



# Note of Meeting Moravian Committee Meeting

Registered Charity: SC043563

Wednesday 24th November 2021 at 7.30pm



## Attendees

### Present:

Andrew Campbell – Chair  
Karen Fraser – Finance  
Elizabeth Furness - Coaching

Morag McLuckie – Secretary  
Rob Parkinson - Club

### 1. Welcome (Andrew)

The Chair welcomed everyone and thanked Karen for hosting the meeting. He also expressed his sincere thanks to Nikki, who had decided to step down as the Moravian Events coordinator, for all her hard work, commitment and enthusiasm in the role over a number of years. He commented that she had worked tirelessly and managed to do an incredible job whilst juggling all of her commitments and studies. He said that the Committee would be sad to see her leave and commented that we would hopefully see her participating in other ways within the Club.

### 2. Items arising/outstanding from previous minutes (Morag)

#### Matters arising from 18 Nov 2020.

#### 5. Events/Fixtures.

b. There was an opportunity to use Lidar on Lossie Forest but likely future felling may render this work as not good value for money. The Chair requested a prioritised plan of mapping activity be developed. [It was agreed that future discussion on this matter would be covered under the Event/Fixtures report.](#)

#### Matters arising from 18 Feb 2021.

#### 3. Chair and Development.

c. Scottish 6 Days Update. Key roles for Day 3 have now all been filled. The Club had recently been approached by Keith Brown (ESOC) regarding the loaning of MOR's SI Kit to the S6D Organisers. Paul had responded with queries regarding payment for battery usage and whether the SI units would be pooled (or not). [Action completed.](#)

#### 8. Any Other Business.

e. Morag enquired about advertising the role of Junior Badge Administrator Job. [Karen Fraser had kindly agreed to take on the role of Junior Badge Administrator. Action completed.](#)

#### Matters arising from 18 Mar 2021 (Strawman Paper Meeting)

1. A review of the Strawman Paper on 18 March 2021 resulted in the following actions/decisions:

- a. To produce a draft set of survey questions (for members and lapsed members) for consideration by the Committee to be used later in the year for current members and in early 2022 for lapsed members. [Questions produced by Andrew and discussed. Andrew agreed to produce a survey \(via survey monkey\) and to arrange for the survey to be sent out to members at the end of 2021. Action Andrew.](#)
- b. To check the basis of using email addresses of lapsed members for a future survey. [Andrew confirmed that use of members' email addresses for a survey was appropriate under GDPR as use of the data would be for the purpose of administering the Club. He also confirmed that Moravian's Privacy Statement made reference to Moravian conducting surveys for such purposes. Action completed.](#)
- c. To email Andrew with names of any member who could take on the role of Communication and Publicity rep on the Committee. [No names had been identified to date. The Committee agreed that Moravian should investigate whether someone could undertake the role on a paid, part-time, basis, over a two years+ time period. Andrew agreed to explore the option further and report back at the next meeting.](#)
- d. To produce a Club publicity leaflet. [Ongoing. Action Rob](#)
- e. To liaise with future Planners to ensure event orienteering maps contained details of Moravian's next event and the Club website email address. [Action Elizabeth to speak to mapping support group \(to add details to maps\) and to Paul \(to add details to splits print outs\).](#)
- f. To identify suitable dates for 'Come and Try' It' events and include those in the Club's future events list. [Given the Club had been unable to find someone to undertake the Communication and Publicity role, the Committee agreed to defer this action until the Club was able to undertake wider event publicity. Action closed \(for now\).](#)
- g. To identify contacts at RAF Lossiemouth and Kinloss Barracks where event details could be sent to publicise future events. [Andrew had produced an information leaflet to promote the Club at RAF Lossiemouth and Kinloss Barracks. Action closed.](#)
- h. To produce an up-to-date contact list of Active School Coordinators in Moray. [A contact list had been produced, shared with Ian Addis and stored in the Club's Dropbox account. Action completed.](#)
- i. To send Morag contact details of names of individuals or groups who could be contacted to help publicise events (Findern Development Trust, for example). [No wider contact details had been provided and it was agreed to close this action. Action closed.](#)

- j. Decision. It was agreed to re-visit the option of a part-time CDO in early 2022, considering the success or otherwise of the other actions detailed above. In the meantime, Andrew would scope out the option further for consideration by the Committee, to include: CDO roles and responsibilities; cost; and measures of the success. To be added to a future committee meeting Agenda in 2022. Action closed.

### Matters arising from 3<sup>rd</sup> June 2021.

#### 3. Chair and Development.

- c. Committee Structure. Andrew and Elizabeth had met to discuss the Committee structure and Andrew circulated the revised Structure to the Committee at the meeting. Minor changes were discussed and the Committee Structure agreed. Andrew agreed to incorporate the minor changes and then forward the Structure to Paul for uploading to the Moravian website and for storing within the Club's Dropbox account. Action Andrew. Andrew also agreed to ensure that a spreadsheet detailing roles and responsibilities was coherent with the Committee Structure roles and to forward to Paul for the Club's Dropbox account when completed. Action Andrew.
- d. Silver Award. Andrew proposed a separate meeting be arranged to discuss the status of the Silver Award. A meeting had taken place on 9 Sep 21. Action completed.

#### 4. Events/Fixtures

- a. Upcoming Events. The AGM had taken place on 18 Sep 21 and Nikki had distributed a list of future events prior to meeting. The Committee felt that sharing the events list prior to the meeting was beneficial and should continue for future meetings. Action completed.
- b. Mapping Update. Nikki had circulated a list of Moravian mapped areas and landowners. Action completed.

#### 5. Club & Membership (Rob)

Rob advised that a review of Moravian Members on its FaceBook page had been undertaken by Alan. Rob agreed to contact Alan to become an administrator for the Club's Twitter and Club FaceBook accounts. Action Rob. Andrew reported that Kathryn Barr had kindly offered to be the Club's focal point for the Instagram account. Morag agreed to contact Kathryn to ask her how club members should share photos with her for the account and to put this information into the newsletter. Action Morag.

### 3. Chair & Development update (Andrew)

- a. SOA COVID Guidelines. Andrew reported that the latest guidance from the SOA was issued in Aug 21. He advised that he had updated Moravian's COVID guidance wording as a result and forwarded it to Paul, who had subsequently updated the Club website. He confirmed that Moravian events since August had been administered to that SOA guidance..
- b. Silver Award. The Silver Award spreadsheet was reviewed, including the outcome of actions from the Sep 21 meeting. Nearly all areas had been completed with only a couple of areas remaining open. A search of job descriptions had been unsuccessful. Committee members agreed to produce their own job descriptions and send to Andrew by 14 Dec 21, if possible. Action All. Andrew reported that he had drafted Moravian's Development Plan and would circulate for comments after the meeting. Action Andrew. Committee members agreed to offer any comments by 14 Dec 21, if possible. Action All. Committee Members would review the Silver Award spreadsheet and advise Morag of any further additions. Action Morag. To update spreadsheet.

### 4. Accounts (Karen)

Karen gave an overall update on the accounts with no concerns or issues. The Balance Sheet and a summary of event expenditure can be found at Annex A. Rob suggested and the Committee agreed that the Club should develop a financial plan to cover the expenditure of key equipment (SI battery replacement) and mapping over the next few years. This would be informed by SI battery replacement timelines (from Paul) and mapping timelines (from David) in due course.

### 5. Events/Fixtures

- a. Upcoming Events. An Events report produced by Nikki was discussed and can be found at Annex B. The Committee considered organisers and planners for future events. The first four events of 2022 had now been filled with organisers and planners. It was noted that an ESW would need to be arranged by early Feb 22 and Andrew agreed to investigate. Action Andrew.
- b. Mapping Update. A mapping report from Nikki was discussed and Andrew reported that he had been sent a mapping report from Jon H with details of specification updates, map extensions and possible new areas. Andrew had written to David to request him to hold a meeting with Jon and Steve to agree on who would do what and to produce a costed proposal of mapping (by mid-Dec 2021 if possible) for review by the Committee based on the preparation of maps to meet the 2022 event programme.
- c. JHI Relays. This was discussed and it was agreed that Moravian did not feel able to host this event in 2022. Andrew agreed to reply to Richard Oxlade's request. Action Andrew.
- d. MTBO Proposal. This was discussed and the Committee was supportive of the event proposal. It was agreed that the Club would seek permissions for the event (7-8 May 22). Andrew agreed to respond to Keith Dawson. Action Andrew.
- e. CSC Heat Date Change. This was noted and it was agreed to change the date of Moravian's Saturday

event to 5 Mar 22 to avoid a clash. Andrew agreed to arrange permission changes for this event.

**Action Andrew.**

- f. Feedback on Events. Feedback from Lesley Coutts, Organiser of the Quarry Wood event was discussed. One key recommendation was for the Club to include organiser templates on the website.

**Action Morag.**

#### **6. Club & Membership (Rob)**

- a. Membership Secretary. Rob confirmed that he had kindly agreed to take over from Alan as Membership Secretary from Jan 22. **Action Rob.**
- b. SOA Junior Engagement and retention consultation. Rob reported that he had attended the SOA event on Junior Engagement and retention on Zoom. He shared information about the SOA continuing to request input from others to this consultation process.
- c. Confirmation of Membership Fees. It was confirmed that there would be no Club Fees during 2022.

#### **7. Coaching (Elizabeth)**

Elizabeth reported that she would be organising a Club Coaching day on Saturday 8 Jan 22. This would be for any Club member at TD4 (Light Green or ready to move to LG) or TD5 (Green+) who wanted to take an opportunity to practice techniques, have fun and get to know other club members.

#### **8. Moray 2023 (Elizabeth)**

Elizabeth reported that preparations were continuing.

#### **9. Any Other Business (Andrew)**

- a. First Aid. The need for a number of members to renew their First Aid qualification was highlighted by Karen. Karen would contact Jane Hay to arrange a First Aid Course. **Action Karen.**
- b. Scotjos Training Session. Morag reported that Scotjos would be offering Moravian Juniors an opportunity to attend some coaching sessions during their weekend in Moray on 10-12 Dec 21. **Action Morag to invite appropriate (TD5) Juniors to attend.**
- c. Club Awards Night. A Club Award Night and Social Event on 15 Jan 22 was discussed. Morag agreed to find a suitable location and to ask Alan if he would be willing and available to put on a quiz. **Action Morag.** Nominations were requested by 1 Dec 21, if possible, from the Committee to Andrew for the Club awards, including a new Club Award for senior contribution. **Action All.**

#### **10. Next Committee Meeting (Morag)**

Morag identified that the next formal meeting would be the annual extended committee meeting. This is to be held via Zoom in late February. **Action Morag.**

## Annex A –Balance Sheet

### Balance Sheet April 2021-November 2021

#### Current Account

Income	£
Event Income	6,947.66
Map Sales etc	100.00
Kit Sales	513.00
Coaching	0.00
Grants	0.00
Miscellaneous	214.40
	<u>7,775.06</u>
Opening balance as at 1st April 2021	10,464.37
Surplus/Deficit for the year	1,380.30
<b>Closing Balance as at 23rd Nov 21</b>	<b><u>11,844.67</u></b>

Expenditure	£
Map printing	1,452.20
Mapping	500.00
Levies	1,552.30
Equipment & Kit purchase	668.39
Event Expenses	1,319.13
Publicity	0.00
RDO	0.00
Coaching Expenses	0.00
Relay entries and JST	147.00
CPD	0.00
BOF payments	70.00
Miscellaneous	285.74
Inter A/C transfer	400.00
	<u>6,394.76</u>

Project Account	£
Opening balance 1 April 2021	5,610.17
Transfers from Current A/C	400.00
Interest	0.00
Grants received	0.00
	6,010.17
Expenditure	0.00
<b>Closing balance 23 Nov 2021</b>	<b><u>6,010.17</u></b>

Assets at 23rd Nov 2021	£
Current Account	11,844.67
Project Account	6,010.17
Cash	100.00
	<u>17,954.84</u>

## Event Expenditure

	Income	Expenses				Profit/Loss
		Maps	Levies	Expenses	Total	
Darnaway (17 April)	232.76	44.10	78.00	44.72	166.82	65.94
BMBO (Crooked Wood)	127.02	38.00	46.00	0.00	84.00	43.02
Altyre (22 May)	241.38	43.50	64.50	0.00	108.00	133.38
Culbin (20 June)	268.93	51.00	81.00	0.00	132.00	136.93
JROS Findhorn (25 Aug)	161.70	93.50	81.00	0.00	174.50	-12.80
Roseisle (Club Champs) (18 Sep)	81.00	24.00	43.50	0.00	67.50	13.50
Moray Mix SOUL (23 Oct)	967.81	324.70	202.50	295.54	822.74	145.07
Moray Mix SOL (24 Oct)	2999.93	302.40	535.40	878.87	1716.67	1283.26

### Miscellaneous expenditure

Donation to Friendly Access	50.00
<b>TOTAL</b>	<b>50.00</b>

	Income Total	British Mountain Bike Championships w/end				Profit	
		Expenses					
		Maps	Levies	Donation	Si Hire	Total	
All 4 events	1674.13	420.00	408.90	100.00	125.00	1053.90	<b>620.23</b>

## Annex B – Events Report (Nikki)

### Events Report for 24<sup>th</sup> November

#### Events since committee meeting on 3<sup>rd</sup> June

Culbin East BYOB 19<sup>th</sup> June

Planner – Ken Anderson

Organiser – Ian Addis

Mountain Bike O Weekend 25/26/27<sup>th</sup> June

Planner – Steve Smirthwaite

Organisers – Karen Fraser, Penelope Smirthwaite and Nikki Howard

JROS Squad planned event Findhorn 25<sup>th</sup> August

MOR AGM and Score Event 18<sup>th</sup> September

Planner – Isobel Howard

Organiser – Nikki Howard

Moray Mix Weekend 23<sup>rd</sup>/ 24<sup>th</sup> November

SOUL

Planner- Elizabeth Furness

Organiser – Liz Campbell

SOL

Planner – Andrew Campbell

Organiser – Morag McLuckie

Quarrelwood (Quarry Wood) 20<sup>th</sup> November

Planner – Peter McLuckie

Organiser – Lesley and Paul Coutts

#### Remaining Events in 2021

Culbin Night Event 1<sup>st</sup> December

Planner – Paul Furness

Organiser – Nikki Howard

<b>Proposed Calendar for 2022</b>			
<b>Event</b>	<b>Location</b>	<b>Planner</b>	<b>Organiser</b>
15 <sup>th</sup> January	Sanquhar, Forres		
26 <sup>th</sup> January - Northern Night Cup	Darnaway North or Findhorn		Karen Fraser
19 <sup>th</sup> February	Sluie/ Logie		David Ritchie
12 <sup>th</sup> March	Millbuies		
23 <sup>rd</sup> April	Possibly Lossiemouth Dunes Altyre – New area potentially - Sandyford		
21 <sup>st</sup> May	Altyre – New area potentially - Sandyford	Rob Parkinson	
18 <sup>th</sup> June	Roseisle		

20 <sup>th</sup> August – AGM/Score format	Findhorn		
23 <sup>rd</sup> September- SOUL	Cooper Park, Elgin(?)		
22 <sup>nd</sup> October	Darnaway West(?)	Donald Grassie	
19 <sup>th</sup> November	TBD		

Those who have volunteered but not indicated which event they would like to be involved with  
Peter McLuckie  
Andrew Campbell

BASOC Proposal

Would we be willing to work together to promote a joint weekend 22<sup>nd</sup>/23<sup>rd</sup> May?

SOUL 23<sup>rd</sup> September

INVOC have asked for a SOL that weekend and have indicated in principle that they would be willing to work together to promote.

At present recruiting for more volunteers re planning and organising. Requests for permissions need to be sought for next year provided committee have no issues with proposed event schedule.

I had been speaking to Donald Grassie with a view to asking him to do a small sprint event in December but he is too busy trying to clear his plate of things for the year end.

We would normally have a Christmas Holiday fun social event with INVOC traditionally having their social event on 1<sup>st</sup> Jan and us having a fun event on 2<sup>nd</sup> Jan. MAROC have a regional event in the calendar for 2<sup>nd</sup> January.

Jon Hollingdale, Andrew Campbell and Rob Parkinson are helping to plan training for the Scotjos weekend in Moray on 10<sup>th</sup>/11<sup>th</sup>/12<sup>th</sup> Dec. Permissions have been obtained for their training venues.