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# Forth Valley Orienteers

Orienteering at the Heart of Scotland

## Committee Meeting

<b>Date</b>	Sunday 13 <sup>th</sup> December (16:30-18:35)
<b>Location</b>	Zoom
<b>Present</b>	Jen Leonard, Brad Connor, Andy Llewellyn, Sarah Tullie, Steve Scott, Paul Hammond, Hazel Dean Chris Smithard for the first five agenda topics Graham Gristwood for the Mapping topic
<b>Absent</b>	
<b>Apologies</b>	

### 1. Events forward planning

- Chris – we have a solid plan for Jan and Feb. He has spoken with Lewis and Paul. If committee is happy with the proposed schedule in the events calendar (yes), then he will proceed to arrange permissions with Sarah. They have decided to keep the Night events in the Stirling area, as that's where the bulk of night runners come from. The local events are popular, and numbers are rising – 80 people at King's Park today.

### 2. Development Officer Post

- Jen: Chris is leaving end-Feb. Brad/Andy/Jen/Chris have been discussing the role. Initially planned to re-advertise at Christmas but have talked about seeking funding to extend it to 2 days/week. If we keep up the level of events we are doing, the club could sustain funding for 1 day/week, but aspire to use funding to bootstrap us up to 2 days/week. Have put in applications to the O Foundation and Lottery for All and can also use £500 from the £1000 SOA grant towards the Callander project. Our plan is to put it to AGM for vote, as we'll need to do things like have a second major event a year, increase entry fees and potentially membership fees.
- Andy: if the 2 days/week role is to be self-sustaining in 4 years, we'll need to meet the membership increase goals over the next four years, and also have a second major event as part of the overall increase in event numbers. Andy presented the projected strategy for building up to the required extra £5k/year.
- Chris: this is a good opportunity to build on what we've been doing so far. With only one day/week it is hard to achieve goals – 2 days/week would significantly increase the possibilities of the role and would also be more likely to get more applicants.

- Jen: we'll prepare a pack for the AGM, as this is ambitious and will be making us a very big club. **ACTION: JL/AL/BC create a pack for the AGM & circulate to committee for comments and with a view to approve final version at next meeting.**
- Steve: an extra major event will generate most extra funding (ca. £2-£3k, typically). We should also think membership fees, as we haven't increased them for ages.
- Sarah: if increasing membership fees, when would that take effect? Also noted that our fees are already amongst the highest club fees in the country. Jen: if we get approval at Jan 2021 AGM, will be for y/b 2022. Brad – this would have to be in the AGM documents sent out at least 14 days prior to the AGM (i.e., by Sunday 17<sup>th</sup> Jan.) Andy will prepare a selection of financial proposals to illustrate the impact of some combinations of membership/event fee increases on the club's bottom line, for discussion at the next meeting.
- Hazel: the second annual major event was what the club managed for many years but ramping up the total number of events will be difficult. Timing – Covid will delay any ramp until at least the summer. Jen: if the role was filled earlier, then we could be focussing on volunteer development to start and ramp up when allowed (Andy has put this delay in the figures).
- Paul: will any of the funding ask for clawback if we don't meet our targets and the role isn't viable? No. Andy – potential is for the CDO to be self-employed, which gives us more flexibility.
- Steve: we'd already decided to raise entry fees? We could consider a third interim 'tier': non-BO/SO members most expensive, members of other clubs cheaper, and FVO members cheapest. All agreed that we just wanted the two tiers, i.e., (i) people who are neither members of BO nor SO vs (ii) members (of any club). There has been some inconsistency in charging at events this year! **ACTION: Steve to clarify and highlight the charges in the organiser pack.**
- Jen: we are working on the job spec which is available in the Committee-Share folder for to all to review. MC has also offered to help with that (experienced recruiter). Any comments to Jen, please. If we get approval at the AGM, we will advertise at the start of February.

### 3. 4-year Strategic Plan

- For review, in the Silver accreditation folder. Reflects the 2 day/week Development Officer target, increasing membership/participation. No podium performance targets. Also have comments from Fran Loots: she says that we should have #1 priority something like what we did in the Club of the Year application – “FVO welcomes and caters for all ages and abilities from world champions to beginners and young families.” Making it a friendly and welcoming club for all abilities as our top focus. Regular FVO mail; return to fortnightly, at least? She has also suggested some other targets – welcome any other comments/targets. Have put it as a draft in the OF application.
- Sarah: asks what the traffic light system means? Green – happening, or on track to meet it; Amber – hope we're on track; Red – haven't started yet.

- Chris: are we planning to adopt this before the AGM? Or would it be better for the new committee to decide it?! He is / we are keen to get the plan on track, but it does rather dump the new committee in it. Steve: the Development Plan belongs to the club, so this is a proposal from the current committee to the club, hope that those who are staying on in the committee will commit to driving it forward or work with the new committee members to adapt it if required. Should it be open for discussion to the membership, at the AGM? Plan to send it out in the AGM pack, stating that this is the strategy proposed by the committee. No plan to make it a formal item for voting in in itself – it forms part of the overall CDO/strategy plan. **ACTION: All - comments back to Jen by Christmas please.**

#### 4. Finance Update

- Andy: we are still going to lose some money this year, but not as much as we had anticipated (£2k); think it'll probably be a loss of ca. £1.5k thanks to the many local events of late. No other major expenditure planned. Andy will be spending time over Xmas prepping a complete financial review for presentation at the AGM.
- Payments: there are over 90 payment keys in the "tab" database, including several non-members, which might be quite an admin overhead to chase.
- Paul: has the current "tab" been wound up? Andy: yes, today was the last event in the "old" system, Gallamuir will be the first one run on the new system, which takes card payments.
- Sarah: chasing up very small debtors, maybe also say thanks very much for coming and we hope to see you at more events? Paul: get Neil to script the chaser emails for people not paying up!

#### 5. AGM

- BC/JL/AL have been phoning around likely suspects to fill the looming vacancies, but with virtually no success. Andy, Steve and Paul are all happy to stay on. Attempts will be ongoing, but we may not have potential candidates prepped for all the vacancies come AGM, despite best efforts.
- Jim Heardman Trophy. Steve nominated xxx (sorry, can't say, these minutes are published on the website! But there was unanimous agreement). ACTION: Brad to get the trophy back from Nicola (at Gallamuir next week if poss.) and make arrangements to have a secret presenter lined up.
- How do we generate a register of attendees on Zoom? Andy to investigate how we can generate a list of everyone who attends a Zoom meeting – if possible, or else it'll have to be done manually), and how we go about voting in a Zoom call (SOA did voting by Google poll at their AGM).

#### 6. Mapping update

- Callander budget etc. Andy shared his excellent, detailed spreadsheet. The committee noted that many mappers have submitted tenders, and that the tender was completed in line with the agreed Map Tendering Process which manages any potential conflicts of interest. Split of spend is as per that proposal. On the income side (fixed constraint), we have £5k + £1k in grant funding plus £500 from club reserves. The agreement needed before Graham joins is regarding awarding the Callander town mapping contract; Andy/Brad propose that we use GG. There were good quotes from all; the committee considered the competitiveness of all quotes and mapping pedigree; Graham's quote was competitive, and we know the quality of his award mapping, he is keen to do it and he can do it whilst not just constrained to the weekends etc. Committee agreed to award the urban/sprint map to Graham.

Graham joined

- AL presented the proposal for Callander spend. There have been good discussions within the Callander working group. Tenders have been good; it looks like we can afford all of the planning that we want to. Priorities: Craggs, CH North and the town. Also committed to put in a couple of POCs – think this will be about £400/ea. (through Landscape Partnership). Have the remnants of one in CH North. Nicola M to take on the discussions with local community groups. CH South: next priority, funding should cover it; GG and CS went for a run around it yesterday and have trimmed the area down a bit, perhaps will bring cost down; CS will have a better idea of it now. Also talked about allocating some CDO time to build links to local groups scouts/guides/clubs etc. So all of the above brings us to the £6.5k; we will therefore defer the nice-to-have extension to north of the Craggs map plus small usable part at the north of Balameanoch woods. If the Awards for All application bears fruit, that might pay for the extra work. Propose using Ben Mitchell for Craggs, CS for Coilehallen. Nothing for LT, Dave, or Jon in this proposal but committee keen to ensure mappers that will be available for future work are being developed, too, and there should be other work items coming up.
- Has Chris got time to do this? GG: quite confident that he could get it done by end-March, although that's a notional deadline based on summer veg, and when we might want to use it, so not fixed.
- The committee thanked all those mappers who submitted for the tender and Graham / Andy for running the tender.
- **ACTION: Graham to proceed to check permissions, inform CDT, AL & GG inform mappers between them.**

## 7. Outstanding actions from previous meetings

- JL to ask CS to coordinate local events going forward. **DONE**
- JL will have a chat with Neil about potentially restarting the marketing mails to newcomers. **DONE, restarted**
- BC to contact Mairi and Dominic to see what we can do to help. **DONE, see elsewhere**
- ST/AL to liaise with GG re Dunblane WTT grant mapping, also to check when grant needs to be used by. **DONE and invoiced**

- **AL** form Callander project group. **DONE**
- **JL** to warn members in an FVOmail newsletter that invoicing will occur soon. **DONE**
- **BC** to check £6/£4 for non-members still. BC also to check that this does not require AGM approval. **DONE – yes and no**
- **BC/AL/JL** to consider possible new committee members and ask them to stand. **IN PROGRESS**
- **BC** to find out about Jim Heardman trophy, whether or not this has to be presented annually if no candidate stands out. **DONE, not mandatory**
- **BC/JL** Organiser park 1:1 wording. **DONE by JL**
- Website updates – **TBD**.

## 8. AOB

- Brad: Applications for level 1 funding: Kieran Watts and Beccy Osborn are sitting the SO Level 1 Coaching qualification in January, which costs £150. Both have applied to SportScotland for £40 towards costs and would be grateful if the club could also help. Hazel: Club Sport Stirling has a scholarship scheme, HD will check and will forward the forms on to Brad to send to KW/RLO. FVO will top up the remainder. **Action: HD/BC.**
- Steve: Callander Park event. Entry system has been updated and can take card payments, but can't handle an event with both free and paid entries; can we have a separate event for free people, or are we just going to make it free for everyone? Various options discussed, committee decided to simple run with the standard fees of £3/£4 for Juniors, adults £5/£6.
- CP event organisation: Steve could do with some help to get stuff in (noted that he doesn't drive, so can't easily transport kit), also need help manning separate Start, Finish and the kiosk. Paul volunteered, and Pascal was volunteered. Poor Pascal 😊
- Jen: in reviewing the Organiser's Pack, we have added a Missing Person search plan – this does require an emergency sack / emergency blanket. Club will buy one and a rucksack to carry it and all of the other requirements. Paul has also seen an emergency shelter, much warmer than the blanket, will send a link. Blanket as well, to insulate from the ground heat loss? And long-lasting food. **ACTION: Paul to investigate.**
- Jen: concerned that in adding a "Novice class to Night O events, we've been getting complete beginners come along. Even novice level night-O is challenging, and we should perhaps reword the info on the website for night-O events to make it clear that it's not for complete newbies. **ACTION: Steve to work with Lewis to reword the Night-O info text.**
- We were contacted by Cornelia Muller, an elite German orienteer who has volunteered to come help us for a week next October. She has done a lot of work with elite juniors. JL has directed her to come w/b 8<sup>th</sup> October (the day before half term starts). She could run training events for the whole club that week and particularly with the juniors; this is a great opportunity, and Jen has committed the club hosting her. **ACTION: Steve to add that week to the events plan for October.**

- Discussions with ESOC re changing to be a SCIO and whether this would be worthwhile for FVO –  
**ACTION: Paul will follow up over Christmas.**

#### **9. Next meeting**

- We will have one more meeting prior to the AGM, to finalise the AGM documents. This will be held on Sunday 10<sup>th</sup> January, at 16:30.