

# BASOC Board Meeting Minutes

Monday 22 July 2024, 6.30 pm – 8.00 pm, Aviemore & Online.

**Present:** Janette Macleod (JM) (Chair), Suzanne Anderson (SA) (Secretary), Mehmet Karatay (MK) (Treasurer), Jane Chisholm (JCh), Jo Cumming (JoC), Clare Kemsley (CK).



**Absent:**

Item	Detail	Action
1	<b>Apologies</b> Stuart Swann (SS)	<b>Secretary</b>
2	<b>Chair Opening Remarks</b> <ul style="list-style-type: none"><li>• The Chair thanked all for the summer activity reports and encouraged Board members to contribute photos from local training.</li><li>• The Chair stated that she would attend the SOA club networking day and would raise queries regarding data protection clauses in the membership sites.</li><li>• It was noted that Whatsapp uptake is very low despite being in the last two newsletters.</li><li>• Chair agreed to attend SOA events aimed at Club Development Officers. Board were interested to know what works for other clubs of similar size.</li><li>• Chair confirmed she had received website training. Board members to consider what changes are required to the website and report back at next meeting on preferences (link to Paul Frost's website for comparison and ideas sent under separate cover).</li><li>• Nethy map was discussed. CK to contact Callum Scott and consolidate any input for missing features. Board decided that map should be competition standard. Chair stated that she would respond to Lynne Walker's email (<b>post meeting note:</b> action now complete).</li></ul>	<b>All</b>     <b>All</b>  <b>CK</b>  <b>JM</b>
3	<b>Minutes of the last meetings</b> <ul style="list-style-type: none"><li>• The following updates on actions were received:<ul style="list-style-type: none"><li>○ SA has changed the logo for Russwood on the website. MK confirmed that sponsorship money from Russwood for the SOL has not yet been received.</li><li>○ MK confirmed that no funds have yet been received from INVOC for NUL.</li><li>○ MK confirmed that there are no specific funds ringfenced for replacement of laptop but that this would be taken from the equipment fund when required. Board agreed to look at replacing a laptop in Spring 2025.</li></ul></li></ul>	
4	<b>Events</b> <ul style="list-style-type: none"><li>• Chair confirmed that she has requested access to BOF site for registering events and will produce a 'how to' guide. It was noted that Hilary Quick previously had a template that was used. It was noted that whoever is responsible for registering events must be a BOF member</li></ul>	

	<p>and that the focal point for registering events and activities with BOF is currently gapped.</p> <ul style="list-style-type: none"> <li>• The following events were agreed: <ul style="list-style-type: none"> <li>○ 20 November Northern Night Cup (NNC) – Chair to ask Jez if he would be willing to plan (post meeting note: Jez has agreed to plan; LW has agreed to support and act as organiser. Location: Church Wood/Kylintra Wood/Station Wood with a map turn over, Grantown on Spey)</li> <li>○ 1 December 2024 – Club Champs. To be planned by Andy Llewellyn in conjunction with FVO training day. JoC to confirm FVO plans for use of areas (post meeting note: JoC has been in touch with AL and has also confirmed use of areas with landowners). To be held at Nethy and beta test new Nethy map. SA to book Nethy Hall (<b>post meeting note</b>, SA has booked the Nethy Community Hall large hall and kitchen from 10am to 4pm on 1 December)</li> <li>○ 19 January 2025 – AGM, Kincaig. Additional activities to be held in conjunction with AGM. SA to book Kincaig Hall (<b>post meeting note</b>: SA has booked hall).</li> <li>○ January 2025 – NNC Loch Vaa, date and planner to be confirmed. JoC agreed to coordinate catering. SA to book Boat of Garten Hall (<b>post meeting note</b>: small hall (lounge) and use of kitchen booked 5pm to 9pm for 29 January, large hall not available on that date).</li> </ul> </li> <li>• <b>SOL 27 Oct 2024.</b> JoC confirmed that planning/organising is going well and there were no issues for the Board.</li> </ul>	<p>SA</p> <p>SA</p> <p>SA</p>
<p>5</p>	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Plan for October Tue=O has not yet been published on website. LW has suggested using Dunachton, Mulochard or Loch Vaa. 29 October will be last regular Tue=O, to be held at Grantown on Spey as an urban activity with a social afterwards. CK agreed to coordinate.</li> <li>• There was agreement that the Board would take on coordination of training/Tue=O activities rather than having one single coordinator from 1 November 2024 with roughly one evening and one day activity per month through the winter. From 1 March 2025, frequency of activities to be increased. The following plan was agreed: <ul style="list-style-type: none"> <li>○ 5 November Tue=O (preparation for NNC).</li> <li>○ 12 November Tue=O (preparation for NNC) (<b>post meeting note</b>: LW has agreed to plan and coach both 5 and 12 November and will register these as activities).</li> <li>○ December date tbc Tue=O (preparation for NNC). Date to be confirmed once NNC event dates have been confirmed.</li> <li>○ 15 December daytime activity (<b>post-meeting note</b>: LW has agreed to run a coaching session and to register the activity).</li> </ul> </li> </ul>	<p>CK</p>

	<ul style="list-style-type: none"> <li>○ 31 December daytime activity. Need to find an organiser/planner. JCh agreed to contact potential organiser and report back at next meeting.</li> <li>○ Additional maprun courses or self-service options may also be provided through the winter.</li> </ul>	
<b>6</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• MK provided an update on the club's financial position.</li> <li>• MK confirmed that bank signatories have been finalised and both JM and SA have access.</li> <li>• MK confirmed that BASOC has been registered with HMRC so that Gift Aid can now be progressed. The down side is that BASOC now has to submit tax returns.</li> <li>• MK confirmed that clothing order invoice for import duties has been received although there is still some post-payment activity with DHL needed.</li> </ul>	
<b>7</b>	<p><b>Safeguarding</b></p> <p>CK confirmed she would be attending SOA zoom meeting on vulnerable children/adults.</p> <p>No issues to report.</p>	
<b>8</b>	<p><b>AOB</b></p> <ol style="list-style-type: none"> <li>1. GDPR. MK raised that we need to be registered with information commissioner's office and he has done that.</li> <li>2. Facebook group has been closed; FB page still exists.</li> <li>3. Potential new member attending training on Tuesday.</li> <li>4. Request for use of maps by Stirling University discussed and SA requested input from JoC, LW and MK to ensure appropriate clearances were gained, maps issued and Stirling University invoiced for use.</li> <li>5. Discussion took place on shared document Dropbox v Google Drive.</li> <li>6. Plan for end of year accounts/report was discussed. This will be an agenda item at the next meeting.</li> <li>7. Membership benefits and charges was briefly discussed. This will be an agenda item at the next meeting.</li> </ol>	
<b>9</b>	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• 14 October 2024, 6.30pm Aviemore</li> </ul>	