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Forth Valley Orienteers

Orienteering at the Heart of Scotland

Committee Meeting

Date Monday 26th February 2018
Location Hazel's House
Present Trevor Hoey, Brad Connor, Sarah Tullie, Ben Stansfield, Dawn Goddard, Hazel Dean, Jason Inman, Andy Llewellyn

Apologies

1. Minutes of Previous Meeting and Matters Arising

Minutes were taken as read

2. Finance

Dawn had posted the accounts to 22nd Feb on FreeAgent, for all to read – a small deficit for the year to date, cash balance £8,586. CSC expenses now settled with Jon.

The 2018 budget had been circulated all committee members prior to the meeting, and had been the subject of much email debate, as it predicted a significant degradation of the club bank account balance, to less than £2,000, i.e. well below our £5k buffer target. This was worse than originally predicted, partially on the back of more pessimistic forecasted profits from both the Scottish Sprints / CSCQ weekend and from local events, the latter largely as a result of increased BO levies. This year we had also planned £7500 spend from the mapping budget; in previous years we've been able to secure good grant funding to support this activity but this year we've been less successful.

Dawn had proposed the following actions to reduce spending:

1. Cancel the proposed £800 spend on GPS tracker units for club development
2. Increase by £1 all fees charged at our events going forwards to negate levy increase
3. Ensure all map printing is done by Geoffrey wherever possible and keep printing to A4 maps wherever possible.
4. Actively look to secure larger events in future years, as these are more revenue-generating for the club. See Event section.
5. Reduce this year's mapping budget by postponing non-essential mapping not already underway. See Mapping section.
6. Keep advertising spending down – there is little need to print physical fliers for event series when we have such good links into schools through Active Stirling. Also keep a tight rein on facebook advertising etc.

7. Support for the Compass Sport Cup final: we should not commit to subsidising travel/accommodation this year, although we should endeavour to help keep these costs down by coordinating these items early for attending club members.

These measures were agreed by the committee.

Another ongoing concern for the budget going forward is the change to 6-day profit distribution. As of the 2017 event, profits are no longer being divided amongst the clubs. This has been a healthy bonus to the club finances every second year in the past.

The Development Officer role is currently DCI funded, although this funding will drop away over the next three years. This is in our long-term plan. One of the key aims of the role is to generate new income which should ensure that the role is entirely self-funding by the time DCI funding has ceased.

Update the WEE/Local Series organisers packs to reflect the increased charging and advise to keep maps to A4 where possible. To be used from the WEE Series onwards	Brad
Inform WEE Series coordinator (Steve Scott) of the revised details before any advertising goes out	Brad
Ensure any cost information is also reflected on our website	Brad
Inform Will – who controls our digital map store – of the A4 target, and ask him to only send out appropriate A4 segments of full maps for events where feasible	Brad
Communicate with Jon regarding CSC final subsidy	Dawn
<i>Insurance of Club Equipment: Options and prices to be investigated</i>	Dawn

3. Mapping and Permanent Courses

Jason attended the meeting at the request of the committee to provide an overview of recently completed maps, maps in progress and to discuss the mapping plan for 2018, particularly in light of the budget constraints.

Over the last few years we have been very successful in obtaining grants to support our mapping activities. This year, unfortunately, we haven't been so lucky. The maps that we have already commissioned/received are: Beecraigs, Dunblane West, Bantaskine, Stirling Uni, plus various small updates, amounting to £4250 in total. Given the budget constraints, we will not now go ahead with the following this year:

1. Callendar Park. A big stand of larch is being taken out this year, so it makes sense to postpone this re-map until 2019 in any case. To discuss in 2019.
2. House of the Binns (NTS area). Put on hold for now

We have grants for Doune and Doune Ponds, and are putting in a POC at DP – so these will go ahead. There will be 3 courses at DP; the cost to the club will be £85 to put markers on the posts. We have also just received a £200 grant from Falkirk CT; this can be allocated against the Bantaskine map. Birnam Hill: we have a windfarm grant of £1900, and have

commissioned Stirling Surveys to do the work. Stirling Surveys will be able to offer a more competitive price if they also print the maps for the first event, ideally within one year of mapping; so, we need to schedule in an event and work back from that. The area has been OK for large events in the past, but we haven't seen the map yet, so we should look to host a SOSOL-level event there first.

Gartmorn Dam and Plean: both would benefit from a complete LIDAR resurvey. GD can be put on the back burner but Plean would be worth doing if we can find budget. The area is an ex-mine and also an MD6 deprived area, so there may be grant options (Scottish Mine Restoration Fund?)

In general, if small revisions are needed to maps, we should actively explore the potential of using club members to undertake those revisions. This is both free to the club and good technical training!

The revisions to the mapping plans are discussed should help keep the club balance close to the target of £5,000.

The Abbey Craig POC is currently missing a start/finish post, but one is being put in and Jason will get our details put on it. The Rangers and Historic Scotland are keen to trial selling maps; Jason will arrange to have maps printed and sold to them to support this.

4. Policies

FVO's Constitution: the new constitution was approved at the AGM, but with the proviso that a further revision needs to be made to address the issue of Quorum. Achieving our current Quorum requirements was already very difficult and is now more so due to our expanded membership. We have looked how the issue is handled in the constitution other clubs e.g. Central Athletics, as well as the SOA; it seems that all have adopted a very small minimum number or even just those present at the meeting as being Quorum. It was felt that setting our own minimum Quorum at 20 would be most appropriate.

Data Retention Policy: Trevor, Brad and David met to discuss what is involved and are actively working towards addressing the new requirements. The SOA are still to amend their policy in line with new legislation. We will report back to the committee when significant progress has been made. We are already receiving requests to remove personal data. Hazel noted that one of the key items to address is that we will now need to seek permission to publish photographs of anyone, not just children; it might be easier to ask individuals for blanket permission for either a fixed period or until further notice, rather than ask for every single photograph, although we will need to think about recording those permission details if that proves to be the case.

<u>Lending of Club Equipment to external organisations</u> : Trevor has produced a draft policy addressing such things as charging, insurance, risk assessment and land use permissions. In principle, the committee agreed to proceed with the policy, once some revisions have been made: it was unclear as to whether the club can allow our SITiming licence to be used by an external organisation, or if this would be an invalid use of our licence. Equally, the fee to charge for hire of our SI units and dibbers wasn't obvious, and we should seek some guidance. In addition to the SI kit, other club assets need to be considered, and how/if these should be available for loan/hire; tents and other items are potentially less durable. Club areas can also be considered as assets, too, and it was felt that it would be preferable if commercial organisations were to run events on more non-FVO areas.	
<u>Constitution</u> : revise to reflect the new Quorum minimum.	Dawn
<u>Data Retention Policy</u> (currently called Privacy Policy) to be updated after SOA have amended their policy in line with new legislation	Trevor
<u>Use of FVOmail/Facebook for advertising of non-FVO activities</u> A guidance note to be produced. Ross was looking at this – get guidance from him	Brad
<u>Club Protection Statement</u> : Check that up to date and the correct version on the website	Hazel
<u>Lending of Club Equipment to external organisations</u> : Policy to be produced and agreed with users of FVO equipment, to include such things as charging, insurance, risk assessment, land use permissions. To be reviewed annually.	Trevor
Check conditions of our SITiming licence (confirm with Will)	Brad
Contact SportIdent to get an indication of their charges for equipment hire	Brad

5. Events	
<u>FVO Night Series</u> : Progressing well.	
<u>FVO Spring Series – Stirling/Dunblane area</u> Brad is co-ordinating a series of events in the Dunblane/Stirling area. Two events have been run, with good success. Chris has coordinated with Brad to fit his March mornings series into the programme (the March Spring Series event has been dropped to accommodate).	
<u>Scottish Sprint 10th March 2018</u> Organiser: Dave Coustick Planner: Ross McLennan Controller: Terry O'Brien (STAG)	
<u>CSC Scottish Qualifier 11th March 2018 - Beecraigs</u> Organiser: Matty Smith Planner: Mark Johnson and Jen Leonard Controller: slight hiccup, but all is OK and the event is going nicely – snow permitting!	

<p><u>WEE Series, Spring 2018</u>: Steve Scott is the series coordinator Plan for areas to be used with dates to be produced</p>	<p>Steve S/ Hazel</p>
<p><u>British Championships 2018</u>: B Bullen and S Nicolson have been recruited by SOA to plan. FVO to offer to assist on Download/Results</p>	<p>Trevor</p>
<p><u>Postponed Barrwood event</u>: It was agreed that we should offer the reschedule club day at Barrwood as a SOSOL. Contact Robin Strain to ask if this is OK and what we need to do to get it on the SOSOL calendar.</p>	<p>Ben</p>
<p>Look at what extra courses we will need to offer and plan them.</p>	<p>Jason</p>
<p><u>2018 (and future) WEEs and Local events</u>: Given the desire to increase attendance/income from our local events, it was decided to promote all such events as colour-coded, and to endeavour to put training on. In 2018 there will be an autumn series of local events, so, these and our WEE series will all be promoted as CCs.</p>	
<p><u>2018 Summer Sprint Series</u>: Last year we had a successful – and enjoyable – series of small sprint events in late autumn. Graham G is keen to expand upon this, and to coordinate a combined series of events run by FVO and Masterplan Scotland, potentially running on Wednesday nights throughout the summer. These are small events, easy for one person to plan/organise/run. The committee felt that FVO should plan to run 6 events, weekly on Wednesdays from 19th August. Brad to communicate back to GG and see if he is keen to coordinate a combined series given those plans</p>	<p>Brad</p>
<p><u>Scottish 6 Days 2019</u> Most of the major roles have been filled. Organisation progressing. There are several concerns at present. The board is concerned that the event will not be financially successful and are already setting expectations that there will no trickle down to the clubs. This may well also be the case for the 2021 event (which is scheduled to be in the South-West). Also, Steve Nic has now indicated that he will no longer be able to act as Technical Coordinator for the event; this is a key role, and Trevor is actively seeking candidates.</p>	
<p><u>SOL 2019/ “Scottish Middle Distance Champs”?</u>: FVO had not planned to offer to organise a SOL event due to other commitments in 2019, but, given budget projections and the availability of the Birnam map, there was some enthusiasm for seeing if we could schedule a Scottish Middle Distance Championships event to coincide with a SOL near the Birnam area. Ben to contact Paul Caban to see if there is any opportunity to schedule the event</p>	<p>Ben</p>
<p><u>Harvester 2020</u>: FVO will offer to Organise. Discussions ongoing with Solway re use of one of their areas.</p>	<p>Trevor</p>
<p>Investigating offering to organise Peter Palmer Relay in conjunction</p>	<p>Trevor</p>

6. Socials and Activities	
Jason has booked our Kincaig accommodation for the club autumn weekend in Speyside, to coincide with the BASOC SOL (no WOLF this year). He will proceed to organise the weekend and plan training	Jason
<u>AGM / Activity Day:</u> There was some feedback from this year's event in Ashfield hall that it would be have been preferable to lay on some orienteering training and activities before the AGM, as we have done in previous years. That would dictate another venue, and the Cambusbarron community centre was offered as a possible option, given its proximity to Polmaise. Brad to investigate.	Brad

7. Coaching and Training	

8. Membership	
<p>There was no update on membership to present at the meeting. Brad was tasked to ask Jen for an update, and it is appended to this set of minutes. Several of the tasks below have been handed on to Brad and are still to be actioned.</p> <p>The university club has been formed and is an official Sports Union club. They seem to be a keen bunch and have been liaising with Graham and Jason to set up regular club training. It was decided by their new committee to not travel to BUCS this year, due to timings; in the end, given that it has been cancelled due to bad weather, this was a good choice! Sarah, Brad and Jason are still actively engaged with the club and helping where required.</p> <p>The process process for upgrading, mid-year, from an SOA member to a BO member is for the member in question to contact BO directly.</p>	
<u>New Membership Options</u> Complete necessary paperwork for key individuals in FVO to gain access to SOA member data The CompassSport Cup co-ordinator is to be asked how membership numbers will be counted, to establish if a club is a large or small club	Brad Jon
<u>Stirling University Orienteering Club:</u> Work continues to set up a University Club.	Sarah

9. Sponsorship and Publicity	
<p>This role has been vacant since Ross stepped down from the committee at the AGM. Thankfully Andy was amenable to being persuaded to take on the mantle.</p>	

10. Equipment	
Ben has obtained quotes for a couple of advertising banners. These are very reasonable at about £40. He will go ahead and get a design made, and then purchase the banners, which are budgeted.	
Create a design for the banners (perhaps Ross could help?) and purchase	Ben
<i>10 SI were recently purchased. Will to be asked to produce a plan for future SI requirements</i>	Dawn

11. Correspondence	
The SOA has forwarded a small number of handy-sized folding booklets showing the new IOF symbols. These were unfortunately received too late to distribute at the AGM; Brad will take these along to the Scottish Sprint and CSC Heat events to distribute	Brad
Contact has been made with the club - after formation of STUOC – by a student at the university who is organising a “Faculty of Health Sciences & Sport Employability Fair” at the university in the afternoon of Tuesday 13 th March. We have been invited to host a stall, where we can showcase potential career opportunities within the sport. There is little to gain for the club other than to get in front of some students, but Brad has asked around to see if anyone can man the stand and talk about things such as mapping, professional event organisation, etc.	Brad

12. AOB	
Trevor asked if the committee would approve his use of the club OCAD licence and map files for a student who is working on a project with him. The committee had no objections to this.	
It was agreed that it was OK for ScotJOS to borrow FVO kit for their upcoming events.	

13. Next Meeting	
<u>Committee Meeting</u> : Monday 14 th May 7.30pm at Brad’s house – 12 Newton Crescent, Dunblane FK15 0DZ	

Appendix: Membership update

Current membership numbers as of today done for SportScotland report are as follows:

FVO Membership	SportScotland baseline	2016	2017	Current status			
	BOF	BOF	BOF+second club	BOF	SOA	Second club	Total
	<i>Probably Dec 2015 or partway through 2016??</i>	Dec-16	Dec-17	04/03/2018	04/03/2018	04/03/2018	04/03/2018
Adult - male	53	66	77	60	9	1	70
Adult - female	42	56	58	49	4	4	57
Youth - male	26	31	41	19	6	0	25
Youth - female	19	22	27	22	0	0	22
TOTAL	140	175	203	150	19	5	174

Note: Youth includes M/W18 and under

In terms of renewals, we still have a lot of lapsed members - 36 (includes a lot of juniors), of which I am expecting probably 15 total still to renew, as follows:

PROBABLY WILL RENEW:

Allcroft family - Joanna has said that they will renew but not done it yet
 Struan and Ruaridh Duncan - probably
 Ewan Finch - Ben is checking
 Kyle and Ceana Heron
 Jegor and Ana - does anyone know if they are going to?
 Abi Longhurst
 Peter Meehan - anyone seen him?!
 Spenceley family

PROBABLY NOT:

Daniel Stansfield - ??? lost to EUOC
 Beddard family - unlikely
 Bookey family - unlikely
 Curran boys x 2 (Linlithgow) - may renew

Flint family (Linlithgow) - probably not
 Charlie Lindsey and Alex Skinner boys - Crieff/Morrisons - seems unlikely
 William Parkinson
 Tina Wood