



Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 14 June 2014 in AK Bell Library, Perth.

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

1. Welcome and Apologies for absence

Apologies from Megan Griffiths (MG)(**sportscotland**) and Martin Ward (BOF)

RS thanked all directors for the full turn out and welcomed Ian Doig who replaces Bill Melville as Development Director. He also thanked IM for agreeing to continue as Treasurer for a further 3 years.

2. Register of Interests & Key Dates

The register of interest was checked.

Action 1

Key dates were checked. RS indicated that he was proposing a change to the number of board meetings under a later item.

3. Minutes of meeting on 22 March 2014

Minutes accepted. Matters arising and actions are covered under other items.

4. Directors reports

a. President (RS)

- Much of my time in the last two months has been spent on trying to move forward our efforts to re-establish membership growth, with only limited success.
- The working group charged with creating a BOF GB Strategy will have its first meeting on 28th June.
- We held a successful Club Development Conference at Fordell Firs on 17th May. Our charitable status continues to bring benefits. Recently, it has allowed us to use the services of ProjectScotland to recruit volunteers for Highland 2015 and, through the Matched Giving scheme, support junior development across Scotland.
- I am continuing to carry out a review of directors' performance as required by the KPMG Governance Audit.
- Admin. Asst. appointed at Glenore Lodge for two days/week for 2 years.
- Still awaiting final decision from **sportscotland** on whether they will continue to part fund the RDO positions.
- I attended the Final of the Perth & Kinross Schools Festival at Scone Palace and presented a memento to the 10000th participant.
- I have accepted an invitation to attend the EUOC 50th Anniversary celebrations in October.
- BOF wishes to include SOA staff in their organogram. It was agreed that RS should find out why BOF want this and act accordingly. It should be clear these are SOA staff, not BOF staff.

- Following up on an action point from 18/01/2014 which arose from the Governance Audit RS produced a review of the principal business addressed at the current Board Meetings and proposed that the September meeting be dropped. If necessary, a conference call can replace this. This was agreed.

b. Marketing & Communications (RM)

- June edition of Score completed and will be issued end of next week.
- Facebook – 278 likes, most engaged 35-54 yrs old, from Edinburgh. Most popular post in recent months – “Caption competition” – 413 people reached.
- Twitter – 599 followers.
- Mike Rodgers to promote orienteering and WOC at Queen’s Baton in Elgin on 3 July.
- Sportfirst (**sportscotland** magazine) WOC article planned for 2015
- Propose course on facilitating the use of social media with a focus on orienteering. It was suggested that money available from **sportscotland** for upskilling officials might be used for this. **Action 2**

c. Operations (TOB)

- Scottish Individual Championships delivered successfully. Ross Lilley working on venues for 2015 Weekend in West Area.
- Eleanor Pyrah attending to Trophy Audit.
- Awaiting response from BASOC re. joint map copyright agreement.
- Awaiting response from Controller of Controllers for update of business.
- Two 6-Day Mapping Fund applications were approved. A third application was invalid as mapping had already started, but the club was eligible to apply to the Development Fund.
- A proposal to re-introduce the requirement for Event Officials & venues for SOLs & above to be endorsed by SOA Board at meeting closest to 31st October in preceding year was agreed. **Action 3**
- Still looking for volunteers for Fixtures & Competitions vacancies. **Action 4**
- There was a discussion around a new rota of Scottish Competitions required from 2015. It was proposed that an article on this appear in “Score”. **Action 5**

d. Development (ID)

- Settling in to post and it is proposed to continue work started by Bill Melville.

e. Partnership (CMac)

- Membership of open and closed clubs has been updated to end of May and was made available to Board.
- Second round of Scottish Sports Aid awards made. Andrew Barr awarded £1,000 from The Robertson Trust.
- There was discussion around the issue of BOF insurance and the small number of Gift Aid returns. **Action 6**

f. Performance (MM)

- Scottish Orienteering WOC 2015 Elite Fund. Athletes have received awards and are delighted
- SEDS have published new Selection Policy
- British Champs: W21 Claire Ward 1st, Hollie Orr 2nd; M21 Hector Haines 3rd
- Norwegian World Cup Races Hollie Orr, Doug Tullie and Hector Haines all achieved top twenty results
- SEDS organised Purple Thistle event now being advertised. To be based close to Inverness over the weekend 23-24 August. **Action 7**

g. Development Officer (presented by RS)

- Admin Assistant started on 12th May and is settling in well.
- Club Development Conference 17th May 2014: 25 people attended, evaluations all positive. Summary of discussions is on website.
- Considerable progress is being made with coach CPD, UKCC courses and Teaching Orienteering courses, including tutor training. Attended a useful sportsCoachUK course and provided a report.
- The Glenmore Lodge map is being well used by school parties.
- With Colin, took care of immediate issue of WOC training requests from various squads. Ongoing work which should be done by volunteer. SEDs has been approached in search for a WOC training co-ordinator and an honorarium from WOC agreed.
- Attended **sportscotland** Regional Development Managers' quarterly meeting in Inverness; saw new club self-assessment tool. Links with general push to get clubs on better footing – created set of template role descriptions.
- Club contact discussions with MOR & GRAMP chairs.
- Child Protection/Safeguarding: no issues to report. Retrospective PVG applications continuing.
- A copy of HQ's report for the June 2014 WOC OC meeting was circulated to Board members. **Action 8**

h. Professional Officer (CDM)

- LiDAR data received from Scottish Government and licence agreement signed with **sportscotland**. Copy of data (1.7 TB) to be held on disk at NOC. Record to be held of data issue to clubs
- Situation with OS not yet resolved and will chase up with BOF (Mike Hamilton). No recent requests for urban data.
- Hosted IOF visit (4 days) with generally positive feedback. Assistance by FCS, Earl of Moray, Highland Council (Nairn), Moray Council and Inverness College UHI greatly appreciated.
- Met with new club chairman of INVOC and discussed items including mapping, fixtures and development
- Proposed new storage facility at Darnaway to ease pressure on NOC store was discussed and approved. **Action 9**
- Spend of Davidson Trust funding and issues around the appointment of RDO for INVOC were discussed. Davidson Trust looking for publicity for their support.
- SOA AGM Minutes completed and circulated but still in note form. Once tidied, unconfirmed version to go on the website. **Action 10**

i. Treasurers Report (IM)

- 2013 accounts completed and endorsed by the AGM. Still require external review.
- Have now obtained nearly £60,000 in additional funds since charitable status achieved
- Race the Castles account will be managed through main SOA account.
- P&L ahead of budget so far this year. Expect more upside to come.
- Have committed to 5 days/week RDO position to August 16. Require additional **sportscotland** support if we are going to stretch this to really make the most of WOC and beyond.
- Support grants distributed to Elite WOC prospects as per plan; development payment made to ScotJOS for 2014.
- Now addressing outstanding **sportscotland** development audit actions & best practice communicated by independent reviewer of 2012 accounts. Need to ensure that actions proposed are addressing the issues raised by auditors.
- SOA finance policy update (on SOA website) was approved by the Board. Need to look at delegation of authority and expenses.

- Board agreed that CMac would act as the independent reviewer of accounts reconciliation and that the process be formalised and done quarterly. **Action 11**

5. Major Events Update

a. WOC and Highland 2015 (CDM)

Report on recent visit from IOF who are happy with the current situation. A lot is going on recruiting volunteers but BOF mailing regarding this not sent to SOA members. Wording must be suitable before mailing to Scottish members.

Action 12

Management of postal entries for WOC was discussed. Proposed setting up a PO Box at Inverness. A new 6-Days Treasurer has been appointed. Bridge construction is progressing and other meetings relating to the event are taking place.

Action 13

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

Preparations are going well. The event looks like attracting several major athletes from home and abroad. Suggestions were made on commercial sponsorship as none yet obtained.

6. Risk Register (CDM)

Changes to perceived risk of loss of membership and **sportscotland** funding discussed. Some changes of wording for risks that have come to pass were agreed.

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

RS and CDM will begin work on an up-date to the four-year Strategic Plan later in the year

RS to circulate the current Annual Plan for directors to provide a half-year up-date using green/yellow/red coding and then pass to CDM to maintain.

Actions 14 - 17

8. Website development (RM)

An exemplar marketing strategy was presented and initiated a lively discussion. RM was asked to convene a small working group to prioritise strategic actions. RM also to make web development the top priority and progress as a matter of urgency.

Action 18

9. AGM 2014 follow-up (RS)

a. Articles and Bye-Laws

In the Articles, paragraph 11.5 will be changed to read "The number of individual members present at a General Meeting shall be a quorum".

Action 19

In the Bye-Laws there are some incorrect statements that were not identified when the current version of the Laws was adopted at the Sept 2012 EGM:

Action 20

- In paragraph 1, "Secretary" should be "Company Secretary"
- In paragraph 7, the relevant Articles are 11.6 and 11.7, not 5.6 and 5.7, and the reference to Family Members should be removed.

b. SOA membership

The failure to progress this issue at the AGM and the likely way forward were discussed. It was agreed to start a membership drive using the club-badged membership packs being developed by HQ.

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

Not much to add to CDM report above. There are still vacancies on the Central Organising Team and the agreement with BOF is still unsigned. [Signed end June].

11. Report from BOF

No report received.

12. Revisit Key Dates; Dates of Meetings in 2014

6th September meeting to be cancelled. Next meeting: 25th October to agree 2015 budget.

Action 21

13. AOB

None raised

New Actions from meeting

No	Item	Action	By	Due Date
1	2	Update Register of Interests and circulate	PM	ASAP
2	4b	Contact HQ to explore cost of, and who might be interested in social media up-skilling course	RM	25/10/14
3	4c	Produce pro-forma for annual endorsement of event officials and venues	TOB	25/10/14
4	4c	Pro-actively recruit volunteers to take over Fixtures and Competitions	TOB	25/10/14
5	4c	Follow up on proposed "Score" article	TOB	25/10/14
6	4e	Contact clubs to remind them about Gift Aid	CMac	25/10/14
7	4f	Request training area mapping money from CDM for remap of Purple Thistle area	MM	ASAP
8	4g	Obtain CDM and HQ's timesheets for WOC	RS	ASAP
9	4h	Check insurance cover for proposed storage facility.	IM	25/10/14
10	4h	Check and tidy up section of AGM minutes	all	28/06/14
11	4i	Review accounts reconciliation, quarterly	CMac	ongoing
12	5	Review situation regarding BOF WOC mailing to SOA members	RS	25/10/14
13	5a	Set up PO Box for WOC postal entries.	CDM	ASAP
14	7	Update Strategic Objectives	RS & CDM	ASAP
15	7	Circulate Annual Plan	RS	ASAP
16	7	Update Annual Plan	all	ASAP
17	7	Obtain end-of-June participation figures from BOF and enter year-to-date figures in Annual Plan	CMac	ASAP
18	8	Liaise with HQ regarding the recruitment leaflet that she is currently producing and set up a working group to progress marketing strategy. Attend to web development urgently.	RM	ASAP
19	9	Correct Articles and submit to CH and OSCR	CDM	ASAP
20	9	Make changes to Bye-Laws and lodge updated version on web archive and with CDM.	RS	ASAP
21	12	Cancel AK Bell booking for 6 th September	PM	ASAP