



## orienteering

### Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 8 October, 2016 in AK Bell Library, Perth.

**Present:** Roger Scrutton (RS) - Chair, Ian McIntyre (IM), Stef Lauer (SL), Ross McLennan (RM), Marsela McLeod (MM), Roos Eisma (RE), Claire Macpherson (CMac), Pauline McAdam (PM) – minutes.

#### 1. Welcome and Apologies for absence

RS welcomed those present and explained the new timings of the meetings. Apologies received from: Ian Doig (ID), Megan Griffiths (MG) ( **sportscotland**) and Dave Kershaw (DK).

#### 2. Register of Interests & Key Dates

Some entries in the Register of Interests need to be up-dated.

Current status of the Key Dates document was checked and discussed; some items to be up-dated.

**Action 1**

#### 3. Minutes of previous meeting on 16<sup>th</sup> June, 2016

Minutes were approved

##### a. matters arising and audit action sheet

Dealt with in relevant agenda item.

#### 4. Directors reports

##### a. President (RS)

- Time spent on finalising staff retirements, appointments and changes. Staff meeting held at Glenmore Lodge on 23<sup>rd</sup> June.
- 10<sup>th</sup> August, Edinburgh, met with Judith Holt, new BOF Chair and SL as part of the BOF consultation with Associations on membership and levy fee increases and communications, but meeting ranged more widely. Notes circulated to Board.
- 21<sup>st</sup> September, attended Six-Day Co. AGM and Board meeting. Under new legislation, SOA is now seen as a “Person of Significant Control” (PSC), i.e. SOA can exert control over Six-Days Co. Board decisions. This will be declared to Companies House. **sportscotland** is preparing advice to SGBs regarding the status of our own Board members as potential PSCs over our own business.
- Helped Sarah Dunn prepare an application to Cairngorm LEADER for funding 2016-2018, with a successful outcome. Sarah will now be the Project Leader on Community Orienteering and Protection of the Environment (COPE) for two years.
- 17<sup>th</sup> September, invited to BOF Board meeting as an Observer. The Minutes are now published at: <https://www.britishorienteering.org.uk/images/uploaded/downloads/Board%20Minutes%20September%202016.pdf>
- In the process of communications with BOF I have proposed that it considers restructuring membership on a rolling basis, payable by direct debit (or similar), with renewals requested via clubs, not directly from BOF.

## **b. Marketing & Communications (RM)**

- Email communications seem to be working well.
- “Welcome to the team, Rona” (reached 2.1k people) was the most popular post so far on Facebook, followed by “Congratulations to the British team at WUOC” (1.6k) and “ScotJOS summer in Sweden” (1.4k)
- **Highland 2015** won People’s Choice Event of the Year at the Scottish Event Awards.
- A small Working Group to be set up to investigate the future shape of the SOA website provision.

**Action 2**

## **c. Operations (RE)**

- Board approved Trevor Hoey as Level B Controller.
- Glenmore mapping proposal approved. Progress report at later agenda item.
- SICC trophies tracked down and awarded.
- Board discussed the SOC: whether the event should be level A or B given the ability to meet the regulations governing the levels. It was agreed that SOA should support clubs through development courses to enable them to put on a level A event if practicable. Board agreed that the Individual Championships can be held as level B if a club requests this, but that additional regulations (in accordance with BOF area championships rules 1.3.3.a) should be put in place to ensure the quality of the event.
- Proposal from INVOC/MOR to host SOC2018 was approved - no problems perceived at present.
- The Board approved the suggestion that a Trophy coordinator be found to keep track of all SOA trophies.

**Actions 3&4**

**Action 5**

## **d. Development (presented by RS)**

- A record 7 applications for development funding were considered and discussed. Applications were from BASOC, INT, TAY, ESOC, STAG, AUOC and MAROC. All the applications merited support but bids far outweighed funds available and awards made reflected this.

**Action 6**

## **e. Partnership (CMac)**

- Another 28 new members needed this year to meet our 5% target increase. However, an anomaly in member recruitment post Highland 2015 lead to inflated membership numbers at the end of 2015 against which to measure growth.

## **f. Performance (MM)**

### **Results: Some steady results for all our athletes in the following events**

**World Championships 2016:** Hollie Orr- Middle, Long and Forest Relay; Jo Shepherd - Sprint and Long; Jess Tullie -Middle and Forest Relay; Hector Haines - Middle, Long and **4<sup>th</sup> place in Forest Relay**; Alan Cherry & Alasdair McLeod - Long

**European Youth Orienteering Championships in Poland June 30<sup>th</sup> – July 3<sup>rd</sup>:** W16 Grace Molloy (FVO) **4<sup>th</sup> place in Sprint**; M16 Jake Chapman (MAROC); W18 Emma Wilson (CLYDE); M18 Alex Carcas (INT)

**Junior World Orienteering Championships in Switzerland 9<sup>th</sup>-15<sup>th</sup> July;** Alexander Chepelin (EUOC); Daniel Stansfield (FVO and EUOC); Jenny Ricketts (MAROC and EUOC)

Congratulations were extended to all these athletes.

- Scotland were winners of JIRC's. A fantastic event and well organised by MAROC and GRAMP.

- Junior European Cup held successfully in Scotland 30th Sept – 2nd Oct. FVO lead club.
- Selections made for forthcoming JHI and SHI competitions.
- Meeting confirmed with Elizabeth and Marjory to discuss Scotjos for next year. Topics to be covered include selection, membership, Jamie Stevenson competition.
- SEDS back on track with some training weekends planned. Planning weekend in December.
- The Board discussed possible ways and means of helping the Vets team prepare for the VHI.

**Action 7**

#### **g. Chief Operating Officer (SL)**

##### **HR update:**

- Goodbye Mike and Mel. Welcome (back) Sarah, Johannes and Rona!
- Staff files accumulated and up to date.
- Revamp of HR Handbook – in progress.
- Review of HR Healthcheck.
- Foundation Level of Equality Standard for Sport achieved.

##### **Governance:**

- Review of KPMG audit.
- Update of all SOA policies etc. in one document. First draft with RS. Will be presented at next board meeting.

##### **Child Protection:**

- Now up to date with current rules, regulations & training and main point of contact for clubs.

##### **Marketing:**

- In the process of writing marketing plan for targeting new membership.
- Research into marketing campaign.
- New Score editor appointed: Sheila Reynolds.

##### **Planning:**

- Work priorities for new RDOs were discussed. It is proposed that these be project based with increasing membership the main focus. New Target clubs will be needed. Also see Item 8.
- SL proposed that the Annual Plan be project based, which the Board approved and asked SL to prepare a draft. **Action 8**
- The need for a policy on self-employed tutors was recognised. Approved providers should be listed and records kept of who delivers courses. **Action 9**

##### **Development Officer/Education Manager (Hilary Quick presented by SL):**

- 6 courses delivered by 6 tutors and 2 facilitators in different areas of the country. A total of 66 participants. Event Safety workshops delivered in Forres, Edinburgh and Selkirk accounted for more than half of participants.
- Course Planning document rewritten, now on SOA website. It was accepted by appropriate BOF committee and is due to appear on BOF website.
- Reviewed Course Planning training course and sent to BOF and to existing tutors.
- Started major review of Teaching Orienteering (TO) courses; 5 tutors agreed plans for overhaul and production of SOA course rather than wait for BOF review. Memory sticks, for distribution of material to participants, ordered.
- Reviewed tutor numbers & identified 3 people to be trained; updated & re-named Tutor Policy.
- Planned dates for 2017 TO courses , arranged 2 TO dates in Sept 2016 but only one happened.
- Issued questionnaire re. Volunteers' Weekend 2017 to clubs and individuals.

- Issued CPD questionnaire to coaches – more responses awaited, but these will steer CPD offerings in 2017.
- Dates fixed for 2 x Event Safety Workshop and 1 x Grade C Controllers' Course over next couple of months.
- Created qualifications database to ease extraction of information for reporting, whilst minimising duplication and complication if SOA ends up with its own member database.
- Child Protection/Safeguarding: no issues to report. Handed over to SL; neither of us attended update session on 21/6 due to Scotrail strikes.
- The Board discussed a proposed Volunteers Weekend in Autumn 2017. Some doubt was expressed about whether there should be one as well as a Club Development Conference scheduled for Spring 2017. Referred back to HQ for further consideration.

**Action 10**

#### **Events Manager (Colin Matheson presented by SL)**

- **Glenmore Lodge and National Orienteering Centre** – good school use of the area, but existing maps inaccurate and out-of-date. Area due to be remapped in 2017. Board discussed the tenders for a map update and agreed to accept the Trailmaps tender.
- **Stores** inventory carried out (and insurance values revised by IM to include SI equipment and computers).
- **Data and Access**
  - continuing support for the majority of orienteering clubs extracting data underpinning orienteering mapping projects. More generally, *ad hoc* enquiries about map availability and contact with landowners come in from many clubs. Issues resolved with FCS over use of Fairy Knowe and Doon Hill, but MoD access still difficult.
  - Liaison with Capercaillie BAP Group project manager seeking updated maps and information. Agreement now due for renewal (post-2016 leks and broods).
  - Input to consultations e.g. Future of Forestry in Scotland, SSA
- **Publicity** – Submission (and selection as finalists) to the Drum Event Awards and Highlands and Islands Tourism Awards by the SOA(Highland 2015).
- **Strategic Plan** - Revision of S6D plan on-going
- **Major Events**
  - **Junior European Cup** – assistance with access issues, equipment and on the day.
  - **Scottish Orienteering Championships 2017** – advice and input including data and discussion on level of event (Level A or Level B)
  - **British Orienteering Championships 2018** – input as to expected costs; initial permissions granted and moving forward with Operations Director to start organisation and planning. Controller appointed for Individual.
  - **Royal Deeside 2017 Scottish 6 Days** – generally good progress with access, infrastructure and contracts. Awaiting confirmation of Event Scotland support.
  - **Strathearn 2019 Scottish 6 Days** - working with Terry O'Brien as Event Coordinator on selection of areas, access and mapping requirements.
- **Equality Standard** – all paperwork complete including summary report, update to Communications and HR Audits. A check on the new website: [equalityinsport.org](http://equalityinsport.org) suggests we have met everything we need to at Foundation Level.

### **i. Treasurers Report (IM)**

- 2015 annual report delivered to Companies House Contents insurance renewed (£27k). Liability insurance renewal in progress.
- Staff restructuring underway: Mike Rodgers, Sarah Dunn and Mel Nicolls contracts completed. Hilary Quick and Colin Matheson contracts and pensions adjusted. Requests for new contracts for Sarah Dunn and Rona Lindsay submitted. Update to Johannes contract submitted.
- Finalising pension autoenrolment procedures for staff.
- Assisted Sarah Dunn with successful Leader application for Cairngorm area.
- **sportscotland** SGB investment first half payment received.
- Attended 6 Days AGM – update to 6 Days and SOA annual report recommended to clarify reserves policy. See also Item 10.
- £3000 annual grant approved by board and paid to Scotjos. ScotJOS has attracted further sponsorship from Apache
- Updated Board on 2016 Budget, which is going according to plan.
- 2017 Budget Proposal is waiting for directors' requests for funding to be finalised. **Actions 11&12**

### **5. Major Events Update (presented by RS)**

- a. **JIRCS** - see performance report above.
- b. **JEC 2016** – highly successful
- c. **Deeside 2017** – Colin Matheson working hard on this (see above report)
- d. **WUOC 2020** – data from Hungary 2016 used to carry out a financial appraisal. The cap placed on entry fees by FISU, combined with necessary UK costs being about twice those in Hungary, the event would only be financially viable if significant sponsorship can be raised.

### **6. Risk Register (SL)**

Minor changes were made to one area of potential risk.

**Action 13**

### **7. Annual Plan and performance measures (SL)**

SL is working on a revamped plan which will be presented at the next meeting. Request made for financial figures in current Plan to be up-dated.

**Action 14**

### **8. Strategic priorities for new RDOs (RS)**

This was covered earlier under 4g. Discussions with development staff have highlighted several areas of the original JD that should be prioritised, such as benchmarking club development activity and identifying target clubs.

### **9. Revised proposal from BOF for EGM, October 29th: advice to members (RS)**

After discussing the proposal from BO, the Board agreed that it was not in the interests of SOA to support an increase in membership fees as this might deter new members, while increased levies might deter club activity. **Sportscotland** investment depends on our being able to increase membership and this might be jeopardised.

**Action 15**

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

- Kevin Reynard has been appointed as the new Finance Director replacing Kenny Milton.
- The company made a profit of £11,766 for the year to 29 February 2016, which Included Highland 2015. IM is seeking clarification from OSCR on the information needed by the SOA regarding the reserve policy and will advise the S6D Directors on how to cover this issue in the Directors' Report.
- The mapping fund balance is £5550 but is due to be spent up. A contribution towards the costs of the Regional Development Officers has also been discussed noting that both of these are one-off commitments.
- Recommendations made by the Highland 2015 treasurer for some financial improvements have been discussed and taken on board for 2017.
- **Deeside 2017.** Based on an attendance of 3,500, details of the proposed entry fees were presented to the Board.
- **Strathearn 2019.** A number of potential areas have been explored and landowners identified.
- **Strategy and Business Plan.** This is being reviewed and the new version will be placed on the Company web site to replace the current version.
- **Junior European Cup:** The Board agreed that prize winners at this year's JEC would be offered free entry to Deeside 2017.
- **Equipment:** The purchase of 2 radio control kits at £800 +VAT has been agreed as has the purchase of 50 touch-free SI cards at £55 per card.
- **Drum Awards:** The event is a finalist in both the Sports category and the People's category. The event has also been shortlisted for the Best Sporting Event Category at the Highlands and Islands Tourism Awards 2016.

## 11. Revisit Key Dates and Actions (PM)

Proposed date for next Board meeting: 28 January 2017

**Action 16**

## 12. AOB

A decision as to whether SOA will host BOC in 2018 needs to be made soon. It will be made immediately after the result of the levy vote at the BOF EGM is known. IM stated that a levy equal to 2 x £1.50 is just about manageable, but a shared profit/loss financial model is still preferable.

**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 Interests and Key Dates  | SL/RS/Others | 28/01/17 |
| 2  | 4b   | Meet to discuss future of the website and set parameters   | RE,SL & RM   | ASAP     |
| 3  | 4c   | Liaise with HQ regarding development courses which could be offered to support clubs ability to host a level A event | RE           | ASAP     |
| 4  | 4c   | Draw up additional regulations to ensure quality of SOC  | RE           | 28/01/17 |
| 5  | 4c   | Advertise for Trophy co-ordinator (volunteer)  | RE           | 28/01/17 |
| 6  | 4d   | Contact clubs re. Board's decision on Development Fund applications  | RS           | ASAP     |
| 7  | 4f   | Feedback to Janice Nisbet re. concerns and possibilities on VHI  | MM           | 28/01/17 |
| 8  | 4g   | Draft a project based Annual Plan  | SL           | 28/01/17 |
| 9  | 4g   | Contact Brodie's regarding a policy on self-employed tutors  | SL           | 28/01/17 |
| 10 | 4g   | Give further consideration to a Volunteers' Weekend  | HQ           | 28/01/17 |
| 11 | 4h   | Send out page to Directors for guidance on funding   | IM           | ASAP     |
| 12 | 4h   | Submit 2017 funding requests to IM   | All          | ASAP     |
| 13 | 6    | Update minor changes to the Risk Register  | SL           | ASAP     |
| 14 | 7    | Review proposed 2017 budget  | IM & SL      | 28/01/17 |
| 15 | 9    | Prepare a statement to be e-mailed to members regarding the Board's recommendation for EGM vote                      | RS           | ASAP     |
| 16 | 11   | Check if AK Bell Library available for 28 January 2017   | PM           | ASAP     |