



Note of Meeting Moravian Committee Meeting

Registered Charity: SC043563

Wednesday 18 Feb 2021 at 7.00pm by Zoom



Attendees

Present:

Andrew Campbell – Chair
Karen Fraser – Finance
Nikki Howard – Events & Fixtures

Morag McLuckie – Secretary
Alan Halliday – Membership
Elizabeth Furness - Coaching

In Attendance:

Paul Furness – Website Manager

1. Welcome (Andrew)

The Chair welcomed everyone and thanked Andrew Howard for setting up the Zoom call.

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

Matters arising from 26 Mar 2020.

3. Chair and Development.

- a. SOA Award Scheme. Andrew proposed that to progress the Club's silver accreditation, it would be helpful to understand the requirements of the award and the progress made by the Club to date against those requirements. **Action: Morag to circulate requirements of the Silver Award and the Club's progress to date against them.**

Matters arising from 8 Jul 2020.

7. **Coaching.** Elizabeth to explore the idea of twinning with either a Swedish or Norwegian club as an aid to junior development. **Action closed for re-consideration by Elizabeth in future.**

Matters arising from 18 Nov 2020.

3. Chair & Development Update.

- c. Scottish 6 Days Update. Nikki (Asst Day Org), Roo (Asst Controller) and Eddie (Planner) had volunteered for key roles at the 2021 S6Ds. INVOC was unable to fill the Day Organiser role currently. Any MOR volunteers for this role were invited to contact the Chair as soon as possible. **Action completed. Andrew had volunteered to be the Day Organiser.**

5. Events/Fixtures.

- a. Upcoming Events – Nikki highlighted upcoming events including Oakenhead and the night orienteering events in Nov/Dec 20 and Quarrelwood and Altyre in 2021. She confirmed that all events continue to be organised and planned within COVID guidelines. Nikki requested volunteers as organisers and planners to support next year's events and advised that Event Safety Workshops could be arranged (a prerequisite). **Action completed.**
- b. Mapping Update – David provided an update and discussed the need to expand areas to provide variety. Some areas had been found unsuitable, and Steve had done a lot of work on a great new area (Altyre). Work was required to update base maps/OCAD files to bring them up to date to the right standard which was agreed. **Action closed. Nikki advised that Steve Smirthwaite would be leading the update of base maps to bring them up to the right standard.** 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. **Action on-going. Nikki would update progress on MOR's mapping plans at the next Committee meeting. She advised that Dave Ritchie was assessing new areas for future small events.**

6. **Club & Membership.** Alan highlighted the inability to hold social and interclub activities due to COVID. However, Elizabeth and Paul had offered a Christmas (socially distanced) social. It was too early to identify how MOR was doing with regard to membership numbers, but membership had fallen over recent years and it was likely that COVID would cause further impact. Four new members had joined already for 2021. Non-members would need to be reminded of the need for them to join a Club after three 'taster' events to ensure that they remained insured. **Action completed. Nikki advised that suitable comment regarding insurance had been highlighted in the final details of recent events and was now on the main page of the new Club website. She confirmed that suitable comment would continue to be made on the final details of future events.**

8. Any Other Business.

- a. A Club Development Officer (CDO) was discussed by Andrew and how ECHO had been successful in funding a CDO with an aim to increase its Club membership over the next 4 years. MOR Club membership had declined in recent years which could be exacerbated further by COVID. It was felt that a CDO should be used to support both child and adult development. **Action closed. Andrew had written/distributed a Strawman Discussion paper of options to arrest (hopefully) the decline in MOR's membership numbers. He requested that the Paper should be considered by the Committee at a separate meeting at the end of Mar 21. Action. Morag to send out doodle poll for a Mar 21 meeting.**
- b. There had been a request for MOR to host a SOUL event from the SOUL Coordinator (Pat Squires). It was felt that MOR could put on an event towards the end of 2021 at Lossiemouth. **Action completed. Nikki had advised Pat Sharp that MOR would be content to host a SOUL event in Lossiemouth in Oct 21.**

- c. Margaret requested the latest list of SOA members. **Action closed.** Alan agreed to confirm with Margaret that she had received the link and send her a link (if not).
- d. Morag enquired about volunteering for the Secretary role given Carole was leaving. **Update: Morag took over role of Secretary in December. Action closed.**
- e. Karen requested confirmation as to whether the Schools League was still being maintained and, if so, who was coordinating it. Carole agreed to distribute the current Committee Structure to the Committee and requested all Committee Members review their roles and to update the new Secretary of any changes. **Action completed. Update. Some changes had been received. Andrew would update the Committee Structure after the Committee meeting in Mar 21 to consider the strawman of options detailed in 8a above.**

3. Chair & Development update (Andrew)

- a. SOA COVID Guidelines. Update. Andrew confirmed that current guidelines (all orienteering activities and events currently suspended) had not changed and there were no details on when further information would be received.
- b. New MOR Club Website and Information Management. Paul gave the Committee an overview of the new Moravian website which had been live since the beginning of the year. Paul's notes can be found at [Annex A](#). He advised that files would be transferred from the old website if they were up to date, relevant and in context. He requested that Committee members should advise him of any specific files to be transferred from their areas of responsibility. **Action All. Committee Members were requested to review their areas and advise Paul of any files that needed to be transferred from the old to the new website.** Andrew thanked Paul for the huge amount of work he had undertaken to set up the new website. Paul suggested the introduction of an information management system, such as DropBox, for the safe keeping of key Club documentation. **Action Paul. Paul would research the possibility of setting up a Dropbox system using the secretary@mor.scot email address.**
- c. Scottish 6 Days Update. Key roles for Day 3 have now all been filled. **Action. Andrew & Nikki would meet shortly to discuss the S6D volunteer roles needed to be filled by Moravians, with a view to placing a table of roles on the website which could be filled in directly.** 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 Paul. Paul would await a response from Keith Brown and update Andrew and Nikki (Day Organiser/Asst Day Organiser).**

4. Accounts (Karen)

Overall Status. Karen gave an overall update on the accounts with no concerns or issues. The Balance Sheet can be found at [Annex B](#). She advised that the Club had funds available for mapping and for the replacement of SI batteries in due course (either 2022 or 2023). She also advised that income continued to be generated through the sale of hand knitted hats to support the juniors and that a small profit was made at both night Events in December. She advised that a cheque sent to Nairn Amateur Athletics Club in memory of Heather Welsh had not yet been cashed. **Action Karen. Karen agreed to contact Nairn Amateur Athletics Club to confirm that they had received the Club cheque in memory of Heather.**

5. Events/Fixtures (Nikki)

- a. Upcoming Events. Nikki highlighted that the website was up to date with events and that she had made recent changes to the fixtures list due to COVID. The latest event list can be found at [Annex C](#). There was discussion regarding the challenges of parking at Wellhill carpark, Culbin, and the need to have other options for parking at that event (due to be held in May 21). Nikki advised that she was considering alternative plans for the June event should COVID restrictions preclude holding an urban event at Aberlour. Discussions considered Copper Park and Aldroughty. **Action. Nikki to consider/propose other options for the June event as and if required.**
- b. Mapping Update. Nikki advised that Dave Ritchie was scouting out possible new options for mapping areas for smaller events and that Donald Grassie was producing a map of Gordon Castle. Nikki would liaise with Dave to update the Committee at the next meeting on future mapping plans. **Action Nikki.**

6. Club & Membership (Alan)

Alan shared the current Membership numbers and compared this to last year's data. This report can be found at [Annex D](#). Alan also highlighted the high number of lapsed members. He advised that emails had been sent to lapsed members and proposed to follow-up with another email to lapsed members once a date for the next event had been confirmed as definite. **Action Alan. Alan agreed to send out a further email regarding membership to lapsed members once a date for the next event had been confirmed as definite.**

7. Coaching (Elizabeth/Andrew)

Elizabeth mentioned the successful series of Coaching sessions which had run in the latter part of 2020 on Friday afternoons and had been very well attended. New TD4/5 coaching had been planned from Feb 21 but was on hold until current COVID restrictions have been relaxed. There were currently MAD

courses in Roseisle and Findhorn. New mini kites had recently been purchased for use in coaching. Alan has planned and taped controls for a further MAD course in Culbin. Andrew highlighted that the SOA had recently issued revised policy for coaches to complete an online Child Wellbeing and Protection in Sport course and ensure they applied for a PVG Scheme Membership or a PVG Scheme Update even if they were already an existing scheme member with another organisation. He advised that Liz had written to applicable Club members about these changes to ensure that they were aware and to request that they let her know when the two requirements above had been completed.

8. Any Other Business (Andrew)

- a. British Orienteering Club Consultation (proposed changes to BOF's Articles of Association). Andrew had shared the email recently received by British Orienteering on these proposed changes. **Action All. Committee members were requested to advise Andrew of any concerns with BOF's proposals by the end of February.**
- b. Updated Moravian Child Welfare and Protection Policy. The new version of this policy had been uploaded to the website. Andrew advised that he had asked Liz to conduct an audit of the policy to assess how the Club was doing against it and to provide the Committee with any recommendations for consideration at a future Committee Meeting.
- c. SI Battery Report. Andrew thanked Paul for producing this report and highlighted the key points to be taken from it. The summary of key points can be found at [Annex E](#).
- d. Alan enquired about administration of the Club Members FaceBook page as Mike was still annotated as an administrator. He proposed adding his name as an administrator which was agreed. **Action Andrew. Andrew agreed to contact Roo (current Administrator with Mike Rodgers) to add Alan as an Administrator and remove Mike's name.**
- e. Morag enquired about advertising the role of Junior Badge Administrator Job. **Action All. Committee members were requested to consider a suitable candidate to be approached directly for the role.**

9. Next Committee Meeting (Morag)

Morag identified that the next formal Committee meeting would be in May. Andrew requested an interim meeting be held in about one month (end of March) to review the Strawman paper. **Action Morag. Morag agreed to set up a Doodle Poll to find most suitable date for the interim meeting.**

Annex A – Notes on new Website (from Paul Furness)

Designed to be readable easily on phone and pc/tablet

No drop-down menus as these are pain on phone.

No download area, all content is signposted in context.e.g. Minutes of meetings are listed on a page with links

Beginners page started to add content then realised SOA already done so linked there.

Files in old website public/members area all transferred if they are relevant, up to date, in a context.

If anyone wants anything moving across or additional content, please let me know.

WIP

Equipment List – do we have an inventory?

Areas page – list of all areas with key info e.g. parking, toilets, permissions etc for use by Events sec, planners and organisers.

Users:

Paul F = Admin, full control of website

Ian W=Admin, full control of website

Margaret D = Webmaster, can edit any content

Nikki H =Events coordinator, can add edit delete any event content

Emails setup for:

Chair@mor.scot

Secretary@mor.scot

Finance@mor.scot

Membership@mor.scot

Events@mor.scot

coach@mor.scot

Annex B – Balance Sheet

Balance Sheet April 2020-February 2021

Current Account		Expenditure	
Income	£		£
Event Income	1,288.32	Map printing	245.31
Map Sales etc	0.00	Mapping	200.00
Kit Sales	190.00	Levies	397.50
Coaching	40.00	Equipment & Kit purchase	819.81
Grants	0.00	Event Expenses	60.75
Miscellaneous	28.50	Publicity	0.00
	<hr/>	RDO	0.00
	1,546.82	Coaching Expenses	0.00
		Relay entries and JST	28.50
Opening balance as at 1 April 2020	12,302.14	CPD	360.00
Surplus/Deficit for the year	-1,787.77	BOF payments	70.00
Closing Balance as at 17 Nov 2020	<u>10,514.37</u>	Miscellaneous	602.72
		Inter A/C transfer	550.00
			<hr/>
			3,334.59
 Project Account		 Assets at 17 Feb 2021	
	£		£
Opening balance 1 April 2020	5,010.17	Current Account	10,514.37
Transfers from Current A/C	550.00	Project Account	5,560.17
Interest	0.00	Cash	100.00
Grants received	0.00		<hr/>
	5,560.17		16,174.54
Expenditure			<hr/>
Closing balance 17 Feb 2021	<u>5,560.17</u>		

Annex C – Events List (up to August 2021) from Website

Home Events Results Newcomers Coaching League Tables Members Area Governance Membership Resources

Moravian Events

Date	Title	Link for Entries
Monday, March 1, 2021	Culbin Local Night Event (Date tbc - dependant on lockdown)	
Saturday, March 13, 2021	Altyre Local Event (Date subject to change)	
Saturday, April 17, 2021	Darnaway East - Saturday League Event	
Saturday, May 22, 2021	Culbin East (Bring your Bike) - Saturday League Event	
Saturday, June 19, 2021	Aberlour - Saturday League Event	
Saturday, August 21, 2021	Roseisle (Burghead) - Club Champs and AGM	

SOA Fixtures Link



Click for SOA Fixtures calendar

COVID-19

Annex D – Membership Report

Moravian Membership as at 16th February 2021

	2020	2021		Change	% change
Total Members	143	118		-25	-17.5
Seniors	81	72		-9	-11
Juniors	62	46		-16	-26
Failed to renew		43	(18 seniors, 25 juniors)		
New members		18	(9 seniors, 9 juniors)		
SOA only Members	24	22		-2	-8.5
Seniors	8	12		4	50
Juniors	16	10		-6	-37.5
Failed to renew		12	(1 senior, 11 juniors)		
New members		10	(5 seniors, 5 juniors)		
BOF Members	119	96		-23	-19.5
Seniors	73	60		-13	-18
Juniors	46	36		-10	-22
Failed to renew		31	(17 seniors, 14 juniors)		
New members		8	(4 seniors, 4 Juniors)		

Annex E – SI Battery Summary of Key Points

Andrew summarised the key details of Paul's report below:

- SI Battery usage has increased since using SI AIR mode.
- Continuing with SI AIR mode is likely to consume 3% per SI Unit per event, as opposed to 1.5% per SI Unit per event.
- When managed across our total of 75 SI Units, battery usage could increase from 15% per year to 25% per year per SI unit (assuming 12 events per year and 40 SI Units used per event).
- Given total battery life consumed to date, a managed battery replacement programme may need to commence during 2022 at the earliest (assuming SI AIR mode continues for all future events).

Andrew's assessment of Paul's report suggests:

- The need to continue to monitor actual battery usage to update total battery life data and to provide greater fidelity on the timings for the battery replacement programme.
- The need to ensure sufficient funds are set aside/made available to support the battery replacement programme, which will need to be initiated at a future date no matter how the SI Units are used. Paul's analysis suggests this could be as early as 'during 2022' or as late as '2023'.
- There is sufficient SI battery life across our SI Units to allow continued use of SI AIR mode for future events in 2021 and whilst SOA guidance is to continue using that mode.