

**MINUTES OF THE SCOA COMMITTEE MEETING, 6th SEPTEMBER 2012 HELD
AT THE FRIENDS' MEETING HOUSE, NEWBURY**

Present

Alun Jones (AJ)	TVOC	Chairman & Club Rep
Jerry Newcombe (JN)	BAOC	Treasurer
Katy Stubbs (KS)	BKO	Technical Officer, JK & Club Rep
Dave Rogers (DR)	BKO	Coaching Officer
Liz Yeadon (LY)	SARUM	Development Committee Rep
Richard Sharp (RS)	TVOC	Fixtures Secretary
Gill Mann (GM)	BADO	Club Rep
Charles Bromley Gardner (CBG)	BAOC	Club Rep & Acting Secretary
Alan Yeadon (AY)	SARUM	Club Rep
Mike Bray (MB)	SN	Club Rep
Terry Smith (TS)	SOC	Club Rep
Scott Collier (SC)	BO	SCOA Liaison

1001 Apologies

No apologies were received.

1002 Minutes of the Last Meeting

The minutes of the meeting held on 21st June 2012 were accepted as a true record.

1003 Matters Arising

- a. **Paragraph 956a:** SCOA Website content. TS explained that the Sprint-O article was not suitable. **Closed.**
- b. **Paragraph 956c.** SCOA League Inter club competition. JN's investigations demonstrated the difficulties of producing a fair competition. **Closed.**
- c. **Paragraph 966:** SCOA Committee e-mail distribution list. JN explained the pros and cons of Google groups and Yahoo groups lists. Both relied on recipients to register. It was agreed to set up a SCOA Committee group e-mail distribution list.

Action: JN

- d. **Paragraph 972b.** Streamlining SCOA Prize-giving. To be addressed under Item 1005.
- e. **Paragraph 979b.** Informing Scouts & Guides. No further action. **Closed.**
- f. **Paragraph 980c.** Publicity Officer Job Spec. The volunteer Publicity Officer had been recruited by completing a form on the <http://www.do-it.org.uk/> website. No job spec for a publicity officer had been produced or was available. **Closed.**
- g. **Paragraph 988g.** Vacant Officials' Roles. To be addressed under Item 1016.
- h. **Paragraph 989.** 2013 SCOA Relays. JN explained that the SCOA Relays would be held by DFOK (SE London/Kent), whilst the SWOA plans were uncertain. It was agreed to delay the decision.

Action: JN

- i. **Paragraph 991e.** 2013 SCOA Levy. To be addressed under Item 1005.
- j. **Paragraph 992b.** 2013 SCOA Champs. TS reported that the SOC committee had agreed to incorporate the SCOA Champs within the 2013 November Classic. **Closed.**

- k. **AGM Paragraph 11a.** Schools' BO Registration. To be addressed under Item 1012.

1004 JK 2013 Progress Report

KS had distributed her report prior to the meeting. Further points to note:

- a. **Budget.** BO had confirmed that the financial target was for an overall profit of £25k.
- b. **Volunteers.** Approximately 125 volunteers would be required each day as assistants. Car Park passes and refreshment vouchers would be provided, rather than reduced entry fees. TS explained that SOC members would prefer to volunteer for particular roles rather than to be allocated something; LY explained that some clubs would prefer to take responsibility for a multitude of roles on specific days, rather than being required every day. Clubs were urged to discuss in full with KS.

Action: All Club Reps

- c. **Entries.** Entries would open from 1 Nov 12.

1005 Chairman's Report

AJ had distributed his report prior to the meeting. Further points to note:

- a. **SCOA Championships.** Clubs' comments were requested at the next meeting on the Working Party's proposed requirements for SCOA Championships, attached to the report. It was noted that the BO Members' Database holds regional affiliations.

Action: All Club Reps

- b. **Association and Club Conference.** AJ asked if anyone was willing to attend on behalf of SCOA; no specific representative was identified at the meeting.

1006 Secretary's Report

With no appointed Secretary, there was nothing to report.

1007 Treasurer's Report

JN produced his report at the meeting. Points to note:

- a. **Accounts.** Bank balances currently stand at £2,935.
- b. **Grant Requests.** SCOA had approved grants of £572.50 prior to the meeting. 2 further requests were approved at the meeting:
 - Tim Sands (SOC) – To attend the Major Events Conference Championships, as part of his continuing development as a SCOA Grade A Controller. Delegate Fee £25 and 270 miles (estimated) @ 25ppm = £67.50; total £92.50.
 - Peter Bray (SN) – selected for Senior Home International; athlete's contribution £80, grant agreed £40.
- c. **2013 SCOA Levy.** Following consideration of JN's presented analysis, it was agreed that the SCOA Levy system would emulate the BO levy system, charged on all entrants but counting 3 juniors being equal to one adult. To match the already decided increase in SCOA Levy for 2013, it was agreed that the new SCOA Levy from 1 Jan 13 should be 13.5p per adult-equivalent competitor on all A-D events.

1008 Fixtures Secretary's Report

RS distributed his report prior to, and the SCOA Fixtures Planner, at the meeting. It was noted that there are fewer SCOA League events than normal planned for season 2012/13.

1009 Junior Squad Manager's Report

DR had distributed Craig Blackford's report prior to the meeting. There were no issues discussed.

1010 Coaching Officer's Report

DR had distributed his report prior to the meeting. He highlighted difficulties getting responses from some clubs' coaching officers.

Action: Club Reps to get Coaching Officers to improve communication

1011 Technical Officer's Report

KS stated that there had been nothing to report. KS and LY discussed SARUM's Event Safety Workshop on 20 or 27 Oct 12, which was open to all clubs until fully subscribed.

Action: All Club Reps to advertise

1012 Development Rep's Report

LY reported on the encouraging numbers of schools registered with BO. It was agreed that titles and addresses, only, of those schools would be extracted from the database and distributed to SCOA clubs.

Action: LY (Completed 10 Sep 12)

LY reminded all that the deadline for the current round of BO Development funding was 14 Sep 12.

Action: Club Reps

1013 Updates from British Orienteering

- a. **Treasurer.** A new Treasurer had been appointed.
- b. **Event and Competitions Committee.** A new Chair was being sought. Further, there remained gaps in the membership of the supporting groups, for which new applications would be sought through advertising.
- c. **Feedback.** TS expressed some SOC applicants' concern with the lack of feedback communication; SC was surprised that such feedback had not been received and would investigate.

Action: SC

1014 Relaxation of BO Rule 6.3.1 at SOC Level C Urban Event on 3 Nov 12

TS had distributed the application for SCOA approval to dispense with control kites for the event in Southampton City Centre, which will use Emit Professional touch-less electronic control units. SOC believed that the 12.5 cm x 12.5 cm (5in x 5in) white and orange control flag image on the Emit Professional Touch-less control is

sufficient for urban events. Moreover, SOC had been requested by the local highways authority not to use standard 30cm x 30cm orienteering kites in order not to distract vehicle drivers.

- a. SOC's intention to use Emit Professional touch-less electronic punching at the Nov 12 Southampton Urban event was noted.
- b. SOC's proposal not to use control kites for the event was approved, accepting that the kite symbol on the touch-less punch unit could be adequate in the urban environment.
- c. TS agreed to report back afterwards on how successful the punching systems had been.

Action: TS

1015 Association and Club Conference

AJ led discussion on the SCOA perspective of BO:

- a. There was a concern that BO was too beholden to national sports bodies through grants; ideally sponsorship would allow BO to be more independent.
- b. There was no national common view on the role of Associations. In SCOA's view it included, but not limited to: sharing experiences; future event planning & fixtures; junior development.
- c. The committees tended to be too expensive; more business must be conducted by email/Skype.
- d. The attendance of a BO Representative at SCOA meetings was warmly welcomed, particularly in view of the quick responses received recently.
- e. The regional Participation Manager should be invited to attend SCOA Committee meetings.

Action: AJ

1016 Any Other Business

- a. **SCOA Sprint & Middle Championships.** AJ had received an invitation from SN to 'piggy back' SCOA Championships on their SEOA Sprint and Middle Championships on 6 & 7 Jun 13 at Wellington College and Bagshot Heath. It was agreed that these events would also be the SCOA Championships. There was discussion over what awards should be made; AJ agreed to find out what SEOA planned. Decision on awards to be deferred to the next meeting.

Action: AJ

- b. **SCOA Website.** All were content that no-one else needed posting/administrator access to the SCOA website.
- c. **Vacant Officials' Roles.** The Secretary's and Treasurer's Job Specs (attached) were to be re-circulated in order to seek volunteers from clubs again.

Action: All Club Reps

1017 Dates of Next Meetings

Thursdays 6th December 2012, 7th March and 6th June 2013 at the Society of Friends Meeting House, 1 Highfield Avenue, Newbury commencing at 7.30 pm.

Action: LY

SCOA SECRETARY DUTIES

The main role of the SCOA Secretary is to organise the SCOA Committee meetings and the AGM. There are 4 committee meetings a year: March, June (same day as AGM), September and December. There is very little external to committee correspondence to deal with (2 mailed letters in 4 years and about 10 emails). This is because most of the general information cascading from BO has already been sent direct to clubs.

Outline Tasks

Before the meeting

- three weeks before the meeting email committee the provisional agenda and ask for additions
- three weeks before meeting email requesting reports from committee members/officers to be sent by the Monday before the meeting
- collate reports and convert them to a standard format (pdf)
- email committee the collated reports and revised agenda
- print a few spare copies of meeting papers

During the meeting

- take the minutes – record salient points from reports

After the meeting

- produce draft minutes
- email committee the draft minutes asking for any amendments
- book the meeting room for the next meeting.

The Friends Meeting House is usually available the 1st and 3rd Thursday of the month. (Society of Friends Meeting House, 1 Highfield Avenue, Newbury, RG14 5DS.

Booking secretary: Carolyn Fletcher 01635 47550 (3 The Mews, Lipscombe Close, Newbury, RG14 5XY)

- re-issue draft minutes to committee.
- Place minutes on SCOA website.

SCOA TREASURER DUTIES

The Treasurer's job includes the normal tasks of:

- processing receipts and payments
- maintaining a set of books
- producing annual accounts
- producing a budget
- advising the committee on income and expenditure policies.

The committee meets quarterly with business conducted by email in between meetings.

Annually, the Treasurer issues membership fee requests to the 11 SCOA clubs.

Periodically during the year, levy returns are monitored against the BOF website's levy returns pages to ensure all SCOA levies have been paid.