

## BASOC Board Meeting Minutes

Monday 15 May 2023, 6.30pm – 8.30pm, Grantown on Spey



Present: Clare Kemsley (CK) (Chair), Suzanne Anderson (SA), (Secretary), Jane Chisholm (JCh), Jo Cumming (JoC), Hilary Quick (HQ)

Item	Detail	Record of Actions and Decisions	Action
1	<b>Apologies</b>	<ul style="list-style-type: none"> <li>Apologies received from Lynne Walker and Mehmet Karatay</li> </ul>	
2	<b>Chair Opening Remarks</b>	<ul style="list-style-type: none"> <li>The Chair welcomed all to the meeting.</li> </ul>	
3	<b>Minutes of the last meetings</b>	<ul style="list-style-type: none"> <li>Minutes of the previous meeting were accepted.</li> <li>See action grid for outstanding actions.</li> </ul>	
4	<b>Discussion Item</b>	<ul style="list-style-type: none"> <li>A short discussion was held to clarify responses to be submitted with the annual report to OSCR.</li> <li>SA will now upload the report and finalise the supporting questionnaire on the OSCR website.</li> </ul>	<b>SA</b>
5	<b>Events</b>	<p><b>Past Events</b></p> <ul style="list-style-type: none"> <li>CNPA Big Weekend 13 May. JoC reported that there had been 23 (9 adults plus 14 children) attending. Of these, 5 had expressed an interest in further BASOC activity. JoC agreed to contact them to inform of upcoming events (Findhorn and Tue=O) as well as encouraging them to sign up to the BASOC e-News. For future it was suggested that a different route should be used but that the location (Church Wood) was good. JoC stated that the String plus Score format worked well. Also, timings should be altered to run 2-4pm rather than 1-3pm as participants did not turn up until 2pm.</li> </ul> <p><b>Upcoming Events</b></p> <ul style="list-style-type: none"> <li>The club will attend an event at Findhorn on 20 May. Only 6 entries had been received so far. Decision made not to take club tent and just take BASOC banner (JoC)</li> </ul>	<p><b>JoC</b></p> <p><b>JoC</b></p>

		<ul style="list-style-type: none"> <li>HQ confirmed that the events on 13 Jun (Sue Leadbeatter planner) and 20 Aug (Laura Holland planner) had been registered and that Mike Linnet was available to do the computing. Entry fees for both events were confirmed as £8 senior members, £4 junior/student members; £10/£5 for non-members; EOD £1 extra.</li> <li>CK had received a request from SOA for North region to swap with East region and run the Scottish Champs in May 2024 rather than 2025. The proposal was agreed by the Board. CK to confirm acceptance with Nikki Howard at SOA although emphasise that BASOC cannot provide an area or lead official but can provide mentor/support for organiser/planner/controller. There will be a requirement to engage with MOR and INVOC in due course.</li> <li>JCh gave an update on entries and course allocation for the Scottish Relay championships. JCh to collect club banner and tent from store prior to event.</li> </ul>	<p><b>CK</b></p> <p><b>All to note</b></p> <p><b>JCh</b></p>
<b>6</b>	<b>Tues=O / Training</b>	<ul style="list-style-type: none"> <li>LW had provided an email update prior to the meeting which was read to the board.</li> <li>May training continues, with Callum Scott planning. There will be a social on 30<sup>th</sup>.</li> <li>LW planning June training with event on 13 June and an Event Safety Workshop on 20 June.</li> <li>27 June will use Church Wood with social afterwards.</li> <li>4 July onwards will see permanent course set; location to be confirmed once INT has confirmed the area that is being used for SOL. LW to inform Nick Anderson as planner.</li> <li>JCh confirmed intent to offer MTBO training on a Tuesday. Date proposed was 4 July. Board agreed that there should be no problem with this taking place at the same time as the permanent summer course had been set up. LW to note.</li> </ul>	<p><b>LW</b></p> <p><b>LW</b></p>
<b>7</b>	<b>Communications</b>	<ul style="list-style-type: none"> <li>Next e-News Sunday 4 June, items by 3 June. Then Sunday 26<sup>th</sup> June, items by 25<sup>th</sup> June.</li> </ul>	<b>LW</b>
<b>8</b>	<b>Finance</b>	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	
<b>9</b>	<b>Computing</b>	<ul style="list-style-type: none"> <li>Requirement for club laptop antivirus software to be updated was discussed. Agreed that MacAfee should no longer be used and that an alternative free software option should be investigated. Avast was suggested although it was decided that Gemma Karatay, (GK) as computing lead, should have free reign to decide on appropriate product. Secretary to inform GK.</li> <li>SI units have been returned from having battery replacements.</li> </ul>	<b>SA (for GK)</b>
<b>10</b>	<b>Mapping</b>	<ul style="list-style-type: none"> <li>Email update received from LW.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Scottish 6 Day Company have awarded BASOC £487.50 to have maps updated for magnetic N and some to ISOM 2017-2. LW to get in touch with Steve Barrett to find out if he is interested in doing this.</li> <li>• No word yet on SOA copyright agreement, LW to continue to chase Nikki Howard.</li> </ul>	LW LW
11	Safeguarding	<ul style="list-style-type: none"> <li>• There were no issues to report</li> <li>• HQ provided an update on BOF safeguarding seminar</li> </ul>	
12	AOB	<ul style="list-style-type: none"> <li>• The Board discussed a request from the organisers of the Dramathon seeking volunteers to assist at the event. It was decided that as BASOC is such a small club that no assistance could be offered. Secretary to inform Dramathon organiser.</li> <li>• Submissions for the SOA President's medal, Young Orienteer of the Year and Volunteer Week were discussed. Secretary to coordinate nominations.</li> <li>• An update was received from HQ on the Creag Meagaidh permanent course. Once the course is open a free PDF will be available to download and there will be the option of obtaining a map on site. It is hoped that the club can arrange a Tue=O evening to use the course in August which will be in addition to the permanent course being set locally. Date to be decided once the course is open but likely to be early August.</li> <li>• HQ reported that FVO have asked to use BASOC areas to train over 8-10 December and run an afternoon competition on 9 Dec. The board agreed to this. It was also suggested that HQ respond to FVO with suggestion that BASOC club championships be run on 9 Dec at the same venue with joint planning and that there should be a joint social afterwards. The proposal is for the BASOC AGM to take place earlier in the day. HQ to liaise with FVO (Andy Llewellyn) regarding details and inform Mike Linnet, as organiser of the club champs.</li> <li>• HQ provided an update on membership. 3 new members have joined since the last meeting.</li> <li>• HQ queried the process for stage-2 authentication with Mailchimp. MK to investigate this as part of the ongoing review of mailchimp and alternatives.</li> </ul>	SA SA HQ MK
13	Date of Next Meeting	<ul style="list-style-type: none"> <li>• Meeting schedule for 2023 <ul style="list-style-type: none"> <li>○ 14 August</li> <li>○ 4 September</li> <li>○ 16 October</li> <li>○ 27 November</li> </ul> </li> </ul>	

## Outstanding Actions from Previous Meetings

From Mtg (Date)	Item	Lead	Status
5 Dec 22	LW to liaise with SA to audit membership and update spreadsheet containing membership qualifications	LW/SA	Ongoing
13 Feb 23	Find out what actions are required for Data Access Record (part of role description)	SA	Ongoing
<del>13 Feb 23</del>	<del>Consider future options for coaching days From LW: considering having an hour session prior to the August BASOG event</del>	<del>LW</del>	<del>Complete</del>
13 Feb 23	Arrange suitable Tuesday evening for MTBO training session prior to 6 days	JCh/SA	4 July 2023 selected. Venue tbc.
13 Feb 23	Contact Steve Barratt re updating gridlines on maps	LW	Ongoing
13 Feb 23	Request information on copyright of maps from SOA.	LW	Ongoing
3 Apr 23	Alternative to Mailchimp: MK to investigate List Monk and liaise with Paul Frost regarding access to server and potential costs. MK also to confirm 2-stage authentication process on Mailchimp and whether this can be used to allow 2 or more people to use Mailchimp	MK	
3 Apr 23	HQ to confirm whether BASOC is being asked to provide Team Leader for Arena as well as car-parking at Scottish 6-Days on 4 Aug.	HQ	Complete – only requirement is car parking team leader
3 Apr 23	JoC to engage with local landowner for parking for Interlopers' event at Loch Vaa.	JoC	Ongoing
<del>3 Apr 23</del>	<del>JCh to contribute report on JK event for eNews which was due to go out on 15 Apr.</del>	<del>JCh, LW</del>	<del>Complete</del>
3 Apr 23	SA to liaise with MK re submitting annual report to OSCR.	SA	Ongoing.