

Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 28th January, 2017 in AK Bell Library, Perth.

Present: Roger Scrutton (RS) - Chair, Claire Macpherson (CMac), Stef Lauer (SL), Roos Eisma (RE), Megan Griffiths (MG) (sportsotland), Ian McIntyre (IM), Ross McLennan (RM), Dave Kershaw (DK), Pauline McAdam (PM) – minutes. Johannes Felter was present until he had made his presentation (item 4 on the Agenda).

1. Welcome and Apologies for absence

RS welcomed those present and listed one apology from Marsela McLeod (MM).

2. Register of Interests & Key Dates

The register of interest is up-to-date and there are no additions.

Key Dates document was checked. It needs to be up-dated for 2017.

Action 1

3. Minutes of meeting on 8th October 2016

Minutes were accepted. Matters arising and Actions to be dealt with during the meeting

4. Development Update

Johannes Felter made a presentation to Board members on behalf of the 2 recently appointed Regional Development Officers (RDOs) - himself and Rona Lindsay - outlining their proposed plans for Focus Clubs. There will be an item featuring this in the next edition of "Score". He also gave a short presentation on Positiv Orienteering. (See Item 6g).

5. Chief Operating Officer's Report (SL)

Before presenting her own report, SL presented reports from the other staff employed by Scottish Orienteering.

a. Administration Assistant: Sarah Hobbs provided a summary report on the progress of the new SOA + club membership scheme which is being trialled with selected clubs. Once the Terms of Membership document has been finalised, the intention is to add the scheme to the SOA website to inform members about the pilot.

b. Education Manager: Hilary Quick provided a breakdown of 10 courses held since the previous Board meeting. A re-written Course Planning document is now on the BOF web-site while SOA learning packages for planners and controllers have been shared with a grateful Ernie Williams of BOF Events & Competitions Committee. SOA will now deliver its own "Introduction to O" course which will be ready for delivery by February, and 3 Coaching qualifications. The latter have been approved by sportsotland and the SQA and will replace the UKCC qualifications which will cease after 2017. MG asked for clarification around this.

Action 2

Board was also informed that Heather Thomson and Tim O'Donoghue have completed the UKCC Level 2 qualification, Sarah Dunn has completed UKCC Level 3 and completed training to be able to deliver Teaching Orienteering. Suzanne Robins-Bird and Ross Lilley can now deliver The Event Safety Workshop.

c. Events Manager: Colin Matheson (CDM) updated the Board on the re-survey of Glenmore Lodge, the review of Permanent Orienteering Courses, ROMP, Data and Access and mentioned that Highland 2015 was a finalist in the Highlands and Islands Tourism Awards. Board was also informed of issues relating to future major events to be held: Royal Deeside 2017, BOC 2018 and Strathearn 2019.

Members were advised that the first draft of a Facilities Strategy has been submitted to SL and were asked to communicate directly with CDM regarding this.

Actions 3&4

d. Chief Operating Officer (SL)

HR update:

- Team development reviews conducted in December. Overview to be presented at next board meeting.
- New HR handbook (inducted with the help of HR advisors Brodies, Glasgow). All previous SOA HR Handbooks are no longer valid.
- Application for Living Wage Accreditation Scheme underway.
- Supporting FVO to recruit Club Coach. Interviews in early February (10 applications received)

Governance:

- All SOA policies have now been updated and pulled together in one single document. This document will be circulated shortly after this board meeting for scrutiny ahead of the March board meeting.

Child Protection:

- Passed Children First assessment with 100% compliance
- New policy "Disciplinary Procedure if in breach of Code of Conduct" – already circulated & approved.
- New flow chart of the process if concerned about a child's welfare available in separate document as an Appendix.

Sportscotland:

- Finalising Annual Progress Tracker 2016 as part of the Investment Application
- Investment Application for 2017-18
- New Annual Progress Tracker 2017 with new targets

Board agreed to revise Sarah Hobbs' contract. Increase in hours justified by additional work related to financial matters (after hand-over from IM), new website development, membership-related improvements and further exploration and administration of Club+SOA membership scheme.

Board also considered proposals for a new format for the AGM but decided to continue with the current format for the time being.

Action 5

6. Directors reports

a. President (RS)

- 29th October attended the BO EGM and Clubs & Associations Conference. Massive vote in favour of increase in BO membership and levy fees. Implications for:
 - our own membership growth
 - possible Club+SOA membership option
 - our own levy threshold and fee
 - our relationship with BO in general

The C&A Conference focused on three topics – participation pathway, junior recruitment/squads and competition as a motivator. Discussion was limited and fragmentary and needed a facilitator, although decisions now facing a BO with reduced resources were briefly mentioned.

- 29th November attended Aspiring to Excellence Conference run by sportScotland and Harper MacLeod, and as a result:
 - initiated more formal SOA Directors' Annual Reviews which are still to be completed
 - with others, resolved the question of whether SOA has Persons of Significant Responsibility - apparently, we do not.
 - further considered recruiting an independent director.

Board members discussed this and approved in principle the appointment of an independent director.

Action 6

- With SL, initiated the process of requesting nominations for Director positions that become vacant at the AGM and AGM arrangements in general.

b. Marketing & Communications (RM)

- New logo launched. Positive feedback from membership & partners.
- New website: contract awarded to Olly Bowman of Rock Solid, Aviemore. Currently working out a timeline and start transition.
- Most popular Facebook post – ScotJOS selections on 19/12 “reaching” 2.6k.
- Score’s new editor Sheila Reynolds continued the high standard set with the December edition.

c. Operations (RE)

- SOL 2016 trophies and certificates have been awarded. Note:
 - No new trophy coordinator has come forward
 - Sending out the certificates was a time consuming process for all people involved; rethink this for next year
- Gemma Karatay was approved as Grade C controller
- AUOC is not a member of BO and their events are therefore uninsured. Their November event was eventually registered by MAROC. Situation continues, RL is dealing with this.
- SOUL 2017 is taking shape.
- £160 approved for FVO to add backup punches to the SOA trestles in their store.
- Rob Hickling ran a Level C Controllers Course in Inverness on 19th Nov. Well attended with 7 participants. Have application forms for three people. Need to check and then forward for the Board to approve. Two more courses planned - Level C and Level B - during the Spring.

Board discussed club responses to proposal to raise SOA levy limit to £10 and agreed to raise the limit now.

Action 7

It was agreed that the process for Controller approval should be speeded up as there is currently a bottleneck at Level C.

A position on the use of SiAC is needed.

Action 8

e. Partnership (CMac)

- Membership numbers for 31 October 2016 – 1816, a 2.08% increase on 2015.
- Participation in events for 2016 was 24840, which exceeded target. Participation in activities fell quite a way short at 6449 against a target of 9658. A number of activities where no data entered have been identified. This needs to be monitored.
- Gift Aid claim for 2016 submitted and Board were shown a breakdown of payment received.

Board was informed that membership numbers for 2017 are down on January 2016 numbers with the most significant fall being in the former RDO clubs.

Action 9

f. Performance (MM)

- Selection for ScotJOS and SEDS is now complete.
- A new selection policy for both ScotJOS and JHI and JIRCS competitions about to be published. From 2017 the new squad will be selected in September to align with BOF and to release top year 18’s as they head off to life after school. Selection still possible for JHIs and JIRCS.

- Request from Elizabeth for year of births for juniors to help with selection. CMac has confirmed we have this information and Elizabeth will approach when required.
- Attended Scotland Policy Conference on 'Policy priorities for sport in Scotland' (report attached). Expect to receive a full set of presentations and discussion points shortly. Will pass these on to the board when received.

g. Treasurers Report (IM)

- Costs unchanged from December forecast except for updated from ScotJOS numbers. Still missing last two weeks transactions from December and any trailing transactions. Final 2016 position should be available next week. Next task will be to start on the annual accounts.
- 2017-19 forecast updated and data added to sportScotland Investment Application
- sportScotland performance tracker costs updated
- Outstanding 6 days grant paid (delays due to transition of their treasurer)
- Apache £1,000 sponsorship received and passed on to ScotJOS
- Seem to be a few hiccups with the new sportScotland payroll system – expect it will be fixed shortly.
- AUOC development grant award pending confirmation of a bank account
- FVO potentially looking for us to manage payroll for club coach (they will pay)
- Gift Aid will be distributed once the payment into our bank account seen (could be next week). Same goes for Ramboll and Aberdeenshire Council sponsorship for 6 days (£4,500)
- More than 2300 SOA e-mails last year – a new record

Board discussed the final issue of the 2017 budget.

Club+SOA only insurance not yet sorted.

Action 10

MG will follow up on remainder of sportscotland grant which hasn't yet been delivered.

IM praised Johannes presentation and proposed that the Development Fund be used to fund the Focus Clubs and that additional funds be sought out to support the non-focus clubs. Members agreed to this and to the allocation of £500 to the Positiv O initiative with the suggestion that it rolled out as widely as possible.

7. Major Events Update

a. Deeside 2017 (DK)

- Sponsorship has been found
- There will be no mixed punching
- Rest day sprint race has been contracted out to Graham Gristwood, Sprint Scotland
- There will be a camp-site in Ballater

b. BOC 2018 (RE)

- levy looks like it will be as budgeted
- change of proposed date requested but not finalized
- request made to run the British TrailO Championships at same time
- no volunteers at present – seems to be a shortage of people at all levels

c. WUOC 2020 and alternatives RS has given up on this.

8. Risk Register (SL)

Status of failure to grow membership to be changed from unlikely to possible.

Action 11

9. Annual Plan (SL)

Currently at final stages, IM will review it. Basis of plan is projects run by staff with Board member oversight.

Action 12

10. SportScotland Investment Application and Target Tracker (RS, SL)

There was a short discussion on this to clarify any issues not raised previously. Terminology change: "Focus" Clubs to become "Prioritised" Clubs.

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

Slightly concerned at the low number (1040) entries for Royal Deeside to date but surge expected over next few days as 31st January is deadline for cheapest entry prices. Central Organising Team to meet on 7th February.

Board were shown a map of proposed areas for Strathearn 2019

12. Revisit Key Dates and Actions (PM)

Proposed dates for next 2 Board meetings: 25th March & 17th June

Action 13

13. AOB

RS to address issues relating to membership categories in Articles and Byelaws.

Action 14

PM questioned whether a defibrillator should be available at orienteering events, particularly those in remote locations.

New Actions from meeting				
No	Item	Action	By	Due Date
1	2	Key dates to be up-dated for 2017 dates	SL/RS	ASAP
2	5b	Clarify situation around UKCC courses with MG	HQ	25/3/17
3	5c	Liaise with MG over draft of Facilities Strategy	SL	25/3/17
4		Board members submit comments on draft Facilities Strategy to CDM	All	11/2/17
5	5d	Discuss further proposal for new format for AGM	SL&RS	25/3/17
6	6a	Advertise for independent director	RS	ASAP
7	6c	Present options re. changes to levy rate and/or levy model at AGM	RE&IM	25/3/17
8	6c	Look into speeding up process of Controller approval. Collect information on use of SIAC to inform directors.	RH	25/3/17
9	6e	Follow up on fall in membership in former RDO clubs	SL	25/3/17
10	6g	Pursue liability insurance for SOA only members during office hours.	SL	ASAP
11	8	Adjust Risk register item on membership	SL	ASAP
12	9	Review Annual Plan	IM	25/3/17
13	12	Check room available for next Board meeting dates	PM	ASAP
14	13	Address issues raised concerning Articles and Bye-laws	RS	25/3/17
15	13	Score article on defibrillator access	SL	ASAP

