



orienteering

Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 25 October, 2014 in AK Bell Library, Perth.

Present: Roger Scrutton (RS) - Chair, Anne Hickling (AH), Marsela McLeod (MM), Terry O' Brien (TOB), Ian Doig (ID), Megan Griffiths (MG)(**sportscotland**), Pauline McAdam (PM) – minutes.

1. Welcome and Apologies for absence

RS welcomed those present and listed apologies from Colin Matheson (CDM), Ian McIntyre (IM), Ross McLennan (RM), Claire Macpherson (CMac).

2. Register of Interests & Key Dates

The register of interest was checked.

Action 1

Key dates were checked and amendments suggested. Change sportscotland investment schedule

Action 2

3. Minutes of meeting on 14 June 2014

Minutes were accepted. Line for signature needs to be added.

Following a brief discussion it was decided to keep an archive of Board papers. PM to pursue.

Action 3&4

Matters arising and actions are covered under other items.

4. Directors reports

a. President (RS)

- The working group charged with creating a BOF GB Strategy had its first meeting on 28th June. The promised notes from the meeting have not yet materialised.
- No further news on the BOF organogram discussed at the last meeting.
- Our charitable status continues to bring benefits. We must get more people to use the Matched Giving scheme.
- I am continuing to carry out a review of directors' performance as required by the KPMG Governance Audit.
- Sportscotland has agreed to support the RDO positions for a further two years at £10k per year on condition the 1 FTE post covers at least five clubs. We are working on this.
- I attended the EUOC 50th Anniversary celebrations on 11th October where there was much reminiscing from a spread of past and present members extending back to the 1960s. EUOC really is a very good club.
- We received the recent Investment Principles from sportscotland which highlight the need for us to get membership growth back on track.

- SOA Sports Science Advisor (SSA), Adam Hunter, has resigned and returned to Australia. It was agreed to no longer continue the post but to use expertise available from other sources such as the Scottish Institute of Sport, BOF and sportscotland. Following a short discussion it was agreed that the voting unit at the AGM should remain the member as opposed to the club.
- Directors agreed to the SCORE editor's request to each write a short profile for SCORE covering their responsibilities and their interests. **Action 5**

b. Marketing & Communications (presented by RS)

- Marketing focused workshop day/programme for clubs is being developed in conjunction with HQ – proposed for a weekend of March 2015 in Perth. Will look at club marketing strategy, social media, perhaps also PR, videos. Focus on how to maximise exposure from WOC. **Action 6**
- Good feedback has been obtained re SOA marketing strategy from board and professional officers. This will be used to revise initial draft.
- Some press coverage in national newspapers achieved as a result of Race the Castles.
- An update on discussions with Paul Frost regarding the future development of the SOA website was given and engendered discussion on the best way forward. It was agreed on the need for a formal contract and that 6-Day work be included in any contract with SOA. **Action 7**

c. Operations (TOB)

- Available dates for SOL 2016 have been circulated to clubs. Offers to host these and the 2016 Scottish heat of CompassSport Cup/Trophy invited by 30/11/2014.
- There was discussion around the suggested job description for a fixtures secretary, the 2014 SOL series which is now complete and the proposals for 2015 events.
- Clarification was sought on issues relating to the GMC 2014 event which is registered as an SOA event.
- Board members were reminded that CompassPoint sponsorship of the SOL series only runs from 2013 to 2015. **Action 8**
- The proposed Scottish events rota for 2015 to 2020 was circulated. It was proposed that this now be extended to 2025 and extended by a further 5 years every 5th year thus ensuring clubs have ample notice of their involvement. **Action 9**
- 2 major future events were discussed: JEC in 2016 and BOC in 2018. It was proposed that TOB should apply for "spare dates" for SOLs in 2018 to provide flexibility. **Action 10**
- Members agreed to support TOB's proposals regarding ECKO's and AYROC's applications to the Six Day Mapping fund.

d. Development (ID)

- A meeting has taken place with the Forestry Commission with the intention of assessing the existence of Permanent Courses on FC land. Contact is being made with clubs to establish the extent of existing sites not on any database. We will be looking at funding through the FC to establish and upgrade Permanent courses (to include trail courses) where necessary.
- 2 applications for funding under the Development Fund, from STAG and FVO, were discussed and approved. **Action 11**

e. Partnership (presented by RS)

- No report but membership data provided. Membership numbers have been relatively flat since May but should start to climb towards the end of the year as 2015 membership can begin on 1st November 2014.

f. Performance (MM)

- 15 Scottish athletes were selected to represent Great Britain over the summer internationals:
European Youth Championships - Macedonia, Alex Carcas (INT), Kathryn Barr (MOR), Emma Wilson (CLYDE), Andrew Barr (MOR), and Daniel Stansfield (FVO) as non-travelling reserve.
Junior World Championships - Bulgaria, Alexander Chepelin (GRAMP), Chris Galloway (INT/EUOC)
World University Championships - Czech Republic, Kirstin Maxwell (RR/EUOC), Alan Cherry (INT/OUOC), Scott Fraser (INT/EUOC), Rhona McMillan (MAROC/ShUOC)
World Championships - Italy, Scott Fraser (INT/EUOC), Murray Strain (INT), Hollie Orr (LOC), Claire Ward (ESOC), Hector Haines (INT), Doug Tullie (RR). Best results 12th places for Claire and Hector in the Middle Final
- **JEC Belgium** 2nd place for Sasha Chepelin in the Long Race; 8th place for Jennifer Ricketts in the Women's Relay.
- **SEDS** organised a successful Purple Thistle and contributed manpower in lead roles towards the successful Race The Castles
- **Scotjos** organised a successful summer tour to Sweden incorporating the O-Ringen
- **Victories** for SEDS and Scotjos in the Senior and Junior Home International competitions respectively.
- **Scotjos** winners of the Junior Inter Regional Competition
- **SEDS** to decide how best to spend the money received as a donation from Estate of Ann Walder.
- Request on behalf of SEDS for financial support towards two pre-competition training weeks, to cover the hiring of a Coach for both weeks was discussed and approved.
- Feedback on training camps held during Race the Castles highlighted the need for more technical analysis.

g. Development Officer (presented by RS)

- Two further Coach CPD days held; making good progress with materials
- UKCC L3: progressing acceptance with SQA. Target agreed with sportscotland (= funding allocated) 4 people. 4 bookings received. Good level of interest in modules which will also be open to others as CPD.
- Met year's target for UKCC L1 by May; making progress towards target for UKCC L2 completions.
- 3 more TOP1 courses and 1 YLA (Young Leader Award) held; total so far this year 130 people taught.
- Participated in BOF Development Working Group, as invited expert. Presenting and leading a discussion session at the BOF Club & Association Conference 25th October.
- WOC training – squad summer visits linked with ROMP; Training Camp 2 on Deeside will have brought in some income to SOA as well as to clubs and WOC. Significant input from MAROC, Jon Musgrave in particular.

- Jane Halliday (MOR) and Suzanne Robins-Bird (INVOC) have gained the sportscotland tutor qualification; induction planned before they can deliver TOP1 course. Chris Fitzsimons has done the tutor training but is still to be assessed.
- Building work is progressing at Glenmore Lodge; office likely to move December/January.
- Child Protection/Safeguarding: no issues to report. Contact with clubs to urge review of web content re. CP.
- Board discussed the paper presented for satellite internet connection at the NC and approved the request.
- Board also discussed request for expenditure for materials for membership packs and agreed that Clubs should be involved in discussions about the content of these packs and that HQ, the RDO's and the Development Officer (ID) should work as a team in this important area. **Action 12**

h. Professional Officer (presented by RS)

- LiDAR data issued to numerous clubs
- Decision made to utilise existing Glenmore storage after reviewing options No progress on OS data agreement – will pursue with sportscotland
- Interview and selection of new RDO Johannes Felter
- Successful funding applications relating to bridge project (Active Places, Highland Council, FCS)
- Attended WOC 2014 in Italy. Many lessons learned.
- Office for National Statistics return made
- Progress with Highland 2015 including IOF Senior Event Adviser visit (over Ryder Cup weekend)
- Input to Race the Castles (Edinburgh City Council)
- After WOC 2015 will need to review job description and job title (Chief Operating Officer?)

Action 13

i. Treasurers Report (presented by RS)

- 2013 account review by PWC uncovered some issues with report formatting to meet charities standard not picked up last year. Good news for SOA is that Matched Giving is still yielding income.
- Donation received from estate of Ann Walder for SEDS activities. Very kind thought and much appreciated.
- Race the Castles transactions now appearing thick and fast. Will be a couple of months before we know the final financial position. £Cash expenses were distributed to athletes successfully without incident.
- 2014 position vs budget. Comfortably ahead but still some uncertainties post 2015, particularly on sportscotland contribution.
- Mike Rodgers RDO contract extended for a further 2 years. Johannes Felter has been appointed to an RDO position and set up on payroll.
- Contents and liability insurance renewed. Should also cover the directors of the 6 day company. Just waiting for paperwork to confirm.
- Some noise emerging around our laser printer contract managed by Stirling Surveys – potential cost here but working options with SS.
- Lot of SEDS action at the moment with WOC training and RTC events. Need to see some of the accommodation transactions unwind to establish true end year position. But a win at the SHI's for the Scots means they must doing it right.

5. Major Events Update

a. WOC and Highland 2015

Most points covered elsewhere (4h & 9). A few concerns expressed, one in particular regarding liaising with local councils and other bodies.

Action 14

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

Event produced many positive responses and pre-event predictions regarding competitor numbers and income seemed remarkably accurate, although final accounts not available yet.

6. Risk Register (RS)

It was suggested that the structure of the risk register be reviewed. Also changes proposed by CDM were rejected and instead it was proposed that "loss of membership" entry is changed as it is no longer a risk.

Action 15

7. Annual Plan (RS)

Updates made to Annual Plan. A copy will be put in Dropbox to make it easier for directors to up-date it continuously.

Action 16

8. 2015 Budget (presented by RS)

IM provided board members with a first pass at a 2015 budget, with assumptions behind it also shown. Total looks like a planned loss of £25k (which is manageable) but there are a lot of questions. Main ones to answer are to clarify **sportscotland** funding for 2015 and HQ's development programme. Also having not heard from Scotjos for a few months there is a need to catch up with their circumstances.

Action 17

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

- **2015 6 Day event.** Most areas are proceeding well; we are now preparing to open entries on Dec 1st. On the COT there are just a few posts remaining to be filled. Most have been filled by ESOC members, with a few from INVOC (bussing, social) who are also involved in providing teams in other areas – information, open sprint race.
- **Liaison with WOC/BOF.** The steering group meets rarely but Paul McGreal and Richard Oxlade are in fairly regular contact. There are current concerns over the WOC side of the budget, particularly lack of sponsorship and the costs of TV coverage. The BOF-6Day Co agreement was finally signed in June.
- **Awards.** Moray2013 was nominated as a finalist in the sports category of the Scottish Event Awards. We didn't win, but this sort of thing all contributes to raising awareness of orienteering. **Company business.** We are looking to appoint a minutes secretary (currently minutes are taken on a rotation by the directors). A few names have been suggested and are being followed up. The 'AGM' of the company will be held on Wednesday 19 November; Ian and Pauline are invited to attend (in addition to Roger) to represent the shareholders.

10. Revisit Key Dates; Dates of Meetings in 2015

Possible dates for the 2015 meetings were proposed and once availability of AKBell Library venue has been checked a 2015 Key dates document will be circulated through Dropbox.

Action 18

11. AOB

TOB has received request from SEDS for Middle Distance races at two of the 2015 SOLs. TOB to explore with clubs.

Action 19

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	Update Register of Interests - replace Jess Tullie with Johannes Felter and circulate via dropbox	PM	ASAP
2	2	Update key dates and upload to dropbox. Change sportscotland investment schedule.	PM	ASAP
3	3	Add line for signature to previous minutes & email to RS	PM	ASAP
4	3	Explore purchase of external hard drive for archiving Board documents	PM	ASAP
5	4a	Report back to Sally Lindsay on directors' positive response	RS	ASAP
6	4b	Look at club marketing strategy, social media, perhaps also PR, videos. Focus on how to maximise exposure from WOC.	RM	Jan 2015
7	4b	Continue conversation with Paul Frost and explore need for other quotes.	RM	ASAP
8	4c	Make RM aware of SOL sponsorship finishing in 2015 Discuss continuing sponsorship of SOL with CompassPoint	RS RM	ASAP
9	4c	Circulate events rota for comment	TOB	ASAP
10	4c	Circulate draft for 2018, liaise with BOF and look for volunteer to take on BOC 2018	TOB	ASAP
11	4d	Ask HQ to highlight information about the SOA Development Fund in future newsletters.	ID	Jan 2015
12	4g	Communicate with clubs about support for membership drive and content of membership pack	HQ	ASAP
13	4h	As a lead up to the review of PO job, use sportscotland help to get information from boards for other sports	RS	August 2015
14	5a	Discuss concerns with CDM	RS	Jan 2015
15	6	Change "loss of membership" entry to "further loss of membership" and revise structure of register to separate permanent risks from occasional ones	CDM	Jan 2015
16	7	Put copy of annual plan in dropbox. Directors to bring Annual Plan up to date to end 2014	CDM All	ASAP
17	8	Each director to have a look through their area of 2015 Budget and let IM know if the numbers are acceptable	All	ASAP
18	10	Check availability for proposed dates for 2015 meetings and circulate 2015 Key Dates	PM	ASAP
19	11	Explore possibility of Middle races at SOLs	TOB	ASAP