



Minutes of Moravian Committee Meeting at Holme Steading Wednesday, 29th November 2023 at 10.00 am

Present: Andrew Campbell – Chair & Acting Fixtures Morag McLuckie - Coach
Rob Parkinson – Club & Acting Secretary Karen Fraser – Finance

Apologies: Emma Tunnard - Permissions

1. **Welcome** Andrew welcomed the committee to the meeting

2. **Matters arising/outstanding from previous minutes.**

16th February 2022

9. **Any other business**

b. The issue of insurance for SI equipment and club kit was carried forward for discussion at the next meeting. To be discussed with Paul Furness. **Action Karen/Rob on-going**

27th June 2022

10. **Any other business**

EOD at Events. Following discussion, it was agreed that Karen would investigate buying a mobile for Club use. It was agreed that Karen would investigate a tablet instead. Noted on-going issue with SUM UP **Action Karen on-going**. The Club's inventory list would need to be updated when new tablet purchased. **Action Secretary – carry forward**

8th December 2022

5. **Fixtures**

c. Mentor Role. Following discussion, it was agreed that an updated list of club event officials, including mentors and first aid trained members will be posted on the club webpages. **Action Karen/Andrew - on-going**. Mentor role description agreed - *added to Dropbox (5/12/23)*

11. **Date and time of next committee meeting.** It was agreed to include key bullet points of discussions for the newsletter after each meeting. **Action Secretary - ongoing**

16th March 2023

3. **Chair**

a. **Silver Award** -The intention is to resubmit the bid in December 2023. **Action Andrew - on-going**

5. **Fixtures**

b. **Event Feedback.** Andrew advised that it was not feasible to expand the course closure box on the website and, instead, the website site had stated at subsequent events that competitors must report to download by course closure times. Action completed. The Organiser Guide had been updated with event start times. Action Andrew - completed. Rob circulated the draft mentor role description for comment. Action Rob – completed, *posted in Dropbox 5/12/23.*

5th July 2023

3. **Chair**

a. **Website.** Andrew noted the need to make coaching more prominent on the website, in part to support the resubmission of our Silver Award bid to SOA. It was agreed to ask Paul to add a new tab to the top level, so that coaching information would be more directly accessible to members. Action Morag - completed.

b. **Club Development Plan.** It was agreed that a meeting of the core committee would be held in the Autumn to review progress against the Club Development Plan 2022-27. Action Rob - see Chair's report Item 3a below.

c. **Club Constitution.** Andrew and Emma had noted that the Club constitution has not been reviewed since 2016. It was agreed that the committee should review the constitution in the Autumn, and then put any proposed amendments to members. A meeting would be arranged for the review - see Chair's report Item 3a below.

d. **Moravian Junior Grant Policy.** Four applications for the Junior Grant Policy had been received for 2023 by the 30 June deadline. Rob, Karen and a third committee member would consider later in August. Action Rob/Karen **Completed - and submission dates revised (June/Sept), posted on club website.**

4. **Club & Membership**

a. **Membership update.** It was noted that the SOA membership system (using SI Entries) does not allow notification when new members join. Morag asked if it is possible to access SOA membership list. Action Rob *link forwarded to Morag post-meeting. Reply from SOA indicates that the current system will not allow notification when new members join.*

b. **Permanent Courses Update (Andrew/Rob).** Emma, Morag and Rob had confirmed that new orienteering posts had been positioned in Quarry Wood, but they still required numbering and painting. Andrew agreed to seek a further update on progress from FLS – Action Andrew completed on 24 Nov 23. In the meantime, MM and RP offered to check the status of the posts in Quarry Wood and report back at the next meeting. **Action Rob and Morag.** Once confirmed, the POC will be advertised on the Club website, as well as BOF's Go Orienteering pages. **Action Andrew/Rob - on-going, once woods revisited.**

c. **Club Development Officer update (Rob/Karen).** Rob and Karen updated the committee on Will's activities. They advised that several events (e.g Elgin Family Day, Keith Community Treasure Hunt) had been planned for July leading up to the S6Ds. It was agreed to hold a meeting with Karen, Andrew and Rob in late August to review Will's plans for the Autumn. It was suggested that a review meeting be held early in the New Year - Will, Rob, Karen, Andrew. **Action Rob**

d. **Club Equipment Shed.** Rafford Villlage Hall committee agreed to allow the Club to store kit in the shed at the rear of the hall. This space would require some maintenance to make it fully suitable. Rob agreed to thank

Nikki Howard for investigating Darnaway and to inform Lesley. Action Rob - completed. It was reported that Rob and Paul Furness are progressing shed/lockup renovation. **Action Rob/Paul - on-going**. The committee thanked Rob and Paul for their efforts with this project.

5. Fixtures and Permissions

a. Fixtures Programme update for 2023. Andrew agreed to forward Karen the series' financial breakdown for payment of monies. Action Andrew - completed. Andrew informed the Committee that he would be holding a 'wash up' meeting with INVOC to decide on a future series next spring/summer. Action Andrew – completed - and agreed as successful. It is planned to hold a similar Summer Urban programme of events in 2024. Andrew would also investigate the provision of an event safety workshop for the Autumn. Action Andrew – completed. Lynne Walker was holding an event in mid-January. Andrew had notified interested Moravian members. Event fees (£3) would be paid by the Club.

b. Computers. The committee agreed to the replacement in the coming months, at an approximate cost of £400-£600 per laptop. Andrew would inform Ian and Paul of the Committee's decision. Action Andrew - completed.

c. Gordonstoun. Following discussion, concerns were raised regarding access and landowner permission, and a unanimous agreement was not reached for Gordonstoun to have access to the map files. Andrew would inform Gordonstoun of the decision. Update on Action - Andrew discussed with the Access sub-group, who recommended that Quarry Wood and Roseisle map files be released. Some of the Core Committee still had reservations relating to permissions that could conflict with clubs use of these areas and suggested that only the Quarry Wood map file be released to Gordonstoun in the first instance, with the stipulation that permission be sought from FLS before use. Further, it was agreed that the Gordonstoun leader responsible for the map files be a BOF member. Andrew would inform Gordonstoun of the decision. **Action - Andrew**

e. Event feedback. It was agreed to upload the mentor role description document onto the Club's website. Action Rob - done. It was also agreed that Event feedback would become a standing item on the committee agenda under 'Fixtures'. Action Rob – complete.

7. Coaching update

Morag noted that due to work and other commitments, the regular pre-local event coaching sessions will not restart until January. However, Morag would discuss targeted school activities for the Autumn with Emma, Karen and Will. **Action Morag – see Item 7 below**.

8. Any other business

b. Arrangements for the AGM. It was agreed that the agenda of the AGM would be the same as the 2022 agenda. Rob agreed to include the agenda in 11July newsletter. Action Rob - completed. Rob to check with David that arrangements for hire of the Club Room were in place. Action Rob – completed.

c. SOA Dispatches. It was agreed that future SOA Dispatches emails would be circulated to the wider committee. Action Rob (*completed 6/7/23*). SOA confirmed that these updates only sent to key Club officials, and therefore Rob would remind members periodically to look at the SOA news pages (from which the Dispatches are compiled). **Action Rob**.

3. Chair's report

a. Club Development Plan/Constitution Review. It was agreed to meet in late January 2024 to discuss these items. Andrew and Rob would liaise prior to the meeting to confirm documentation to be reviewed. **Action Andrew/Rob**.

b. Silver Award re-submission. Andrew committed to submitting the revised Silver Award documentation by the end of December 2023. **Action Andrew/committee as necessary**. Morag will forward Coaching plans and update *-completed 30/11/23*.

4. Club & Membership

a. Membership update. Rob reported that BOF and SOA have made changes to membership categories for 2024 (family, young adult). BOF categories/fees had been agreed and members notified. SOA categories/fees are confirmed, but not all clubs have ratified changes, so membership via SI is not yet live for new categories. It was agreed that the Club would embark on our intensive membership campaign with immediate effect. **Action Rob**. Following a suggestion by Liz Campbell and a subsequent discussion, it was agreed that members would be offered a free run if they brought along someone new to the club to an event. It was agreed to include an Item for the newsletter/social media in run up to events, and to inform event organisers - **Action Rob for newsletter and social media publicity, and Andrew for event organiser information**.

b. Club Development Officer update. Rob gave a brief update on Will Hall's activities in recent months, and noted that a review meeting would take place in January (subsequently confirmed for 24 January 2024).

c. Rafford Christmas Fayre Rob reported that a Moravian Orienteers table selling home-baked Christmas Fayre would be manned at this event (9 December) to raise money for the refurbishment of the equipment lock up at Rafford. **Action Rob** - article for newsletter (completed 6/12/23). The committee thanked Rob and Paul Furness for their efforts to date with this task.

5. Fixtures and Permissions

a. Fixtures Programme update for 2023/4. Andrew updated the committee on the fixtures and permissions for 2024, as arranged with Emma and David Ritchie (Annex A). He thanked everyone who had contributed to a successful programme of events over the last few months. The committee noted that the club made a full contribution to the success of the Scottish Six Days in July/August. It was noted there is a full and varied programme of events planned for 2024, including NNC, Summer Urban, Scottish Relays and Forest events. It was noted that some scheduled events are to be held on Sundays, to accommodate planning/organising teams who work on Fridays.

b. Event Feedback. Since the last meeting, four events had been held, with one observation from the Roseisle event in October regarding event cancellation and bad weather. Following discussion, it was agreed that the current practice should continue – namely should bad weather threaten the viability of holding an event, the organiser(s) should be supported by the event mentor/controller, and other committee members as required, in coming to a decision on whether to cancel. The Committee noted that this practice had been adopted with success at the Roseisle event and no change was required.

6. Accounts

Karen was thanked for the presentation of the accounts (Annex B): Event Summary Apr-Nov 23 and Balance Summary Apr-Nov 23. Following discussion, it was agreed to remove the Altyre Room AGM hire charge from Event expenses to Miscellaneous. **Action Karen**. It was noted that grants agreed by the sub-committee were paid out to club juniors who had applied. It was agreed to raise the entry fee for the Burgie NNC event to cover a donation of £1 per competitor to the charity supported by the landowner (as requested by the landowner). **Action Karen – to inform the event organiser (completed) and to pay the landowner post event.**

7. Coaching update

Morag updated the committee on coaching activities that have recently taken place, and plans for 2024 (Annex C, circulated after the meeting). Morag and Karen recently attended a SOA CPD Day, which was very positive. It is planned to hold coaching sessions before most local events in 2024. Morag and Will Hall would discuss using MapRun again at the Gordon Castle event in March. **Action Morag**. It was also agreed that Morag should discuss another Club coaching day with Hilary Quick in Spring 2024. **Action Morag**. There was a discussion relating to new members who hold coaching qualifications, which Morag would follow up. **Action Morag**

8. Any Other Business

- a. Arrangements for the Club Annual Awards evening. Andrew updated the committee on plans for the Club Awards evening (13 January 2024). Members had been informed via the Newsletter and asked to offer contributions of food as last year. It was noted that 2024 will be the 50th Anniversary of the founding of the club. Andrew was in discussion with well-established club members to present an overview of the history and achievements of the club. He is investigating sourcing wooden trophies for prize-winners. **Action Andrew**. Morag will ask Finlay, Kate and other Juniors if they can organise a quiz. **Action Morag**
- b. CSC qualifier date clash. Rob expressed disappointment that the CSC qualifier at Birnam Woods in February clashes with a BOF National Junior Squad training weekend. As a result, four of our juniors would be unable to complete in the CSC event.

9. DTNMs

Development Plan and Constitution review: 25th January 2024, 10.00 am. Venue Morag's. **Action Sec.**
Committee Meeting 7th March 2024 10.00 am. Venue Karen's. **Action Sec.**

Annex A. Event Programme and Permissions 23-24

Event Programme and Permissions – 2023

Event Calendar for 2023									
Event	Location	Planner	Organiser	Mentor/ Controller	Organiser Contact Details	Permissions	Requested	Granted	BOF
Sat 14th January	Quarry Wood	Eian Smith, Kaisa Oikkonen	Liz Campbell	Rob Parkinson	andrewandlizcampbell@outlook.com	FLS Eight Acres Hotel	Y	Y	Y
Wed 25 th January – NNC #5	Forres Golf Course	Andrew Campbell	Karen Fraser	Steve Smirthwaite	jp_kf@mac.com	Forres Golf Club	Y	Y	Y
Sun 5th February	Gordonstoun	Michael Bishenden	Andrew Campbell	Steve Smirthwaite	andrewandlizcampbell@outlook.com	Gordonstoun	Y	Y	Y
Sat 11th March	Altyre South	Rob Parkinson	Ken Anderson	David Ritchie	Ken.anderson11@btinternet.com	Altyre Estates	Y	Y	Y
Sat 15th April	Dufftown	Donald Grassie	Peter McLuckie	Andrew Campbell	Pamcluckie@yahoo.co.uk	Moray Council	Y	Y	Y
Sat 20th May	Findhorn	Bill Young	Laurie Parmenter	Andrew Campbell	Laurieparmenter@btinternet.com	Findhorn Dunes Trust	Y	Y	Y
Wed 7 th June A4 Design & Print Urban Series #1	Forres – Pilmuir, Thomhill and Knockmie	Colin Hall	Andrew Campbell	Andrew Campbell	andrewandlizcampbell@outlook.com	Moray Council	Y	Y	Y
Sat 24th June	Lossiemouth	Scarlett Britain	Roo Hornby	Rob Parkinson	Roo.hornby@btinternet.com	Pitgaveny Estate	Y	Y	Y
Wed 28th June A4 Design & Print Urban Series #4	Elgin South	Finlay McLuckie	David Ritchie	David Ritchie	drhonehowe@gmail.com	Moray Council	Y	Y	Y
July-August 30th July-4th August	Scottish Six Days	-	-	-	-	-	-	-	-
Sat 19th August - AGM and Retro-O	Altyre – Office Wood and Fairy Hills	David Ritchie	David Ritchie	Andrew Campbell	drhonehowe@gmail.com	Altyre Estates	Y	Y	Y
Sat 9th September	Damaway East - Regional	Peter McLuckie	Morag McLuckie	Ewart Scott	moragmcluckie@yahoo.co.uk	Moray Estates	Y	Y	Y
Sat 21st October	Roseisle West	Kate McLuckie	Finlay McLuckie	Peter and Morag McLuckie	finlaymcluckie@gmail.com	FLS	Y	Y	Y
Sat 25th November	Culbin East	Karen Fraser	Andrew Campbell	Elizabeth Furness	Andrewandlizcampbell@outlook.com	FLS Mr Malcolm Middleton	Y	Y	Y
Wed 6 th December	NNC # 2 – Burgie Arboretum	Michael Bishenden	Andrew Campbell	Rob Parkinson	Andrewandlizcampbell@outlook.com	Hamish	Y	Y	Y

Last Update – 26 Nov 23

Event Programme and Permissions – 2024

Event Calendar for 2024									
Event	Location	Planner	Organiser	Mentor/ Controller	Organiser Contact Details	Permissions	Requested	Granted	BOF
Sat 13th January	Lossiemouth Oakenhead					Moray Council Pitgaveny Estate (Oakenhead)	Y		
Wed 31 st January	NNC # 5 - Carsehill	Anna Howard	Nikki Howard		littlebervie@icloud.com	Ardgye – Mrs McInnes Knock of Alves – Mr Petrie Carsehill – Moray Estates	Y Y Y		Y
Sun 25th February	Lossie Forest East + Binn Hill					FLS			
Sat 9 th March	Gordon Castle					Gordon Castle Estate	Y		
Sun 28 th April	Burgie Arboretum	Paul Furness	Elizabeth Furness		eif@briach.net				
Sat 11 th May	Aberlour								
Sun 26 th May	Scottish Relay Championships - Roseisle	Eddie Harwood							Y
Sat 15 th June	Culbin	Nikki Howard	Karen Fraser		fraservachting@gmail.com				
Wed 19 th June	Urban League – Forres Centre								
Wed 3 rd July	Urban League – Elgin Centre								
Sun 25 th August	Brodie Castle and AGM	Scarlett Britain	Fran Britain		frances@the-britains.com				
Sun 22nd September	Urban Double Header with INVOC	Finlay and Kate McLuckie		Peter McLuckie					
Sat 19 th October	Damaway North								
Sun 24 th November	Altyre – Fairy Wood	Karen Fraser	Ben and Elizabeth Holmes		wheatabeat@gmail.com embrocke100@gmail.com				

Last Update – 26 Nov 23

Annex B. Financial Summary

Event summary Apr-Nov 23

	Income	Expenses			Total	Profit/Loss
		Maps	Levies	Expenses		
Dufftown 15/04/23	296.92	99.12	87.00	50.00	236.12	60.80
Findhorn 20/05/23	277.12	103.40	79.50	-	182.90	94.22
Northern Urban League Event 1	154.44	-	46.50	-	46.50	107.94
Oakenhead	194.00	96.88	61.50	31.50	189.88	4.12
Northern urban League Event 4	158.40	-	55.50	-	55.50	102.90
Altyre RetrO Aug 23	111.90	32.00	46.50	50.00	128.50	-16.60
Darnaway regional Event Sep 23	1507.64	164.03	268.20	458.50	890.73	616.91
Roseisle North Oct 2	304.50	66.16	61.50	48.95	176.61	127.89
Culbin Nov 23	342.48	95.38	112.50	-	207.88	134.60

Note: it was agreed to move £50 expenses (AGM Room hire) from costs associated with Altyre Retro event to Miscellaneous.

Balance summary Apr-Nov23

Event Income	3,767.83
Map Sales etc	0.00
Kit Sales	711.50
Coaching	118.50
Grants	5,275.00
Junior Funds	676.10
Miscellaneous	632.00
	<u>11,180.93</u>
Opening balance as at 1st April 2023	4,008.94
Surplus/Deficit for the year	2,633.86
Closing Balance as at 28th November 2023	<u>6,642.80</u>

SI Entries Charges	371.25
Map printing	682.97
Mapping	1,600.00
Levies	706.20
Equipment & Kit purchase	1,352.63
Publicity	0.00
Event Expenses	662.45
RDO	30.80
Coaching Expenses	60.00
Relay entries and JST	1,090.38
Junior Grants	900.00
CPD	110.00
BOF payments	80.00
Miscellaneous	500.39
Inter A/C transfer	400.00
	<u>8,547.07</u>

Project Account	£
Opening balance 1 April 2023	8,310.17
Transfers from Current A/C	400.00
Grants received	2,363.00
	<u>2,763.00</u>

Assets at 28th November 2023	£
Current Account	6,642.80
Project Account	7,959.93
Cash	100.00
	<u>14,702.73</u>

CDO	3,003.24
Expenditure	110.00
	<u>3,113.24</u>
Surplus/Deficit for the year	-350.24
Closing balance 28th November 2023	<u>7,959.93</u>

Annex C. Coaching Report from Committee Meeting on Wednesday 29th November 2023

- Karen and Morag both attended the SOA Coaching CPD Day at Kinnoull Hill, Perth on 23rd Sept 2023. This was a great opportunity to share ideas and we both came away feeling inspired and motivated.
- Finlay, Sophie and Scarlett have recently achieved their SOA Young Coaching Assistant award having completed a one-day course at Glenmore Lodge earlier this year, followed by assisting at three of the Club Coaching sessions and then reporting on these.
- Will organised a MapRun course at the Club Event at Roseisle in October. However, due to the poor weather, there were few participants available to try this out. It was felt that MapRun works best in open areas and it was agreed that it would be trialled again at a Club Urban/Park event in 2024.

Moravian Club Coaching Plan 2024

Theme: Building on Basic Techniques

Date	Provisional Plan	Location
13 th January 2024	Pre-event coaching to review basic techniques L1 Coaches = Morag McLuckie & Karen Fraser Yls = Scarlett Britain, Sophie Howard & Finlay McLuckie Helpers = Anna Howard, Peter McLuckie, Kate McLuckie	Lossiemouth Oakenhead
24 th February 2024	Moravian Coaching Day for all (on the day before the Club event.)	Lossie Forest East + Binn Hill
9 th March 2024	Pre-event coaching session	Gordon Castle
28 th April 2024	Pre-event coaching session	Burgie Arboretum
11 th May 2024	Pre-event coaching session	Aberlour
15 th June 2024	Pre-event coaching session	Culbin