



orienteering

Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 10 October 2015, in AK Bell Library, Perth.

Present: Roger Scrutton (RS) - Chair, Colin Matheson (CDM), Terry O' Brien (TOB), Claire Macpherson (CMac), Ian McIntyre (IM, part), Ross McLennan (RM, part), Megan Griffiths (MG)(**sportscotland**), Pauline McAdam (PM) – minutes.

1. Welcome and Apologies for absence

RS welcomed those present and listed apologies from Marsela McLeod (MM) and Dave Kershaw (DK). Dave Kershaw replaces Anne Hickling who has retired as 6-Day Company chairperson. Ian McIntyre (IM), Ross McLennan (RM) and possibly Ian Doig (ID) would join us later.

2. Register of Interests & Key Dates

The register of interest was checked.

Action 1

Key Dates document was checked. Board members were reminded to make timely budget requests based on their current budget allocation.

3. Minutes of meeting on 27 June 2015

Minutes were accepted and signed.

a. matters arising and audit Action Sheet

Matters arising and actions are covered under other items. There are still issues relating to members updating the documents, including the Action Sheet in Dropbox. PM to follow up.

Action 2

4. Directors reports

a. President (RS)

- The final draft of the KPMG Governance Development Audit was received during September. Because of work on the new Strategy it is hoped to return to it and the Gravitare HR Healthcheck shortly.
- Currently also working on the end-of-Year 1 progress report for the Robertson Trust.
- Through work as the new Chair of the SSA Outdoor Pursuits Group I am beginning to appreciate that there is a vast network of organisations in outdoor pursuits with subtly different agendas. Many of the issues discussed, such as first aid training, A9 dualing, land access, PVG, are of importance to SOA.
- Visited the new office at Glenmore Lodge. It is virtually identical to the previous one.
- Members discussed the possibility of hosting the 2020 World Universities Orienteering Championships. The bidding process will not open until 2017 and the bid comes from a University and a city. RS proposed Edinburgh and stated that he would be prepared to organise.

b. Marketing & Communications (RS for RM)

- SOA Website has been refreshed and updated.
- Score continues to be published successfully.
- There is a review of the SOA monthly newsletter and where this sits in SOA.
- Scottish Orienteering Facebook - 479 likes
- 938 Twitter followers
- WOC generated significant interest in orienteering.
- There was some discussion around the possible content of the proposed charity page on the SOA web-site. CMac to send RM details of Gift Aid scheme. **Action 3**

c. Operations (TOB)

- There are no issues relating to the requests for change of map copyright for the maps from WOC and Highland apart from the Nairn map. INVOC and MOR requests for this map were discussed. INVOC already have a map of Nairn E beach and would benefit most from the development opportunities stemming from having the map of the whole town. It was agreed that INVOC should have the Nairn map.
- Applications have been made to the 6-Day mapping fund from BASOC, CLYDE, FVO and KFO totalling £6,100 but there is only £3,800 left in the fund. It was agreed that the £2,300 shortfall can be covered by the SOA Development fund. It was agreed that a time limit should be placed on claims.
- CompassPoint SOL 2015 series is complete. Prize giving will be at the Scottish Score Champs.
- Board was informed of the deadlines for the 2016 and 2017 series of SOL events.
- No comments received to SOA Events 2016-2024 rota, circulated in February 2015
- Some soundings have been made for Fixtures and Competitions Convenors but no real interest.
- The Board was up-dated on BOC 2018. CDM to contact BOF for details. **Action 4**

d. Development (RS for ID)

- One application for Development Funding from INVOC for the replacement of vandalised control signs in Bught Park was discussed and approved.
- Forestry Commission POCs: no progress on this since the last board meeting; however a report will be submitted to all Board Members sometime in December. **Action 5**

e. Partnership (CMac)

- Annual Plan has been updated:
 - Membership up 21.8% to date
 - RDO club membership up 28.5%
 - Non RDO club membership up 8.94%
 - Activity participation 7858 against target for year 10159. Some participation for August still not in. Should meet target. **Action6**
 - Event participation 44735 against target 41609. Target exceeded.
- Alex Carcas nominated for SportsAid Scotland merit award.
- Waiting to hear from HMRC that we are registered for Gift Aid and will then claim for 2012
- Maureen Brown is dealing with the junior grant applications for this year.

MG queried whether the statistics above had been shared with the RDOs and highlighted the situations with FVO (and MAROC) where membership has stabilised after a period of losing members.

f. Performance (RS for MM)

- **World Championships - Scotland, Selected :** Scott Fraser (INT/EUOC), Murray Strain (INT), Hollie Orr (LOC), Claire Ward (ESOC), Jess Tullie (BASOC) Hector Haines (INT), Alasdair McLeod (Clyde) all SEDS athletes. Graham Gristwood, Charlotte Watson (based in Scotland), Fanni Gyurko based in Scotland running for Hungary.

Best results 10th places for Hector in the Middle Final, Scott 13th in the Sprint Final. Scots helped promote GB to Division 1.

- **Victory** for SEDS in the Senior Home International
- **Scotjos** winners of the Junior Inter Regional Competition. (Note added subsequently: and JHIs)
- Board were informed that a meeting has been arranged at Birnam on 14th November to discuss recruiting Scotjos TM and Lead Coach as a result of there being no applicants to take on the roles.

g. Development Officer

- At HQ's request members discussed communications, in particular whether the monthly newsletter should continue and whether to reprint leaflets and/or postcards. 4 club secretaries responded to request for opinion re. newsletter currently sent to them and Board; appreciate content but would be OK with alternative eg. direct to all members. RS to follow up. **Action 7**
- Uptake of "new" and "potential" member packs continues but at a lower level. Book reprint ordered. More "5 courses completed" badges needed. These are popular base level incentives..
- 11 courses in a variety of locations have been delivered since June with a total of 76 participants.
- Significant interest in orienteering in Gaelic language – BOF confirmed OK with copyright materials to be translated. **Action 8**
- Formulating plans for structured support to be offered after TOP1 course to maximise implementation
- Many course dates for 2016 now in schedule
- UKCC L3: External Verifier approved course pack and assessment structures & criteria. 6 people committed to course early November, possibly 1 other.
- Close to final agreement with BASOC on shared map copyright agreement. TOB confirmed this. Agreement will start on Jan 1st 2016 and will run for 3 years. SOA contributions to this agreement will come from the mapping budget **Action9**
- Child Protection/Safeguarding: no issues to report. Moravian have new Club CPO. Minimum Operating Requirements have been changed and some action required, mostly in area of awareness-raising.

Updates from RDOs and CDOs

Reports received from the Regional and Club Development Officers showed that their development activities with clubs continue. As well as continuing to work with schools, there have been family coaching sessions, event safety and Planning workshops and mobile phone orienteering courses made available. Promotional events at Knockburn Sports Loch opening (MAROC) and for SSE Perth (TAY) both resulted in plenty of interest in orienteering. Club membership continues to grow. **Action 10**

h. Professional Officer (CDM)

- Successful staging of Highland 2015 but involved excessive hours especially in relation to WOC commitment.
- Statements from BOF on LiDAR and copyright are confusing but Scotland is a different case.

- A request from Johannes Felter for a reduction in working week for the 3 months from 14 December-14 March was agreed.
- Following discussion it was agreed that Scottish Orienteering Equality Standard would be renewed at Foundation Level as required by **sportscotland**. However, BOF would be informed that there is interest in looking at the Preliminary level requirements.
- Request for purchase of OCAD licence was approved.

i. Treasurers Report (IM)

- 2014 accounts independently reviewed and submitted to Companies House and OSCR in time.
- 2015 costs running ahead of budget forecast.
- Employers insurance renewed (waiting for certificate)
- Need to do more in pursuing sponsorship opportunities – support requirement for COO?
- WOC expenses now closed out – SOA receipts were £16,000 for CDM’s time and £6,800 expenses (since 2013)
- Expect to be contacted imminently regarding auto enrolment pensions. Will forward info to those impacted when it comes though.
- 2016 budget – requests for changes from 2015 required now please. Requests must be aligned with first year of SOA strategy. **Action 11**

5. Major Events Update

a. JEC 2016 (RS)

Accommodation will be at Dounan’s Camp, Aberfoyle. FVO are organizing the individual event at the CLYDE SOL. Paul Frost has been asked to do the JEC web-site.

b. Deeside 2017 (CDM)

6 areas have been identified: 3 in the Aboyne area, 3 towards Braemar.

The COT is being formed from INT and MAROC.

Aberdeenshire and Cairngorm Councils and Event Scotland have been informed.

Feedback from Highland 2015 was very positive. RS expressed thanks to all of the volunteers for delivering a highly successful event.

6. Risk Register (CDM)

Changes to the status of one risk and the wording of another were discussed and agreed. **Action 12**

7. Annual Plan (CDM)

The need to retain members was recognised and a target for “churn” of 10% was proposed. **Action 13**

8. Report from Scottish 6-Days Co.

Due to the rotation of Chair, no report was available.

9. Open discussion on Strategy 2016-2020

This took up the whole after lunch session. Board members discussed the details in the draft Strategy presented by RS.

10. Revisit Key Dates and Actions (PM)

With the 2016 AGM on 21st May, dates were proposed for the first 2 board meetings of 2016.

Action 14

11. 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	Up-date register of interest.	RS/PM	16/1/16
2	3	Meet to discuss rules for use of Dropbox	RM/PM/CMac	16/1/16
3	4b	e-mail charitable details to RM for web-page	CMac	16/1/16
4	4c	Contact BOF regarding BOC 2018	CDM	16/1/16
5	4d	Submit report on POCs to Board	ID	31/12/15
6	4e	Obtain missing WOC activities data from HQ	CMac	16/1/16
7	4g	Discuss communications issues with HQ	RS	16/1/16
8	4g	Inform Gaelic language body about significant interest in orienteering from Gaelic-speaking community and plans to translate orienteering materials into Gaelic . Check Highland Council role.	RS	16/1/16
9	4g	Circulate details of agreement with BASOC around Board and check finances with IM	TOB	16/1/16
10	4g	Explore possibility of SSE sponsorship following up on event organised by TAY CDO	CDM	16/1/16
11	4i	Inform IM of changes from 2015 budget requests in line with SOA strategy for 2016.	All	ASAP
12	6	Make agreed changes to risk register items	CDM	16/1/16
13	7	Update Annual Plan	CDM	ASAP
14	10	Check AK Bell Library available for proposed 2016 meeting dates, inform members of date of next meeting and create 2016 key dates document in Dropbox	PM	ASAP