**BASOC Board Meeting**

**Monday 3 April 2023, 6.30 pm – 8.30 pm, on Zoom.**

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

| **Item** | **Detail** | **Record of Actions and Decisions** | **Action** |
| --- | --- | --- | --- |
| **1** | **Apologies** | * Apologies received from Mehmet Karatay (MK). |  |
| **2** | **Chair Opening Remarks** | * + The Chair welcomed all to the meeting and confirmed that Sue Leadbeater had resigned as a Board Member. |  |
| **3** | **Minutes of Last Meeting** | * + Minutes of the previous meeting were accepted.   + See action grid for outstanding actions. |  |
| **4** | **Communications – Alternative to Mailchimp** | * + - Discussion regarding use of Mailchimp or alternatives.     - It was confirmed that Paul Frost is now the only person with access to the Mailchimp account and that this has 2-factor authentication which means other people cannot ‘borrow’ the account.     - Decision made that MK should investigate List Monk further including liaising with Paul Frost regarding access to the server and any potential costs. | MK |
| **5** | **Events** | **Past Events**   * Scottish Night Championships 25 Feb. Congratulations to Lynne Walker, Clare Kemsley and Rob Hickling who all won medals.   **Upcoming Events**   * CNPA Big Weekend 13 May. JoC reported that the event planning is in hand and Sue Leadbeater will set the controls. * Club Event 13 Jun – Sue Leadbeater with Purple Pen mentoring by Lynne * Scottish 6 Days 30 Jul – 4 Aug. Jo Cumming was confirmed as the Team Leader for Car Parking and will source other volunteers. HQ to confirm whether BASOC is being asked to provide a Team Leader for the Arena as well or just for car parking. Board preference was for just car parking. * Sun 20 or 27 August event tbc. No volunteers have been identified yet. JoC suggested Laura Holland may be interested. **Post Meeting Note** – SA has emailed Laura to ask if she is interested. * NNC x 2 * Club Champs – Mike Linnet * WOLF SOL 24. Preference is to use Inshriach for this. * Use of Inshricah by Interlopers was discussed at this point. As Inshriach is the preference for the WOLF 24, decision was not to offer this area to Interlopers and offer them Loch Vaa instead with access from Avielochan side. JoC to engage with local landowner for parking to ensure good relationship is maintained but Interlopers will need to seek appropriate permissions from Seafield Estate. | **JoC**  **HQ**  **JoC** |
| **6** | **Tues=O/Training** | * Review of Strength & Conditioning training. Positive feedback on level and variety of training. * Review of Urban sessions. Positive feedback. * CK reported there was a relatively low turn out for the N Granish session last Tuesday and put this down to bad weather. Next one is Loch Vaa and hoping for a better turnout now weather has improved. * LW commented that she had asked Callum to change the order of his sessions in May so that the practicing starts and events came before the club outing to Findhorn. * SA confirmed that Nick Anderson will plan the summer permanent course. LW will send him maps and details. * HQ reminded all that attendance lists should be passed to HQ and LW for Tue=0 sessions. * Event Safety & Welfare workshop 20 Jun – details are on the website. |  |
| **7** | **Communications** | * Next eNews will go out on 15 April. * JCh to provide a report on the JK event. * JCh to provide details of Schools Orienteering League and Scottish Schools Orienteering Festival. These also to be promoted via Facebook. | **LW**  **JCh**  **JCh** |
| **8** | **Finance** | * The draft Annual Report prepared by MK was accepted and approved by the Board. SA to liaise with MK regarding submitting this to OSCR. * Update on GiftAid. HQ commented that MK was making progress and had requested login from HMRC. * Discussion re entry fees and event accounts in light of updates received regarding STAG process. Board agreed that BASOC had different levels of outgoings and there was no need to change the way BASOC charges for events or the way it runs its accounts. Board agreed there was no need for BASOC to make accounts public in the way STAG does. | **SA/MK** |
| **9** | **Computing** | * No significant issues to report. |  |
| **10** | **Mapping** | * LW reported that old maps have been deleted from Dropbox and that she will clear old files from the Areas folder next. * Still awaiting response from SOA re map copyright transfer and Scottish 6 Days mapping fund application. |  |
| **11** | **Safeguarding** | * HQ provided an update on the British Orienteering Safeguarding meeting on 27 Feb. She also provided sensible advice from Scottish Canoeing Association to ensure 2 adults were present for every 1 child. * There were no safeguarding issues to report. |  |
| **11** | **AOB** | * CK provided an update on the SOA Club Engagement meeting which had covered membership, club development, mapping costs and the need for Board members to be members of BOF rather than just SOA. She reported that as this was a listening exercise there were no solutions offered by SOA reps. The Board noted their appreciation for SOA making the effort to engage and listen. There were no actions arising from this meeting. * LW provided a short report on her attendance at Making the Most of WOC 24. * It was confirmed that BASOC would not be sending a rep to the Club Conference on 15 April. |  |
| **12** | **Meeting Schedule** | * **DONM:**   + 15 May 2023 – at SA’s house * **Future Meetings** – decided that meeting in July was not required so meeting schedule adjusted to:   + 14 August   + 4 September   + 16 October   + 27 November |  |

**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 |
| 13 Feb 23 | Consider future options for coaching days | LW | Ongoing |
| 13 Feb 23 | Arrange suitable Tuesday evening for MTBO training session prior to 6 days | JCh/SA |  |
| 13 Feb 23 | Provide feedback to Secretary on alternatives to Mailchimp | SA | ~~Ongoing – responses received from LW~~  Now complete |
| 13 Feb 23 | Contact Steve Barratt re updating gridlines on maps | LW | Ongoing |
| ~~13 Feb 23~~ | ~~Liaise regarding attendance at club neighbouring event in summer~~ | ~~HQ/JCh~~ | Deleted as duplicate of attendance at event in spring |