



orienteering

Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 19 March, 2016 in AK Bell Library, Perth.

Present: Roger Scrutton (RS) - Chair, Ian Doig (ID), Megan Griffiths (MG) (sportsScotland), Colin Matheson (CDM), Ian McIntyre (IM), 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 listed apologies from: Ross McLennan (RM)

2. Register of Interests & Key Dates

The register of interest was checked. There are no changes.

Key Dates document was checked, the dates for the remaining 2 Board meetings are to be added.

Action 1

3. Minutes of meeting on 19th January, 2016

Minutes were accepted and signed off.

a. matters arising and audit action sheet

Dealt with in relevant agenda item.

4. Directors reports

a. President (RS)

- Discussions with sportsScotland regarding investment have continued.
- Met with Sarah Hobbs at the National Centre.
- Met with members of the Forestry Commission at Aberfoyle to explain orienteering to them in the wake of some difficulties over permission to use Fairy Knowe and Doon Hill for JEC. Passed on a draft of a new environmental best practice document (potential policy) that CDM had prepared.
- Continuing to act as Mentor to SGBs interested in applying for charity status.
- Have emailed all SOA members to point out that the proposed increase in BOF membership fees potentially threatens our need to grow our membership, and that there is an opportunity to vote against the proposal at the BOF AGM or by proxy.
- Prompted by BOF's proposal to increase membership and levy fees to help offset their impending cash shortfall, and by Selwyn Wright's open letter in Focus magazine asking what we get back from BOF for our money, the Board discussed a document called the BOF Equation in which RS presented some thoughts on our relationship with BOF.

The board agreed that:

- A second attempt be made to introduce a 'Club+ SOA only' membership option at the AGM in May.
- The membership structure of other sports in Scotland be studied to provide a model before attempting a dialogue with BOF on membership and whether the Home Nations should have a different status from the English associations.

Action 2

b. Marketing & Communications (presented by RS)

- Following on from discussions at the last board meeting and based on results from the communications survey, we have been making good progress on the implementation of email communications. We are therefore soon to introduce optional weekly or monthly email newsletters which will provide info on upcoming events as well as latest news. The full list of email communications that people will be able to opt into (or out of) is:
 - Official communications (non-optional)
 - SCORE (quarterly, optional, manual)
 - Weekly newsletter (optional, automatic)
 - Monthly newsletter (optional, semi-automatic)
 - Coaching news (optional, when there's news, automatic).
- Members (and others) will be able to sign up for the newsletters they are interested in and manage their preferences on the website.
- Members will also be able to choose to receive SCORE by post if that is their preference.

c. Operations

- Board approved John Mason, MAROC upgrading to Grade B Controller
- SOL 3 Entry Fees were discussed. **Action 3a**
- Board agreed that the fact that the Scottish Championships 2016 was a BOF Level B event because the map would not be laser printed was not a concern.
- Scottish Score 2016 - response from AYROC overdue - TOB will pursue. **Action 3b**
- The Board approved a request that the Scottish Score date be flexible from 2017 onwards.
- GUOC have still not submitted their Constitution to the Board. **Action 4**
- The Board approved moving the Scottish Inter Club Competition (SICC) from the Score to the Scottish Championships Individual for 2017 onwards. 11 out of the 18 clubs approved this proposal in the recent consultation.
- There have been 8 applications to hold SOLs in 2017. The East Area will host SOC at Gullane. The Board was given an up-date on the status of the events programme until 2019.

d. Development (ID)

- Three applications for development funding were discussed. It was agreed to fund the requests from INT and SOLWAY and to partly fund the TAY request. **Action 5**
It was recommended that if SOA Development Fund money is used for mapping then the map should carry the SOA logo and state that it is "supported by SOA".
- Board was given a brief overview of the seminar: "How to Grow your Membership" held at the Sportscotland offices on 9th March. There was a short discussion around retention and consideration was given to questioning lapsed members about their reasons for leaving. **Action 6**
- Permanent Orienteering Courses (POCs) within Forestry Commission (FC) Land. The Board were reminded of the initial report on these (June 2015). As there is no support from the FC it was proposed that an up-to-date list and a full inspection of FC POCs is required and people need to know where the maps can be obtained. The BOF portal for POCs provides this information. The SOA web-site has some information but less than the BOF site. **Action 7**

e. Partnership

- Alex Carcas, Jenny Ricketts, Daniel Stansfield and Emma Wilson awarded SportsAid grants from the Robertson Trust.
- Membership at 1599 as of 15 March – up 9% on 31 March last year.
- Article written for SCORE about being a charity/gift aid.
- Gift aid declarations can now be completed online.
- It was proposed that there should be a protocol for items to be published on the web-site or in SCORE. **Action 8**

f. Performance (MM)

- First Scotjos weekend in Oban was a success.
- Senior Scotland v Latvia International is on hold.
- The new SEDs management structure is having teething problems. Members are working to resolve difficulties.
- RS has re-contacted Tiso regarding sponsorship for SEDS and Scotjos.

g. Development Officer (presented by RS)

- Board were given an up-date of courses delivered since the last meeting.
- Transfer of responsibilities progressing well, particularly since recruitment in February of Sarah Hobbs. She has taken over most of financial matters, communications and membership services – including full update of e-mail details & postal addresses for Score. CDM is now managing ROMP.
- UKCC: L3 – learners progressing well. Other UKCC: modest review of L1 & L2 learner packs is done. Contributed to BOF discussion of wider review against National Occupational Standards.
- Gaelic language orienteering continuing on islands, West coast and in Glasgow.
- All club affiliation letters countersigned and returned to clubs.
- With 3 others, assessed applications for BOF Club of the Year etc. awards.
- Coach CPD logs reviewed (shared with Lynne Walker)
- Progressing with Volunteers' Weekend – 36 individuals have booked; most clubs yet to nominate their representatives. Confident that we're on track for a well attended & worthwhile weekend.
- Child Protection/Safeguarding: no issues to report. Further progress re. Minimum Operating Requirements, esp. re. Scotjos. Attended update session.
- The Board approved a request for money to spend on items for membership packs. **Action 9**
- The future process for applications to the SOA Development Fund was clarified. Applications should continue to be submitted to the central office and RS to ask CDM to manage them on a day-to-day basis in his position as Events Manager. **Action 10**
- ID will represent SOA on the BOF Development Group.

h. Professional Officer (CDM)

- Equality Standard – all paperwork complete including summary report, update to Communications and HR Audits. A check on the new website: equalityinsport.org suggests we have met everything we need to at Foundation Level.
- Orienteering and the environment – preparation of good practice document in progress.
- ROMP controls retrieved - +/- 50 participants including 25 EUOC group.

- Board members were reminded that the SOA AGM will take place over Scottish Orienteering Championships weekend. AGM booklet will require Directors' reports and any proposals to the members for voting e.g. club and SOA membership. **Action 11**

i. Treasurers Report (IM)

- Feedback of 2015 actuals was provided. Accounts in preparation.
- Auto enrolment pension registration imminent (1st April). Information issued to those impacted.
- Attended BOF strategy association meeting, Birmingham (Feb)
- No surprises on costs to mid-Feb statement : SSA Subs paid, First issue of Score paid (will provide update on actuals from March statement once accruals unwound – will be after the JK)
- Laser printer rates agreed for 2016
- Sarah Hobbs set up on payroll
- Following a 2016 Budget Update in which the Board was informed that Sportscotland have communicated a reduction in their previous offer of funding – now £80k in 2016/7, £57k thereafter and that the manpower assumptions have been scaled back to fit, there was a discussion around raising funds from within the sport.
- A new SOA-S6D Agreement to be finalised and signed off. **Action 12**

5. Major Events Update (CDM)

a. JEC 2016

Environmental impact issues have been resolved with the Forestry Commission.

b. Deeside 2017

- COT is currently in disarray following resignation of Treasurer.
- One of the companies which provide event services is no longer operating.
- 2017 is "The Year of Heritage" will look at incorporating this into the event.
- Extras may need to be scaled down.

6. Risk Register (CDM)

The status of "BOF relationship breakdown" was discussed. Some of the wording needs to be changed and the mitigation column needs to be expanded. **Action 13**

7. Annual Plan and performance measures (CDM)

Current version was reviewed and discussed. MG advised that Actions from the Development Plan should appear in the Actions/Targets and as an example asked who has responsibility for Anti-doping.

Actions 14, 15 & 16

8. Outcome of application for sportscotland investment 2016-2020 (RS)

Rewritten Strategy will be actual rather than aspirational. The 2 new RDO posts will be advertised internally when the present RDOs finish their contract, to give them the opportunity to apply.

Action 17

9. 2016 AGM (CDM) - covered previously

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

- Highland 2015 was a financial success. The 6-day event profit more than covered the loss from WOC. 6-Day Board has been discussing how best to use the surplus.
- Currently looking for a new Treasurer for 2017.
- Looking for a coordinator for 2019. CLYDE and TAY have been approached; FVO will do most of the work.
- K. Milton is retiring from the Board and so they are looking for a new Finance Director.
- Highland 15 was entered for BT Sports Awards but didn't make the short list. MG suggested other awards to consider.

11. Revisit Key Dates and Actions (PM)

No further changes.

12. AOB

Further discussion around JEC to consider the proposal from Maureen Brown to field a Scotland team. The Board agreed a way forward that had been brokered by MM.

Action 18

13. Staff Salaries 2016

Staff salaries for 2016 and working conditions were discussed.

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	Add remaining meeting dates and add " Approve SS investment" to January Board meeting entry	PM	04/06/16
2	4a	Obtain information from MG on how Governing Bodies in other Scottish sports work run their membership schemes	RS	04/06/16
3a	4c	Question SOL 3 entry fees	TOB	ASAP
3b		Contact AYROC regarding the Scottish Score 2016	TOB	ASAP
4		Contact Simon Gardner re. copy of GUOC constitution for Board	RS	04/06/16
5	4d	Contact TAY, INT and SOLWAY re. Board's decision on Development Fund applications	ID	04/06/16
6		Prepare a short written report on information from "Grow your Membership" seminar useful to SOA	ID	04/06/16
7		Collect information on POC's and look at how this can be made more available on SOA website	CDM	On taking Event manager post
8	4e	Review protocols for items for publication	CMac	04/06/16
9	4g	Provide a statement detailing success of membership packs	HQ	04/06/16
10		Ask CDM to manage applications to the Development Fund on a day-to-day basis in his post as Events Manager.	RS	ASAP
11	4h	Submit reports and any proposals to CDM for AGM booklet	All	ASAP
12	4i	Finalise and sign-off new SOA-S6D agreement	RS	ASAP
13	6	Review Risk Register and submit proposed changes to next meeting	CDM	04/06/16
14	7	Review and revise Strategy	RS	ASAP
15		Give CDM feedback on Actions/Targets for 2016	All	ASAP after 13 completed
16		Send e-mail exchange with HQ re. anti-doping to MM	RS	ASAP
17	8	Update RDO job description and circulate	RS	04/06/16
18	12	Contact Jason Inman and Maureen Brown re. JEC	RS	ASAP
19	13	Contact Brodies re. working conditions	RS	04/06/16