

## Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on, 13<sup>th</sup> October, 2018 in AK Bell Library/Dewar Centre, Perth.

Present: Anne Hickling(AH)-Chair, Richard Oxlade(RO), Pamela Carvell(PC), Fiona Keir(FK) - COO, Nick Barr(NB), Stephen Moffatt(SM), Keith Roberts(KR), Ben Hartman(BH), Pauline McAdam(PM)-minutes.

### 1. Welcome and Apologies for absence

Apologies from: Dave Kershaw(DK), Alison Lunn(AL)(sportsotland), Graham Gristwood(GG)

AH welcomed everyone to the meeting particularly the new Finance director, Ben Hartman. A short time was spent on individual introductions around the group.

### 2. Register of Interests & Key Dates

A paper copy of the register of interest was passed round for members to check, update and sign.

Key dates were checked. PM proposed dates for 2019 Board meetings:

January 19<sup>th</sup>

March 16<sup>th</sup>

August 24<sup>th</sup>

October date to be agreed

There was some discussion around separating the AGM from the Scottish Championships as linking the two has not increased attendance. It was suggested that the AGM might be held in June and be followed by a short Board meeting. Action 1 (PM)

### 3. Minutes of meeting on 16<sup>th</sup> June 2018 were reviewed.

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

NB enquired if there was any follow-up from the Child Protection (CP) issue at the British Orienteering Championships. FK replied that CP policies continue to be updated and the Board will get a CP update at the January meeting.

NB, AH and SM gave an update on the status of the Actions from the meeting.

Minutes were approved.

### 4. Annual Plan 2018 (FK,RO)

RO reminded members that, as at the previous meeting, reporting would now follow the order of the Annual plan. Issues raised for discussion in Directors' reports would be considered under the appropriate heading.

#### a. Finance

It was recognised at the previous meeting that there were problems with the finances. Since then a considerable amount of work has been done by RO and Sarah Hobbs and by the external auditor, Brian Miller to put matters right. The accounts were approved and submitted on time. The Board is indebted to Brian for his help and members expressed their thanks to Richard and Sarah for all the work they have done. A cloud-based accounting package has been set up, RO acknowledged Dawn Goddard's help with this, and a new Finance Director has been appointed.

A summary of the current finances was given by RO. The main issue is that there has been a problem claiming money back from LEADER to cover Sarah Dunn's salary for the COPE project. LEADER have not

been accepting payroll data provided by **sportscotland**. FK has been working with **sportscotland** to resolve this.

RO also raised the concern that British Orienteering (BO) will lose performance funding from sportengland in 2021. This will impact the British squad programme in which a significant number of Scottish athletes are involved. A Club and Association Conference on 20<sup>th</sup> October will be focussing on this and KR will attend on behalf of Scottish Orienteering, and report back to the Board. **Action 2 (KR)**

BO have been supportive with the recently successful WOC 2022 bid. WOC will provide a great opportunity to promote orienteering in Edinburgh and more widely throughout Scotland, and the SOA will also provide support to the event. The Board was reminded that **sportscotland** provide funding for club-based performance coaching and that some local authorities support talented athletes.

**b. Website**

NB gave Board members an update on the present situation with the website. The website is ready to go live but it has been decided to pause it due to the resignation of Sarah Hobbs. A temporary Marketing and Communications post is currently being advertised. The focus of this temporary post will be to deal with issues arising when the new site goes live. NB also requested that Board members and others assist in advertising this post through their own social media avenues.

**c. Membership**

Sportscotland's membership target for the year has been achieved. RO reported back on a survey of clubs regarding SOA only membership, conducted by Sarah Hobbs. The main concern related to the fact that SOA only members cannot be event officials because British Orienteering's insurance only covers BO members. RO proposed 3 approaches which might resolve this. After considerable discussion it was agreed that RO explore the possibility that SO provide insurance to allow all SOA members to be event officials. It will also be required to obtain BO agreement to accepting SOA members covered by such insurance as event officials.

**Action 3 (RO)**

FK said that there were concerns over the provision of First Aid cover as the specific requirements were not clear. NB offered to help with this.

**Action 4 (FK,NB)**

**d. Club Support and Development**

Accreditation is making progress

**e. Volunteer Development**

A successful Volunteer day was held at Kinnoull Hill, Perth on 22<sup>nd</sup> September. This offered workshops for event planners and organisers, and activities for coaches. The Board offered thanks to Hilary Quick for organising this.

**f. Supporting talented athletes**

Board discussed request from GG to employ a Scotland Performance and Development Coordinator. Agreed it would need to be considered as part of the 2019 Budget.

**g. Governance**

No issues to discuss.

**h. Progress against sportscotland targets & sportscotland mid-term review meeting**

The strategic cycle review in September was very positive. The Board were shown the presentation made to **sportscotland**.

## 5/6. 2019 Annual Plan and Budget (RO, BH)

Some members expressed disappointment that the proposal to raise fees for 2019 had been withdrawn from the EGM agenda. There was a short discussion about the reason behind raising the fees by a small amount each year.

PC made the point that looking back over the budgets from previous years, there appeared to have been other sources of funding but these seemed to have disappeared. There is a need to explore other sources of funding.

The SOA's largest source of funds - the grant from **sportscotland** - is ring-fenced for development work. SOA income from membership and event levies is small but salaries and admin costs outside development should be met from this and from income from the Scottish 6 Days. It was agreed to explore whether some activities outside the development director's remit - such as work on the new website - could be classified as development projects and funded from the **sportscotland** grant.

PC suggested that there should be a board member with responsibility for seeking sponsorship.

RO took the Board through the funding spreadsheet which was presented at the meeting. Directors had been asked to submit budget proposals for 2019 but these were not discussed in detail. Before agreeing a 2019 budget it was agreed that the finances would need to be in a balanced situation by 2020 with reserves reduced to the level needed for 6 months of operation. The budget for 2019 will need to be a step towards this.

RO suggested that directors needed more time to consider the situation and proposed the Board meet again in December to finalise the budget. RO will summarise today's discussion and put forward budget suggestions in conjunction with the relevant directors.

**Actions 5 (RO, BH) & 6 (all)**

The Board agreed that directors can make executive decisions regarding spending within their budgets when those budgets are agreed.

## 7. Staff team plans (RO, FK)

FK and RO have conducted exit interviews the staff who are leaving and gave Board members an update on the current situation regarding vacancies:

- The RDO (south) post has been advertised. Meanwhile Chris Smithard will take up 1 day per week for the south clubs.
- The Coaching and Volunteering post which has been advertised will take over Hilary Quick's education role.
- The Marketing and Communications post will be advertised.

The Board agreed that the Marketing and Communications and Administration posts should be separate. The post of Administration Assistant will be advertised.

PC raised concerns over the number of staff leaving and suggested there was a lack of communication between Board members and staff. The issue of communication in general was raised. Suggestions to improve this were discussed. NB also raised the issue of contributions to the SCORE magazine. SCORE forms an important part of our comms plan and the current editor is doing a great job. However, the current editor is having to chase people far more than is reasonable just to get a response, so NB encouraged members to be proactive in contributing content or at least acknowledging e-mails. FK and AH to discuss and implement a monthly news update to Board members. AH will circulate a proposed code of conduct for orienteers.

**Action 7 (FK,AH)**

The Board is sorry to lose the staff who are leaving. We appreciate all the work that they have done to support Scottish orienteering and wish them well in their new situations. A special thank you to Hilary Quick who has worked for SOA for 15 years and has been responsible for introducing and establishing a significant number of activities to the sport.

## 8. Risk Register(RO)

Changing the status of some of the high risks was discussed but it was agreed to make no changes for now.

## 9. Scottish 6-Days Co Business

Board members had received an update from DK prior to the meeting. There were no points for discussion.

## 10. WOC2022 (DK, AH)

The WOC 2022 event has been confirmed as Edinburgh. The IOF Senior Event Advisor will be visiting at the end of November to discuss the programme and review the areas. In agreement with the event partners Event Scotland and Edinburgh City Council, the post of Event Director will be widely advertised at a timing to be agreed. Other key posts in the main organising committee will be advertised shortly. It is hoped that these will be filled from the orienteering community.

<b>New Actions from meeting</b>				
<b>No</b>	<b>Item</b>	<b>Action</b>	<b>By</b>	<b>Due Date</b>
1	2	Check possible dates/venues for 2019 AGM.	PM	Jan 2019
2	4a	Report back to Board from Club and Association Conference.	KR	Jan 2019
3	4c	Investigate whether SOA can insure members to be event officials and whether this is acceptable to BO.	RO	Jan 2019
4	4d	On behalf of clubs, determine appropriate level of certification required to provide First Aid cover at events	FK & NB	Jan 2019
5	5/6	Summarise discussion on 2019/20 Budgets, liaise with directors regarding spending proposals and circulate before next meeting.	RO & BH	ASAP
6	5/6	Familiarise self with documents relating to Budget before next meeting	All	Dec 2018
7	7	Provide monthly news updates to Board members	FK & AH	monthly