



# Minutes of Moravian Committee Meeting at the Findhorn Hive Thursday 8<sup>th</sup> December 2022 at 12.00 noon



## Attendees:

### Present:

Andrew Campbell – Chair

Rob Parkinson – Club

Emma Tunnard - Permissions

Eian Smith - Secretary

Karen Fraser – Finance

**Apologies:** Morag McLuckie – Coaching

## 1. Welcome (Andrew)

Andrew welcomed the committee to the meeting at the Findhorn Hive and thanked Eian for arranging.

## 2. Items arising/outstanding from previous minutes (Eian)

### Matters arising from 24<sup>th</sup> November 2021.

#### 1. Events/Fixtures

i. Feedback on Events. Morag agreed to contact Paul to update the Event Risk Assessment template to the new version on website. Action Morag. Action completed and closed.

#### 1. Any Other Business (Andrew)

a. First Aid. The need for a number of members to renew their First Aid qualification was highlighted by Karen. Karen would contact Jane Hay to arrange a First Aid Course. On-going. Action Karen. Karen reported that a number of members had recently completed First Aid courses. Action completed and closed.

### Matters arising from 16<sup>th</sup> February 2022.

3. **Moray 2023.** It was agreed that a new 'Moray 2023' tab would be added to the Club website so Club members could be kept up to date with plans for the S6D. Action on-going. Paul Furness to be asked to add this to website. Action Morag. Rob agreed to speak to Paul about populating the Moray 2023 tab on the club website. Post Meeting Note. Action completed and Moray 2023 information added.

#### 5. Communications and Publicity (Andrew/Rob)

a. Club Website and Dropbox Account – Paul.

Paul to be asked how the Club could get a better return on the 2000+ participants at the Brodie event. Paul to be thanked for his excellent work in organising this event. Rob thanked Paul and would speak to him on how to maximise benefit from the Brodie event and report back at the next meeting. **Action Rob.**

Kathryn to be thanked for her excellent work in managing the Club's Instagram account. Action Rob. Action completed

#### 6. Events/Fixtures

b. Entries – Paul.

Paul suggested a simple Google Form could be used by newcomers to gain their information and permissions to pre-enter an event, if they were not on SiEntries. David to be asked to print out some of these EOD forms for the next event. Action Morag. Action completed. EODs form printed and located in the Club 'Registration Box'.

#### 7. Accounts (Karen)

The Berry Burn Community Fund was mentioned as a possible source of funding for new mapping costs. It was agreed that Karen would apply to the Berry Burn Community Fund in September 2022 when the next round of bids open. Action Karen. Action completed. Bid submitted and Moravian awarded over £5000 for mapping projects. Andrew thanked Karen for her work in staffing and submitting the bid.

#### 8. Chair & Development Update

a. Member's Survey – Andrew.

Progress of actions would be reviewed again at the next Committee meeting (copy at Annex A). The actions were reviewed and updated as detailed in Annex A, with one action remaining open. **Action Andrew.**

d. Silver Award.

Andrew reported that the Club is progressing towards achieving the Silver Award. The last item outstanding was job descriptors for the different roles on the Committee. Andrew would collate committee roles, circulate them to the Committee for any comment and then send them to Paul for the website. Action completed. The Silver Award application would then be completed. Action Andrew & Morag. Andrew agreed to submit the Silver Award application to the SOA by the end of 2022. Post Meeting Note. Application submitted on 28 Dec 22.

#### 9. Any Other Business (Andrew)

b. Karen asked about insurance for SI units. There was also discussion about a lack of insurance for kit in general as it is stored in an unlocked shed. Karen agreed to look into the insurance of kit including SI units by contacting BOF. **Ongoing. Action Karen.**

### Matters arising from 27<sup>th</sup> June 2022.

#### 2. Moray 2023.

Elizabeth would make up an information board and redo the role overview sheets for a display at the Findhorn event/AGM. Action Elizabeth. Action completed.

### 3. Club & Membership.

Recent feedback from newcomers indicated that referring to events as 'League events' may be off-putting. As a result, it was agreed to change the name of 'Saturday League events' to 'Saturday Local events'. Website to be updated with "new" name by Paul. Action Rob. Action completed and names changed.

### 6. Fixtures/Events.

Any comments from the main committee on the 2023 programme would be gratefully received. Action All. No comments received. Andrew discussed the 2023 programme at Item 5.

### 7. Accounts.

It was noted that a few recent events had resulted in a small loss. As a result, it was agreed that the Club's entry prices should be reviewed to ensure that they were comparable with neighbouring Club prices, particularly the Northern Night Cup. Action Karen. Karen reported that she had agreed pricing for the 2022/2023 NNC and that she was content that no further changes were required to Moravian event pricing. Action closed.

### 10. Any Other Business.

EOD at events. Karen put forward the need for a Club mobile phone in order to be able to use the new "Sum Up" card reader in order to pay for EOD at events. It was agreed that Karen would look into buying a 'PAYG' phone for Club use. Action Karen. Action on-going. The Club's inventory list would need to be updated to include the new phone (when purchased) and the organiser guide updated to remove the requirement for a float from the Treasurer. Action Secretary. Action on-going.

### 3. Chair (Andrew)

a. Silver Award Update. Andrew reported that he had completed the last remaining item on the silver award template (club role descriptions), circulated them to the Committee and forwarded them to Paul to upload to the Governance page of the Club website. He advised that he would populate the silver award application form, review with Morag, and submit by the end of 2022. Post Meeting Note. Andrew submitted the application to the SOA on 28 Dec 22.

b. SOA - Club Development Officer Funding and Line Management. The Committee discussed the proposal from the SOA for the Club to make a submission to the Orienteering Foundation for funding to support a Club Development Officer (CDO). The Committee agreed in principle to make the submission, with Rob and Karen agreeing to do so and to act as the CDO's line management if the application was successful and the job vacancy filled. Rob agreed to staff the submission to Committee members ahead of the challenging deadline of 31 Dec 22. Post Meeting Note. Rob submitted the application to the Orienteering Foundation on 29 Dec 22.

c. Moravian Junior Grant Policy. Andrew requested that the actions to finalise Moravian's Junior Grant Policy be completed to allow grant payments to be made for 2022 and for the policy to be ready for 2023. The Committee re-affirmed its support for the Policy. Karen agreed to recommend a budget and propose grant awards for 2022 by end of 2022. Action Karen. Rob agreed to finalise the Club policy by producing the application form and guidance notes and then to upload the Policy to the website and publicise by end 2022. Action Rob.

### 4. Club & Membership (Rob)

a. Membership Update. Rob reported that membership renewals were ongoing and that he had updated the Club website with 2023 details. The Committee agreed that the Club should pay the BOF renewal membership for Olivia McGhee as she had joined Moravian one week before the date in which her membership would have lasted until end 2023.

b. Permanent Orienteering Courses Update. Andrew updated the Committee that he was waiting for FLS to advise him of timelines to replace and add some additional posts at Quarry Wood, in order for beginner courses to be produced and added to the club website. Rob updated the Committee on thinking to establish a new permanent orienteering course at Sanquhar Woods. He commented that there was a permanent course at Cluny Hill, but its most of the posts are missing. The Committee considered that Findhorn and Cooper Park could also be suitable future locations. The Committee agreed to finalise the permanent course at Quarry Wood before taking further action. Andrew agreed to update on progress with FLS/Quarry Wood at the next meeting. Action Andrew.

c. Club Awards and Social. Andrew proposed to hold a Club's awards, medals presentation and social evening on 14 Jan 23 after the Quarry Wood event, and offered to organise with Liz. He agreed to enquire about Roseisle Hall's availability and to contact Alan to see whether he would be content to set a quiz. He would circulate the Club awards categories to the main and wider committee and would request nominations by end Dec 22. Action All.

### 5. Fixtures (Andrew)

a. Fixtures Programme for 2023. The latest fixtures programme for 2023 was sent out ahead of the meeting and can be found at Annex B. Of note, Andrew advised that there were no officials for January 2023 events. As a result, Eian agreed to plan Quarry Wood (with Kaisa and Ida), Karen agreed to organise and Andrew agreed to plan the NNC event at Forres Golf Course. He advised that the February event at Gordonstoun would be regional, to link with the INVOC SOUL event the day before, and that the event would still count towards the Moravian Saturday League. He also advised the Committee that there would be an inaugural Northern Urban series with INVOC between Apr and Jun 23, with the best 3 runs from 4 to count. He reported that the event would be sponsored by A4 Design and Print. He also reported that the SOA had requested the Sep 23 event at Darnaway to be regional. He advised that the decision would be dependent on a volunteer to act as planner. The Committee agreed that the Saturday League for 2022 could be the best 5 events from 7 and Andrew agreed to advise Finlay accordingly for publishing of the results. Action Andrew. Emma agreed to approach Active Schools to publicise the events at Gordonstoun and Fochabers. Action Emma.

b. Event Feedback. The Committee discussed event feedback from the December NNC event at Altyre. It was agreed that organisers of night events should ensure that event details included the carrying of a spare torch and whistle as mandatory. Andrew agreed to ensure that such details were included in the Organiser's Guide and the NNC guidance notes. Action Andrew. Post Meeting Note. Following email correspondence, it was agreed that the organiser should continue to make decisions relating to weather, including the need to specify clothing requirements should the forecast be for inclement weather.

<p>c. Mentor Role. The Committee also discussed the mentor role, and agreed that each Moravian event should have a mentor or controller nominated to provide advice and quality control. Andrew (Fixtures) would seek mentors for each event going forward. <b>Action Andrew.</b> Karen agreed to produce a list of club mentors by the next meeting. <b>Action Karen.</b></p>
<p><b>6. Permissions (Emma).</b> Emma updated the Committee with progress with permissions. She reported that permissions had been received for Quarry Wood, Forres Golf Course and Gordonstoun and that she had requested permissions to support the Scotjios training weekend in Mar 23, as well as the Mar 23 Saturday League event.</p>
<p><b>7. Accounts (Karen)</b> Karen gave an overall update on the accounts with no significant concerns or issues. The Balance Sheets and a summary of event expenditure can be found at Annex C. The Committee discussed the process for the approval/authorisation of club expenditure, following feedback from the recent independent audit of accounts. The Committee discussed options including setting a threshold limit for self-authorisation, emailing committee members for approval/authorisation, and using club email addresses when dealing with club financial matters. It was agreed that the approval/authorisation process/requirements should be appropriately documented (in Club Constitution or Club dropbox, as appropriate). Karen agreed to draft the process/requirements for the approval/authorisation of club expenditure for agreement at the next meeting. <b>Action Karen.</b></p>
<p><b>8. Communications and Publicity (Rob)</b> Rob reported that the Club's social media was getting a lot of interest. He reported that Eddie and Scarlett were doing a great job in writing articles for the local press and expressed his thanks, seconded by the Committee, for all their work in doing so. He advised that Andrew continued to contact newcomers using their email addresses supplied at recent events. Andrew proposed to stop sending emails to these recipients at end Dec 22 and start sending emails to new newcomers from 2023.</p>
<p><b>9. Coaching (Morag)</b> Morag sent her apologies and provided the following written report:</p> <ul style="list-style-type: none"> <li>• I met with Elizabeth Furness last month and we have put together a program of coaching to go over Basic Techniques for Orienteering. These sessions are going to take place before each of our next five Saturday events. The 1<sup>st</sup> one at Carsehill went well, with seven of our younger juniors and new members taking part. We mainly looked at map symbols and colours, as well as setting the map. I received positive feedback from all attendees.</li> <li>• The next coaching session will be before the Quarry Wood Event on Saturday 14<sup>th</sup> January.</li> <li>• I plan to hold a meeting with all Moravian coaches in the new year, to make plans for future coaching sessions.</li> <li>• Suzanne Robins-Bird is trying to organise a weekend for our Juniors who are interested in the Young Coach Assistant course. We are currently trying to identify a date for this in the first few months of 2023</li> <li>• Fran Loots has been in contact with me this week with a view to meeting up to discuss development opportunities for the club both before, during and after the Moray 2023 event. She has suggested meeting up on Tuesday next week but I am working and so will probably not manage this until the New Year.</li> </ul>
<p><b>10. Any Other Business (Andrew)</b> There was no any other business.</p>
<p><b>11. Date and Time of Next Committee Meeting (Eian)</b> It was agreed that the next meeting would be held in the first two weeks of Feb 23 and Eian would send out the doodle poll in early Jan 23. Andrew also requested that, in line with the member survey actions, Eian would send out a summary of five or six key bullets from the meeting for the next newsletter. <b>Action Secretary</b></p>

## To discuss:

1. Responses to the Moravian Members' Survey
2. The Orienteering Foundation's Newcomer Retention Group Report

Record of Decisions Made:

Decision	Action
1. Plan an event to introduce members to organising an orienteering event – potential date, 7 <sup>th</sup> May 2022 Advertise in Newsletter.	Elizabeth Only one member signed up, so event did not take place. Action completed.
2. A summary of survey responses to be produced and shared via newsletter.	Andrew Action completed.
3. Publicise Minutes from each committee meeting in newsletter with a few key points highlighted.	Agreed as routine business by Secretary. Action completed.
4. Organise another Event Safety Workshop for members. Ask Donald Grassie if he is willing to do this online again.	Donald willing to do this, but dates in 2023 to be agreed. Action Andrew
5. Production of Moravian publicity leaflet. Photos required of members in club kit. Aim to get this printed by the end of April	All to source suitable photos. Rob to arrange printing. Action completed.
6. New Beginners page content to be added to Club website with links to the new publicity leaflet and SOA beginners guide.	Rob Action completed.
7. Send message to newcomers with information about the next events.	Andrew Action completed. Email addresses sought during events and newcomers contacted as routine business. Action closed.
8. Steve to be asked about re-mapping the POC at Quarry Wood	Survey of Quarry Wood POC completed (Jul 22). Action closed. Jul 22 - FLS asked to replace missing posts and add new ones. Post Meeting Note: Feb 23 – FLS advised that new posts replaced and new ones added, with FLS waiting to add numbers.
9. Members to be asked if anyone is able to be the Moravian lead for "Virtual" Orienteering, e.g. MapRun. Roo to be asked about his earlier involvement with this.	Rob No volunteer identified to take forward. Committee agreed to close until someone in club with interest could take on.
10. Event Participation cards to be produced for Juniors to collect stamps for event attended.	Karen to create a possible design. Committee agreed to continue with existing event badge scheme. Closed.
11. Committee to learn how to use SI system with a mobile phone for use at small events.	Elizabeth to ask Paul Furness to see whether he could arrange a session to demonstrate this. Action completed. Paul briefed Andrew for use at the Hopeman Gala event in Jul 22. No phone required – just standard SI units and splits printer. Phone needed for sum up machine.

## Annex B – Events Programme & Permissions (Andrew)

### Proposed Event Programme and Permissions – 2023

Event Calendar for 2023								
Event	Location	Planner	Organiser	Organiser Contact Details	Permissions	Requested	Granted	BOF
Saturday 14th January	Quarry Wood				FLS – Quarry Wood Eight Acres Hotel			Y
Wednesday 25 <sup>th</sup> January - Northern Night Cup	Forres Golf Course				Forres Golf Club			Y
Sunday 5th February	Gordonstoun	Michael Bishenden			Gordonstoun	Y	Y	Y
Saturday 11th March	Darnaway South	Rob Parkinson			Moray Estates			Y
Saturday 15th April	Dufftown	Donald Grassie			Moray Council Other landowners - TBA?			
Saturday 20th May	Fochabers and Gordon Castle (New)	Bill Young			Moray Council - Fochabers Gordon Castle			
Saturday 24th June	Lossiemouth – Six Days Model Event				Moray Council Pitgaveny Estate - Oakenhead			
<i>July-August 30th July-4th August</i>	<i>Scottish Six Days</i>	-	-	-	-	-	-	
Saturday 9th September	Darnaway North				Moray Estates			Y
Saturday 21st October	Roseisle North and Burghead (New)				FLS - Roseisle Moray Council - Burghead			
Saturday 25th November	Culbin East				FLS			

## Annex C – Balance Sheets and Event Expenditure

### Balance Sheet April 2022-November 2022

<b>Current Account</b>			<b>Expenditure</b>	
<b>Income</b>	<b>£</b>			<b>£</b>
Event Income	2,306.78		Map printing	357.80
Map Sales etc	0.00		Mapping	1,350.00
Kit Sales	60.00		Levies	474.00
Coaching	0.00		Equipment & Kit purchase	1,282.59
Grants	0.00		Publicity	50.00
Miscellaneous	36.00		Event Expenses	113.50
	<u>2,402.78</u>		RDO	0.00
			Coaching Expenses	0.00
Opening balance as at 1st April 2022	11,326.62		Relay entries and JST	1,054.50
Surplus/Deficit for the year	-3,094.61		CPD	235.00
<b>Closing Balance as at 8th September 2022</b>	<b><u>8,232.01</u></b>		BOF payments	70.00
			Miscellaneous	60.00
			Inter A/C transfer	450.00
				<u>5,497.39</u>
			<b>Assets at 8th September 2022</b>	<b>£</b>
<b>Project Account</b>	<b>£</b>		Current Account	8,232.01
Opening balance 1 April 2022	6,210.17		Project Account	6,660.17
Transfers from Current A/C	450.00		Cash	100.00
Interest	0.00			<u>14,992.18</u>
Grants received	0.00			
	6,660.17			
Expenditure	0.00			
<b>Closing balance 8th September 2022</b>	<b><u>6,660.17</u></b>			

