

BASOC Board Meeting

Monday 13 February 2023, 6.30 pm – 8.30 pm, on Zoom.

Present: Clare Kemsley (CK) (Chair), Suzanne Anderson (Secretary), Mehmet Karatay (MK), Jane Chisholm (JCh); Jo Cumming (JoC); Hilary Quick (HQ); Lynne Walker (LW)

In Attendance:

Item	Detail	Record of Actions and Decisions	Action
1	Apologies	<ul style="list-style-type: none"> ➤ Apologies from Sue Leadbeater (SL) ➤ Jane Chisholm was present for start of meeting but left at 1845 hrs. 	
2	Chair Opening Remarks	<ul style="list-style-type: none"> ➤ The Chair welcomed the new board members: Suzanne, Jane and Sue (in absentia). ➤ The Chair invited Jane Chisholm (JCh) to cover relevant items out of agenda order. For ease these are recorded against the original agenda heading. 	
3	Matters arising from previous minutes	<ul style="list-style-type: none"> ➤ Minutes of the previous meeting were accepted. ➤ See action grid for outstanding actions. 	
4	Roles & Responsibilities	<ul style="list-style-type: none"> ➤ SA thanked all Board members for updating role document. ➤ Community Sports Hub Role – remove Aviemore Hub. Delete comments regarding CK taking on the role. Chair to liaise with Badenoch & Strathspey Sports Council which is a separate role relating to Chair. ➤ Web content manager discussion. Agreed that role should sit with SA. ➤ Schools Liaison post discussed. No requirement for it at present. Leave vacant. ➤ Discussion re Secretary role and distinction between Executive and BOF roles. ➤ Secretary role query regarding Data Access Record raised but the Board were unaware of requirements. SA to find out. ➤ SA to update Roles document and load to Dropbox and update version on website. 	<p>SA</p> <p>SA</p> <p>SA</p> <p>SA</p> <p>SA</p>
5	Events	Past Events	

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		<ul style="list-style-type: none"> ➤ Heathfield NNC. LW stated that event had received positive feedback despite the postponement and date change due to weather. HQ stated that 60% of computing had been done by Mike Linnet and that he was keen to continue in this role. ➤ NNC League. HQ stated that the league was keenly received. CK agreed and stated that good to see juniors dominating. All agreed that NNC should be supported in future. LW congratulated Gemma Karatay on her placing as 1st Lady (long course) and CK as 2nd lady (short course). ➤ 5th Feb Coaching Day. LW gave feedback. Numbers dwindled to 1 attendee despite 5-6 signing up. Otherwise good coaching opportunity with reasonable weather. Discussion on running coaching alongside events such as the MORAVIAN model. LW pointed out that MOR have at least one event per month so may not work. LW agreed to consider future options for coaching days. ➤ Compass Sport Cup. JCh described the event and turnout as amazing. BASOC came 6th overall despite being the smallest club. 13 runners competed, with all 13 completing. MK provided feedback from Gemma regarding the organisation of the event and discussion ensued about whether asking for an option to combine with other smaller clubs would be a good or bad approach. JoC suggested a separate competition for smaller clubs. Agreed to raise with SOA at face-to-face meeting. SA to note for agenda. <p>Upcoming Events</p> <ul style="list-style-type: none"> ➤ CNPA Big weekend. JoC confirmed date as 13 May. LW to add request for volunteer course setter to eNews. ➤ Club Event 13 Jun. LW confirmed that SL would plan and that she had been sent links and instructions for Purple Pen. HQ queried whether Purple Pen had correct interface and LW confirmed that it was sufficient for SI Entries and results. ➤ Additional club event discussed for 20 or 27 August. LW to seek volunteer planner in eNews. ➤ Scottish 6 Days. JCh encouraged all to enter MTBO events in the evenings at 6 Days and said that she would look at providing a MTB training session (under BMBO insurance) prior. JCh to liaise with SA to find suitable Tuesday evening on calendar. 	<p>LW</p> <p>SA</p> <p>LW</p> <p>LW</p> <p>JCh/SA</p>

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6	Tues=O/Training	<ul style="list-style-type: none"> ➤ S&C Sessions start 14 Feb. SA requested confirmation of venue. LW agreed to include What3Words directions in eNews and a reminder of the training. ➤ 7 and 14 March – Alice, Urban. NSTR. ➤ 21 March – SA confirmed that training would be a run round Anagach Woods using the permanently marked trails followed by a social at her house. ➤ Mar/April – Clare, North Granish and Loch Vaa. Discussion about parking and that graveyard site was unsuitable due to heavy usage. Land permission required – JoC to initiate. ➤ May – Callum Scott will confirm areas. There will be a social at his house for last week. Callum Scott will organise land permissions, no action required by JoC. ➤ Jun – LW confirmed plan for 3 weeks in June using Mullochard and Church Wood. ➤ Summer Permanent Course. The Board suggested using Loch Vaa South East from The Yard and alongside Speyside Way. SA to pass on to Nick Anderson. ➤ LW informed the Board of her absence over Mar-May and that Laura Holland would deputise in her absence. 	<p>LW</p> <p>CK/JoC</p> <p>SA</p>
7	Communications	<ul style="list-style-type: none"> ➤ eNews. LW to issue eNews after the Board meeting ends. ➤ Mailchimp – discussion regarding use of Mailchimp. Now costs £11 per month to add additional users. BASOC only has 1 user remaining with access (Paul Frost). All Board members to consult other clubs to ascertain what other systems are in use. Provide feedback to Secretary by 15 March for discussion at next Board meeting. ➤ Process for new members to be informed of Mailchimp was discussed. HQ agreed to produce a template email with information on sign up process which would be sent out to all new members. ➤ Facebook. Discussion regarding Facebook. SA asked for clarification on who had permission to post on the Facebook Group. Currently only HQ (admin), CK, JCh and LW have permission. CK stated she was happy to allow other Board members to have permission. Any Board member who wishes to post on Facebook to notify HQ in order to be added. ➤ MK raised that there was also a BASOC Members Facebook Group but that it was not well used. SA stated she was not aware of it. Discussion ensued and agreed this Facebook Group was not 	<p>LW</p> <p>ALL</p> <p>HQ</p> <p>ALL</p>

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		required. No decision on whether to hibernate or delete group or whether to leave as is. Re-consider in light of Mailchimp discussion at next meeting. SA to add to agenda.	SA
8	Finance	<ul style="list-style-type: none"> ➤ MK reported that draft OSCR report had been sent to Ann Trail and that she had also requested access to club accounts which had been granted. ➤ MK gave an update on GiftAid and that an HMRC Government Gateway had been applied for. Next step is to notify names of all Board members. SA stated that this should be done after she has registered all new Board members with OSCR. She will then liaise with MK. 	SA/MK
9	Mapping	<p>LW gave an update on mapping.</p> <ul style="list-style-type: none"> ➤ There has been no response so far from SOA on copywrite. ➤ Proposal for renaming areas was agreed by the Board: <ul style="list-style-type: none"> ○ Bailiefurth to become Auchemack ○ Achlean to become Tolvah ➤ Maps that are outdated or incorrect to be removed from public view on website. This is to avoid other clubs/users inadvertently requesting use of unsuitable areas. ➤ SEDS will use some of our areas for training in March. They will pay for maps. ➤ LW updated the Board on need to align gridlines on maps to correct interval. She has submitted an application to the Scottish 6 Days mapping lead but has not had a response. She suggested contacting Steve Barratt to do the job instead. The Board agreed. 	<p>LW</p> <p>LW</p> <p>LW</p>
10	Membership	<p>HQ gave an update on membership.</p> <ul style="list-style-type: none"> ➤ The club has a total of 35 members: <ul style="list-style-type: none"> ○ 23 BOF members (20 senior, 3 junior). Of these 15 are active, 5 marginal and 3 inactive. ○ 12 SOA only members of which 2 are active and 10 local only. ➤ SA informed HQ that a prospective member had been in contact requesting information. SA had provided information on Tues=O. SA to send further email at end of March to ensure prospective member has opportunity to attend appropriate sessions. 	SA
11	AOB	<ul style="list-style-type: none"> ➤ Thu 23 March at 17:30 hrs at CK's house was agreed as an appropriate date for the SOA engagement on club priorities. SA to inform Suzanne Robins-Bird. 	SA

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		<ul style="list-style-type: none"> ➤ LW to include request for volunteer to attend Club Conference in Perth on 15 April in eNews. ➤ CK informed the Board of the Highland Athlete Travel Award Scheme (HATAS). ➤ Social events were discussed: <ul style="list-style-type: none"> ▪ 21 March at SA's house after Anagach woods run. ▪ End of May at Callum Scott's. ▪ Summer option of attending a neighbouring club event. HQ to liaise with JCh to confirm suitable club event and notify club members. ➤ Safeguarding and Welfare. There were no safeguarding issues. HQ urged the Board to be aware of pressure on people and encourage members to speak up if there were any welfare issues. ➤ WOC 24. LW to attend the Making The Most of WOC 24 event on Mon 20 Feb and provide feedback at next meeting. ➤ HQ to attend British Orienteering Safeguarding webinar on 27 Feb and provide feedback at next meeting. ➤ LW provided feedback on attendance at Insurance Webinar. She highlighted need to ensure risk assessments include obvious risks as well as obscure ones. 	<p>LW</p> <p>HQ/JCh</p> <p>LW</p> <p>HQ</p>
12	Meeting Schedule	<ul style="list-style-type: none"> ➤ DONM: <ul style="list-style-type: none"> ▪ Monday 3 April at SA's House. Zoom option will also be provided 	SA/LW

Outstanding Actions From Previous Meeting

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	Open

	Update 13 Feb: HQ to send membership list and latest version of development plan to SA LW to liaise with SA to update member qualifications and skills		
5 Dec 22	2 x SI Chec boxes to be purchased	MK	Open
7 Nov 22	Identify suitable event for Club Spring outing	HQ	Open