



Committee Meeting

Date Sunday 10th January (16:30-18:35)
Location Zoom
Present Jen Leonard, Brad Connor, Andy Llewellyn, Sarah Tullie, Steve Scott, Paul Hammond, Hazel Dean, Chris Smithard
Absent
Apologies

1. Events forward planning - Chris

- Had planned a series of events to end-Feb, but likely that these will all now all be cancelled. Depending on permissions, we could potentially just carry them over; all detail is in the Events plan.
- SS: Bantaskine Night Event at end-Feb will move to Plean or S Achray, cautious as Falkirk quite bad.
- BC: Any idea what to do with SOL at end April? Very unlikely that we'd have time to pull these together if we can't start until end Feb (say) as a result of Covid restrictions. SS: could we ask to grab one of the later SOL dates? Decided to go ahead and plan the full range courses, get permissions, and then take a view as to whether or not to hold it later, when we have more clarity. Ask planners to plan courses? South Achray is OK, but Birnam being in Perthshire presents problems; **ACTION CS** to tell Dave G we're not going to do Birnam. Ask SOA about Edinchip. **ACTION BC** to ask Colin M if we potentially use Edinchip and also about potentially moving to a later date.

2. Finance update

- AL ran through projections. No comments back from Simon H yet. Dawn has read through, no comments yet. Summary in AGM papers. Reasonably positive outcome for the year given the circumstances, slight loss of £500 for the year. Noted that £2.5k income from the 6 Day this year was a big help. Assets: about £10k in club equity at the moment. Have about £7k in the SOA "buffer" for DO funding – not recognised in these figures.
- Jen also has membership stats from Neil, Jen will add into the AGM papers, and distribute to the members next week. Report will also be useful for supporting grant applications.

3. 4-year Strategic Plan and

4. Development Officer post

- JL: Have taken in comments from committee, RDO, all those identified as leads, and mapping coordinator. Fran pointed out that we should have more of an overall vision, so Jen has put that in, to support the strategy. Currently this document presents the most ambitious SP, with a DO taking on a lot of the lifting – supporting events and volunteer development – in a 2 days/week role. If at AGM club decides not to go for DO role or reduced DO role, would need to rethink.
- AL showed spreadsheet projections to support the plans. Baseline – assuming no Covid and increased entry fees (+£1). He then walked the committee through several scenarios:
 1. Maintaining club at current levels, with DO at 1 day/week, not drawing down SOA funds, maintaining current relay subsidies. Deficit of £2.5k/year; some way off that role being self-sustaining. One of the key contributors to income is £3k major event income pa. With all as is, we don't currently meet DO costs.
 2. If we do draw down on SOA buffer over 3 or 4 years, that would bridge the majority of the deficit over the next three years, to give time to address the underlying shortfall.
 3. Eliminating relay/CSC subsidies would also help a lot.
 4. Expanding the DO role to 2 days/week: using the figures stipulated in our funding application to the Orienteering Foundation, we would be targeting increased membership levels and another +£1 on event income. Key questions if we are confident of attaining that level of membership (350) and targeted 62 events pa over the next 5 years. Ruling out subsidy of relays/CSC would also mitigate
- To summarise: if we want to make the 1 day/week sustainable, need to cut out some costs; for 2 day/week expansion, quite ambitious targets.
- JL: 2 days/week is looking risky, even without Covid. Hadn't considered cancelling team subsidies. Also worried about mapping updates, things have been very good this year, but ongoing costs for updates, £500 seems quite light as the baked-in figure.
- SS: in two minds about cutting subsidy on relays. On one hand, whole club subsidising a few; but on the other hand, one of the SOA Gold standard goals is to reward members, and one of the ways we do that is to pay entry fees.
- HD: really only subsidising relays and CSC – that is available to everyone. So not really unfair. (JL: also subsidising JST, but juniors could be treated separately and continue to be subsidised)
- PH: ambitious plan leads to a very big potential loss. JL: still waiting feedback on our grant applications, OF have come back with some questions. AL: yes, DO would only become self-sustainable by 2025. On current expenditure, we'd run out of money by 2022, so we'd need to trim out relays etc.
- BC: worried that 2021 will be a very fallow year, so taking out the major income, even with reduced relay subsidies, would it not be a major risk to go for 2 days/week NOW – can we go 1 day/week now with a view to expand?
- SS: bear in mind that 2022 will have Euromeeting and CSC Final.
- JL and HD: both also worried re going to 2 day/week in 2021, prefer to go 1 day/week now and review next year. AL also agrees. If we do go out and recruit, a 1 day/week "plus" would be prudent – would work well with self-employed. ST also agrees. PH agrees, prefer to at least retain 1 day/week rather than go to 0. JL/HD – propose that, but hold off advertising until we have a bit more clarity. Propose that we commit to a year, with the SOA "bank" as a float.
- Also propose at this AGM to delete relay/CSC subsidies for this year only (likely only CSC final attendance to be affected, perhaps Scottish relays if they go ahead). Priority to subsidise JST if that happens. Be clear at the AGM that we are only committing to doing this for one year, but

note that it may well be necessary to do so permanently if we want to make the DO role sustainable going forward.

- CS: Covid changes how we should approach it. Reluctant to advertise for 1 day, with a view to change to 2 days, might be hard to attract people; might be better to just delay it a bit. Things might be a bit better come summer; likely to know about funding in the next month; problematic to put to the AGM to ask for support for 2 days if we don't know about funding in addition to the Covid uncertainty. We should hear back from the Lottery application by end-Jan; no timescale from OF. Let's just ask if we should get support for continuing the DO role, 1 day/week at the moment (predicated on removing relay subsidies) with the possibility of going to 2 days/week if we get funding – by the time we get to advertising, we will know if we have the further funding, and it will just be a committee decision at that point. Would also have to go for a second major event pa and increased membership numbers, plus an increase in event entry fees.
- HD: 1st vote topic: go ahead with DO as possible with no subsidies. 2nd vote topic: would the club support expanding to an extra day/week, if we get the funding? Would require adding a second major event pa and increased entry fees. PH: AGM papers need to show what 2 days/week will give us, what extra facilities we would expect to get from that. **This was the agreed approach.**
- Changes to papers: put benefits in – differences between 1 day/w vs 2. Have the two votes. Try to create a simply matrix to succinctly summarise options. **ACTION: JL / CS / AL / PH** working on it this week.

5. AGM Prep

- Have confirmed a method for voting online that we can use.
- AL, SS and PH staying on. Roger Goddard joining, happy to work with Nicola M and Jen on Coaching team. Chris to join the committee and to be Events Coordinator. JL will take on Volunteer Coordinator role. Hopefully DO will help with both roles once recruited. Neil Polwart and Jon X have both offered to join the committee, John Heaton possible. PH is prepared to take on Secretary role. Waiting on Marianne responding re Social Coordinator role; Josie/Ben will take on Permissions from Sarah. BC has contacted all current non-committee post holders and whilst only a few have replied, none have indicated that they wish to step down.
- Major problem is that we have no candidate President. CS: do we have to one? Technically, no – just target of 7 members, if necessary the committee can proceed without a President. Proceed with 7 from the current candidates; **ACTION: JL** to email them all and to ask for proposers/seconder. **ACTION: BC/JL** - We need to ask in the AGM notice email (by 17th Jan) for any other nominations in advance (min 1. Week notice). We will also have to support nominations being made on the day – will have to arrange electronic voting on the fly if required.
- Discussion re whether we want to have something fun as well? Traditionally one of the reasons for having a full club activity day is to attract a decent AGM turnout. JL: has been thinking about this – given this year's online format, it's possibly best to just have an AGM, as joining the Zoom is straightforward and easy, no need to get motivated to attend! Agreed not to bother with that.

6. Outstanding actions from previous meetings

- **BC/AL/JL** to contact possible new committee members and ask them to stand. **IN PROGRESS**
- Website updates – **TBD, platform migrated but enhancements still to decide/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. **IN PROGRESS**
- **SS** to clarify and highlight the charges in the organiser pack. **DONE**
- **HD/BC** to get CSS funding application to Beccy & Kieran for the SOA coaching course **DONE**
- **Graham** to proceed to check permissions for Callander areas, inform CDT, AL & GG inform mappers between them. **DONE**
- **Brad** to get the JHT trophy back from Nicola and make arrangements re presentation **IN PROGRESS**
- **JL/BC** Working on how to get the events organiser pack shared to people
- **PH** investigate blanket and emergency shelter **DONE**
- Laminate missing person plan – **BC** to use personal laminator
- **Steve to work with Lewis to reword the Night-O info text** **DONE**
- **Steve to add the week of Cornelia Muller's visit to the events plan for October** **DONE**
- **PH** to follow up with ESOC re reasons for their conversion to SCIO **IN PROGRESS**

7. AOB

- Noted that we agree to keep POCs FOC for duration of Covid
- JL at coaching course yesterday, all the other clubs ask for medical details from adult coachees in advance? All adult participants. They have a club database with medical info that coaches can access if there is a medical emergency. Worried about GDPR in that regard! Propose that for each coaching session they make coach aware of any medical issues that the coach should know about, let them know. Don't think that we should store that sort of info.

8. Next meeting

- To be agreed by new committee following AGM.