



Note of Meeting Moravian Committee Meeting

Registered Charity: SC043563

Thursday 3 June 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

1. Welcome (Andrew)

The Chair welcomed everyone.

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, a separate meeting should be organised to discuss the requirements of the award and the progress made by the Club to date against those requirements. **Actions: Morag to organise a meeting towards the end of August. Morag to circulate the Club's current Development Plan (2020-2025).**

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. **Andrew reported that Steve Smirthwaite had carried out an assessment of Lossie Forest and would update the map in late summer for use at the SOL in October. Action. Nikki would update the Committee with the prioritised plan of mapping at the next meeting.**

Matters arising from 18 Feb 2021.

3. Chair and Development.

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. 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. Action remained open and Committee Members were requested to check the old website for any files that still need to be transferred to new website.** Paul suggested the introduction of an information management system, such as DropBox, for the safe keeping of key Club documentation. **Action completed. Paul had set up a Club DropBox account and provided access details to all Committee Members.**

c. Scottish 6 Days Update. Key roles for Day 3 have now all been filled. **Action remained open. 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 directly by volunteers.** 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. Andrew and Nikki to resolve the distribution and issue of SI kit for the S6Ds and seek to resolve payment for battery usage as no response had been received to Paul's email.**

4. Accounts.

Karen advised that a cheque sent to SurfAble in memory of Heather Welsh had now been received and cashed. **Action completed.**

5. Events/Fixtures.

a. 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 completed. Culbin would be used as the venue for the June Saturday League Event.**

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 closed and transferred to Item 5.**

6. Club & Membership.

Alan 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 completed. Alan advised there had been one new member and two renewals following the recent follow-up emails.**

8. Any Other Business.

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 completed. Andrew responded to proposed changes in early March.**

- 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 completed. Alan advised that Mike had to remain as an administrator and that he had been added as an administrator.**
- e. Morag enquired about advertising the role of Junior Badge Administrator Job. **Action Ongoing. No names had been identified as a possible successor to Morag as the Junior Badge Administrator. Morag agreed to raise at the AGM.**

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. **Action Andrew. Ongoing.**
 - b. To check the basis of using email addresses of lapsed members for a future survey. **Action Andrew. Ongoing.**
 - 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. Action All. It was agreed to keep the action open in case the Committee identified any suitable candidates for discussion at the next meeting.**
 - d. To produce a Club publicity leaflet. **Alan had an initial meeting with David Ritchie who has generously offered to do the artwork for a Club publicity leaflet free of charge and print small quantities as required. Action Alan. Ongoing.**
 - e. To liaise with future Planners to ensure event orienteering maps contained details of Moravian's next event and the Club website email address. **Nikki would continue to engage with future planners to ensure that details were included on all future maps. Action: Nikki would also update the Planner's Guide to add reference to include such details.**
 - f. To identify suitable dates for 'Come and Try' It' events and include those in the Club's future events list. **Early September and November were identified as possible dates for "Come and Try It" events. Action Nikki. To add those dates to Club's future events list**
 - g. To identify contacts at RAF Lossiemouth and Kinloss Barracks where event details could be sent to publicise future events. **Action Andrew. Ongoing.**
 - h. To produce an up-to-date contact list of Active School Coordinators in Moray. **Action Morag. To add this list to Club DropBox and share with Ian Addis.**
 - 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). **Action All.**
 - 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.

3. Chair & Development update (Andrew)

- a. SOA COVID Guidelines - **Update. Andrew reported that the most recent guidelines indicated the COVID restrictions were "moving in the right direction", with event "bubbles" getting larger and travel between all areas allowed. Moray would move from Level 2 to Level 1 on Saturday 5th June 2021.**
- b. Scottish 6 Days - Day 3 – **Update. Andrew reported that Richard Oxlade had indicated that a go/no-go decision on the S6D had now been deferred until the end of June. Numbers for the event have been capped at 2200 and are already at over 2100 entries. This would result in a reduced number of Moravian members being available for volunteering roles. Action Morag. To ask Margaret to put information about the capping of S6D entry numbers into the next Newsletter.**
- c. Committee Structure. **Andrew had circulated a revised committee structure and had received no additional comments or amendments. It was agreed that quartermaster responsibilities should remain with Nikki. Elizabeth volunteered to act in the Organiser Standards role given Ian Addis had volunteered as First Aid custodian. Action. Nikki would discuss with and advise Ian. Andrew requested clarification as to whom was the Club rep for the Schools League. Action. Nikki to confirm the Club rep for the School League. Andrew noted that the Club had at least two reference documents with details of Club roles and responsibilities. As such, there was potential for configuration control issues. He requested that a review should be undertaken to see whether the lists could be rationalised. Action. Andrew and Elizabeth would undertake a review of existing documents on committee structure/roles to ensure coherency and assess potential rationalisation.**
- d. Silver Award. **Andrew proposed a separate meeting be arranged to discuss the status of the Silver Award. Action Morag. To set a date for this meeting in late August.**

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.

5. Events/Fixtures (Nikki)

- a. Upcoming Events. **Upcoming events were discussed, including the various MTBO events in June. A summary of these can be found at Annex B. A new date for the AGM would be required given that Andrew might be away. It was also noted that both Nikki and Karen had taken on further organisational responsibilities for future recent events and Andrew expressed concern that they were taking on too**

much responsibility and was worried about 'burn out', which would not be good for them or the Club. He requested that details of planners and organisers should be provided at future committee meetings.

Actions. Nikki would select a new date for the AGM due to date clash with the British Sprint Champs in August (possibly at the Club's September event.). Nikki would also distribute a list of future events including planner and organiser details before future Committee meetings, to aid Committee understanding of upcoming events and resource loading.

b. Mapping Update. Nikki reported that Jon Hollingdale would update all Moravian maps to the most recent (ISOM 2017) standard. David Ritchie had advised that the deer park at Gordon Castle was not suitable as a new area to map. Donald Grassie's mapping of Gordon Castle grounds was ongoing. Ballindalloch Castle grounds were mentioned as a possible new area. **Action Nikki. To update the list of Moravian mapped areas and landowners and present that list (and distribute ahead of future Committee Meetings) to aid the Committee in understanding future mapping plans.**

6. Club & Membership (Alan)

Alan advised that there is to be a review of people who are no longer members on the Moravian Members FaceBook page. **Action Alan.** Information about the FB page is to be included in the Welcome to the Club information. Alan has also set up new Moravian Twitter and Instagram accounts. Current membership numbers are 89 adults and 62 juniors for 2021.

7. Coaching (Elizabeth)

Elizabeth reported a successful Yellow/Orange standard coaching session had taken place with 4 Juniors attending. Given the recent safeguarding changes introduced by the SOA, only those coaches who had completed the pre-requisite safeguarding training courses and have a PVG would be permitted to coach (from a safeguarding perspective). Currently, Moravian has six coaches (one Level 3, two Level 2 and three Level 3) who had met those criteria. Elizabeth plans to re-start the TD4/5 coaching on Friday afternoons and would provide details shortly.

8. Any Other Business.

As part of BOF Volunteers' Week. Andrew thanked all the committee from BOF for the time they spent on orienteering related activity for the Club.

9. Next Committee Meeting (Morag)

Morag identified that the next formal meeting would be the Club AGM, possibly in September, with the annual extended committee meeting in November. **Action Nikki. To find a suitable date for the AGM after a Club event.** Andrew requested an interim meeting be held in August to discuss the Silver Award. **Action Morag. Morag to set up a Doodle Poll to find most suitable date for the Silver Award meeting.**

Annex A –Balance Sheet

Balance Sheet April 2021-June 2021

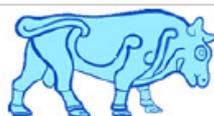
Current Account		Expenditure	
Income	£		£
Event Income	1,506.16	Map printing	125.60
Map Sales etc	0.00	Mapping	0.00
Kit Sales	93.00	Levies	188.50
Coaching	0.00	Equipment & Kit purchase	0.00
Grants	0.00	Event Expenses	44.72
Miscellaneous	0.00	Publicity	0.00
	<u>1,599.16</u>	RDO	0.00
		Coaching Expenses	0.00
Opening balance as at 1 April 2021	10,464.37	Relay entries and JST	0.00
Surplus/Deficit for the year	1,090.34	CPD	0.00
Closing Balance as at 3 June 2021	<u>11,554.71</u>	BOF payments	0.00
		Miscellaneous	50.00
		Inter A/C transfer	100.00
			<u>508.82</u>

Project Account		Assets at 3 June 2021	
	£		£
Opening balance 1 April 2021	5,610.17	Current Account	11,554.71
Transfers from Current A/C	100.00	Project Account	5,710.17
Interest	0.00	Cash	100.00
Grants received	0.00		<u>17,364.88</u>
	5,710.17		
Expenditure	0.00		
Closing balance 3 jun 2021	<u>5,710.17</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
Miscellaneous expenditure						
Donation to Friendly Access	50.00					
TOTAL						

Annex B – Events List (up to October 2021) from Website



MORAVIAN ORIENTEERS

NO ORDINARY RUNNERS



Date	Title	Link for Entries
Saturday, June 12, 2021	Moravian Mountain Bike O - Delnies Wood - Sprint	SI Entries
Saturday, June 19, 2021	Culbin East (Bring your Bike) - Saturday League Event	SI Entries
Friday, June 25, 2021	Moravian Mountain Bike O Weekend - Anagach Sprint - Friday evening	SI Entries
Saturday, June 26, 2021	Moravian Mountain Bike O Weekend - Saturday am - Culbin Middle	SI Entries
Saturday, June 26, 2021	Moravian Mountain Bike O Weekend - Saturday pm - Altyre Middle	SI Entries
Sunday, June 27, 2021	Moravian Mountain Bike O Weekend - Darnaway Long (Conicavel) - Sunday	SI Entries
Saturday, August 21, 2021	Roseisle (Burghead) - Club Champs and AGM	
Saturday, September 18, 2021	Culbin - West - Saturday League Event	
Saturday, October 23, 2021	Moray Mix - Lossiemouth SOUL	
Sunday, October 24, 2021	Moray Mix - Lossie Forest	

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