



Committee Meeting

Date	Monday 9 th March 2020
Location	Andy's house
Present	Jen Leonard, Brad Connor, Andy Llewellyn, Sarah Tullie, Steve Scott, Paul Hammond
Apologies	Hazel Dean

1. Welcome to new Committee

- **Roles**
- **Committee communications**

- Jen welcomed the new committee.
- Committee communications will be more targeted – not everyone needs to know everything – small groups? Everyone can view docs in the Committee-Share drive to keep up to date.
- Jen has restarted the club weekly mail.
- FVOMail has been restricted so that only committee can post, to stop inbox clutter. Anything else falls into a catching bucket to await approval/discard by Brad. We need a second person as backup to monitor – Paul volunteered, **(ACTION) Brad will send login details**. Some discussion about restricting FVOMail to members of FVO only? Not thought to be a problem.
- Roles on committee: SS asked if we need to have a VP and, if not, should we just do away with the role? It's not necessary, but to remove it would need an amendment to the constitution, so let's leave it as it is.

2. Governance

- **Finance - current standings, grants update**
- **Equipment – still awaiting a report**
 - **current position**
 - **insurance**
- **SOA Club Accreditation**

Finance

- Andy was wondering if there was a bill for SportIdent to pay – he'll contact Will.
- Maybe slightly overstated position by £600 – SI unit battery changes & other stuff.
- Chris' maps still to be invoiced.
- Also have surplus of £6k sitting with SOA.
- Andy trying to automate some of the systems downstream from the FreeAgent.

- Events database – trying to get a clearer view of the profitability from the events, will build up over the time.
- Development Officer role spending: AL had a good chat with Ben H at the SOA Conference. They're fine with whatever we want to do – only thing to factor in is that SOA are charging us £250/annum as an admin fee. AL pinged around a spreadsheet detailing a few options; the most plausible would be to draw down 2k pa to subsidise the role, similar to the current arrangements, to ease the eventual burden or meeting the cost in full. There's no deadline for making the decision. We are going to take the funding for this year as per the budget plan, then we will start using the surplus next year. AL will go back to Ben to say that we'll mostly likely to want to spread it over three years from 2021.
- Grants – AL asked if Falkirk Council have paid up front for the three maps. Only the Helix invoice has been received. **(ACTION) BC to forward AL, GG and CS all grant info. (ACTION) Brad to speak to GG** to ask if he could set up his Grants spreadsheet and mapping stuff on the Committee-share drive, so that we can all refer to it.
- JL wants some leaflets for Linlithgow events for the year - £40. Committee agreed.

Equipment

- **(ACTION) BC ask Ben to go ahead and get a couple of banners done.** Pop-up tent – yes! Maybe two! When they become available to purchase.
- Prob skip on the battery pack for now. Will asking for infrastructure for a big event – several laptops and screens. **(ACTION) BC to confirm with Robin** what the arrangement is for access to SOA laptops – is it guaranteed? Better to pool resources. Chris will find out what the battery pack MA has cost.
- Chris mentioned the SiDroid app, which allows you to connect download station to a mobile phone and run a simple event. Cost is only £4.39. **(ACTION) CS will trial it** – with a club phone in the kit bag.
- Insurance – **(ACTION) AL** to take on the action to obtain a theft-only quote from the broker who we know offers insurance to several English clubs.

Accreditation

- We have ticked all the boxes for Bronze, will get it very soon. Silver should be easy – Gold will a bit more a challenge. JL will take it forward with Fran. We'll go for Gold!

3. Events, socials and activities

- We have a new spreadsheet in action to track events and tasks relating to them – seems to be working well so far! **(ACTION) BC to ensure that backups and versioning are in place.**
- Organiser for Harvester: Marie-Claire has stepped forward (phew).
- Organiser for S Achray middle: Lewis and Kirsten together? Paul will check with Jenny. Vicky & Heather? JL will ask them.
- Controller for SOL: possibly Grant Carstairs (ex-FVO TAY, could reciprocate). Or John Emeleus in KFO (we could reciprocate by helping with their SoSOL). **(ACTION) BC will contact John E first, then TAY.** Could also try Paul C, Peter Halling, ...
- Sarah looking at access for S Achray.

- AL will work out costs for the weekend, BC will set up the event on sientries. SS and AL to send BC details required to for sientries. ST to give access costs to AL too. AL will draft text and send to CS to put on the website **(ACTIONS) AL SS ST BC**
- WEE Organisers: have 6 of the 10. Minewoods and Plean have nobody. Abbotshaugh likely Jamie Stevenson. Suggest replacing Barr Wood with Colzium and leave Abbey Craig where it is. Ask GG if he'd go to Colzium instead of Barrwood, if not ask him to go for another! Question about having a WEE at Plean and then using it again later in the year for our SoSOL? SS to have a think about an alternative to Plean. Decision made to NOT have a WEE at Plean.
- Event Safety Workshop: Needs to be before 26th April. Still encouraging people.
- Noted that we do have a lot on this year. All will start targeting potential volunteers directly.
- Harvester: forget about a dedicated mini site. **(ACTION) BC to put up all Trevor's info up onto the FVO website.** Ask MC to get cracking on getting it up on Nopesport, advertised on CompassSport, send emails to clubs who normally turn up get them to spread the word. Also get MC to work out entry costs, set entry deadlines, BC or MC to then get it all up on sientries. Within next fortnight.
- Training weekend on Speyside: JL talking to someone about it. Need coaches and an overall logistics person. PH volunteered for the latter! He will speak to Jase/Rog/Nicola about the training.
- Potential Lakes group weekend spring 2021: JL speak to Jase, great idea, does he fancy organising some group accom.?
- Eurometing: Masterplan are taking on the training. GG is writing a proposal that will go to the WOC committee. Need someone with international experience to lead. **(ACTION) JL will talk to GG first.** Need to start pulling a team together.
- Number of events: SS voiced concern that we are trying to put on too many! It would be a shame to have to cancel any, so, for this year we will carry on as we are, and review for 2021.
- Sprints: GG coordinating.
- Beecraigs CAT events: Linlithgow team will organise.
- Club Champs: Barr Wood. **(ACTION) JL will think about who the organiser could be.**

4. Club Development

- **Feedback from Club Day and Mailchimp survey**
- **Focus areas for club development 2020 – for discussion**

- AL, CS and JL had a good chat about the Development Plan before this meeting, the results of this will go up on the Committee Share. The key target for this year might be to concentrate on the volunteer development strategy. CS is going to start looking at that, both encouraging new volunteers and also developing all volunteers with appropriate support and coaching. CS will have a think about how to develop a strategy for that. All take an action to read the development plan will be in the folder. Should we be still aiming for the 300 members? Or maintain the current level?

Feedback from Club Day

- Lot of good stuff in there, document on the Share. Everyone to read, take a copy, comment in the "take forward" column as appropriate and feed back to Jen. **(ACTION) All**

5. Mapping

- GG is applying for funding for remaps and has delivered a development plan.
- CSC 2022: discussed Tulliallan plus west end of Devilla. Shall we approach KFO – we'll remap, they'd get the map? **(ACTION) BC to speak to KFO chair Claire Duncan**. If she says yes, then ask GG to pull a mapping proposal together. Good to get this nailed down asap.
- Note in minutes that the SCF £485 is going to Plean def not Dunblane/Ashfield.
- **(ACTION) AL feedback to GG** that we're happy to proceed with plan as developed; note that we will typically look for grant funding first to proceed with projects for (re-)mapping/keeping areas up to date unless cost is very minor. Happy for him to go ahead on that basis with minor updates (minors) except Trossachs – probably need a big event to justify that but, if he sees a funding scheme, he should go for it.

6. Minutes of previous meeting and matters arising

- Previous meeting minutes were accepted.

Outstanding actions

- Commercial kit hire policy: **Trevor**
- Website changes: **BC** still awaiting David N availability to create committee/roles area, be clearer about how we interact with children at events, support event mini-sites
- Organiser pack updates: **BC** to amend to advise organisers how to deal with potential 1-1 situations with children. Create a master copy of the Organiser pack (multiple versions in distribution at present).
- Child Protection Statement: **HD** still to get this on website, **JL** will speak to her.
- Social Secretary: **BC** and LL still seeking a replacement for her (dinner dance etc.)
- CASC Status: **AL** still looking at this (low priority)

7. New correspondence

- **(ACTION) JL speak to Rachel Wilson (CLYDE)** about their controller request for their SOL.
- Requests received from TAY and KFO for a SOUL planner and SoSOL planner/organiser respectively. Unfortunately we are struggling to manage our own events. **(ACTION) BC to respond in the negative.**
- Junior Inter Areas? It is our turn! Possibly Duncraggan? We'll need officials. Suggested date of Oct 24th, the day before CLYDE SOL. **(ACTION) PH will follow up with Roger G** to see what story is.
- Ochils 2000 hill race: request for our SI box and 13 units/flags, plus 120 dibbers. We usually supply these (with a box of SOA dibbers from Robin), but noted that this year the race clashes with the (late) Scot Champs weekend! Assuming that the SOA dibbers will be in use, we need to get more dibbers – perhaps from neighbouring club(s)

8. Any Other Business

- JL noted an incident that had occurred at the Barr Wood night event, which required recording on a BO accident form. Noted formally in these minutes that it was a minor incident, need to let BO know within a week. **(ACTION) JL will check** to make sure that the document has been submitted!
- Coronavirus: if this escalates and we must cancel any major event (May weekend, JST, Harvester), we will take out our costs and distribute the remaining amounts equitably amongst entrants. We will follow advice from BO and SOA requirements; we're not expecting to have to make a decision as a committee. Perhaps leave major expenditure until the latest possible moment (toilets being the largest issue).
- SOA Club Conference: AL gave a brief summary of the conference, which was attended by BC and himself.

9. Next meeting

- 11th May Chez Hammonds.