



Minutes of Moravian Committee Meeting at Taigh Fiodha Thursday 16th March 2023 at 1.00 pm



Present: Andrew Campbell – Chair
Rob Parkinson – Club & Acting Secretary
Emma Tunnard - Permissions

Morag McLuckie - Coach
Karen Fraser – Finance

1. Welcome (Andrew)

Andrew welcomed the committee to the meeting and thanked Karen for hosting.

2. Items arising/outstanding from previous minutes (Rob)

Matters arising from 16th February 2022

5. Communications and Publicity

- 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. Action Rob: Completed. Noted - Brodie Easter Egg hunt will not be taking place this year, but discussions continuing with NTS for a future event.

8. Chair & Development Update

- a. Member's Survey – Andrew

Member's Survey actions reviewed at 8 Dec 22 meeting and one action remaining open. Andrew agreed to approach Donald about the next ESW for the Club. Action Andrew: Completed. Donald has agreed to host the workshop and proposed dates in April or May. A number of club members have been contacted and expressed interest. When the date has been agreed, more will be contacted.

9. Any Other Business

- 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. Action Karen - carry forward

Matters arising from 27th June 2022

10. Any Other Business

EOD at Events. It was agreed that Karen would look into buying a 'PAYG' phone for Club use. Action Karen - carry forward. The Club's inventory list would need to be updated to include the new phone (when purchased). Action Secretary – carry forward. The Committee discussed the need for the Organiser Guide to be updated to remove the requirement for a float from the Treasurer. It agreed that the need for a float remained and no update to the Organiser Guide would be required.

Matters arising from 8th December 2022

3. Chair

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 completed. It was agreed that Andrew would write to all 2022 grant recipients/parents and Karen would arrange grant payments. Action Andrew/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 - completed, including article for newsletter.

4. Club & Membership

- b. Permanent Orienteering Courses Update. See item 4b below.

c. Club Awards and Social. Nominations by end December 22. Action All - completed. It was agreed this event was a great success. Thanks were expressed to Andrew and Liz for organising the event, trophies etc, and to Alan our quizmaster. Morag reported that Finlay and Kate are already planning the quiz for Dec 2023.

5. Fixtures

a. Programme for 2023. 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 - done. Emma agreed to approach Active Schools to publicise the events at Gordonstoun and Fochabers. Action Emma - done (but noted change of venue from Fochabers to Findhorn for May event).

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 – done. Organiser Guide updated and NNC guidance notes confirmed as including mandatory need to carry a spare torch and a whistle.

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. (Rob circulated draft Mentor role description after the 16/03/23 meeting). Andrew (Fixtures) would seek mentors for each event going forward. Karen agreed to produce a list of club mentors by the next meeting. Action Karen - carry forward.

7. Accounts

Approval for expenditure requirements revision - noted £250 threshold, above which Committee member approval required. Revised policy to be included in Finance documentation **Action Karen**.

11. Date and Time of Next Committee Meeting

Key bullet points for newsletter - **Action Secretary - carry forward**.

3. Chair (Andrew)

a. Silver Award - SOA Feedback. Andrew reported positive feedback from SOA on the Club's documentation submitted in support of its application for the Silver award. The main area needing to be strengthened was coaching; this was currently being addressed through Morag as lead coach. See Agenda item 8. Andrew was thanked by the Committee for all the detailed work done in compiling the bid documentation. The intention would be to resubmit the bid in Autumn 2023. **Action Andrew**.

b. BOF/SOA – Engagement. Andrew participated in a 1:1 interview in January 2023 with a consultant appointed by BOF to seek the Club's views on orienteering perceptions, opportunities and issues. In addition, SOA are conducting a Club priorities listening exercise across Scotland, which will feature two SOA team members and our core Committee. The Committee noted the preferred date of 29th March, either in Roseisle or Forres. Andrew agreed to advise the SOA accordingly. **Action Andrew**. Rob advised that the SOA annual conference would be held on 15th April in Perth. As this would be the date of the Club's next local event, and would be the weekend following the JK, it would be difficult for the Club to send a representative. Andrew agreed to inform the SOA. **Action Andrew**.

4. Club & Membership (Rob)

a. Membership Update. Rob reported that current membership stands at 105, comprising 78 BOF (down from 96 last year) and 27 SOA (up from 19 last year). Junior membership has declined by 4 due to individuals going to university or moving away. Lapsed members have been contacted by email and will be contacted again by BOF by the end of March.

b. Permanent Orienteering Courses – Update. Andrew had been in contact with FLS several times. FLS confirmed (7th Feb 23) that the replacement posts were in place, but they had not put out new markers. Andrew would forward the revised Permanent Orienteering Course (POC) map to Morag and Emma to check the status of the new posts. **Action Andrew, Morag and Emma**. Once established, the POC would be advertised on the Club website, as well as BOF's Go Orienteering pages. **Action Rob**.

c. Club Development Officer – Update. Rob reported that following interview on 15th March, Will Hall had been offered the position of CDO on a 12-month (560 hour) contract over 40 weeks. The interview panel (Rob, Karen and Andrew) were unanimous in the decision to offer the contract to Will. (*Postscript - Will Hall has accepted the contract offer, and discussions are underway to agree start date*). Once the contract is finalised, Club members would be updated on this exciting development. **Action Rob and Karen**.

5. Fixtures (Andrew)

a. Fixtures Programme for 2023. (*See Appendix A*) Andrew updated the Committee on the latest fixtures programme for 2023. The Gordon Castle event was not going ahead this year, so Findhorn had been proposed as an alternative venue. He reported that progress was being made with the inaugural MOR/INVOC Northern Urban series, with the 4-series event to take place in June. He also reported that the September 2023 event at Darnaway would be a regional event, followed by the Scottish Score championships being hosted by INVOC on the Sunday. It was agreed to link a coaching day led by Hilary Quick to the weekend of 24-25th June, with the adult coaching session on the Sunday. **Action Morag**.

b. Event Feedback. Andrew reported that Event Feedback would be a standing item on the agenda. One item was raised after the last four events since the last meeting (that being from Altyre on 11 March) – namely, to provide some context for participants on course closing time. Andrew agreed to investigate updating the course closure 'box' on the club website. **Action Andrew**. Event timings were also discussed. Following discussion, it was agreed that local event start times would normally be 1100-1230 hrs from November-March (inclusive), and 1030-1200 hrs at other times, with the Organiser Guide to be updated accordingly. **Action Andrew**. Karen agreed to produce a list of club mentors by the next meeting. **Action Karen - carried forward**. Rob would circulate draft Mentor role description for comment. **Action Rob**. (*Postscript - circulated 17th March*).

6. Permissions (Emma)

Emma updated the Committee with progress with permissions (*See Appendix A*). She reported that permissions had been requested for Dufftown, Findhorn, Pilmuir, Oakenhead, Gordonstoun, Altyre, Darnaway, Roseisle North and Culbin East. Altyre Estate have been thanked for hosting the recent local event.

7. Accounts (Karen)

Karen gave an overall update on the accounts (*see Appendix B1 and B2*) with no significant concerns or issues. It was noted that Karen has implemented the agreed approval/authorisation of club expenditure. Given the sound financial position, it was agreed to leave entry fees at the current level.

8. Coaching (Morag)

Morag reported on the recent successful coaching programme linked to local events (*see Appendix C*). She thanked her team of coaches who have assisted, including young leaders and other helpers. The structured programme was appreciated by juniors and adults alike and will form the basis of our updated submission to the SOA for the Silver award in the Autumn. **Action Morag/Andrew**. (*Note discussion under Item 5 a regarding Moravian coaching day in June*).

9. Any Other Business (Andrew)

a. **Wider Committee Meeting**. It was agreed that the Committee would plan to hold a wider committee meeting on 24th

June after the Lossiemouth event. A venue would need to be found. **Action Secretary.** It was agreed that future wider Committee meetings should occur in June each year, as the last meeting prior to the AGM. **Action Secretary.**

b. **BOF Mapping Award 2023.** It was noted that Andrew had nominated Steve Smirthwaite for the Bonnington mapping award as part of BOF's 2023 awards.

c. **Club Equipment Shed.** Douglas Murray had informed the Club that he plans to move in future, and that the Club would need an alternative location for the Club's shed. It was agreed that the Forres area was most convenient, if possible. The Committee expressed its sincere thanks to Doug for the facility over many years. Rob agreed to seek any offers via the Newsletter. **Action Rob.**

d. **RAFO Event June.** Andrew reported that Rachel Sullivan had contacted the Club regarding a 'come and try it' activity for interested RAF Lossiemouth personnel in mid-June, possibly in Quarry Wood. Andrew advised that he and Liz would be able to support. Karen advised that she may be able to support, and suggested Ian Addis could be approached. Andrew agreed to liaise with Rachel. **Action Andrew.**

10. Date and Time of Next Committee Meeting (Rob)

The next core committee meeting would be a wider Committee meeting in June (probably 24 June). The next Committee would be held after the AGM - probably mid-week, at lunchtime, in November. **Action Rob.**

Appendices:

A. 16-03-23 Appendix A Event Programme and Permissions 2023

Event Programme and Permissions – 2023

Event Calendar for 2023									
Event	Location	Planner	Organiser	Mentor/ Controller	Organiser Contact Details	Permissions	Requested	Granted	BOF
Sat 14th January	Quarry Wood	Eian Smith, Kaisa Oikkonen	Liz Campbell	Rob Parkinson	andrewandlizcampbell@outlook.com	FLS Eight Acres Hotel	Y Y	Y Y	Y Y
Wed 25 th January – NNC #5	Forres Golf Course	Andrew Campbell	Karen Fraser	Steve Smirthwaite	Jp_kf@mac.com	Forres Golf Club	Y	Y	Y
Sun 5th February	Gordonstoun	Michael Bishenden	Andrew Campbell	Steve Smirthwaite	andrewandlizcampbell@outlook.com	Gordonstoun	Y	Y	Y
Sat 11th March	Altyre South	Rob Parkinson	Ken Anderson	David Ritchie	Ken.anderson11@btinternet.com	Altyre Estates	Y	Y	Y
Sat 15th April	Dufftown	Donald Grassie	Peter McLuckie	Andrew Campbell?	Pamcluckie@yahoo.co.uk	Moray Council Other landowners?	Y		
Sat 20th May	Findhorn	Bill Young	Laurie Parmenter	Andrew Campbell	Laurieparmenter@btinternet.com	Findhorn Dunes Trust			
Wed 7 th June A4 Design & Print Urban Series #1	Forres – Pilmuir, Thornhill and Knockomie	Andrew Campbell	Nikki Howard		Nikkihoward@btinternet.com	Moray Council			
Sat 24th June	Lossiemouth – Oakenhead and Lossie Town					Moray Council Pitgaveny Estate (Oakenhead)	Y Y		
Wed 28th June A4 Design & Print Urban Series #4	Gordonstoun		David Ritchie			Gordonstoun	Y		
<i>July-August 30th July-4th August</i>	<i>Scottish Six Days</i>	-	-		-	-	-	-	
Sat 19th August - AGM and Retro-O	Altyre – Office Wood and Fairy Hills	David Ritchie	David Ritchie			Altyre Estates			
Sat 9th September	Darnaway East - Regional	Peter McLuckie				Moray Estates	Y		Y
Sat 21st October	Roseisle North	Finlay McLuckie	Kate McLuckie		Katecluckie10@icloud.com	FLS	Y		
Sat 25th November	Culbin East	Karen Fraser				FLS	Y		

Last Update – 9 Mar 23

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B1 16-03-23 Appendix B1 Expenditure summary

	Income	Expenses			Total	Profit/Loss	
		Maps	Levies	Expenses			
NNC2 Altyre 07/12/22	169.56	22.50	34.50	-	57.00	112.56	
Quarry Wood 14/01/23	307.32	127.20	81.00	-	208.20	99.12	
NNC 5 Forres Gold Club 25/01/23	207.76	57.66	48.00	-	105.66	102.10	
Gordonstoun Urban/Parkland 05/02/23	466.75	?	99.00		99.00	367.75	Awaiting maps + expenses
Altyre South 11/03/23					0.00	0.00	

B2 16-03-23 Appendix B2 Accounts summary 22-23

Balance Sheet April 2022-March 2023

Current Account Income	£
Event Income	3,659.87
Map Sales etc	0.00
Kit Sales	218.00
Coaching	0.00
Grants	1,500.00
Miscellaneous	36.00
	<u>5,413.87</u>
Opening balance as at 1st April 2022	11,326.62
Surplus/Deficit for the year	-7,433.03
Closing Balance as at 16th March 2023	<u>3,893.59</u>

Expenditure	£
Map printing	622.66
Mapping	5,275.00
Levies	736.50
Equipment & Kit purchase	1,665.82
Publicity	50.00
Event Expenses	540.75
RDO	0.00
Coaching Expenses	0.00
Relay entries and JST	1,096.00
CPD	458.00
BOF payments	104.00
Miscellaneous	198.17
Inter A/C transfer	2,100.00
	<u>12,846.90</u>

Project Account	£
Opening balance 1 April 2022	6,210.17
Transfers from Current A/C	2,100.00
Interest	0.00
Grants received	0.00
	8,310.17
Expenditure	0.00
Closing balance 16th March 2023	<u>8,310.17</u>

Assets at 16th March 2023	£
Current Account	3,893.59
Project Account	8,310.17
Cash	100.00
	<u>12,303.76</u>

Moravian Coaching Plan 2023

2023 Coaching Plan Objective

A coaching programme, to introduce Basic Techniques for Orienteering to beginner and/or younger junior orienteers. Carol McNeil's Technical Difficulty Summary will form the basis of all sessions.

Implementation

Instructional coaching for complete beginners & younger juniors offered at as many Saturday League events as possible. Morag to lead.

Outcomes for participants:

TD1:

- ✓ Understand map colours and commonly used symbols
- ✓ Orient the map using compass and terrain
- ✓ Orienteer along tracks and paths
- ✓ Make decisions at 'Decision Points' identified by a control site

TD2:

- ✓ Orienteer along obvious line features (handrails)
- ✓ Make decisions at a 'Decision Point' without the assistance of a control to identify it as such.
- ✓ Leave a line feature to go to a visible control site near to it; return to that line feature

Outcomes for some older/more experienced Juniors:

TD3:

- ✓ *Basic use of compass to allow shortcuts through the terrain between two line features.*
- ✓ *Corner Cutting*
- ✓ *Navigate a short leg on a rough compass bearing to a control on or in front of a collecting feature.*
- ✓ *Simplification of legs with several Decision Points*
- ✓ *Make simple route choice decisions.*

Moravian Club Coaching Plan 2023

Theme: Basic Techniques

Date	Key concepts (Italics for higher level outcomes)	Location
19 th November 2022 7 participants	Map symbols and colours Setting and folding the map Following Line features to controls L1 Coach = Morag McLuckie & Karen Fraser L3 Coach = Elizabeth Furness Helper = Anna Howard	Carsehill, Alves
14 th January 2023 15 participants	Review map symbols Map walk with map set <i>Distance judgement – map scales</i> L1 Coaches = Morag McLuckie, Nikki Howard & Karen Fraser Ys = Scarlett Britain, Sophie Howard & Finlay McLuckie Helpers = Anna Howard, Peter McLuckie	Quarry Wood, Elgin

5 th February 2023 18 participants	<p>Sprint map compared to forest map symbols Line exercise - recognising control features Orientating map with Maze <i>Basic use of compass</i></p> <p>L1 Coaches = Morag McLuckie, Ian Addis, Nikki Howard & Karen Fraser L3 Coach = Elizabeth Furness Yls = Scarlett Britain, Sophie Howard, Kate McLuckie & Finlay McLuckie Helpers = Anna Howard, Peter McLuckie</p>	Gordonstoun, Duffus
11 th March 2023 11 participants	<p>Star Exercise <i>Control descriptions</i></p> <p>Musical Cones – organised by young leaders</p> <p>L1 Coach = Morag McLuckie, Karen Fraser, Nikki Howard L3 Coach = Elizabeth Furness Yls = Scarlett Britain, Sophie Howard, Kate McLuckie & Finlay McLuckie Helpers = Anna Howard, Peter McLuckie</p>	Altyre South
15 th April 2023	<p>Contours, contour features</p> <p>L1 Coach = Karen Fraser, Morag McLuckie L3 Coach = Elizabeth Furness</p>	Dufftown
20 th May 2023	<p>L1 Coach = Morag McLuckie L3 Coach = Elizabeth Furness</p>	Findhorn
24 th June 2023	<p>Possible Moravian Coaching Day L1 Coach = Morag McLuckie L3 Coach = Elizabeth Furness</p>	Lossiemouth