

BASOC Board Meeting

Thursday 17th February 2022, 6.30 pm – 8.11 pm, Zoom.

Present: Clare Kemsley (CK) (Chair), Jane Cox (JaC)(Secretary), Mehmet Karatay (MK)(Treasurer), Jo Cumming (JoC), Ann McGougan (AM), Hilary Quick (HQ) Lynne Walker (LW).

Apologies: Issie Inglis (II)

| Item | Detail | Action | Comments |
|------|---------------------------------------|--|------------------|
| 1 | Welcome | <ul style="list-style-type: none">➤ This is the first Board Meeting as a SCIO.➤ The Chair welcomed everyone to the meeting.➤ Issie Inglis wishes to stand-down, for the time-being, from the Board, due to personal commitments;<ul style="list-style-type: none">▪ The Board wish Issie well, and would like to pass on their thanks for her contribution as a Committee Member over the past few years. | |
| 2 | Matters arising from previous minutes | <ul style="list-style-type: none">➤ There were no urgent matters arising from the previous minutes (not covered by Agenda items). | |
| 3 | Events | <ul style="list-style-type: none">➤ NNC Round-up:<ul style="list-style-type: none">▪ NNC 21/22 finished now, and looking for feedback as to whether it should continue next Winter, and in what format;▪ General feeling of the Board was positive that it should continue;▪ It was felt that Novice Courses encouraged participation from less-experienced/younger Orienteers, but there also needed to be something more technical as well;▪ Chair will collate feedback and discuss with Moravian and INVOC.➤ 14th/15th May: Cairngorms Big Weekend:<ul style="list-style-type: none">▪ Nick Anderson and JoC will organise;▪ Saturday is the preferred day; | Chair JoC |

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| 3 (contd) | Events (contd) | <ul style="list-style-type: none"> ▪ If anyone wants to Plan or Organise, they need to put their names forward by April 2022; ▪ LW may consider an Assistant Controller role; ▪ It was proposed that given BASOC is a small Club that the Club could offer a contained task such as parking. | |
| 4 | Tues=O | <ul style="list-style-type: none"> ➤ LW is organising February; <ul style="list-style-type: none"> ▪ LW is also trialling 'Coaching Friday', and will offer coaching sessions on the first Friday in March, April & May, 3pm – 5pm, at TD4/5 level. ➤ Alice is organising the first 4 weeks of March; <ul style="list-style-type: none"> ▪ LW will do a 'Purple Pen' session on the last Tuesday. ➤ Nick Anderson has offered to organise April in Grantown/Nethy Bridge. | |
| 5 | BASOC Roles | <ul style="list-style-type: none"> ➤ Suzanne Anderson is looking at Roles; ➤ Ongoing. | |
| 6 | Mapping | <ul style="list-style-type: none"> ➤ LW is reviewing the state of the Maps, and looking at copyrights; <ul style="list-style-type: none"> ▪ Volunteers still required to walk/run areas for review – contact LW for further information; | |
| 7 | Finance | <ul style="list-style-type: none"> ➤ Treasurer is ready to transfer Lochaber Funds to SOA, along with accompanying statement re intended use; ➤ Condes/Purple-pen licence: <ul style="list-style-type: none"> ▪ The Condes Licence is due for renewal before the end of February; ▪ The Board agreed that the Club should purchase the smaller licence (5 users), and make a donation to Purple Pen for use of that software (currently free); ▪ Gemma Karatay (Computing) will hold the list of users and password information. | Treasurer Treasurer |
| 8 | SCIO Update | <ul style="list-style-type: none"> ➤ Notified that SCIO application was successful on 1st February 2022 ; <ul style="list-style-type: none"> ▪ The SCIO Constitution will now be adopted (as voted at the SGM); ▪ Appropriate wording needs to be added to Website, and on BASOC emails and invoices etc. | Board Members |

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| 8 (contd) | SCIO Update (contd) | <ul style="list-style-type: none"> ➤ The Treasurer will contact VABS to ask about Account audit/verification and cost. | Treasurer |
| 9 | Short-Term Club Development Officer (CDO) Proposal | <ul style="list-style-type: none"> ➤ The Chair, LW and HQ had a meeting to discuss how to take the CDO proposal further; <ul style="list-style-type: none"> ▪ They asked advice of other CDOs, and came up with a draft Job Description for the Role; ▪ The Post is short-term for the Summer months and will probably appeal to a student; ▪ Flexibility is important as it is only part-time, a few hours a week, and might need to fit around other work; ▪ It is important that the CDO Role adds value/benefit to what the Club already does via Volunteers; ▪ The Job will be advertised on the Club website, SOA website and BOF website, with a link to further details. | Chair |
| 10 | AOB | <ul style="list-style-type: none"> ➤ Child Protection (CP): No issues; <ul style="list-style-type: none"> ▪ Some courses are coming up – CPO will check who needs update. ➤ COVID-19: No issues; <ul style="list-style-type: none"> ▪ JoC will contact SOA for an update now that Covid Regulations are due to be relaxed/ended. ➤ Junior Rep: Nothing to report. ➤ Club Development Conference Feedback: <ul style="list-style-type: none"> ▪ The Webinar format was good as people could join in from home without the need to travel; ▪ More interaction would have been nice, perhaps within ‘break-out’ groups; ▪ Club Website feedback was mentioned; ○ Chair will forward the BASOC website feedback to Board Members as a reminder, for further discussion; | CPO JoC Chair |

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| 10 (contd) | AOB (contd) | <ul style="list-style-type: none"> ➤ The Chair sent feedback for the WOC 2024 Legacy. ➤ BSSC Membership has been completed, and II is progressing the Athlete Grant. ➤ LW is looking at a BASOC Consultation Form to go out to Members in the late Summer. ➤ The Chair suggested a Club Social Event after one of the April Tues=O; <ul style="list-style-type: none"> ▪ Dependent on Covid Restrictions update; ▪ Ongoing. ➤ HQ gave the Board an update on the current Membership numbers, with approximately 30 active Club Members at present. ➤ The Meeting closed @ 8.11 pm. | LW |
| 11 | Meeting Schedule 2021 | <ul style="list-style-type: none"> ➤ Meeting Schedule for 2022: <ul style="list-style-type: none"> ▪ Monday 28th March 2022 @ 6.30 pm on Zoom. | |

Next Meeting: Monday 28th March 2022 @ 6.30 pm via Zoom

| OUTSTANDING ACTIONS FROM MEETING | CONTACT |
|--|---------------|
| Chair will collate NNC feedback and discuss with MOR/INVOC | Chair |
| Cairngorms Big Weekend – assist Organiser/MapRun | JoC/LW |
| Approach Volunteer Co-ord for Org Asst – SOL/JHI in Oct | JoC |
| Volunteer Planners/Organisers for 2023 6-Days by April | Board |
| Tfr Lochaber Funds/Renew Condes & donation to Purple-Pen | Treasurer |
| Update SCIO wording on emails/invoices etc | Board Members |
| Contact VABS re account audit/verification | Treasurer |
| Advertise part-time CDO job | Chair |
| Update CPO training as required | CPO |
| Contact SOA for Covid Restriction update | JoC |
| Forward BASOC website feedback to Board Members | Chair |
| BASOC Members Consultation Form | LW |