



Note of Meeting Moravian Extended Committee Meeting

Registered Charity: SC043563



Wednesday 16th February 2022 at 7.00pm via Zoom

Attendees

Present:

Andrew Campbell – Chair	Lesley Coutts	Margaret Dearman
Morag McLuckie – Secretary	Liz Campell	Rosie Pye
Rob Parkinson – Club	Eddie Harwood	Pippa Weir
Karen Fraser – Finance	Kathryn Barr	David Ritchie
Elizabeth Furness – Coaching	Jon Hollingdale	Fran Britain
Paul Furness		

Apologies: Steve Smirthwaite, Ian Addis

1. Welcome (Andrew)

Andrew welcomed all the extended committee to the Zoom meeting.

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

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 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-year+ time period. Andrew had contacted someone to see whether they would be interested without success. Ongoing. Action Andrew.
- d. To produce a Club publicity leaflet. Ongoing. Action Rob. Images for publicity leaflet to be emailed to David Ritchie. Action all. Margaret agreed to put information about sending David photos in newsletter. Action Margaret.
- e. To liaise with future Planners to ensure event orienteering maps contained details of Moravian's next event and the Club website email address. Paul confirmed it was possible to put date of next event on competitor print-outs at Downloads. David agreed to add date of next event, BOF event number and Club website address to maps if this had not been done by Planner. Action David.

Matters arising from 3rd 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 completed. 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. Ongoing. Action Andrew.

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 completed. 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 completed.

Matters arising from 24th November 2022.

3. Chair & Development update (Andrew)

- 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. Ongoing. Main Committee were asked to send their job descriptions to Andrew by end-Feb 22, if possible – see item 8. Andrew reported that he had drafted Moravian's Development Plan and would circulate for comments after the meeting. Action completed. Committee members agreed to offer any comments by 14 Dec 21, if possible. Action completed. Committee Members would review the Silver Award spreadsheet and advise Morag of any further additions. Action completed.

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 completed. Andrew thanked Donald Grassie for organising an Event Safety Workshop in February which 4 Moravian Juniors took part in.
 - f. 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 completed.
 - g. 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 completed.
 - h. 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 completed.
 - i. 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. Ongoing. **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 completed.
- 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. Ongoing. **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 completed. Morag reported that 2 Moravian Juniors had attended the ScotJos weekend in December, along with Jane Halliday as coach.
 - 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 closed due to Covid restrictions. Club Awards to be presented at Club event on 5 March 2022. 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 completed.

3. Moray 2023 (Elizabeth)

Elizabeth gave a brief introduction to Moray 2023, welcoming Nikki as the newly appointed SOA Events & Operations Manager. Elizabeth explained that there will be many roles available for Moravian members as the central organising Club, though she did already have some of the key roles filled. A list of locations for the 5 days of forest orienteering were given. As yet the location for the sprint race on the "Rest Day" had not been decided. It was agreed a new tab on the Club website would be added so Club members could be kept up to date with plans for the S6D. **Action Paul.**

4. Club & Membership (Rob)

- a. Membership 2022 update - Rob.
Rob reported that 109 members had renewed this year, with 94 of these being BOF members (26 having lapsed since last year). The remaining 15 are SOA only members (21 having lapsed since last year). Rob reported that he had sent out emails to all lapsed members which had generated a few members renewing. Fran reported that the SOA have gained members during COVID, possibly due to more people orienteering in their local areas. There was discussion that the pre-entry only process may be putting off people new to orienteering. Paul reported that he would look at a simplified form that could be used to gather the appropriate information and permissions to assist – see Item 6. He also advised that it may be possible to keep entries open for longer by having "real-time" entries at events (if a phone signal was available.)
- b. Newcomer Retention Group Report - Rob.
It was agreed that this report would be circulated to the Main Committee, together with key actions for consideration, and discussed at a separate meeting. Morag agreed to circulate and set up the meeting. **Action Morag.**
- c. Club Kit – Rob/Lesley.
It was reported that a new Club shelter had been purchased. Andrew thanked Rob for this. Lesley reported that equipment was being put back in the Club shed in a well organised manner by organisers and planners of events.
- d. Club Captains – Eddie/Pippa.
Eddie reported that two Club teams have been entered for the British Relay Champs at the end of March and one team had been entered for the JK Relay event in April. Pippa reported that the Junior Cup would run again in 2022 and it was thought the Jamie Stevenson Trophy would run in June 2022 for Juniors.

5. Communications and Publicity (Andrew/Rob)

- a. Club Website and Dropbox Account – Paul.
Paul reported the new Club website seemed to be going well. He asked everyone to let him know if they wanted things added to it. He also reported that the Club Dropbox account was up and running.

Andrew reported that as yet, the Club had not been successful in recruiting anyone to the Communications and Publicity Role on the Committee. The possibility of employing a part-time RDO was going to be looked into. **Action Andrew & Paul.**

Andrew reported that he had been in discussion with the organiser of the Moray Badge Platinum Jubilee Award Scheme. This scheme aims to encourage local children to participate in outdoor activities. Orienteering events are now included in the Scheme's website and one or two participants were signed up for Moravian's Saturday League events in February and March.

Paul reported that he was planning a route for the NTS Easter Trail at Brodie Castle again this year. This could generate publicity for the Club and the idea of handing out information about the Club on a Flyer at this event was discussed. (The Club's local event at Dufftown is a week after this Easter event.) **Action Rob/Paul.**

Paul confirmed that he had old results from Club events saved as files, as it is difficult to upload these to the new website. It was suggested these could be saved on the Club DropBox account if required as everyone on the committee had access to this account.

Andrew thanked Kathryn for taking over the Club Instagram account. Kathryn requested that any photos involving Moravians be sent to her via WhatsApp or email. Margaret would circulate this information in the Club newsletter. **Action Morag/Margaret.** Liz noted that parental consent for photos involving Juniors would be required.

Andrew thanked Margaret for the fantastic job she had done in producing the newsletter for the Club every week. Margaret thanked Rob for deputising so successfully for her while she was in hospital.

6. Events/Fixtures

a. Fixtures Programme for 2022 – Andrew.

The latest fixtures and permissions/access for 2022 was sent out ahead of the meeting and can be found at Annex A. Andrew reported that the Club was still looking for a planner and organiser for the Saturday League event in Dufftown on 23 April 2022. Andrew has approached a few people who had yet to respond. **Action Andrew.** Rob reported that the new Stoneyford area was relatively limited, but it would be used for the orange and yellow courses at the event on 21 May 2022. The Light Green course at this event would also use Altyre East. Rob reported that 18 members were signed up for the Compass Sport Cup heat in March. The location of the event in October may need to be changed from Darnaway West to Darnaway South due to Moray 2023 embargoes. **Action Andrew/Elizabeth.** Permission for the event in Lossiemouth Dunes in November was discussed.

b. Entries – Paul.

Paul reported that pre-entries could be updated until 11:30 on the day of the event. This could allow a small number of people to pre-enter on the day, as long as a few extra maps were ordered for each course. The Committee agreed to adopt this approach and to see how much it was utilised over the next few events. Paul also suggested a simple Google Form could be used by newcomers to gain their information and permissions to pre-enter an event, if they were not on SiEntries. **Action Paul.** Paul agreed to show Ian Welsh how to trial this at a future event. Rosie noted that it was possible to have Live results on the website at events.

c. Mapping update – David.

David noted that mapping and events go hand-in-hand. David reported that the new Stoneyford map was nearing completion and that a potential area in Darnaway South (Doonduff) could be mapped, possibly for the October 22 event in place of Darnaway West. The costings of the new Lossie Dunes map was given as £600 and an extension to the Quarrelwood map was around £450. It was mentioned that former Moravian member, Kathy Taylor had re-started Orienteering at Gordonstoun and this was a map which needed to be updated. Other possible new local areas mentioned for mapping/re-mapping in the future were Monaughty, Burgie, Teinland and Winding Walks in Fochabers. Possible new locations mentioned for 2023 events were Gordon Castle which Donald was updating and East Culbin with possible parking at Kincorth Farm, Binsness. Andrew reported that there had been no response to the possible mapping of Ballindalloch Castle for the Moray Badge Platinum Jubilee.

Jon produced a report in November about Club maps and getting them updated to the new standard/specification. He mentioned that this was more time-consuming for Urban maps compared to forest maps. It was agreed that Jon would update the Club's maps to the required specifications. **Action Jon.**

Jon also mentioned that he and Donald Grassie (S6D Mapping Rep) had been in discussion about the Club getting royalties for Moravian maps use during Moray 2023. This discussion was ongoing. It would involve the Committee and a decision ultimately from the S6D board. Jon also reported that he had personally mapped an extra 12 km² in Culbin.

7. 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 B. The Berry Burn Community Fund was mentioned as a possible source of funding for new mapping costs. **Action Karen.**

8. Chair & Development Update

- a. Update on SOA COVID Guidelines – Andrew.
Andrew reported that the Club continued to follow the extant SOA guidelines with respect to COVID. He reported that the SOA were likely to be update their guidelines shortly, following feedback from SportsScotland.
- b. Member's Survey – Andrew.
It was agreed that the outcome of the recent Member's survey would be discussed by the Mian Committee in a separate meeting. Morag would arrange that meeting. **Action Morag.**
- c. Child Welfare and Protection – Liz.
Liz reported that 8 members currently have a PVG and have completed the required CWP course in order to be able to coach orienteering.
- d. Silver Award.
Andrew reported that the Club is progressing towards achieving the Silver Award. The only thing outstanding were job descriptors for the different roles in the committee. Andrew asked if the Main Committee members could email him with these by the end of February. **Action All.**

9. Any Other Business (Andrew)

- a. David noted that Logie had suffered with a lot of windblown trees during recent storms. He noted concern about current weather causing safety risks at the event on 19 February. As Organiser he would make a decision on this. **Action completed – event went ahead successfully.**
- b. Karen asked about insurance for SI units. There was also discussion about a lack of insurance for kit in general as it is stored in an unlocked shed. Karen agreed to look into the insurance of kit including SI units by contacting BOF. **Action Karen.**
- c. Morag thanked Jon for setting up the Zoom meeting for the Club.

10. Next Committee Meeting (Morag)

Andrew identified that the next (Main) committee meeting would be to review the Member's Survey and to discuss the Newcomer Retention Group Report in March. **Action Morag.**

Annex A – Events Programme & Permissions (Andrew)

Event Calendar for 2022							
Event	Location	Planner	Organiser	Organiser Contact Details	Permissions	Requested	Granted
15th January	Sanquhar, Forres	Fran Britain	Kaisa Oikkonen (Mentor Andrew Campbell)	amazingdogra@hotmail.com 0784 378 8022	Moray Council FCWT Forres Academy (FA) Private – Nick Molnar	Y Y Y Y	Y Y Y Not Required
26th January - Northern Night Cup	Findhorn	Elizabeth Furness	Karen Fraser	jp_kf@mac.com	Findhorn Dunes Trust	Y	Y
9th February - Northern Night Cup	Culbin	Paul Furness	Elizabeth Furness	ejf@briac.net	FLS	Y	Y
19th February	Sluie/Logie	Michael Bishenden	David Ritchie	david@a4inverness.com 0796 620 5983	Logie Estate	Y	Y
5th March	Millbuies	Karen Fraser	Andrew Campbell	andrewandlizcampbell@outlook.com 0795 162 8600	Moray Council Millbuies Fishery	Y Y	Y - Principle
12 th March	<i>CSC Heats, Callander Crags</i>	<i>FVO</i>	<i>FVO</i>	-	-	-	-
23rd April	Dufftown				Moray Council		
7 th May	<i>Quarry Wood</i>	<i>MTBO</i>	<i>MTBO</i>	-	<i>FLS</i>	Y	
8 th May	<i>Sanquhar</i> <i>Altyre Newtyle/Phorp Sluie</i>	<i>MTBO</i>	<i>MTBO</i>	-	<i>Moray Council</i> <i>FCWT</i> <i>FA</i> <i>Nick Molnar</i> <i>Altyre Estate</i> <i>FLS</i> <i>Moray Estates</i>	Y Y Y Y Y Y	Y – Principle Y
21st May	Altyre, Stoneyford - New Area	Rob Parkinson			Altyre Dallas Dhu	Y	Y
18th June	Roseisle	Finlay McLuckie	Kate McLuckie	moragmcluckie@yahoo.co.uk 0797 432 0106	FLS		
20th August – AGM/Score format	Findhorn	Ian Addis			Findhorn Dunes Trust	Y	Y
24th September- SOUL	Cooper Park, Elgin	Peter McLuckie	Morag McLuckie Elizabeth Campbell	moragmcluckie@yahoo.co.uk 0797 432 0106 andrewandlizcampbell@outlook.com 0776 391 7088	Moray Council		

Event Calendar for 2022							
Event	Location	Planner	Organiser	Organiser Contact Details	Permissions	Requested	Granted
22nd October	Darnaway West	Donald Grassie			Moray Estates		
19th November	Lossiemouth Dunes - New Area	Eddie Harwood			Not Moray Council Pitgaveny, Innes or FLS?	Y	N

Annex B –Balance Sheet

Balance Sheet April 2021-February 2022

Current Account				
Income	£		Expenditure	£
Event Income	7,711.75		Map printing	1,602.70
Map Sales etc	115.00		Mapping	500.00
Kit Sales	588.00		Levies	1,793.80
Coaching	0.00		Equipment & Kit purchase	811.42
Grants	0.00		Event Expenses	1,344.13
Miscellaneous	214.40		Publicity	0.00
	<u>8,629.15</u>		RDO	0.00
			Coaching Expenses	0.00
Opening balance as at 1st April 2021	10,464.37		Relay entries and JST	343.00
Surplus/Deficit for the year	1,303.36		CPD	0.00
Closing Balance as at 16 Feb 22	11,767.73		BOF payments	95.00
			Miscellaneous	285.74
			Inter A/C transfer	550.00
				<u>7,325.79</u>
			Assets at 16th Feb 2022	£
Project Account	£		Current Account	11,767.73
Opening balance 1 April 2021	5,610.17		Project Account	6,160.17
Transfers from Current A/C	550.00		Cash	100.00
Interest	0.00			<u>18,027.90</u>
Grants received	0.00			
	6,160.17			
Expenditure	0.00			
Closing balance 16 Feb 2022	6,160.17			