re SOA web development. Board agreed that two contracts were needed, one to up-date the site and one for maintaining it.

Action 5

c. Operations (TOB)

- **Scottish Championships 2014** – Planning & Controlling underway. Webpage operational.
- **Competitions Convenor (Graeme Ackland)**
 - Tidied up the rules to be consistent with the new BOF rules, and cite the correct sections.
 - **SOL** - introduced an elite class after lengthy consultation with SEDs.
 - **SHI** will be hosted at Balmoral. An inaugural sprint SHI will be hosted by SOA in Edinburgh in conjunction with the Race the Castles WRE.
 - Other competition rules remain unchanged from last year.
- **Fixtures (Paul Caban)**
 - We're due BOC in 2018; the JK in 2022. Each are two years earlier than a notional twelve-year rotation due to the non-playing of some Associations.
 - Following the changes caused by RTC, the HI schedule has been subject to some variation. After this year, we do not have an HI until 2017. We have the JIRCs in 2016.
 - Full set of SOLs scheduled for this year and next.
 - A reminder also that I would intend to demit office at this year's AGM.

Action 6

- There has been a change in the BOF event insurance policy, and corresponding change in conditions. Particularly, it would appear that booking accommodation and travel for third parties (acting as a travel agent) is no longer covered by the policy. This will have an impact on Home Internationals, and possibly other big multadays.
- The Board formally agreed Tim O'Donoghue's appointment to Grade B Controller
- Transfer of Loch Ordie, SOA Copyright Map to Tayside Orienteers was approved.
- A joint map copyright agreement between SOA & BASOC was proposed (rather than the complete transfer requested) primarily due to needs of National Centre. **Actions 7&8**

d. Development

- A request for financial help was received from Edinburgh University OC with respect to the BUCS in Leeds. They asked for part funding for non-Edinburgh Univ students. It was decided to support these students but only SOA members would be eligible.
- Discussions are currently underway with student clubs to obtain details of 2014-15 officials and plans for the year ahead.
- Tayside report their new website up and running and their Development Fund grant will be paid shortly
- Mar OC semi-permanent course development is almost complete and the club has been told that any application for their Development Fund grant to be paid now, will be favourably received.

The Board discussed two applications from clubs for development funding. A second application from BASOC to cover event equipment was approved. A second application from Edinburgh University OC for support towards the cost of 10 people attending a UKCC L1 coaching course was discussed. It was agreed that the club should be asked to make a contribution to the cost and that there would be a SOA contribution.

Action 9

e. Partnership (presented by RS)

- Participation data from 2011, 2012 and 2013 shows gross data and data without 6 day or JK for numbers of activities, events and participants at both activities and events. A redistribution of participation across activities and events was evident. **Action 10**
- Membership of open clubs has been updated with membership figures to 15 March. Spreadsheet also shows lapsed membership for each year. There appeared to be a slow rate of renewals, making it difficult to judge year-on-year change.
- First round of Scottish Sports Aid awards made. Alexander Chepelin, Rhona McMillan and Jennifer Ricketts all successful and each awarded £1,000 from The Robertson Trust.

f. Performance (MM)

- Scottish Orienteering WOC 2015 Elite Fund announced with applications to be received by end of March. Board informed that to-date only 2 applications had been received [10 received by end March].
- SEDS to publish new Selection Policy shortly

g. Development Officer (presented by RS)

- Club Development Conference 17th May 2014: some bookings received. More will probably follow announcement of details, which will be soon.
- Coach CPD: worked with Coaching Co-ordinator to finalise programme for 2014, now taking bookings. First CPD day 30th March in Edinburgh. Attended Strength & Conditioning Foundation course and started work to support orienteering coaches in guiding athletes to suitable S&C. Attended sportScotland Coaching Network Development Seminar.
- sportScotland has indicated that funds will be made available for orienteering to have a “Class of 2015” coach education programme relating to WOC 2015. We intend to provide one-day Coaching Foundation courses free of charge to clubs, run up to 6 courses across Scotland and train 50-70 people. The Foundation Course provides experienced orienteers with skills required to give beginners and returners meaningful and good quality introduction to the sport. A further 2 days is then required to complete the UKCC Level 1 qualification. We are most grateful to sportScotland for this promise of funds.
- Provisional booking made for next Volunteers’ Activity Weekend at Glenmore Lodge: 13-15th May 2016.
- No reaction from clubs to recent revised form for new members. With President, working on welcome pack for new members.
- Admin Assistant post advertised on SOA and sportScotland websites
- Continuing to make progress with semi-formal discussions with clubs, leading to fuller understanding of issues; points raised are being handled as appropriate.
- Child Protection/Safeguarding: no issues to report. Retrospective PVG applications continuing.

Action 11

h. Professional Officer (CDM)

- Scottish Orienteering Championships parking and access issues resolved
- The Scottish Government will produce a licence for the free access and use of LiDAR data through a sub-licence from sportScotland to the SOA. The Ordnance Survey informed sportScotland that they could no longer assist in providing data for use in urban mapping (done until recently through local authorities). Having consulted with the Improvement Service it has been suggested that we have a sub-licence with BOF

- A new capercaillie agreement was approved and signed with the Caper BAP Group. Nothing startling and new, though it does say that presence of capercaillie does not imply a total ban on orienteering (just March to August)
- The final touches were made to the Agreement with the Forestry Commission Scotland and this was published
- An application for funding for an RDO position in Nairnshire (plus associated mapping) was made to the Davidson Trust
- An application for funding for the Highland 2015 bridge will be made through Active Places, a fund administered by sportScotland
- Following a presentation made by the Scottish Rugby Union at the Harper McLeod/sportScotland conference in December, an approach has been made to the SRU's sponsor (Macron) for H2015 branded clothing with full cooperation from the SRU.
- Consolidated response sent to SSA about required circulation list amongst SOA

i. Treasurers Report (IM)

No areas for concern regarding budget - at this stage of year membership lagging by about a week.

- Offered the universities £180 in support to attend BUSF
- Will make some savings on Score this year but Paul Frost is looking to charge us for his services.
- SEDs ended up 2013, £3149 in credit. That's been added to their spend forecast for this year
- Collected £400 sponsorship for the SOUL series from bto **Action 12**
- Rework the cost reports and forecasting aids for 2014.
- Updated budget numbers as agreed in January
- Started on 2013 annual accounts
- No progress on some underlying governance activity (RTC bank account, annual review of finance policies, governance audit recommendations).

Board discussed a request from Simon Firth (ESOC) to lift the limit on SOA levies to events with fees over £9 (from £8). This could cost SOA £500 a year. It was agreed to retain levies as they are until March 2015 and review then.

5. Major Events Update

a. WOC and Highland 2015 (CDM)

A progress report was given:

- £10,000 funding and assistance from Moray Council
- Forestry Commission will pay for materials for improving tracks
- Marine Harvest have offered to provide floating walkways
- Offer of funding from Sainsburys
- Site visits are on-going
- Event Centre is being built but may need plan B
- End of May – IOF delegation visit to revue plans for WOC

- Quality assured LIDAR data still not received for 1 area.
- Meetings relating to funding, planning permission etc. continuing.

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

- No access to Edinburgh Castle.
- Issues around training camps need to be resolved.
- Event Scotland money coming in but no funding so far from Edinburgh and Stirling authorities.
- Outdoor/sports companies have been approached for sponsorship without success.
- Event incorporates SHI which for the first time will include a Sprint race.
- Event will be used to test run equipment for WOC

c. Future major events post 2015 (RS)

A plan, prepared by previous president and professional officer exists and needs to be located.

Meanwhile board members were asked to consider this.

Action 13

6. Risk Register (CDM)

6-Day cancellation leading to a loss of funding, risk added. Need for list of actions to mitigate risk.

Loss of website developer, risk re-assessed.

Action 14

7. Annual Plan and performance measures (CDM)

Annual plan still in bedding-in process – too early to review. Proposal was made that first “serious” review should be as part of the sportScotland review in June.

Action 15

8. Draft paper on new Club + SOA membership option (RS)

In response to a paper from RS there was a substantial discussion with board members asked to submit alternative proposals with a view to reaching an agreed proposal to present at this year’s AGM.

Action 16

9. AGM 2014 business

Saturday 24th May. Agreed that CDM should book Blair Atholl Hall.

Action 17

- Harper MacLeod advised that a special resolution will be required to change Articles of Association if we wish to change the quorum requirements for an AGM. OSCR need to be notified rather than providing approval.

It was suggested that an EGM be held prior to the AGM to deal with this.

Action 18

- CDM requested that format of the AGM booklet be changed in line with Charity Return to avoid duplication. IM advised that Charity account return format had changed and unlikely to be useful.
- IM to continue as Treasurer, proposed by TOB seconded by AH.
- BM indicated he would be standing down from the Board at the AGM.

- Directors were asked to keep reports as short as possible and were reminded that they cover the timescale from the previous AGM (end of one year, beginning of another) **Action 19**

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

- Agreement between 6-Day Co and BOF close to being signed.
- 2015 progressing well. WOC and H15 are working well together to produce the one major event. The steering group covers the whole event.
- Problems with TV coverage to be addressed.
- 6 Days does not yet have a full set of officials in place.
- Marketing of the 6-Days 2015 will begin at the JK. The WOC has still to find a marketing manager and a paid professional has been considered in the event of no volunteer coming forward..

11. Report from BOF

No report received.

12. Revisit Key Dates; Dates of Meetings in 2014

AKBell library intimated that there is a major event there on 28th June. 14th June has been booked as an alternative date for the next meeting. **Action 2**

13. AOB

None raised.

The above is accepted as a true representation of the meeting.

Signed: (President)

Date:

New Actions from meeting

No	Item	Action	By	Due Date
1	2	Amend entries in register of interests.	PM	14/06/14
2	2	Change entries in Key dates	PM	14/06/14
3	3a	Add line at end of minutes	PM	ASAP
4	4a	Clarify with forestry regarding contact details for stakeholders	RS	14/06/14
5	4b	Compile 'wish-list' for SOA website. All to contribute suggestions.	RM/all	14/6/14
6	4c	Contact Paul Caban to discuss replacement	TOB	24/5/14
7	4c	Liaise with BASOC to produce business plan for joint ownership of maps.	TOB	14/06/14
8	4c	Carry out audit of SOA trophies	TOB	14/06/14
9	4d	Communicate Board's response to BASOC's and EUOC's requests for funding	BM	14/06/14
10	4e	Continue to provide participation data as at present	CM	ongoing
11	4g	Follow up on suggestion of creating register of event officials (planners/organisers)	HQ	14/06/14
12	4e	Check with Andy Paterson whether bto funding can be used for Sportsmatch	IM/RM	14/06/14
13	5c	Make suggestions for major events post 2015	All	14/06/14
14	6	Update risk register	CDM	14/06/14
15	7	Review targets in annual plan.	All	14/06/14
16	8	Submit proposal for Club + SOA membership option	All	ASAP
17	9	Book Blair Atholl hall for AGM	CDM	ASAP
18	9	Check if EGM before AGM is acceptable procedure	CDM	ASAP
19	9	Submit reports for AGM	all	ASAP