



# Forth Valley Orienteers

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Orienteering at the Heart of Scotland

## Committee Meeting

**Date** Sunday 8<sup>th</sup> September 2019  
**Location** Andy's house  
**Present** Trevor Hoey, Brad Connor, Dawn Goddard, Andy Llewellyn, Ben Stansfield, Sarah Tullie, Chris Smithard

### Apologies

1. Minutes of Previous Meeting and Matters Arising	
<p>Minutes were accepted.</p> <p>Review of actions:</p> <ul style="list-style-type: none"><li>• Finance: 2018 Relay fees. Dawn still to confirm costs with Jon and then send email to owing members</li><li>• CSC accommodation subsidy – still to discuss with Jon</li><li>• Pay rise for Chris in line with other RDOs has been put into place</li><li>• BUCS fees – Students just coming back now, Jon/Steve will chase</li><li>• Equipment insurance – awaiting inventory from Ben</li><li>• Commercial arrangements for kit hire still TBD (Trevor)</li><li>• Policies: Hazel still to send Child Protection Statement to David for publishing</li><li>• Events: Donation of £50 made to the Woodland Trust for Little Drumm</li><li>• SOL 2020 – Andy will contact Paul C to offer to host one (5 May?)</li><li>• Harvester – ongoing and new actions, see minutes.</li><li>• SoSOL Callendar Park – no progress on action, now urgent - Brad</li><li>• Hazel still to ask Martin re organising the Night Series this year</li><li>• Socials &amp; Activities: No luck with a late-2019 weekend, moving attention to a spring 2020 w/e in Kincaig (Andy to pursue)</li><li>• 6-Day tea was organised by Beccy and EGM took place. New quorate level for AGMs/EGMs was approved unanimously.</li><li>• Club Development: Website changes to define roles and a planning calendar on hold until David N returns from holiday.</li><li>• Young Start Fund application action no longer relevant.</li></ul>	

<ul style="list-style-type: none"> <li>• Mapping: Brad still to ask Jason/Gary about the Tyndrum area</li> <li>• Ben does know the landowner for the Dunblane / N Ashfield area, although we need to check with Graham what precise area he was thinking of, as the farmer doesn't own the entire field. Ongoing.</li> <li>• Alva Woods landowners have been identified; Chris can initiate a new application to the Hillfoots fund for this year's deadline.</li> <li>• Sponsorship/Publicity: CASC Status - still investigating.</li> <li>• Highland Spring contact – Brad hasn't managed to see his contact in over a year, so Andy will go direct</li> <li>• Equipment: all actions (banners, large pop-up, gazebo guys/pegs) all still TBD</li> </ul>	
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<b>2. Finance</b>	
<p>Finances remain in a good position.  Small events income has been consistent with forecast, but we are still awaiting map printing costs for the last several months.  A £470 distribution from the SOC/SRC weekend was unexpected but welcome.  We expect to be ca. £2-3k up on original budget, equating largely to the surplus from the middle/SOL weekend  Still to account for the subsidy (ca. £300) for the 6-Day Tea; awaiting figures from Beccy.  Funding for the Development Officer role will continue to reduce over the next couple of years; it would be worth considering what large events the clubs will be hosting over the period to help determine likely available funding levels from the club.  We don't know if there will be any distribution from the 6-Day 2019; entries were down a little, so, we will not budget for this.</p>	
<u>CSC Shared Accommodation</u> Dawn has told Jon that we could put £500ish towards accomm. for 30 people if he can find it.	<b>Dawn/Jon</b>
<u>BUCS Fees</u> The £2800 coming centrally from BUCS has been invoiced but is overdue. The students are returning soon; Jon and Steve will chase.	<b>Jon/Steve</b>
<u>2018 Relays</u> Dawn will check with Jon regarding one charge that seems a little low, then email members to let them know what they owe the club.	<b>Dawn</b>
<u>Insurance on equipment</u> Awaiting an inventory from Ben before Dawn can obtain a theft-only quote from the broker who we know offers insurance to several English clubs.	<b>Ben/Dawn</b>
<u>Commercial Arrangements for kit hire</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. Still in progress.	<b>Trevor</b>

<b>3. Policies</b>	
<p>Trevor had had a visit from the local constabulary to review our policies and procedures regarding safeguarding and child protection. Two things in particular came out of this meeting.</p> <ol style="list-style-type: none"> <li>1. We should put details of our committee members on the website. This can be combined with the action to put committee roles up, too.</li> <li>2. We should update our website to be clearer about how we deal with children at club activities and events. David N knows about this and will action it on his return.</li> </ol> <p>It would be sensible to update our event Organisers Packs to include some text advising organisers how to deal with situations that may put them in a 1-to-1 situation with children, and how to prevent that (unless they have a Disclosure, although we only require this of coaches at present). Brad to action this, and to prepare a centralised Google Drive store for documents such as this to keep a master copy and attempt to stop old versions of key documents such as the Organisers Pack being used in error.</p>	<b>Brad</b>
<p><u>Child Protection Statement</u> Hazel to send the final version of the revised Child Protection Statement to David for publishing on the website.</p>	<b>Hazel</b>

<b>4. Events</b>	
<p><u>Scottish 6 Days 2019</u> The event was widely regarded as a great success. Excellent, diverse, areas provided great orienteering, and the event organisation was efficient and slick. This is a great credit to the club and in particular to everyone who contributed, in both major and minor roles. Congratulations and thanks to all from the committee.</p>	
<p><u>WEE Series</u> Steve Scott forwarded a detailed analysis of attendance at the WEE events. The primary take-away was that numbers are holding up OK, apart from where the weather – or Dumyat hill race – was a factor.</p>	
<p><u>CompassSport Cup Final</u> Still to gauge interest in shared accommodation on the Saturday night, which the club will subsidise. Brad to follow up with Jon</p>	<b>Brad</b>
<p><u>SOL 2020</u> Andy will contact Paul C to try to secure a date next year. Three dates are currently still open, according to the SOA website; 5<sup>th</sup> May would be our preferred option, and we could potentially put on another double-header weekend with a middle-distance race on the Saturday. Andy will ask if the Scottish Middle Distance Champs is already on the calendar for next year and, if so, if combination with that would make sense. Noted that the Scottish Champs next year is schedule for August, due to access issues.</p>	<b>Andy</b>

Once the date is secured, we can think about areas. The Trossachs and Dumyat have both been used quite recently. Brad suggested asking about Dalrulzion. Trevor suggested inquiring about regaining access to Touch. There is also Edenchip.	
<u>Harvester 2020</u> Drumlanrig is now secured, and we need to make a site visit there soon. Trevor is busy, but Chris might be able to stop in on his way south on Thursday 12 <sup>th</sup> September; he will coordinate with Trevor to try to make this happen. Graham had asked us to move the date due to a potential clash with Sprint Scotland. The 2 <sup>nd</sup> -last weekend in May is currently 'open' on the event calendar; we need to try to confirm this with the landowner. If the date IS changed, we will need to let British Orienteering know as soon as we can. Trevor will prepare the budget for the event.	<b>Trevor</b>
<u>Callendar Park SoSOL</u> We urgently need to identify officials for this event. Chris will ask for a planner in the email he is about to send out regarding local events. Brad will start organisation in the interim (create a budget, etc.) and contact potential officials directly.	<b>Brad</b>
<u>Euromeeting 2021</u> No developments yet. We can chase up with Colin M now that the 6 Days is over. It will be coming to us; we just need to work out the details.	<b>Trevor</b>
<u>Night Series 2019</u> We should check if Martin is still happy to organise the series	<b>Hazel</b>
<u>Jamie Stevenson Trophy 2020</u> Rona and Ben have offered to organise and plan this event on 31 <sup>st</sup> May next year, with Plean as the most likely area – see Mapping section.	
<u>Local events</u> Chris reported that we are running a series of 4 newcomer events on Saturdays in September – the first has already happened and was well attended. We are also regularly running other local events: on the 5 <sup>th</sup> October there will be an event at a new area, Helix Park, and on the 26 <sup>th</sup> October we will likely hold a Hallowe'en event at Gribloch in Kippen. This does clash with the SWAT Junior training that day, but Chris is hoping that we can combine the two, as we also have the adjacent area mapped. In November we have the SoSOL and club champs, and in December we are planning to hold events at Langlees next to Helix Park and potentially Bonnyfield, south of Denny (both areas still to be mapped)	

<b>5. Socials and Activities</b>	
<u>Club weekend away</u> Unfortunately, we couldn't find anywhere suitable to replace the Kinlochranoch Outdoor Centre for a September weekend. We should now look to secure a spring (March) weekend away for next year. Andy will contact the Kincairdie centre to see what dates are available. Noted that CSC	<b>Andy</b>

qualifier is scheduled for 15 <sup>th</sup> May at Grandtully, so that might be a good weekend to target.	
<u>2020 AGM and SnOw Day</u> Nicola had expressed the desire to locate this at our Linlithgow hub this time, so Brad is following up with Jen regarding a potential date and venue.	<b>Brad</b>
<u>Dinner Dance and Club Champs</u> Brad will contact Louise and Mark Holliday to make sure that all is to plan with these.	<b>Brad</b>

<b>6. Club Development</b>	
<p>Chris attended and was able to provide his report in person.</p> <ul style="list-style-type: none"> <li>• Membership growth: we are on track to have 230 members this year, which is in-line with our goals.</li> <li>• Events: We had targeted 45 events in 2019. 31 have been held to date and 14 more are planned, so, again, we are on target.</li> <li>• Coaching: This has been a little sporadic this year but the club coaches were all invited to a meeting on August 21<sup>st</sup>, hosted by Roger, which produced some positive outcomes – see later. We offer monthly coaching to juniors at local events but need to think about a coaching calendar to oversee transition to TD3 and above; Chris will liaise with Jason, who has already got some plans in this regard. It would be good to identify a Coordinator who could oversee all of the coaching programmes that the club can offer; perhaps someone with children at the right age (Paul Hammond?)</li> <li>• Areas: We will have 4 or 5 new areas mapped by the end of this year (target was 3).</li> </ul> <p>Next year, we may well consider a third Newcomer series based around the new maps in the Falkirk area.</p> <p>Chris is working closely with STUOC to help them set up a permanent adaptable maze course, amongst other things.</p>	
<u>Volunteering</u> Still to seek to canvas for a <b>Volunteer Coordinator</b> . We will advertise the need for this role closer to the AGM – Brad will include in the invitations to the AGM/SnOw Day.	<b>Brad</b>
<u>Website updates</u> Brad has spoken to David N about building a section of the website to host roles, and he is open to the idea. Hazel has found descriptions for all roles except chairperson. Brad also spoke to David about some means of replicating the planning calendar on the website, even if just a link to a downloadable version of the spreadsheet. Trevor has passed on the name of the SOA web manager.	<b>Brad</b>  <b>Brad</b>

<b>6. Coaching and Training</b>	
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<p>Nicola has indicated that she plans to step down from the Head Coach role at the AGM. We might want to rethink how we address coaching – see notes in the section above.</p> <p>Fran Loots (RDO) has been working with us regarding creation of a West Area squad for juniors – in addition to ScotJos – and Nicola invited the club coaches to attend a meeting on August 21<sup>st</sup> (hosted by Roger) to discuss both this and club coaching as a whole. The meeting was well attended and generated good ideas; we agreed to take the squad idea forward, with an aim to organise a couple of one-day training sessions for all kids in West Area in the appropriate age bracket (above P7) before Christmas. Roger will arrange the first, at least. The junior calendar is busy, but we thought that it would be possible to add in the WA sessions without overloading the kids. Jason was keen to organise a couple of evening Improver Sessions for the club, for anyone moving up to TD3 and above, with the first on Sept. 25<sup>th</sup>. Whilst these sessions will also help adult improvers, we did recognise the need to consider how to better address newcomer adult coaching.</p>	
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<b>7. Membership</b>	
No input from Jen for this meeting, but Chris was able to report that we currently have 212 members.	

<b>8. Mapping and Permanent Courses</b>	
<p>Jason had planned to attend the meeting to give his update but was caught out by the unusual timing.</p> <p>The potential area at Tyndrum: parking would have to be in town, and kids courses would be OK now we think as there are a lot of wee paths and forest roads in there. Brad to ask Jason/Gary to look at that again.</p>	<b>Brad</b>
<p><u>Handover of Mapping role</u></p> <p>Now that the 6-Day is over, Gary should be available to take over the role from Jason. Brad will contact both to arrange for that to happen.</p>	<b>Brad</b>
<p><u>Plean</u></p> <p>We will use Plean for the JST in May next year, so the remap is definitely required. Andy thought that an application to the Robertson Wee Grant fund for the JST remap and other costs would be quite likely to succeed, so he will contact Rona to ask for any other associated costs and then submit an application</p>	<b>Andy</b>
<p><u>Dunblane / N Ashfield</u></p> <p>Ben knows the landowner for the part of the field next to Dunblane but will contact Graham, who had originally suggested the mapping, to ask if he had also been thinking of the part nearer Ashfield. Once he has done this we need to get a quote and get the map done. A £485 SCF grant was allocated against this in July 2018 and should have already been spent.</p>	<b>Ben</b>
<u>Alva Woods</u>	<b>Chris</b>

Access seems OK, so Chris will prepare an application for a grant from the Hillfoots fund – it could make a decent WEE area with a permanent course.	
<p><u>Callander areas</u></p> <p>We discussed looking at areas near Callander. Firstly we could look at Callander itself, and the woods below the Craggs; we could apply for funding from the community, which receives £30-£40kpa from the Hydro Scheme. Chris will take a look at the areas and the application.</p> <p>Other potential areas include Invertrossachs / N Achray, which look more mature now. Worth investigation.</p> <p>Other thoughts:</p> <ol style="list-style-type: none"> <li>1. The flattish area to the right of the road north of Callander, before you get to Strathyre and before it gets steep.</li> <li>2. North and even south of the road near Kilmahog.</li> </ol> <p>These will be worth investigating, perhaps with a Thursday club run.</p>	

<b>9. Sponsorship and Publicity</b>	
<p><u>CASC Status</u></p> <p>Dawn and Andy will investigate it and see what the constitutional changes are, ready for the next meeting and we can decide then whether to take it to the AGM. Note that the primary changes required are regarding wind-up arrangements, etc. <i>Still ongoing</i></p>	<b>Andy/ Dawn</b>
<p><u>Highland Spring</u></p> <p>Brad hasn't been able to meet his potential contact at HS, so Andy will try going to them directly.</p>	<b>Andy</b>

<b>10. Equipment</b>	
<p><u>Banners</u></p> <p>Ben produced three potential designs. We picked two; he will go ahead and get quotes to make them up</p>	<b>Ben</b>
<p>Large pop-up tent: <i>Ben still to progress</i></p>	<b>Ben</b>
<p>Gazebo – larger guys and pegs required, to help stabilise the gazebo in stronger winds. <i>Ben still to progress</i></p>	<b>Ben</b>
<p><u>Battery Pack</u></p> <p>Ben asked if we needed to buy a new battery pack, as the old one we have is kaput. After some discussion we decided to look into compact generators instead. Brad thought that Interlopers had used a very neat compact genny at Drummond Hill; he will contact Ken Daly to get more information</p>	<b>Brad</b>
<p><u>Other items</u></p> <p>Gripples: Ben can only find 10. We need to buy some more; the ones used by Interlopers seem better. Ben will ask where he gets them from and buy some.</p> <p>Stakes: we don't have any spare stakes for Starts and Finishes, without having to keep relabelling numbered ones. At the 6-Days, though, the</p>	<b>Ben</b>

numbers were all masked off the stakes, as the rules stated that the numbers affixed to the SI units were sufficient. If this is the case, then we should be OK to just mask off all our numbers and use what we've got. We should ask the SOA for guidance.	
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<b>11. Correspondence</b>	
BO have asked if we can submit results from all events and activities, to better help their understanding of participation at all levels. Will and Steve have back filled the data for the WEE series; the organiser pack should be updated to inform future event organisers of this new requirement.	<b>Brad</b>
We've received – through the SOA – a request for the loan of some event clocks for the Kippen Trail Race on 22/09. Brad forwarded this on to Ted.	
BO have invited clubs to send in their Annual Return before 20 <sup>th</sup> October. Brad to action.	<b>Brad</b>
We have now re-affiliated to both Stirling and Clacks Sports Councils.	
The BO club & members forum will be held in Leeds on 16 November. Brad to advertise to the club on FVO mail.	<b>Brad</b>

<b>12. AOB</b>	
New committee members: we have had a couple of people express interest in coming on board as general members but are still searching for a potential President. We have some ideas; Trevor to progress.	<b>Trevor</b>
Geoffrey has been given a huge number of spare string course maps from the 6 Days, printed on waterproof paper, and has been asking if we could reconsider using it to print maps on the other side. Since these string course maps are clearly not O maps, there is less chance of confusion. We could also point to our reuse of paper for environmental reasons and to keep costs as the same level, in the event of any query. We decided to use the paper for the Night Series, at least, and other training events as required. Dawn to contact Geoffrey.	<b>Dawn</b>
Lindsey has been in touch with regard to the increasing cost of having club trophies engraved. Currently, we have 29 trophies – with potentially more to come for the Sprint series – and the total cost to engrave these annually, at £7.50 per trophy, is significant. After some discussion we agreed that only the club championship trophies need be engraved with the winners' names every year going forward; all other trophies can have the name plates removed, leaving just the category plate. Dawn to inform Lindsey.	<b>Dawn</b>
Chris informed us that he is planning to go travelling for 4 months from mid-October, and we discussed how best to arrange that within the bounds of his contract. We decided that it would probably be best to cut his hours for 4 months, but then increase them when he comes back. Dawn and Chris to discuss and finalise.	<b>Dawn/Chris</b>

<p>Digital Map Store: Will currently has these on his home NAS unit, but we decided that it would be better for Brad to set up a new FVO Google Drive account for the mapping officer role, which should have ample space (15GB) and be accessible to be the current Mapping Officer and Secretary, to help prevent any accidental loss of access to these key assets.</p>	<p><b>Brad</b></p>
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<p><b>13. Next Meeting</b></p>	
<p><u>Committee Meeting</u>: Sunday 24<sup>th</sup> November at Brad's, 4pm</p>	