



Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on 25th March, 2017 in AK Bell Library, Perth.

Present: Roger Scrutton (RS) – Chair (Minutes), Stef Lauer (SL), Ian McIntyre (IM), Marsela McLeod (MM), Dave Kershaw (DK)

1. Welcome and Apologies for absence.

Apologies had been received from Roos Eisma, Ross McLennan, Claire Macpherson, Pauline McAdam and Megan Griffiths (**sportscotland**). The Board was not quorate and any decisions would have to be ratified at a later date. Pauline McAdam joined by phone for the item on review of staff salaries, so that the meeting was quorate for that item.

2. Register of Interests & Key Dates

There were no changes to the register of interest although Chris Smithard would be added by SL. **Action 1.** The Key Dates 2017 document had been reviewed by SL and RS but not yet brought up to date. **Action 2.**

3. Minutes of meeting on 28th January 2017

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

4. 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 further summary report on the progress of the new SOA + Club membership scheme which is being trialled with selected clubs. The scheme is working well but one or two features are still in hand: it would be helpful to have the online membership process sorted by the June Board meeting. The Terms of Membership and information for members were about to go up on the website. **Action 3.**

b. Education Manager. Hilary Quick reported on several Introducing Orienteering, Event Safety, Tutor Induction and CPD courses that had been held since the last report. The take-up was encouraging and the courses well received, with good bookings for future coaching weekends.

UKCC. British Orienteering's decision to deconstruct the UKCC pathway has been announced. SOA will retain the pathway but under a different name from 2018 onwards and Hilary is working on any changes needed. Wider aspects of UKCC were discussed at the **sportscotland** Coaching Network Development Seminar.

c. Events Manager. Colin Matheson (CDM) updated the Board on the new Glenmore Lodge map (handover to BASOC imminent), the review of Permanent Orienteering Courses, ROMP, Data and Access and Junior Development .

BOC2018. Some progress, but slow, being made to fill key positions. RS to clarify with Colin whether he will Coordinate or fill one of the planner roles. We still have no formal agreement with British Orienteering to host the event. RS to try again to get an agreement. **Action 4.**

Event Insurance. An anomaly has arisen around insurance cover for Deeside 2017, in that each day of the event is registered with BO and thus receives event insurance cover, but agreements with landowners, who

require the event to have insurance cover, are in the name of the 6-Days Co, which does not carry insurance. Colin, IM and DK will resolve this. **Action 5.**

d. Development Officers. Johannes Peterson (Northern Scotland) reported on progress with recruiting Focus Clubs, with several clubs showing interest. Plans for the Junior and Schools Development Conference on 1st April are well in order. 56 delegates are expected, with all but three open clubs represented plus EUOC.

Rona Lindsay (South & Central Scotland) reported on progress with setting up wider activity in the university sector to provide a participation continuum, given that many of our junior orienteers go on to university. She also reported on the Club Accreditation project. The Board discussed adopting the British Orienteering Clubmark or a local authority scheme within the reach of each club. It was felt that there might be advantages in a local authority scheme if it facilitated marketing and partnerships locally or applications for funds locally and making use of the SOA's charity status, noting that a few clubs already belong to a local scheme. SL and RS would see if a discussion on this at the Staff Meeting on the 27th is possible. **Action 6.**

e. Chief Operating Officer. Stef Lauer reported on positive HR developments, including the appointment of Chris Smithard to FVO Development Officer, the SOA Policy Bundle, her attendance at the Children First event concerning Disclosure of Historical Abuse Cases, and progress with the new website. SCORE would be full colour from June onwards.

She is planning a presentation to the Board in June on Child Protection matters.

5. Directors' reports

a. President (RS)

Roger reported on meetings with Megan Griffiths (**sportscotland**), and Stef Lauer and on attendance at an Equality Training Workshop. He has also been involved in progressing the Club+SOA membership option. Working Group on SOA-British Orienteering relationship. It was felt that with the changing circumstances at British Orienteering in which members, clubs and associations would be called upon to play a greater role in the delivery of the BO Strategic Plan and the fact that the Plan did not target membership growth (the **sportscotland** KPI) as a direct objective, it was important that SOA consider how its relationship to BO might evolve over the short to medium term. RS had therefore established a small Working Group to consider this issue in detail, and in accordance with Article 15.1 was seeking the approval of the Board for this. The approach received conditional approval. The Group should report to the June Board meeting. **Action 7.**

b. Marketing & Communications (RM)

Ross reported progress with the new website and SCORE, and on social media traffic via Twitter and Facebook.

Video. Ross presented evidence of the popularity of video content in promoting, marketing and publicising our sport. There was general agreement that SOA should use more video material, but those present at the meeting were not sure if the acquisition of this material was best done "in house" or contracted out. In some cases less formal material might be appropriate, in others more formal material. Ross and SL to investigate the practicalities and costs further and report back. **Action 8.**

c. Operations (RE)

The new SOL trophy coordinator is Sally Lindsay (ESOC). RE to let Sally know about available budget. **Action 9.**

Stirling Surveys Laser Print Service. See item 5g.

d. Development (ID)

No Report.

It was confirmed that the Club Development Fund would have a single 1st June deadline this year and that in the first instance £3k is set aside for Focus Clubs.

e. Partnership (CMac)

No Report.

Regarding membership data, since Sarah Hobbs is interrogating this anyway it was agreed that it would be better that Sarah produced the regular reports on member numbers. SL to arrange. RS would let CMac know. **Action 10.**

f. Performance (MM)

Marsela reported a number of funding applications and successes for ScotJOS members. Good luck and congratulations all round. Marsela said that she would be Chair at the forthcoming Junior and Schools Development Conference.

Elite athlete funding. See item 5g.

g. Treasurer (IM)

We reviewed the March Cost Report. Nothing untoward. IM had transferred £500 from Discretionary to Staff Costs to cover Staff uniforms. IM also reviewing finance policies in anticipation of Governance Development Audit late 2017.

The outlay for insurance cover for Club+SOA members was approved. Ian will investigate premiums for anticipated larger numbers. **Action 11.**

Stirling Surveys Laser Print Service. This arrangement is due for renewal but the new conditions are such that SOA will not continue with the agreement. This does not prevent clubs from using the service but costs will be greater. The Board accepted this situation and agreed to notify clubs of the changes. **Action 12.**

There was a brief discussion of our capacity to support Scottish athletes who have medal prospects at WOC but fail to receive the proposed funding from British Orienteering. It was agreed to monitor developments. The Board had a first look at the way the 2017 accounts were shaping up. There is no line yet for BOC2018 although we will start to incur costs imminently. Otherwise, no major concerns. The forward look at budgets through to 2019 also raised no major concerns. Reserves are decreasing in line with the plan to use them to underwrite the costs of office staff as we transition to a sustainable financial model from 2020 onwards.

6. Major Events Update

Deeside 2017. Dave Kershaw reported that entries at this stage are down on recent years but not out of line with pre-2013. It was felt that the competition for entries from other multi-day events in Europe is increasing. Some funding had been gratefully received from Event Scotland.

See item 4c for an issue with regard to event insurance, which we anticipate being resolved.

BOC 2018. See items 4c and 5g.

7. Risk Register

The Register was reviewed. It was felt that lines 10 and 19 could be merged, "Loss of website developer" could be updated, the likelihood of "Loss of Levy or Membership Income" could be revised upwards and the rank order of risks corrected. SL would make these updates. **Action 13.**

8. Annual Plan

SL had recast the Annual Plan in terms of projects. Staff would own the projects with Directors providing oversight and strategic direction and acting as budget holders. The Board was happy with this approach. SL

said that the way the Plan integrates with the **sportscotland** Target Tracker still needs some thought. **Action 14.**

9. Sportscotland investment application and Target Tracker

An investment letter is expected from **sportscotland** imminently.

Progress is already being made towards targets. Perhaps of most concern is membership growth. Some initiatives are being taken in this area and the Working Group mentioned at Item 5a is considering the problem in the context of SOA-BO relations.

10. AGM Business 2017

Reports and Accounts. SL suggested that Reports should be shorter and less discursive. The Board agreed and asked her to action this. **Action 15.**

Directors and Director Elections. There had been a good response to informal approaches and advertisements. The Bye-Laws had been changed to permit the recruitment of an Independent Director for the first time. The Articles require other Directors to be members of SOA, given the need for orienteering expertise on the Board. There is the prospect that the number of Directors will be increased to accommodate the high level of interest in volunteering for Board positions.

Revisions to Articles and Bye-Laws. **sportscotland**, with Harper MacLeod, had reviewed these and made several suggestions for improved internal consistency and compliance with current good practice. RS had responded to the suggestions and was bringing to the Board his recommendations for changes that could be approved at the AGM. Some changes could be deferred to 2018 so as to make the package more digestible. There was some discussion about the way members could vote on the many changes at the AGM, item by item on *en bloc*. The general feeling was that *en bloc* could be offered first, then item by item if necessary. RS would check the changes with **sportscotland** and prepare a paper for the AGM. **Action 16.**

A.O.B. Nothing as yet.

11. Report from 6-Days Company

Dave reported on preparatory work for Strathearn 2019. 8-10 potential areas have been identified within a radius of 30km of the Event Centre at Crieff-Comrie. Unfortunately, there will again be pressure from other multi-day events in Europe.

12. Revisit Key Dates and Actions

Nothing new to include.

13. A.O.B.

Orienteering at Glenmore. It was confirmed that the new Glenmore map is finished and being used. There is the possibility of a Disabled Ramblers TrailO event over the Summer. RS said he would discuss this with Anne Hickling. **Action 17.**

14. Annual Staff Salaries Review

Pauline McAdam joined by phone for this item. RS would communicate the outcome to Staff. **Action 18.**

New Actions from meeting				
No	Item	Action	By	Due Date
1	2	Add Chris Smithard's interests to the Register of Interests	SL	ASAP
2	2	Bring Key Dates doc. up to date	RS	ASAP
3	4a	Put Club+SOA Terms of Membership on website and prepare paper on status of pilot for next Board meeting	Sarah H	24/06/17
4	4c	Communicate to BO terms of agreement to host BOC2018. Progress appointment of key officials.	RS Colin M	ASAP
5	4c	Resolve S6D insurance arrangements for landowners	Colin M, IM	ASAP
6	4d	Arrange discussion of club accreditation options at the Team Meeting 27/03/17	SL	27/03/17
7	5a	Deliver report from the Working Group on future BO-SOA relationship for next Board meeting	RS	24/06/17
8	5b	Research the best mix of video material to include on the website and our social media outlets, and the resources required	RM, SL	24/06/17
9	5c	Communicate budget available for trophy maintenance to Sally Lindsay	RE	ASAP
10	5e	Establish Sarah H as principal recipient of membership data from BO database and let CMac know	SL, RS	ASAP
11	5g	Continue to explore member insurance options with PS for Club+SOA members	IM	Ongoing
12	5g	Communicate to clubs the discontinuation of Laser Printing Lease with Stirling Surveys and outline future printing options.	RS	ASAP
13	7	Some updates to the Risk Register were identified. SL to update	SL	ASAP
14	8	Further work needed to interface the Annual Plan with the sportscotland Target Tracker, but the overall approach to monitoring progress looks good.	SL	ASAP
15	10	AGM reports to be reduced in length and to the point, saving work for everyone	SL All	For AGM deadline
16	10	Progress the preparation of a paper for the AGM proposing several amendments to the Articles	RS	08/04/17
17	13	Discuss potential for a Disabled Ramblers TrailO course at Glenmore Lodge with Anne H.	RS	ASAP
18	14	Communicate outcome of Staff Salary Review to Staff members as appropriate	RS	ASAP