



orienteering

Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 16th January, 2016 in AK Bell Library, Perth.

Present: Roger Scrutton (RS) - Chair, Ian Doig (ID), Megan Griffiths (MG) (sportsotland), Colin Matheson (CDM), Ian McIntyre (IM), Ross McLennan (RM), Marsela McLeod (MM), Terry O' Brien (TOB), Claire Macpherson (CMac), Dave Kershaw (DK), Pauline McAdam (PM) – minutes.

1. Welcome and Apologies for absence

RS welcomed those present and in particular Dave Kershaw to his first SOA Board meeting as 6-Day Co chair and Anne Hickling's successor.

2. Register of Interest

The register of interest was checked. DK has been included. RS, CDM and MM will up-date it in Dropbox.

Action 1

3. Minutes of meeting on 10th October 2015

a. Minutes were accepted and signed off.

b. Matters arising and audit action sheet

Members were reminded that the "overall" action worksheet is up-dated after each meeting: it is up to members to edit their own action worksheet. Members were also reminded to simply save an edited document.

There was a short discussion around funding applications, e.g. to SportAid Scotland. CMac suggested that applications for younger juniors be considered in order to maximise opportunities for awards.

Any other matters arising will be covered in reports.

4. Outcome of application for sportsotland investment 2016-2020 (RS,IM and MG)

To set the scene, RS took members through the staffing structure proposed in the Strategy document. MG then out-lined sportsotland's situation regarding funding and the uncertainty due to the current financial situation. At present the funding available for Regional Development Officers (RDOs) is only confirmed until the end of March 2017.

RS reported on sportsotland's response to his presentation: that the enthusiasm and potential for the sport was evident and it meets many Local Authority (LA) targets. Governance is the main area of concern; and staff are needed to facilitate meeting the needs of targets.

IM reviewed the 2015 budget and explained the impact that the sportsotland funding and constraints would have on the 2016-19 budgets. Income needs to increase and savings need to be found. Issues related to this were discussed:

- An invitation has been received from the Scottish Sports Association to bid for admin time.
- In future, SOA will not be able to fund Club Development officers. However, there is other sportsotland funding available directly to clubs.

- Board members agreed that they want to see the National Centre continue and that orienteering should have a working presence there.
- Increasing membership fees and introducing a club fee was suggested. It was proposed that this be discussed at the AGM.

There was a short discussion on the proposed number of RDOs, the number of days they should work and possible job remits.

5. Annual Plan 2016 (CDM)

Members were asked to send material, using actions from the Strategic Plan, to CDM to populate the Annual Plan for 2016. Performance targets for membership and participation were agreed.

Action 2 & 3

6. Directors reports

a. President (RS)

- A good deal of time spent on delivering and discussing our new Strategy 2016-2020 with sportscotland, staff and others, and, subsequently, working up a new budget with IM.
- The Gravitare HR Healthcheck, received end-March 2015, and the final draft of the KPMG Governance Development Audit, received during September 2015, still on back burner. Hope to return to these two audits shortly to complete a couple of actions before COO takes over.
- End-of-Year 1 progress report for the Robertson Trust finally found acceptable and second tranche of award received.
- Met with FCS to agree continuation of permission Agreement and charges.
- Attended and chaired a meeting of ScotJOS parents in connection with handover of managerial duties to Elizabeth Furness.
- Asked by the SSA to act as Mentor to SGBs interested to applying for charity status: I couldn't say no.
- Started an article with Mike Rodgers on "Bridging the Generation Gap" for the sportscotland magazine SportFirst.

An application from University of Strathclyde Orienteering Club for affiliation was approved.

Action 4

b. Marketing & Communications (RM)

The results of the recent communications survey were presented and discussed.

Action 5

c. Operations (TOB)

- Agreement with BASOC to share joint copyright on National Centre Maps signed by RS & Lynne Walker 3/01/2016.
- Map Copyright transfers to INVOC completed.
- **SOL 2015** – Series completed. Prize giving co-ordinated by Eleanor Pyrah (ESOC). Certificates about to be posted to Clubs.
- **SOL 2016** – Officials & venues for SOLs 1 - 4 received & approved. SOLs 5 - 7 to confirm same by 29 Feb 2016. Volunteer required to order & thereafter distribute certificates at end of series.

Board received an update on main events for 2017 -2019.

The Board ratified the following recommendations from Controller of Controllers (Rob Hickling):

Level B – Roger Coombs (MAROC), Ian Hamilton (GRAMP) & Sarah Dunn (MAROC).

Level C – Gareth Yardley (GRAMP)

Approval was sought to circulate Clubs with paper proposing an alternative scoring system to the Inter-Club Champs to be held in conjunction with Scottish Individual Championships each year instead of at Scottish Score Champs.

Action 6

World Orienteering Day is Wednesday 11 May 2016.

Actions 7&8

d. Development (ID)

- Applications for Development Funding: No applications for the Development Fund have been received as yet. Next deadline for applications is 1st March 2016.
- STAG have submitted feedback on their award, granted in 2014. No other club has, as yet, submitted their report.
- POCs on Forestry Land: Still to progress with intention to submit a report to all Board ASAP.

e. Partnership (CMac)

- Gift Aid claims for years 2013, 14 & 15 now made and funds received.
- Working on increasing number of members signing declarations and charity page for web site – looking at options with Paul Frost.
- Now have final 2015 participation data from BOF (activities: +16%; events: +28%)
- Targets calculated for 2016.
- Membership data: relative to 8 Jan 2015, membership growth to 12 Jan 2016 is 17%.

f. Performance (MM)

- Scotjos - Elizabeth Furness appointed as new Manager. Updated Selection policy and 2016 Programme published on Website. Summer Tour to Sweden planned.
- Senior Scotland v Latvia International will be in Latvia. Possibility of “crowd-funding “was raised.
- Potential Scottish Team at JEC 2016.
- BOF Squads for 2016 now on BOF website. Good Scottish Representation.

Action 9

g. Development Officer (HQ presented by RS)

- A list of courses held since the last report was provided.
- UKCC L3: 6 people attended – first course of this qualification in Scotland, only second in UK. Course material needs some further refinement but generally OK. All participants enthusiastic and progressing. Units will be expanded and offered as CPD this year.
- Continuing work with Gaelic language teachers; Gaelic O started in Staffin (Skye) this week.
- Agreed with Treasurer new charging structure and rates for TO courses
- Techniques Book re-printed – for “New Member” packs; also re-stocked incentive badges.
- Main course dates for 2016 now settled.
- Discussed some issues around Score mailing but no change to current process – overly manual
- Most clubs have returned signed affiliation letters – 3 outstanding - chased second time 13/1/16
- Attended various update workshops & conferences
- Child Protection/Safeguarding: no issues to report. Update/reminder to Club Child Protection Officers imminent. Some progress against updated Minimum Operating Requirements.

- £6000 maximum funding for Volunteers' weekend was confirmed. Can now be publicised and bookings taken. **Action 10**

h. Professional Officer (CDM)

Need to reapply for the Foundation Level of Equality Standard was discussed. Equality information on the web-site is hard to find. President has responsibility for Equality – job description needs to be up-dated. Equality questionnaire to be circulated.

RDOs need to be up-dated on staffing situation. The uncertainty around funding after 2017 is a cause for concern but there will be no change until after August 2016 in order to fulfil the commitment to the Robertson Trust.

i. Treasurers Report (IM)

- 2015 looks like it is coming in at a loss of about £10,000, £36,000 ahead of budget
- 2016-19 documents have been sent to SportsScotland (via RS)
- Have moved 1 day of Johannes to Mike for 3 months as requested
- Gift Aid awards now issued to 4 clubs and ScotJOS (approx. £5,000)
- Second tranche from Robertson Trust received, also award from Active Places for the 6 day bridge (in and out of account)
- Board members were requested to forward any remaining 2015 expenses ASAP. **Action 11**

j. Report from Scottish 6-Days Co. (DK)

- Highland 2016 was recognised as a very successful participation event and WOC made a surplus.
- 2017 – Recent flooding is causing problems in the Deeside area. Hopefully time will sort this.
- 2019 – FVO have been invited to be the COT but there is not yet a co-ordinator.
- 2021 – South of Scotland has been asked to look at areas for this event.
- There is now a full complement on the 6-Day Co. board with Euan McCarthy filling the vacant position.

7. Major Events Update (CDM)

a. JEC 2016

One issue about permissions: waiting to hear from Jason Inman who is following it up.

b. Deeside 2017

Quiet at present.

c. BOC 2018

It is SOA's responsibility to publicise the event. BOF pursuing a super-levy model. CDM will be the coordinator and will recruit officials.

8. Risk Register (CDM)

The status and wording of some risks was discussed. **Action 12**

9. Key Dates and venues of meetings of Meetings in 2016

The AK Bell Library is booked for the next meeting on 19th March. No dates have been set for the remaining 2 meetings of 2016. **Action 13**

10. AOB

Paul Caban has said he is willing to resume the fixtures role after the AGM.

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	CDM RS & MM	19/3/16
2	5	Send material to CDM to populate 2016 Annual Plan	All	ASAP
3	5	Reduce to one version of 2015 Annual Plan in Dropbox	CDM	ASAP
4	6a	Contact Simon Gardner re. application from Glasgow University OClub for affiliation to SOA	TOB	19/3/16
5	6b	Turn survey results into an Action Plan	RM	19/3/16
6	6c	Draft proposal for new Inter-club championship event and circulate to Board	TOB	19/3/16
7	6c	Highlight World Orienteering Day on web-site	CDM	ASAP
8		Contact HQ to highlight World Orienteering Day in newsletter	RS	ASAP
9	6f	Follow up on potential Scottish team in JEC suggestion	MM	19/3/16
10	6g	Publicise Volunteers' Weekend	HQ	ASAP
11	6i	Forward any outstanding 2015 expenses claims to IM	All	ASAP
12	8	Update Risk Register	CDM	19/3/16
13	9	Identify dates for remaining two 2016 Board meetings and book AK Bell Library	RS & PM	19/3/16