

BASOC Board Meeting Minutes

Tuesday 23 January 2024, 6.30 pm – 8.30 pm, Grantown on Spey and Teams.

Present: Janette Macleod (JM) (Chair), Suzanne Anderson (SA) (Secretary), Mehmet Karatay (MK) (Treasurer), Clare Kemsley (CK), Jo Cumming (JoC), Callum Scott (CS), Stuart Swann (SS)

Apologies: Jane Chisholm (JCh)

Item	Detail	Action
1	Apologies Apologies received from Jane Chisholm	
2	Chair Opening Remarks <ul style="list-style-type: none">a. The Chair welcomed all to the meeting especially new members and thanked all for being part of the Board.b. The Chair gave a brief update on the BOF Development Conference and said that many presentations were available online.c. The Chair brought SOA eLearning to attention of all Board members.d. The Chair reviewed the recent Event Safety and Organisers Workshops run by Lynne Walker which was well attended and highlighted areas to be aware of as well as building skills.e. The Chair suggested that the Club Development Plan be reviewed.f. The Chair advised all Board members to be aware of phishing emails.	JM/SA
3	Minutes of the last meetings The Minutes of the last meeting were accepted as were those from the AGM. There were no issues arising from the previous minutes.	
4	Events <ul style="list-style-type: none">a. A discussion was held on entry mechanisms. The Board decided that SI Entries should be the default system for entries wherever possible but that a manual entry process would be available where necessary for anyone who was not able to use SI Entries.b. Discussion took place on electronic point of entry payments. MK was asked to look at card based and electronic transactions including Paypal Here and how these could be facilitated and report back to next meeting.c. NNC 4 – 46 entries received. No issues raised.d. Compass Sport Cup, 18 Feb 24, Birnam Hill. The Board agreed that the Club would cover individual entry costs. Club members should enter as normal and claim the entry fee back from the Treasurer. The Board directed that the Club	MK

	<p>Captain should include this information in an email to those entered and that this should not be disseminated on eNews or website in order to limit expectations of entry fees being paid for other events. However, members should be informed that they can claim the entry fee back.</p> <p>e. World Orienteering Week. It was agreed that the Club should confirm that the training event on 22 May at Nethy which is organised by CS would be registered as a World Orienteering Event. Lynne Walker is requested to register the event. The Board decided that the OCAD starter licence available through World Orienteering Week was not required.</p> <p>f. SOL 27 Oct 24. JoC gave an update on location options for SOL and informed the Board that Hilary Quick and Ewart Scott would be doing reces of potential locations over the coming months. Chair noted that if there is any risk to BASOC being able to host the event due to a suitable area not being available that SOA would need to be informed at the earliest opportunity. JoC provided a post-meeting note to confirm that both Craig Meagaidh and Loch Vaa were available so no risk of not having an area, it was just a case of deciding on the best area to use. Review at next meeting. JoC agreed to be the lead organiser for the SOL with JM in support as an assistant/understudy.</p> <p>g. The post of Events Coord was discussed. CS agreed to discuss what was required with HQ with a view to possibly taking this role on. CS to report back to the Board at the next meeting.</p> <p>h. The offer from Rob Hickling to plan events for BASOC was discussed. SA to contact him to see if he would be able to plan a set of Tue=O sessions and local event in September.</p>	<p>JCh</p> <p>LW</p> <p>CS</p> <p>SA</p>
5	<p>Tues=O / Training</p> <p>a. LW provided a written update which was circulated to Board members.</p> <p>b. Tue=O resumes 20 February.</p> <p>c. March training will all be Aviemore based, planned by JM. There will be a social after the last one on 26 March.</p> <p>d. CS reviewed the plan for April/May and discussed permission requirements. CS to liaise with JoC regarding any permissions required.</p> <p>e. Urban League in Grantown on 29 May is in hand. Lynne Walker is requested to arrange for the map to be updated to take account of new-build housing.</p> <p>f. Brief discussion took place regarding future of Tue=O once LW stands down in October 24. The Chair directed that a more considered discussion should take place at the next meeting to review the intent, purpose and frequency of Tue=O. SA agreed to distribute the Tue=O plan that was developed last year to all members beforehand.</p>	<p>CS/JoC</p> <p>LW</p> <p>SA</p>
6	<p>Communications</p> <p>a. Next eNews will go out 8th February. All items to be passed to LW by 9am Thu 8th February.</p> <p>b. There was a discussion who is signed up to eNews. JCh was asked to review the information that is sent out to new members and clarify how new members are informed that they have to sign up to eNews. JCh was also asked to review the list of people that eNews goes to and identify any gaps in existing members.</p>	<p>All</p> <p>JCh</p>

	<ul style="list-style-type: none"> c. Discussion on social media and channels used. CK was asked to review who has access to Facebook. Chair agreed to draft a note on messaging for the Board to review at the next meeting. SS was asked to look at automatic connection between Facebook and Instagram and report back at next meeting. d. The Chair suggested that a member engagement survey would be useful to identify what members want in terms of events, training, communications, learning to plan or organise. 	CK, JM SS
7	<p>Finance</p> <ul style="list-style-type: none"> a. MK was asked to remove any signatories from the accounts who were no longer Board members and to add JM and SA as additional signatories. b. MK noted that the Junior Fund had ringfenced £300. A discussion is to be held at the next meeting on what this should be used for. c. MK noted that the Development Fund had ringfenced £1,800. A discussion is to be held a the next meeting on what this should be used for. 	MK
8	<p>Computing</p> <p>Access to Dropbox, Website and Google Drive were discussed. SA to arrange access to Dropbox for those that do not have it.</p>	SA
9	<p>Mapping</p> <ul style="list-style-type: none"> a. LW provided a written update. b. The Board agreed that the priority for mapping update was the Grantown urban map in time for the Urban League event. LW was requested to identify costs and timelines. c. The Board agreed that a map update for the Aviemore urban area was not worth doing at the moment due to the increase in new building work going on. d. The Board agreed that a new map for Nethy was required rather than just an update of the existing map. LW was requested to enquire how much this would cost and the timeline. e. MK noted that the Club had £4,300 available for equipment which included mapping and that funding could also be sought from other areas for mapping. 	LW LW
10	<p>Safeguarding</p> <ul style="list-style-type: none"> a. No issues were reported. b. The Board noted the new trans policy published by BOF and that this would be applicable to SOUL and SOL. CK was asked to research how the trans policy applies to local and training events and report back to the next meeting. 	HQ
11	<p>AOB</p> <ul style="list-style-type: none"> a. Board roles were discussed. The following changes were noted or raised. <ul style="list-style-type: none"> i. JCh has taken over membership. 	

	<p>ii. SA is not recognised as Secretary by BOF. One of the other Board members needs to take on the ‘BOF Secretary’ role. SA to ask JCh whether she would be prepared to do this as it makes a neat connection then to the membership role.</p> <p>b. SA gave an update on the Badenoch & Strathspey Community Sports update, received 18 Dec 23:</p> <p>i. Funding may be available in year. SA agreed to investigate whether this would be available for spending beyond the end of the FY and if so whether BASOC would be able to get £2,500 for SOL mapping.</p> <p>ii. A Sports Fayre will be held at Grantown Grammar School w/c 25 March. SA to find out more detail about what the audience is and whether there would be an activity space to run a maze. The Board agreed that BASOC should attend if possible, ideally with younger members.</p> <p>iii. Mental Health training is being offered. SA to enquire whether any first aid training is also offered.</p> <p>c. JoC provided the following update:</p> <p>At the request of HQ, JoC is the liaison between BASOC as a supporting club and INVOC, the primary club for the Scottish Champs. She is in contact with the Organiser Carolyn Cload and will keep the Board informed of what BASOC might be asked to do.</p> <p>JoC briefed the Board that the local Home Education Group has asked if the parents and children could go orienteering. HQ suggested this is not worth doing unless we can do 6 sessions so they develop reasonable O skills. These sessions would be part of the school curriculum. On this basis HQ and JoC would be prepared to look at what they could deliver. Possible fee/donation has not yet been discussed. JoC to keep the Board informed of progress.</p> <p>JoC asked if the Board could consider if Wed O rather than Tues O would attract more people.</p> <p>d. The Club Insurance Certificate for 2024 has been issued. SA to add to Dropbox.</p>	<p>SA</p> <p>SA</p> <p>SA</p> <p>SA</p> <p>SA</p>
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12	Date of Next Meeting <ul style="list-style-type: none">a. Thursday 7th March at 18:30 hrs, onlineb. The Board agreed that the meeting frequency should be 6 weekly.	
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