

Minutes of the Meeting of Directors of the Scottish Orienteering Association, held on, 30th September, 2017 in AK Bell Library, Perth.

Present: Roger Scrutton(RS) - Chair, Roos Eisma(RE), Ross McLennan(RM), David Henderson(DH), Richard Oxlade(RO), Pamela Carvell(PC), Anne Hickling(AH), Stef Lauer(SL), Marsela McLeod (MM), Pauline McAdam(PM) - minutes. Dave Kershaw(DK) attended the afternoon session.

1. Welcome and Apologies for absence

Apologies from: Claire Macpherson(CMac), Jane Scott ([sportscotland](http://sportscotland.gov.uk))

As this was the first Board meeting attended by Pamela Carvell, the recently appointed Independent Director, Board members introduced themselves to her. She then gave a brief autobiographical summary. RS welcomed her and then informed members that RE wished to step down from her post as Operations Director. **Action 1**

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 document was checked. This shows proposed dates for 2018 Board Meetings. PM pointed out that these dates are provisional as she has to check if the Library can accommodate the meetings and that there is no clash with a SOL or SOUL fixture.

3. Minutes of meeting on 17th June, 2017

a. matters arising and audit action sheet

RS advised members that the lack of follow up on the Action list from meetings had been highlighted in the recent KPMG audit. He reminded the Board that the report sheet provides a space for members to copy, paste and report on their actions from the previous meeting. **Action 2**

b. Minutes of previous meeting were approved.

4. Chief Operating Officers Report (SL)

SL presented reports from her team.

The following points were discussed by the Board.

Rona Lindsay, RDO South proposed that SOA only membership being brought in for next year includes an option for students over the age of 21 and in full-time education to pay the junior membership rate. The Board considered Rona's arguments supporting this proposal and agreed that it should be incorporated into the SOA + club membership.

Colin Matheson, Events Manager raised a concern around BOC 2018. It was agreed that this would be discussed under the Major Events Update.

SL informed the Board that Johannes Peterson had resigned from the post of RDO North and had finished work on 29th September. AH raised the issue of his replacement. Following a discussion, the Board agreed that the post should be advertised for a fixed term of 1 year with a possible extension. **Actions 3&4**

SL asked Board members that, as there is a requirement for Director support on Child Protection matters, would a Director volunteer to work with her in this area and in particular attend meetings that she is unable to attend. RS proposed that Child Protection might be added to the job description of a director whose post becomes available at the next AGM. SL to pursue in advance of AGM. **Action 5**

SL then took Directors through the feedback from the recent KPMG Audit (Agenda item 11) which identified several areas where improvement is needed. Several of the issues raised have been addressed while one was considered to have misrepresented the situation. It was agreed that SL would draft a response and circulate it around Board members for comment before submitting it. The deadline for this is 6th October.

Actions 6,7&8

5. Directors reports

'Points for Information only' in these reports were taken as read.

a. President (RS)

Associations and clubs have been invited by British Orienteering to make a contribution to a leaving gift for CEO Mike Hamilton, retiring at the end of the year. The Board agreed to a modest sum of £25. **Action 9**

b. Marketing & Communications (RM)

Marketing Strategy was identified as a topic for discussion but it was agreed that it should be part of the Strategy review (item 12).

c. Development (AH)

There is £3k in the 2017 budget for focus clubs which is not likely to be spent. The Board agreed that it should be released to the general development fund for bids from clubs. Bids to Colin Matheson by end of November. AH and Colin will decide on successful bids. **Action 10**

d. Finance (DH)

Bank of Scotland has requested that the change of signatories is minuted at a board meeting. The board agreed to:

- Removal of Ian McIntyre as outgoing treasurer
- Addition of David Henderson & Stef Lauer as new signatories,
- Dr Roger Scrutton retained as signatory.

Currently working on budgets for next year.

Action 11

e. Operations (RE)

Paul Caban has raised a concern that there was no means of recording if a Club+SOA member planned or organised an event. RS said that the statement on this on the website is wrong and needs to be reframed.

Action 12

Members agreed to Ted Finch's request for New GPS trackers. The cost will be included in the 2018 budget.

Action 13

Members discussed a paper containing a proposal for shared financial risk at SOCs. The proposal being that SOA carries 50% of losses and 25% of profits. PM stated that in return SOA should be able to demand that the event meet the standard of a national championship. PM also questioned why the document identified clubs as being responsible for the events. She understood that the events were the responsibility of areas and that all of the clubs in the area supported the event. The proposal was accepted. **Action 14**

David Esson's application to become a Grade B Controller was approved.

f. Partnership (CMac)

No report

g. Performance (MM)

Board congratulated the Scotland Team on winning all 5 trophies at JIRCS

h. Strategy (RO)

RO led the Board on an hour's discussion and review of the 2016-2020 Strategy. Prior to the meeting he had circulated a review paper and the outcomes of a similar discussion with Staff. There was agreement that there was a need to:

- (i) better link the current SOA strategy to the Annual Plan and staff actions; and
- (ii) consult the clubs about the strategy for Scottish Orienteering during the next few months. The revival of the annual Club Conference in the spring of 2018 was suggested. Depending on the outcome of these discussions this may lead to a refresh of the strategy.

RO offered to work with a SL on the first action, and will convene a small group from the orienteering community to progress the second action. RO will seek participation from the clubs, SOA staff and the Board (probably ca. 2 representative from each) group. **Actions 15&16**

6. Major Events Update

a. BOC 2018 & BNC 2019

Events Manager, Colin Matheson, expressed concern that BOF has still not given absolute assurance on 2x levy. Board agreed that we should stage BOC regardless. No club has offered to stage BOC Individual and so clubs will be asked to take on key roles with the event managed by a team of volunteers. MAROC will stage the BNC on 23/2/2019. No event location yet agreed.

b. Strathearn 2019

Car stickers bearing the event logo were distributed at Royal Deeside. Efforts to finalise suitable areas continue, broadly looking at a start in the west (Edinchip) moving through Auchingarrich and Dundurn (St Fillans) to Monzie Castle, Grandtully and Craig a Barns. S6D Board approves plans that campsite should be run by and located at Comrie Croft (their risk). Event centre to be determined. Cultybraggan Camp very keen to host but need to consider other options for socials. Possible marquee but would be significant cost compared to a local hall e.g. White Church, Comrie. Crieff options to be further considered. COT led by Terry O'Brien due to meet for a second time in October. Colin Eades designated S6D representative. Meeting held with Perth & Kinross Council - supportive and hopefully can provide some funding along with value in kind e.g. waste collection, road signs, equipment store. Stirling Council contacted but no response as yet.

c. Is 2020 a free year?

RS stated that this appears to be the case and that every effort should be made to ensure that it remains free of major demands on volunteers.

7. Risk Register (SL)

RS and SL are currently reviewing this.

8. Annual Plan (SL)

This is available in Dropbox but is a work in progress

Action 17

9. Target Tracker (SL)

Membership Growth and other targets are being missed. We saw no new members as a result of 6-Days. However, RS hopes that the Club+ SOA membership option will reduce "churn" and lead to an increase in membership.

10. Application process for sportscotland investment 2018-2019 (SL)

Application is due for submission in November. SL will complete and submit and will contact Board as needed.

Action 18

11. Outcome of KPMG Audit (SL)

See item 4

12. Review of 2016-2020 Strategy (RO)

See item 5h

13. Report from 6-Days Co (DK)

RS and PM, as shareholders, attended the recent AGM.

14. Revisit Key Dates and Actions (PM)

Will check if room available for proposed Board meeting dates.

Action 19

15. AOB

Jane Scott sent an update on some pertinent issues along with her apology.

PM asked if any progress had been made on access to a defibrillator at orienteering events and suggested that the location of the nearest one to the event should be identified in the Risk Assessment. RS to make this suggestion to BO for the Event Safety course.

Action 20

New Actions from meeting

No	Item	Action	By	Due Date
1	1	Advertise for an Operations Director to take over from RE on the SOA website	SL	ASAP
2	3	Copy, paste and report on Actions from previous meeting in Report for Board meetings	All	Ongoing
3	4	Discuss with Jane Scott the proposal that the post of RDO north be for a fixed term of 1-year	DH	ASAP
4	4	Advertise post of RDO north on website	SL	ASAP
5	4	Identify a Director to provide support in the Child Protection area	SL	For the AGM
6	4	Address issues relating to IT support	SL	13/1/18
7	4	Draft a response to KPMG Audit and circulate round Board members	SL	5/10/17
8	4	Comment as necessary to above draft response	All	5/10/17
9	5a	Arrange a £25 gift towards the retirement of the BO CEO, Mike Hamilton	RS	ASAP
10	5c	Invite bids for additional development money	CM	ASAP
11	5a	Circulate a copy of the updated financial position to Board members	DH	ASAP
12	5e	Reframe statement regarding Club + SOA members as planners and controllers	RS	ASAP
13	5e	Incorporate cost of new trackers into 2018 budget.	DH	For 2018
14	5e	Put shared risk proposal into action	RE	For 2018
15	5h	Link SOA Strategy, Annual Plan and staff actions	RO & SL	13/1/18
16	5h	convene small group from the orienteering community to progress consultation on strategy	RO	13/1/18
17	8	Progress new Annual Plan	RS & SL	13/1/18
18	10	Provide SL with any information relating to the sportscotland application if requested	All	13/1/18
19	14	Check room availability for proposed 2018 Board meeting dates	PM	ASAP
20	15	Suggest to BO that the location of a defibrillator is included in event Risk Assessment	RS	ASAP