



orienteering

Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 24 January, 2015 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**), Colin Matheson (CDM), Ian McIntyre (IM), Ross McLennan (RM), Claire Macpherson (CMac), Pauline McAdam (PM) – minutes.

1. Welcome and Apologies for absence

RS welcomed those present and listed an apology from Martin Ward (BOF) and RM who would be late. Members were informed of the recent, sudden death of Dave Prentice (TAY).

2. Register of Interests & Key Dates

The register of interest was checked. PMcA was informed of up-dates.

Action 1

RS has tidied up the Key Dates document - two additions were requested.

Action 2

3. Minutes of meeting on 25 October 2014

Minutes were accepted and signed off.

Matters arising and actions are covered under other items.

4. Directors reports

a. President (RS)

- Still no news on the BOF organogram or of the BOF GB Strategy although both have been discussed at the BOF Board.
- Continuing to carry out a review of directors' performance as required by the KPMG Governance Audit, but in a very light touch way.
- SOA is now undergoing a HR Healthcheck by Gravitare HR. Papers have been submitted and CDM and RS will meet with Morven Borthwick on 11th Feb. to discuss the next phase. It is hoped that this will give us the opportunity to create a complete, well-structured, accessible set of HR documents.
- RS has issued a number of invitations to international athletes who will be coming to Scotland for WOC. These are needed to obtain visas.
- Interviews for the two Club Development Officers (MAROC, TAY) have been taking place.
- BOF is introducing a Recognised Centre of Excellence in Orienteering badge for outdoor centres. This extends to Scotland. Glenmore Lodge has expressed interest.

b. Marketing & Communications (RM + covered later under web-site)

- Significant international exposure has been obtained as a result of the Race the Castles, Stirling and Friday Edinburgh courses being shortlisted for WorldofO course of the year. The Stirling course won Sprint Course of the Year and was second overall.

c. Operations (TOB)

- Proposed events rota about to be circulated for comments. SEDS unable to take on responsibility for Scottish 8/11 Person Relay in 2015.
- SOL 2014 Certificates distributed
- Board discussed issues around the change of venue of 2015 SOL 1 due to failure to obtain access to the original proposed venue. RS said access issues in general to be discussed with FCS. **Action 3**
- Board were also advised that the area for the 2015 Scottish Championships is still to be finalised.
- Board approved the offer from BASOC to host the 2017 VHI.
- BASOC now want to formalise a mapping partnership with SOA. Board agreed to pursue this. **Action 4**
- Dates for SOLs in 2018 will need to take account that SOA is due to host the British Championships. A small group will discuss scheduling. **Action 5**
- There was a short discussion around an issue concerning the use of OCAD 11 by Stirling Surveys. TOB to pursue. **Action 6**
- Rules & Guidelines for Scottish Nights, Scottish Sprint & Scottish Score Championships all updated.
- SOL 2016: 7 applications received & processed & awarded to RR, INT, INVOC, ESOC, BASOC, MOR & CLYDE. Dates for MOR & BASOC in Sept complicated by JIRC(GRAMP)
- Compass Sport Scottish Final March 2016 – FVO.

d. Development (ID)

- Presently populating a database with a list of Permanent Orienteering courses within Forest Enterprise areas to include the existing condition and use of each area defined by operating club. Due completion by end April.
- Board discussed and approved applications for Development Funding from 4 clubs: BASOC, ECKO, STAG, INVOC. ECKO's Development Plan was identified as good. STAG will be asked to provide more feedback on the progress of their plan while INVOC will be asked to provide information on what they are doing to capitalise on WOC. **Action 7**
- Board supported the proposal that in future the inclusion of a Development Plan with an application for Development Funding will be compulsory. **Action 8**
- There followed a discussion on the need for more follow-up on the outcomes and impact of Development Fund awards. Where appropriate, RDO's should be asked to report on the impact on membership. RS said he would ask Mike Rodgers to review impact of school projects in particular on membership. **Action 9**

e. Partnership (CMac)

- The Board received an update on Gift Aid and the possibility of Gift Aid from Scotjos contributions. Further declarations had been received from INVOC, FVO, KFO and GRAMP Members.
- Board were informed that in 2014 participation increased by 18% although events were down by 3%. This gave an overall increase of about 2%. As 2015 is a 6-Day year an increase of 2.5% on 2013 participation was suggested. A target of 2.5% per year increase in membership with 5% increase for RDO clubs was proposed. In future membership figures would cover both open and closed clubs.

Action 10

f. Performance (MM)

- Good Results at World Cup in Tasmania: Jess Tullie 16th Long Race, James Tullie 38th, Ewan McCarthy 34th Long Race.
- Jess and James Tullie are standing down as co-ordinators of SEDs. The Board recognises the major contribution they have made to the sport in their work with SEDs and in promoting orienteering in the wider community.
- MG requested performance information for **sportscotland**.

Action 11

g. Development Officer (presented by RS)

- “Potential Members” packs distributed to clubs.
- Ordered more Control Descriptions, de-coder cards and colour coded course badges
- Meeting with **sportscotland** (Mairi McLaughlin) to agree plans for 2015/16 Coach Education & CPD, and Officials’ Training.
- Last Coach CPD day held (Dalbeattie); schedule for 2015 devised and advertised.
- Dates set for Grade B Controllers training
- Building work is still ongoing at Glenmore Lodge; office move expected February/March 2015
- Child Protection/Safeguarding contacted all Club Child Protection Officers regarding policy & procedural changes.
- The Board gave approval for changes to Child Protection Policy and for changes to the National O Centre price list relating to charges for training on SOA areas.

h. Professional Officer (CDM)

- Over 100 LiDAR “tiles” issued out to clubs and demand continues.
- No progress on OS data agreement – **sportscotland** referred us on to BOF.
- Pleased with level of activity of RDOs.
- Successful funding applications relating to bridge project (Active Places, Highland Council, FCS)
- Initial meeting with event coordinator (Jon Musgrave) for Deeside 2017
- Highland 2015 progressing well but very busy start to year
- Board advised of the need to follow up on **sportscotland** action on Active Places fund and LIDAR2.
- Interviews have taken place for the TAY and MAROC Club Development Officer posts.
- There was a discussion on Pension Planning in which IM requested permission to share staff personal data with Scottish Sports Association for the purpose of quoting for a pension provider. The law on workplace pensions has changed. All employers will be legally required to automatically enrol staff earning more than £10,000 into a pension scheme and make contributions. Staff earning more than £6,000 have the right to ask to be enrolled. The SSA are working with **sportscotland** to

enable a group scheme for SGBs - lower cost and hopefully better returns than trying to go it alone. IM to inform staff and pursue with SSA.

Action 12

i. Treasurers Report (IM)

- 2014 outcome ahead of budget, although still excluding Race the Castles. Combination of greater income than expected and reduced costs.
- Substantial income in 2014 from BP Matched Giving Scheme as result of charity status.
- A hectic time for Race the Castles activity and still a number of trailing transactions to come in, but currently forecasting a profit from the event. Disposal of surplus was discussed, including supporting Scottish elite athletes, RtC clubs and future international events. **Action 13**
- There had been a number of queries on liability insurance in relation to WOC, 6 days and SOA cover and also VAT liability. Still a lot of ambiguities here. Being pursued. **Action 14**
- Difficulties with laser printer contract now resolved but at the cost of any surplus for this year. Board was given an overview of 2015 budget proposals and endorsed them. RS commended IM for the excellent work he does.

5. Major Events Update

a. WOC and Highland 2015 (CDM)

- Camp-site and Event Centre are now at Bught Park and Eden Court respectively.
- A new senior event adviser has been appointed.
- A lot of support is being offered by English clubs.
- Still issues around insurance that are difficult to resolve without seeing the British Orienteering policy. See Action 14 above.
- AH asked about liability for VAT. IM confirmed that VAT is not an issue for SOA but the 6-Day Co may need to look into it.

b. Race the Castles (RTC) 2014 and JEC 2016 (RS)

- RTC is at the wrap-up stage. The Final Report is still to be accepted by Event Scotland, which will release the final tranche of their financial support.
- CLYDE has offered to host JEC 2016 at their SOL event.

6. Risk Register (CDM)

- The meaning of “permanent” as opposed to “occasional” risk was clarified.
- Changes from previous meeting: RtC removed; “further loss of membership” risk reduced; increased risk of reduction in sportscotland funding.

7. Annual Plan and performance measures (RS)

- 2014 plan has been up-dated with end-of-year information, but still a couple of entries outstanding. **Action 15**
- Members had a first look at the 2015 Plan. Still several areas to be populated. **Action 16**

8. sportscotland investment 2015 (CDM)

- CDM, CMac, IM and RS had been working on the application for **sportscotland** investment 2015-2016. The Board now had the opportunity to review the submission. Membership figures will be updated and Table 5.8 “Active coaches in 2014” needs to be re-done, as do one or two other details.
- There will be the opportunity to present a new strategic plan in November for the 2016-2020 **sportscotland** funding cycle.

9. SOA website redevelopment (RM)

- After clarifying some of the detail in Paul Frost’s proposal, the Board agreed to progress the website agreement with Paul at the prices he had suggested. There is still a need to finalise SOA requirements for functionality and content of the website. **Action 17**

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

- 2015 Event Centre and campsite have been moved into Inverness.
- 2017 CDM is now looking at Deeside forests for this event.
- 2019 Currently looking for a location for this event.

11. No report from BOF

12. Revisit Key Dates; Dates of Meetings in 2015 (RS)

Dates for remaining 2015 Board meetings were proposed - differences from previous suggestions.

Action 18

13. AOB - none

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	PM	ASAP
2	2	Include requested additions to Key Dates doc and upload to dropbox	RS	ASAP
3	4c	Approach Forestry Commission to discuss issues around access.	RS	21/3/2015
4	4c	Put a 3-year mapping partnership agreement together for Board approval and then forward to BASOC for approval	TOB	21/3/2015
5	4c	Meet to discuss dates for 2018 SOLs and BOC	RS/CDM/ TOB	21/3/2015
6	4c	Contact Robin Strain and clarify issues with OCAD 11	TOB	21/3/2015
7	4d	Structure feedback for development funding application.	ID	ASAP
8	4d	Look at sample Club Development Plan and refresh it in light of the need to submit a more evidence-based development plan for development funding	ID	ASAP
9	4d	Hold discussions with Mike Rogers to clarify what is happening to promote orienteering in schools.	RS	21/3/2015
10	4e	Rework membership list to include open and closed clubs.	CMac	ASAP
11	4f	Provide CDM with performance data to include in sportscotland investment application.	MM	ASAP
12	4h	Inform staff of likely changes to pension scheme and respond to SSA.	IM	ASAP
13	4i	Talk with Graeme Ackland regarding RtC surplus; also discuss with MM re. elites and AH re. S6D contribution.	IM	21/3/2015
14	5	Liaise with Perkins Slade, BOF and S6D Co to resolve insurance issues.	IM CMac	21/3/2015
15	7	Review end-of-year situation in 2014 Annual Plan	TOB/RM	ASAP
16	7	Update 2015 Annual Plan	all	ASAP
17	9	Finalise SOA requirements and pursue with Paul Frost	RM	ASAP
18	12	Check availability for proposed Board Meeting dates for 2015	PM	ASAP