

## BASOC Committee Meeting

**Monday 11<sup>th</sup> February 2019, 7pm – 9pm, Aviemore Community Sports Hub, Meeting Room.**

**Present:** Gemma Karatay (Chair), Jane Cox (JaC)(Secretary), Jo Cumming (JoC), Issie Inglis (II), Mehmet Karatay (MK)(Deputy Treasurer), Clare Kemsley (CK), Ann McGougan (AM), Hilary Quick (HQ) (Volunteer Co-ord/Child Protection).

**Apologies:** Peter Lamb (PL) (Treasurer), Izzy Cox (IC)(Junior Rep).

Item	Detail	Action	Comments
1	<b>Welcome.</b>	<ul style="list-style-type: none"> <li>➤ The Chair welcomed everyone to the meeting.</li> <li>➤ The Chair asked committee members to briefly outline their ideas for future meetings, (to be collated for reference).</li> </ul>	GK
2	<b>Matters arising from previous minutes.</b>	<ul style="list-style-type: none"> <li>➤ Nothing to report.</li> </ul>	
3	<b>Permissions.</b>	<p>Access permissions were discussed, in light of the new Committee; permissions should be allocated by role for ease of future committee changes.</p> <ul style="list-style-type: none"> <li>➤ <b>Dropbox access:</b> <ul style="list-style-type: none"> <li>• Write-Access should be available to Chair, Secretary and Volunteer Co-ord Roles. <ul style="list-style-type: none"> <li>▪ Detailed instructions for use/access will be issued to any role with write-access, to safeguard files.</li> </ul> </li> <li>• Read-Access should be available to any club member requiring it when acting as an event official/training assistance etc.</li> <li>• Dropbox Management should be held by one of the Committee roles.</li> </ul> </li> <li>➤ <b>BOF/SOA responsibilities:</b> <ul style="list-style-type: none"> <li>• Membership access: Chair, Secretary;</li> <li>• Registering Activities: Coach co-ord (currently Lynne Walker), Volunteer Co-ord (currently Hilary Quick);</li> <li>• Registering Events: Volunteer Co-ord role;</li> </ul> </li> </ul>	GK to liaise with Paul Frost regarding Dropbox account and how to transfer access rights.

Item	Detail	Action	Comments
3	Permissions (contd).	<ul style="list-style-type: none"> <li>• Loading Results: Volunteer Co-ord.</li> <li>➤ <b>Website posting access:</b> <ul style="list-style-type: none"> <li>• Access for posting to the BASOC website should be available to Chair, Secretary, Communications and Volunteer Co-ord roles.</li> </ul> </li> <li>➤ <b>Communications/club emails:</b> <ul style="list-style-type: none"> <li>• Facebook: Kat/Izzy?</li> <li>• Communications (e-news): Lynne;</li> <li>• Mailchimp: Secretary (review current access).</li> </ul> </li> <li>➤ <b>Bank Signatories:</b> <ul style="list-style-type: none"> <li>• 4 new signatories: Treasurer (PL), Asst. Treasurer (MK), Secretary (JaC), + 4<sup>th</sup> committee member (AM).</li> </ul> </li> </ul>	<p>GK to liaise with Paul Frost re posting items to the website.</p> <p>GK to liaise with Paul Frost re mailchimp access/management. PL to change signatures.</p>
4	Volunteer Roles for 2019	<ul style="list-style-type: none"> <li>➤ The Volunteer Co-ordinator is in the process of reviewing the role descriptions;</li> <li>➤ Events Co-ordinator role responsibility will be split as follows: <ul style="list-style-type: none"> <li>• Clubs/SOA liaison – Chair;</li> <li>• Admin – Volunteer Co-ord;</li> </ul> </li> <li>➤ Child Protection Officer: Clare Kemsley will take over from Hilary Quick;</li> <li>➤ Access Officer: James Tullie will deal with access queries/permissions.</li> </ul>	<p>HQ</p> <p>HQ/CK</p>
5	BASOC Events	<ul style="list-style-type: none"> <li>➤ <b>2019: 6 local events are proposed:</b> <ul style="list-style-type: none"> <li>• Sunday 3<sup>rd</sup> February (to be re-organised for later in the year);</li> <li>• Sunday 19<sup>th</sup> May (Community O competition);</li> <li>• Sunday 9<sup>th</sup> June (JST &amp; local event);</li> <li>• Sunday 17<sup>th</sup> August;</li> <li>• Saturday 26<sup>th</sup> October;</li> <li>• Club Champs/AGM.</li> </ul> </li> <li>➤ <b>Scottish 6-Days – Strathearn:</b> <ul style="list-style-type: none"> <li>• <b>Planner's Report</b> (Duncan Francis): A complete set of courses have been</li> </ul> </li> </ul>	

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5 (contd)	BASOC Events (contd)	<p>planned, and have been checked by the controller (David Esson) and checked against the other days draft courses. Starts &amp; Finishes confirmed. The Controller is happy with the general shape of the courses, just a few issues to check again. The Elite courses (this is a World Ranking event) are completely separate from the other courses. We have also checked radio control sites. Hope to start taping the sites later in Feb, and we are well on target to go to print in April. Two possible areas for the string course have been identified, which will be planned by someone else. The Map corrections have also been done and implemented.</p> <ul style="list-style-type: none"> <li>• <b>Update from Jo Cumming:</b> Areas for car and coach parking have been identified. Adult BASOC volunteers will be required on Day 3 (Tues 30 July) to marshall car-parking; juniors can help with the String Course – members should contact Jo if they will be available on the day to help. Volunteers will still get a run.</li> </ul> <p>➤ <b>WOLF 2020:</b></p> <ul style="list-style-type: none"> <li>• 27<sup>th</sup> September 2020 has been requested.</li> </ul>	JoC
6	Community O	<p>Lead and overall co-ordinator will be Mehmet (MK);</p> <ul style="list-style-type: none"> <li>➤ Post-Easter week – intro session to north &amp; south Primary Schools;</li> <li>➤ 3 x Beginner Sessions: weeks beginning 29<sup>th</sup> April, 6<sup>th</sup> May &amp; 13<sup>th</sup> May;</li> <li>➤ Final competition event: Sunday 19<sup>th</sup> May pm @ Newtonmore Folk Museum.</li> <li>➤ Volunteers are required for the following roles: <ul style="list-style-type: none"> <li>• Advertising/publicity;</li> <li>• Lead Coach South;</li> <li>• Lead Coach North – CK &amp; JaC will lead with Alice and Anna assisting.</li> </ul> </li> </ul>	MK/CK/JaC
7	BASOC Junior events/training	<ul style="list-style-type: none"> <li>➤ North Area would like to increase the opportunities for juniors to orienteer and socialise with juniors from other clubs;</li> <li>➤ All north clubs have had a request from North Area Junior Training Co-ordinators to host a junior event/to coincide with a club event;</li> <li>➤ Suitable BASOC events would be 17<sup>th</sup> August or 26<sup>th</sup> October, with the latter</li> </ul>	

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7 (contd)	BASOC Junior events/training	<ul style="list-style-type: none"> <li>➤ being the most favoured;</li> <li>• Oct date may conflict with school holidays &amp; the Junior Inter-Area Comp.</li> </ul>	JaC will check
8	Finance	<ul style="list-style-type: none"> <li>➤ The Bank balance is healthy; after funds set aside for Lochaber and kit replacement there is money available for mapping, but this will have to be supplemented by other funding as this is a large cost to the Club.</li> <li>➤ Thanks to Ian Hall who has agreed to head the Funding sub-committee. Funding ideas include: <ul style="list-style-type: none"> <li>• Mapping (agenda item for a future meeting);</li> <li>• Advertising for Community O;</li> <li>• O-kites: events and training;</li> <li>• 2<sup>nd</sup> club tent;</li> <li>• GPS watches/trackers: to be loaned out to members as training aids.</li> </ul> </li> <li>➤ The sub-committee is considering submitting a bid to the Calor Rural Community Fund for some of the above items.</li> </ul>	
9	Items for future meetings	<ul style="list-style-type: none"> <li>➤ The Committee would invite Emma Rawlings, Carrbridge Community Ranger, to a future meeting.</li> </ul>	
10	AOB	<ul style="list-style-type: none"> <li>➤ Child Protection: nothing to report;</li> <li>➤ SI Unit update: a significant number of the units will need battery replacements in the near future (before the 6-Days).</li> <li>➤ The RDO has requested information on any links with local schools – members are asked to forward any contact details/info to the Chair.</li> <li>➤ Online banking: 2 signatories to authorise (if possible) for online payments.</li> </ul>	GK  PL/MK
12	Meeting Schedule 2019	<ul style="list-style-type: none"> <li>➤ <b>Provisional Committee Meetings(tbc):</b> <ul style="list-style-type: none"> <li>• March/April;</li> <li>• May;</li> <li>• Mid-late August;</li> <li>• September/early October;</li> <li>• AGM: Move to early November – 2<sup>nd</sup>/9<sup>th</sup>?</li> </ul> </li> </ul>	
<b>Next Meeting: Monday 18<sup>th</sup> March @ 7pm, Aviemore Sports Hub, Meeting Room.</b>			

<b>OUTSTANDING ACTIONS FROM MEETING</b>	<b>CONTACT</b>
Collate committee ideas.	Gemma Karatay
Review/amend Dropbox/BASOC website access.	Gemma Karatay/Jane Cox/Paul Frost
Review/amend BOF & SOA database and mailchimp access.	Gemma Karatay/Jane Cox/Paul Frost
Amend bank signatories/online banking authorisation.	Peter Lamb/Mehmet Karatay
Volunteer Roles description review.	Hilary Quick
Handover Child Protection role.	Hilary Quick/Clare Kemsley
Car-parking Volunteers for 6-Days (Day 3, 30 <sup>th</sup> July).	Jo Cumming
Volunteers needed for Community O (April/May).	Mehmet Karatay
Check date for Junior Inter-Area Competition.	Jane Cox
Battery replacements for SI units.	Gemma Karatay
Info on contact with local schools.	Gemma Karatay