



Note of Meeting Moravian Committee Meeting

Registered Charity: SC043563

Monday 27th June 2022 at 7.30pm



Attendees

Present:

Andrew Campbell – Chair
Morag McLuckie – Secretary
Rob Parkinson – Club
Karen Fraser – Finance

Apologies: Elizabeth Furness – Coaching

1. Welcome (Andrew)

Andrew welcomed the committee to the meeting at Morag's house.

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:

- 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. No further progress. Requirement remains. Action deferred.
- d. To produce a Club publicity leaflet. Action completed. Images for publicity leaflet to be emailed to David Ritchie. Action completed. Margaret agreed to put information about sending David photos in newsletter. Action completed.
- 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 completed.

Matters arising from 3rd June 2021.

3. Chair and Development.

- c. Committee Structure. Andrew 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 completed.

Matters arising from 24th November 2021.

5. Events/Fixtures

- 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. Morag reported that organiser information and templates were now available via the Resources tab on the Club website. In light of recent SOA changes to the Event Risk Assessment template, Morag agreed to contact Paul to update the Event Risk Assessment template to the new version on website. Action Morag.

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.

Matters arising from 16th February 2022.

3. Moray 2023

It was agreed that a new 'Moray 2023' tab would be added to the Club website so Club members could be kept up to date with plans for the S6D. Action ongoing. Paul Furness to be asked to add this to website. Action Morag.

4. Club & Membership (Rob)

- a. 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. A meeting to discuss the report was held on 30 March 2022 with the record of decisions at Annex C. Action completed.

5. Communications and Publicity (Andrew/Rob)

- a. Club Website and Dropbox Account – Paul.

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 deferred.

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. **Paul to be asked how the Club could get a better return on the 2000+ participants at the Brodie event. Paul to be thanked for his excellent work in organising this event. Action Rob.**

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 completed. **Kathryn to be thanked for her excellent work in managing the Club's Instagram account. Action Rob.**

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. Event cancelled. Action completed. The location of the event in October may need to be changed from Darnaway West to Darnaway South due to Moray 2023 embargoes. Andrew reported that the event had now been changed to Darnaway South, with BOF informed and the Club website updated. Action completed.

b. Entries – Paul.

Paul 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. **David to be asked to print out some of these EOD forms for the next event. Action Morag.**

c. Mapping update – David.

It was agreed that Jon would update the Club's maps to the required specifications. Andrew reported that David, Club Mapping Rep, was managing Map Specification updates with Club mappers, as required and when needed. Action completed.

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. It was agreed that Karen would apply to the Berry Burn Community Fund in September 2022 when the next round of bids open. **Action Karen.**

8. Chair & Development Update

a. Member's Survey – Andrew.

It was agreed that the outcome of the recent Member's survey would be discussed by the Main Committee in a separate meeting. Morag would arrange that meeting. Action completed. A meeting was held on 30 March 2002 and the Records of Decision are attached at Annex C. The Committee went through those actions and updated progress. Progress of actions would be reviewed again at the next Committee meeting. **Action All.**

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 completed. **Andrew would collate committee roles and send them to Paul for the website. The Silver Award Spreadsheet would then to be sent to SOA by the next Committee Meeting. Action Andrew & Morag.**

9. Any Other Business (Andrew)

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. **Ongoing. Action Karen.**

3. Moray 2023 & Coaching (Elizabeth)

In her written report, Elizabeth informed the Committee of her intention to stand down as Lead Coach at the AGM in August. Andrew thanked Elizabeth for her tremendous contribution to the Club and there was a discussion on club roles. The following report was received from Elizabeth re.Moray 2023: Planning and Controlling teams for each day are just about in place; I have one club to chase up for one day. The contracts for map updating have been issued: Jon Musgrave for Lossie and Roseisle; Steve Smirthwaite for Darnaway and Forres; Jon Hollingdale for Culbin. The application for WRE status for Days 2 and 3 will be submitted to IOF via BOF within the next few weeks (deadline is end of September). Contracts/agreements with landowners for parking/arena areas are being finalised by Nikki. Tender invitations are being sent out for Entries, Event Computing and Printing (this is a requirement by 6 Day Board for areas of major expenditure). I would like to be further on with identifying people from the Club to take on some of the central roles, many of which don't require any/much work to be done until next March/April or even later but which are central to the successful organisation of the event. I will make up an information board and redo the role overview sheets for a display at the Findhorn event/AGM. **Action Elizabeth.**

<p>4. Club & Membership (Rob)</p> <p>Rob reported that there are currently 115 Moravian members. This is down 36 from the same time last year. It was unlikely that membership levels would change further this year. It was noted that a number of members had not been to many (or any) events this year and Andrew had contacted them to encourage their participation. Andrew reported that the Hopeman Gala on 16 July 2022 offered a further opportunity to attract newcomers, while the Committee re-affirmed its commitment with taking opportunities to attract newcomers and juniors, including working with Active Schools. Recent feedback from newcomers indicated that referring to events as 'League events' may be off-putting. As a result, it was agreed to change the name of 'Saturday League events' to 'Saturday Local events'. Website to be updated with "new" name by Paul. Action Rob.</p>
<p>5. Communications and Publicity (Andrew/Rob)</p> <p>Rob reported that the Club's social media was getting a lot of interest, but that interest had not resulted in more people attending events. He and Andrew reported that they had made a concerted effort to push and publicise the recent Saturday event at Roseisle (via social media and contacting Club members), but that had only resulted in limited success with about 10 more people attending compared to the previous two events. It was agreed to continue to push future events using FaceBook and to continue to encourage recent newcomers and Club members to future events.</p>
<p>6. Events/Fixtures</p> <p>a. Fixtures Programme for 2022/23 – Andrew.</p> <p>The latest fixtures and permissions/access for 2022/23 was sent out ahead of the meeting and can be found at Annex A. Of note, Andrew reported that the August AGM event was still in need of an organiser, and that permission for the Elgin SOUL in September was ongoing and progressing with Moray Council. Andrew reported that he and David had met recently and, from it, he proposed the event programme for 2023 (at Annex A). He informed that Committee that a number of new areas were being proposed, which would be useful due to embargoed areas in the run-up to Moray 2023. Any comments on the 2023 programme would be gratefully received. Action All.</p>
<p>7. Accounts (Karen)</p> <p>Karen gave an overall update on the accounts with no significant concerns or issues. The Balance Sheets and a summary of event expenditure can be found at Annex B. It was noted that a few recent events had resulted in a small loss. As a result, it was agreed that the Club's entry prices should be reviewed to ensure that they were comparable with neighbouring Club prices, particularly the Northern Night Cup. Action Karen.</p>
<p>8. Chair & Development Update</p> <p>a. Update on SOA COVID Guidelines – Andrew.</p> <p>Andrew reported that the Club website was up to date with the most recent SOA COVID guidelines, which was issued at the end March 2022. There is now a new Event Risk Assessment, which combines previous Event and COVID RAs, with the COVID element needing to be completed for indoors activity only. The Club will continue to provide hand sanitiser and gloves at events. EOD at events is once again allowed which was good news.</p>
<p>9. Any Other Business (Andrew)</p> <p>a. EOD at events</p> <p>Karen put forward the need for a Club mobile phone in order to be able to use the new "Sum Up" card reader in order to pay for EOD at events. It was agreed that Karen would look into buying a 'PAYG' phone for Club use. Action Karen. The Club's inventory list would need to be updated to include the new phone (when purchased) and the organiser guide updated to remove the requirement for a float from the Treasurer. Action Morag.</p>
<p>10. Next Committee Meeting (Morag)</p> <p>Andrew identified that the next meeting would be the AGM in August. An Agenda to be produced for this and the date circulated to members. Action Morag.</p>

Annex A – Events Programme & Permissions (Andrew)

Event Programme and Permissions – 2022

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@briach.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
23rd April	Dufftown - Cancelled				Moray Council	-	-
7 th May	Quarry Wood	MTBO	MTBO	-	FLS	Y	
8 th May	Sanquhar Altyre Newtyle/ Phorp Sluie	MTBO	MTBO	-	Moray Council FCWT FA Nick Molnar Altyre Estate FLS Moray Estates	Y Y Y	Y – Principle Y
21st May	Altyre, Stoneyford (New)	Rob Parkinson	Paul Furness	paul@briach.net	Altyre Dallas Dhu	Y	Y
18th June	Roseisle	Finlay McLuckie	Kate McLuckie	moragmcluckie@yahoo.co.uk 0797 432 0106	FLS	Y	Y
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 andrewandlizcamp	Moray Council	Y	

Event Calendar for 2022							
Event	Location	Planner	Organiser	Organiser Contact Details	Permissions	Requested	Granted
				bell@outlook.com 0776 391 7088			
22nd October	Darnaway South	Donald Grassie	Rob Parkinson		Moray Estates		
19th November	Lossiemouth Dunes (New)	Eddie Harwood			Not Moray Council Pitgaveny, Innes or FLS?		
December – Northern Night Cup	Stoneyford						

Proposed Event Programme and Permissions - 2023

Event Calendar for 2023							
Event	Location	Planner	Organiser	Organiser Contact Details	Permissions	Requested	Granted
January	Altyre South				Altyre Estates		
January - Northern Night Cup	TBD						
February	Gordonston				Gordonston		
March	Carsehill (New) or Quarry Wood				Moray Estates or FLS + Eight Acres		
April	Dufftown		Andrew Campbell	andrewandlizcampbell@outlook.com 0795 162 8600	Moray Council		
May	Fochabers and Gordon Castle (New)				Moray Council Gordon Castle		
June	Lossiemouth – Six Days Model Event				Moray Council FLS		
<i>July-August</i>	<i>Scottish Six Days</i>						
September	Darnaway North				Moray Estates		
October	Roseisle and Burghead (New)				FLS Moray Council		
November	Culbin				FLS		

Annex B –Balance Sheets and Event Expenditure

Balance Sheet April 2021-April 2022

Current Account			Expenditure		
Income		£			£
Event Income		8,182.34	Map printing		1,742.70
Map Sales etc		115.00	Mapping		800.00
Kit Sales		588.00	Levies		1,898.80
Coaching		0.00	Equipment & Kit purchase		811.42
Grants		0.00	Event Expenses		1,507.63
Miscellaneous		214.40	Publicity		0.00
		<u>9,099.74</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		862.25	CPD		0.00
Closing Balance as at 31 Mar 2022		<u>11,326.62</u>	BOF payments		95.00
			Miscellaneous		438.94
			Inter A/C transfer		600.00
					<u>8,237.49</u>

Assets at 31 Mar 2022		£
Current Account		11,326.62
Project Account		6,210.17
Cash		100.00
		<u><u>17,636.79</u></u>

Project Account		£
Opening balance 1 April 2021		5,610.17
Transfers from Current A/C		600.00
Interest		0.00
Grants received		0.00
		6,210.17
Expenditure		0.00
Closing balance 31 Mar 2022		<u>6,210.17</u>

Balance Sheet April 2022-June 2022

Current Account			Expenditure		
Income		£			£
Event Income		255.46	Map printing		92.00
Map Sales etc		0.00	Mapping		0.00
Kit Sales		0.00	Levies		117.00
Coaching		0.00	Equipment & Kit purchase		103.82
Grants		0.00	Event Expenses		0.00
Miscellaneous		36.00	Publicity		50.00
		<u>291.46</u>	RDO		0.00
			Coaching Expenses		0.00
Opening balance as at 1st April 2022		11,326.62	Relay entries and JST		315.50
Surplus/Deficit for the year		-586.86	CPD		50.00
Closing Balance as at 27 June 2022		<u>10,739.76</u>	BOF payments		0.00
			Miscellaneous		0.00
			Inter A/C transfer		150.00
					<u>878.32</u>

Assets at 27 June 2022		£
Current Account		10,739.76
Project Account		6,360.17
Cash		100.00
		<u><u>17,199.93</u></u>

Project Account		£
Opening balance 1 April 2022		6,210.17
Transfers from Current A/C		150.00
Interest		0.00
Grants received		0.00
		6,360.17
Expenditure		0.00
Closing balance 27 June 2022		<u>6,360.17</u>

	Income	Expenses			Total	Profit/Loss
		Maps	Levies	Expenses		
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
Quarrelwood (20 Nov)	187.40	53.60	55.50	0.00	109.10	78.30
Sanquhar (15 Jan)	262.87	91.50	87.00	0.00	178.50	84.37
Findhorn NNC (26 Jan)	175.51	68.40	61.50	51.00	180.90	-5.39
Culbin NNC (5 Feb)	126.75	32.00	37.50	27.50	97.00	29.75
Logie (19 Feb)	238.00	67.50	58.50	55.00	181.00	57.00
Millbuies (5 Mar)	159.28	72.50	46.50	55.00	174.00	-14.72
StoneyFord (21 May)	179.56	44.00	58.50	0.00	102.50	77.06
Roseisle (25 Jun)		48.00	58.50			

Miscellaneous expenditure

Donation to Friendly Access	50.00
Mor.Scot domain renewal	83.98
Account verification	50.00
Foreign Payment Charge	15.00
DHL Duty on Bryzos tops	86.76
Club awards/medals	153.20
TOTAL	438.94

To discuss:

1. Responses to the Moravian Members' Survey
2. The Orienteering Foundation's Newcomer Retention Group Report

Record of Decisions Made:

Decision	Action
1. Plan an event to introduce members to organising an orienteering event – potential date, 7 th May 2022 Advertise in Newsletter.	Elizabeth Only one member signed up, so event did not take place. Action completed.
2. A summary of survey responses to be produced and shared via newsletter.	Andrew Action completed.
3. Publicise Minutes from each committee meeting in newsletter with a few key points highlighted.	Ongoing. Action Morag
4. Organise another Event Safety Workshop for members. Ask Donald Grassie if he is willing to do this online again.	Donald willing to do this. ESW to be advertised later in the summer via the Newsletter and suitable dates to be arranged with Donald. Action Morag
5. Production of Moravian publicity leaflet. Photos required of members in club kit. Aim to get this printed by the end of April	All to source suitable photos. Rob to arrange printing. Action completed.
6. New Beginners page content to be added to Club website with links to the new publicity leaflet and SOA beginners guide.	Rob Action completed.
7. Send message to newcomers with information about the next events.	Andrew Action completed.
8. Steve to be asked about re-mapping the POC at Quarry Wood	Ongoing. FLS to be emailed about replacing a couple of missing control posts and also asked about possible POCs in Culbin and Roseisle. Action Andrew
9. Members to be asked if anyone is able to be the Moravian lead for "Virtual" Orienteering, e.g. MapRun. Roo to be asked about his earlier involvement with this.	Rob Ongoing.
10. Event Participation cards to be produced for Juniors to collect stamps for event attended.	Karen to create a possible design
11. Committee to learn how to use SI system with a mobile phone for use at small events.	Elizabeth to ask Paul Furness to see whether he could arrange a session to demonstrate this. Paul to be asked if he can demo using a phone to store results at an event. Action Morag