



orienteering

Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 25 March, 2015 in AK Bell Library, Perth.

Present: Roger Scrutton (RS) - Chair, Ian Doig (ID), Megan Griffiths (MG) (**sportscotland**), Colin Matheson (CDM), Ian McIntyre (IM), Ross McLennan (RM), Pauline McAdam (PM) – minutes.

1. Welcome and Apologies for absence

RS welcomed those present and listed apologies from: Anne Hickling (AH), Marsela McLeod (MM), Terry O' Brien (TOB), Claire Macpherson (CMac), and Martin Ward (BOF).

2. Register of Interests & Key Dates

The register of interest was checked and two updates noted.

Action 1

Key Dates document was checked. It would be helpful to have CH and OSCAR papers ready for the Robertson Trust report in August.

3. Minutes of meeting on 24 January 2015

Minutes were accepted and signed off.

a. matters arising and audit action sheet

Matters arising are covered under other items. Following a request from MM, PM tried to explain how the Master Action spreadsheet should work.

Action 2

As MG had to leave early it was agreed to change the order of the agenda and cover items 6 (Annual Plan) & 7 (**sportscotland** investment) before 4 (Directors' Reports).

7. Annual Plan and performance measures (CDM)

Current version was reviewed and discussed. Directors were reminded that colours should indicate the probability that a target will be achieved within the year.

Action 3

MG commented that the 2015 Plan is better structured and is going in the right direction. She also proposed that the Development Director's or Development Officer's report to the Board include information from the RDO's

Action 4

8. sportscotland investment 2015 (MG)

The Board was shown a breakdown of **sportscotland's** investment in the sport. RS expressed the Board's gratitude to **sportscotland** for this support and to MG for keeping us "on track". In anticipation of continued funding, a new 4-year Strategic Plan will be needed by November 2015. RS proposed that at the June Board meeting the afternoon be spent brain-storming about strategy for the next 4 years. MG advised that **sportscotland's** focus was on clubs and club membership.

Action 5

4. Directors reports

a. President (RS)

- HR Healthcheck, review of Directors, BOF organogram and Strategy are still ongoing.
- The two Club Development Officers (MAROC, TAY) started work on 23rd February; Chris Fitzsimons is resigning from his Admin. Asst. post
- BOF has appointed assessors for their Recognised Centre of Excellence in Orienteering badge for outdoor centres. It is understood Lynne Walker and Martyn Pegg will operate in Scotland.
- Invited to award the BUCS trophies.
- A recent e-mail has been received from Mike Hamilton containing a proposal that BOF offers a franchise to run the JK and British Championship events. The Board felt that SOA would be unlikely to bid for such a franchise.
- A request about blanket SOA membership for all EUOC (and other university club) members was discussed. IM pointed out that this issue had been addressed in the past and a process already existed but needed to be dealt with on an individual basis. RS agreed to let universities know that SOA membership is open to all their members, even those whose "first club" is outside Scotland. **Sportscotland** would be willing to count members recruited this way towards our membership total.

Action 6

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

- Agreement has been reached with Paul Frost to continue as webmaster.
- March Score published successfully.
- There was discussion around whether the accounts and annual report be published on the SOA website as suggested by OSCR. It was thought that there should be a page on the web-site relating to SOA's charitable status, which could include accounts and reports.

Action 7

- It was agreed that "Score" should also be publicly available on the web-site. The promised review of SCORE in its new format was now due.

Action 8

- RS said that Compasspoint is keen to continue SOL sponsorship.

Action 9

- There was a brief discussion on progress with the proposed Tiso poster.

c. Operations (by RS)

- Still no offers for either Fixtures / Competitions Co-ordinators roles.
- Scottish Champs 2015 on track – Ardnaskie/Inverawe – West Area. Ross Lilley planner ; TO'B Controller.
- Scottish Champs 2016 – North Area – Balmoral – date moved a week earlier due to Royal Family occupancy during late May Bank Holiday.
- Board agreed to endorse SOA/BASOC Draft 2 proposal on sharing National Centre maps with one modification relating to financial limitation. A possible conflict of interest was identified and needs to be mitigated.
- 1 offer from MAROC re.BOC 2018 – accepted. Early May Bank Holiday date. Request being made to BOF Events & Competitions from BOF Fixtures Secretary to approve as less than 23 months since Scottish 2016. Jon Musgrave is contact. Completed by email exchange.

Action 10

d. Development (ID)

- Development Funding Application form now updated to include a note that we will be seeking a review of each project and its impact on membership growth and also that all application should be submitted with a Club Development Plan.
- A submission for Development Funding was received from CLYDE, subsequently withdrawn and re-submitted under the 6-days Mapping Fund.
- The newly appointed Club Development Officers attended a meeting at Glenmore Lodge with the RDO's, MG, HQ, CDM and ID. Mel will be working closely with Mike and Sarah with Johannes.

Action 11

- Populating a database with a list of Permanent Orienteering courses within Forest Enterprise area. Meeting to be held with FCS on Thursday 16th April.
- Board agreed to a request from HQ to get 1000 copies of the Techniques book reprinted and for the present to gift a copy to each new household that joins.

e. Partnership (by RS)

- Membership as at 17 March is 7.95% up on 31 March last year. At 28 February it was 10.81% up on last year.
- The board agreed to propose changing Articles of Association at the AGM so that board rotation of ¼ of directors happens every year rather than 1/3.
- Registering for gift aid is in progress. Board agreed that money claimed by Scotjos should be returned to Scotjos for first 3 years as was agreed for clubs.

Action 12

f. Performance (MM)

- WOC 2015 Elite Fund distributed.
- Started discussion and recruiting for new SEDS Team Management.
- Congratulations to the following juniors who have been awarded grants of £1000 from the Robertson Trust to help them meet their training and competition costs for the coming year:
 - Rhona McMillan W20 (MAROC, ShUOC)
 - Alex Carcas M18 (INT)
 - Emma Wilson W16 (CLYDE)

Action 13

g. Development Officer (presented by RS)

- Taught organisers' and planners' courses in Edinburgh, Coaching Foundation course at Glenmore; co-led tutors' CPD day at Glenmore. Arrangements well advanced for programme of Coach Education, CPD and officials' courses, bookings going well. Coach CPD – reviewed logs and gave feedback/guidance.
- All clubs have received "potential member packs" and "welcome packs" (for new joiners); positive feedback from clubs though real impact is difficult to assess. Control description de-coder cards and postcards re-printed and some badges re-stocked. Awaiting comment from Communications Director on A4 tri-fold leaflet.
- Meeting with Megan Griffiths and Alan Clark (**sportscotland**) resulted in agreement on pro-forma that can form basis of plan format for all clubs, linking in with wider SOA Development Plan. See Action 11.

- UKCC L3 now on SQA framework; progressing with approval process for delivery.
 - Expect to be in new office (with satellite internet connection) within 2-3 weeks.
 - Application received from Clyde to be considered under 6 Day mapping fund.
 - No Child Protection/Safeguarding issues to report.
 - Following the resignation of the Admin Assistant appointed to help HQ at the National Centre, the Board agreed in principle to the proposed paying of a qualified coach to cover school groups wanting to do orienteering at or near Glenmore Lodge. **Action 14**
- In response to a proposal from HQ it was decided that funding for specific NOC tasks such as this will be considered on a case-by-case basis.

h. Professional Officer (CDM)

- HR Healthcheck review by Gravitare. Awaiting feedback. Submitted organisation chart.
- Attended pension auto-enrolment workshop. Recommendations to accept SSA proposal made to Board.
- On-going support to club mappers with LiDAR.
- Attended development meeting with RDOs and new CDOs.
- With RS presented Scottish Sprint Champs trophies.
- Completed input for Annual Investment Plan.
- Capercaillie agreement renewed and published.
- Board discussed recent concerns over the SOA start clocks and their refurbishment. It was decided that further information was needed, but SOA would be willing to contribute to the purchase of new EMIT clocks if necessary. **Action 15**
- Board also discussed a request for SOA staff uniforms. **Action 16**
- Timescales for the AGM booklet and the AGM were reviewed. **Action 17**

i. Treasurers Report (IM)

- 2015 costs running to budget thus far.
- Close out cost report for 2014. £9,900 gain on the year versus £45,000 budget loss.
- 2015 budget is similarly severe but same degree of opportunity not expected to materialise next year, unless we can secure material third party support
- Still waiting on final RTC payment from EventScotland. All else is done.
- Liability insurance issue for 6 days still not resolved
- Enlisted with the SSA scheme for auto enrolment pensions
- Set up two new employees on payroll (Mel & Sarah). Terminated Chris. Mike Rodgers increased to 3 days/week
- 2015 Elite fund awards issued.
- Disposal of remaining RTC surplus was agreed.
- There was discussion around the recent request for new start clocks (see item 4h). If SOA is required to make a major cash contribution savings would be required in other budget areas. It was felt that this would be possible.
- The annual transfer of funds to ScotJOS was approved.

5. Major Events Update

a. WOC and Highland 2015 (CDM)

Busy, but things are progressing and under control

b. RTC 2014 and JEC 2016 (RS)

RTC is wrapped up. Awaiting final Event Scotland payment.

JEC Individual races will be linked in with CLYDE SOL

Action 18

6. Risk Register (CDM)

The status of some risks was discussed. The wording of the risk of losing support staff requires updated now that Chris Fitzsimons has left.

Action 19

9. AGM 2015 business (CDM)

The timescale for different items of business and publication dates were checked.

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

Highland 2015

- Entries standing around 3,600 at time of writing. 5,000 target expected by EventScotland
- Positive outcomes on funding applications including £25,000 from Highland Council and £25,000 from EventScotland
- Still seeking private sponsorship or value in kind e.g. Benromach, Sainsbury, mobile mast operators
- Selection of suppliers for major contracts including circa £40,000 to Limelight for event crew, vehicles, infrastructure e.g. barriers, ground mats. Shared cost with WOC. Marquee contract circa £16,000 (Purvis) but difficulties with chemical toilets. Competing demands for resources including Mumford & Sons, Belladrum, Black Isle Show and Moy Game Fair
- Training coordinator for WOC (Denise Main) taking over from HQ. Extensive windblow in some areas but now suitable model and training opportunities
- Issues over felling and thinning (Day 1) to be resolved. Still awaiting formal agreements for other areas and negotiations underway
- Bridge still in place despite recent storms. Still awaiting landowner letters to secure Active Places funding
- Third party in place to run and manage campsite at Bught Park (potential loss unless good numbers)
- Arena plans for WOC areas drawn up and circulated.
- Volunteers getting stuck in to help out e.g. IOF services, VIPs, arena mapping, arena coordinator meetings
- Positive dealings with Forestry Commission Scotland
- Environmental compliance statement needed for Scottish Natural Heritage with supporting mapping
- Meetings with Highland and Moray Councils multi-agency teams on-going including police, environmental health, licensing, traffic management
- Concern over start clocks for the event was raised again. This is a major issue that has been addressed elsewhere. Progress towards a solution is urgently needed.

Deeside 2017

- Permissions in principle for 6 areas

- Good ground work by 2017 coordinator (Jon Musgrave)
- Trying to get agreement on event centre and campsite based in Ballater

2019

Southern clubs considering options including away day to England

11. No report from BOF

12. Revisit Key Dates and Actions (PM)

No changes

13. AOB

There was no other business, but following the meeting the Board conducted the 2015 staff salaries review.

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	Re-contact Johannes Felter to get Register of Interests up-to-date. Remove Martin Ward.	PM	ASAP
2	2	Discuss structure of Master Action list spreadsheet	RS/PM	27/06/2015
3	7	Remind directors to regularly review targets in Annual Plan as large gap between June and September meetings	CDM	27/06/2015
4	7	ID and HQ to agree who will add a few notes to their reports on progress of RDOs	ID/HQ	27/06/2015
5	8	Prepare and circulate papers for a half-day discussion on Strategic Plan 2016-2020 at June Board meeting.	RS	ASAP
6	4a	Identify who runs SOA membership process for university students.	RS	27/06/2015
7	4b	Ask PF to include a charity page on the new website.	RM	27/06/2015
8	4b	Conduct promised review of Score and communicate change in publication to PF.	RM	27/06/2015
9	4b	Contact Rick Houghton re continuing SOL sponsorship	RM	27/06/2015
10	4c	Add line to SOA/BASOC agreement regarding financial limitation on agreement. Agree mitigation of potential conflict of interest with HQ; sign off agreement with BASOC.	IM TOB	27/06/2015
11	4d	Ensure that RDO's have completed sportscotland baseline proformas for their clubs.	ID	27/06/2015
12	4e	Follow up with individual clubs regarding reasons for changes in membership.	ID/HQ	27/06/2015
13	4f	Approach SEDs about giving successes more publicity.	MM	ASAP
14	4g	Follow up on proposal for employing coach to cover school orienteering requests at National Centre.	IM/HQ	ASAP
15	4h	Follow up on start clocks with Ted Finch and AH	CDM/IM	ASAP
16	4h	Ask RDO's about staff uniforms and feed-back to RS	CDM	27/06/2015
17	4h	Discuss details of proposal to change no of Board positions that must rotate with CMac	CDM	ASAP
18	5b	Check details of JEC funding arrangements	RM	27/06/2015
19	6	Update wording in Risk Register	CDM	27/06/2015