

## BASOC Board Meeting Minutes

Thursday 7 March 2024, 6.30 pm – 8.30 pm, Online.

**Present:** Janette Macleod (JM) (Chair), Suzanne Anderson (SA) (Secretary), Clare Kemsley (CK), Jane Chisholm (JCh)

**Apologies:** Jane Chisholm (JCh)

Item	Detail	Action
1	<b>Apologies</b> Apologies received from Jo Cumming (JoC), Callum Scott (CS), Mehmet Karatay (MK) and Stuart Swann (SS)	
2	<b>Chair Opening Remarks</b> <ol style="list-style-type: none"><li>BOF development conference – all recordings are on the youtube channel <a href="#">2024 Development Conference - YouTube</a>. How to engage newcomers and creating a thriving club for young people were interesting. The insurance session was postponed.</li><li>Chair attended VABs Trustee Training on 28<sup>th</sup> Feb. Suggested a session be organised for the Board. SA highlighted the guidance on OSCR website. All Board members to review <a href="https://www.oscr.org.uk/managing-a-charity/trustee-duties/">https://www.oscr.org.uk/managing-a-charity/trustee-duties/</a>. SA also to produce summary sheet for Board</li><li>SOA volunteers day – postponed to 02 June; pass to LW to include in newsletter.</li><li>Discussion re development (dropbox - <a href="#">BASOC-Development-Plan-v29</a>) This was updated last year. No need to update at this stage.</li><li>Proposal for club members survey. Highlighted last year's survey. Decision made not to do another survey at this stage. Survey from last year in dropbox and attached via email.</li><li></li></ol>	<b>All SA SA</b>
3	<b>Minutes of the last meetings</b> The Minutes of the last meeting were accepted. There were no issues arising from the previous minutes.	
4	<b>Events</b> <ul style="list-style-type: none"><li>Hilary handing over events coordinator role to Callum. Hilary will continue as events admin for 2024.</li></ul> <b>Past Events</b> <ul style="list-style-type: none"><li>NNC 4 – 24 Jan 24, Spey Valley Golf Club. All went well with good feedback.</li><li>Compass Sport Cup, 18 Feb 24, Birnam Hill. Great performance by the club members in a challenging area.</li></ul>	

	<p><b>Upcoming Local Events</b>  NUL#1 = Wednesday 29th May, BASOC, Grantown  NUL#2 = Friday 14th June, INVOC, Drakies &amp; Milton  NUL#3 = Wednesday 19th June, MOR, Forres Central  NUL #4 = Wednesday 3rd July, MOR, Elgin Central  NUL #5 = Friday 23rd August, INVOC, Bught &amp; Dalneigh</p> <p><b>BASOC Event Planning</b></p> <ul style="list-style-type: none"> <li>• NUL 29 May 2024 <ul style="list-style-type: none"> <li>➤ Planners Callum and Clare</li> <li>➤ Organiser – queried whether require. CS to confirm.</li> <li>➤ Sientries and tech requirement to be confirmed by CS.</li> <li>➤ Other – map being updated, access all approved</li> </ul> </li> <li>• SOL 27 Oct 2024 <ul style="list-style-type: none"> <li>➤ Area confirmed as Alvie estate.</li> <li>➤ Russwood have offered £300 sponsorship, full budget being developed.</li> <li>➤ Volunteer coordinator will be SA</li> <li>➤ Tech support (SI entries/timing) will be JCh</li> <li>➤ Quote received for mapping</li> <li>➤ MK to confirm how much money has been ringfenced for event</li> </ul> </li> <li>• MTBO – Jane <ul style="list-style-type: none"> <li>➤ Board approved proposal for a MTBO event at Inverness Royal Academy – likely 26 April evening event. Requires club laptop.</li> <li>➤ Metal loops for SI units to be sourced from INVOC.</li> <li>➤ MTBO Tue=O to be held midsummer.</li> </ul> </li> <li>• Concept for sprint weekend in Inverness joint with INVOC/MOR outlined. JCh to produce full proposal.</li> </ul> <p><b>BASOC event support:</b>  Scottish Champs, 25 May 2024, Creah Leach (SW of Inverness). Board agreed to run start. JoC to confirm that BASOC will do this. JM to liaise with LW.</p>	<p>CS CS</p> <p>MK</p> <p>JoC, JM</p>
5	<p><b>Tues=O / Training</b></p> <ul style="list-style-type: none"> <li>• Board reviewed email update from LW</li> </ul>	

	<ul style="list-style-type: none"> <li>a. March – Aviemore, mix of urban and Spey Valley, all details on website</li> <li>b. 17 April - 29 May – being organised by CS. Details for first 5 are finalised.</li> </ul>	
<b>6</b>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>a. Board reviewed 2014 communications plan <a href="#">BASOC-Communications-plan</a></li> <li>b. Updates to methods of communication agreed: <ul style="list-style-type: none"> <li>▪ ENews – monthly – no significant changes from current. All new members to be informed of how to sign up. Transition to making it an automatic process.</li> <li>▪ JM to lead on Facebook.</li> <li>▪ JCh to lead on Instagram and investigate how to link posts automatically to Facebook.</li> </ul> </li> </ul>	<p><b>JCh</b></p> <p><b>JM</b></p> <p><b>JCh</b></p>
<b>7</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a. Application for £950 submitted to Highland Council Ward Fund for mapping.</li> <li>b. Board decided that when racing as part of a BASOC team, individual entry fees would be funded. Events to include British Relay Championships, Scottish Relay Championships; Compass Sport Cup; Jamie Stevenson Trophy. Entry fee funding for other events to be considered on application.</li> </ul>	
<b>8</b>	<p><b>Computing</b></p> <p>Tech register was discussed along with permissions. Decision to streamline and remove those who do not require permission. JM to liaise with Gemma Karatay.</p>	<b>JM</b>
<b>9</b>	<p><b>Mapping:</b></p> <ul style="list-style-type: none"> <li>a. Grantown urban map – out of committee authority given to LW to pay £400 to Steve Smirthwaite for full update.</li> <li>b. Nethy Map – committee email approval for £1,950 to Steve Barrett for map update.</li> <li>c. Alive Map – quotes received from Jon Musgrave. Approved at Board meeting.</li> <li>d. Aviemore Map – quote £500. Board decision to pause this update at present.</li> <li>e. Mapping spreadsheet on dropbox has been updated - <a href="#">Map Area Details 2024-02-14</a> .</li> </ul>	
<b>10</b>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>a. No issues were reported.</li> <li>b. CK completed the e-learning safeguarding course</li> </ul>	
<b>11</b>	<b>AOB</b>	

	<ol style="list-style-type: none"> <li>1. Kit – Jane will send out a link to order kit. Confirmed that provider will remain as Byros. Costs may increase due to import duties.</li> <li>2. FVO are having a Speyside training weekend 30 Nov/01 Dec. Board confirmed that BASOC Champs and AGM should run in conjunction. JM to liaise with Andy L to confirm area.</li> <li>3. Board reviewed update on participation and colour badges available from Glenmore Lodge. No decision made.</li> <li>4. Board reviewed request from Swiss orienteering club to use areas.</li> </ol>	
<b>12</b>	<p><b>Date of Next Meeting</b></p> <ol style="list-style-type: none"> <li>a. Monday 15 April 2024, in person at Nethy Bridge</li> </ol>	

### Outstanding Actions from Previous Meetings

<b>From Mtg (Date)</b>	<b>Item</b>	<b>Lead</b>	<b>Status</b>
23/01/2024	Look into electronic payment options	Mehmet	Ongoing
23/01/2024	Review new member message and compare newsletter list with members list	Jane C	
23/01/2024	Update bank account sigantories and add Chair and Secretary	Mehmet	
23/01/2024	Request if first aid training is available from Community Sports Hub	Suzanne	
23/01/2024	Arrange dropbox access for all Board members	Suzanne	
