



Minutes of Moravian Committee Meeting at Taigh Fiodha Wednesday, 5th July 2023 at 7.30 pm

Present: Andrew Campbell – Chair & Acting Fixtures Morag McLuckie - Coach
Rob Parkinson – Club & Acting Secretary Karen Fraser – Finance

Apologies: Emma Tunnard - Permissions

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

2. **Items arising/outstanding from previous minutes**

Matters arising from 16th February 2022

9. Any Other Business

b. Karen asked about insurance for SI units and agreed to investigate the insurance of club kit. **Action Karen - carry forward**

Matters arising from 27th June 2022

10. Any Other Business

EOD at Events. Following discussion, it was agreed that Karen would investigate buying a mobile for Club use. It was agreed that Karen would investigate a tablet instead. **Action Karen**. The Club's inventory list would need to be updated to include the new tablet (when purchased). **Action Secretary – carry forward**.

Matters arising from 8th December 2022

3. Chair

c. Moravian Junior Grant Policy. It was agreed that Andrew would write to all 2022 grant recipients/parents and Karen would arrange grant payments. **Action Andrew - completed**.

5. Fixtures

c. Mentor Role. Following discussion, Karen agreed to produce an updated list of club event officials, including mentors and first aid trained members. **Action Karen/all - carry forward**.

7. Accounts

Revised policy to be included in Finance documentation, held by the Treasurer with accounts records. **Action Karen - completed**.

11. Date and Time of Next Committee Meeting

It was agreed to include key bullet points of discussions for the newsletter after each meeting. **Action Secretary**.

Matters arising from 16th March 2023

3. Chair

a. Silver Award -The intention is to resubmit the bid in Autumn 2023. **Action Andrew - ongoing**. See *Item 4 for proposed updates of documents to support this resubmission*.

b. BOF/SOA – Engagement. The Committee met with the SOA on 29 March – Action completed. No feedback had been received from SOA to date, though it was noted the Club was not represented at the SOA annual conference on 15 April.

4. Club & Membership

b. Permanent Orienteering Courses – Update. See Item 4b below.

c. Club Development Officer Update. Members updated on the Club's new CDO. **Action Rob & Karen. Completed**.

5. Fixtures

a. Fixtures Programme for 2023. A coaching day led by Hilary Quick was arranged by Morag and held on 25 June. **Action Morag – completed**.

b. **Event Feedback**. Andrew advised that it was not feasible to expand the course closure box on the website and, instead, the website site had stated at subsequent events that competitors must report to download by course closure times. **Action completed**. The Organiser Guide had been updated with event start times. **Action Andrew - completed**. Rob circulated the draft mentor role description for comment. **Action Rob – completed**.

8. Coaching

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.

9. Any Other Business

a. Wider Committee Meeting. The wider committee meeting was held on 24 June after the Lossiemouth event. **Action Secretary - completed**. It was agreed that future wider Committee meetings should occur in June each year, prior to the AGM. **Action Secretary – completed**.

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. Andrew reported positive feedback from BOF and that he had received a small token of appreciation for Steve.

c. Club Equipment Shed. Rob agreed to seek offers for a new shed. **Action completed**. See *item 4d below*.

d. RAFO Event June. This event was postponed by the RAF.

3. Chair (Andrew)

- a. Website. Andrew noted the need to make coaching more prominent on the website, in part to support the resubmission of our Silver Award bid to SOA. It was agreed to ask Paul to add a new tab to the top level, so that coaching information would be more directly accessible to members. **Action Morag.**
- b. Club Development Plan. It was agreed that a meeting of the core committee would be held in the Autumn to review progress against the Club Development Plan 2022-27. **Action Rob**
- c. Club Constitution. Andrew and Emma had noted that the Club constitution has not been reviewed since 2016. It was agreed that the committee should review the constitution in the Autumn, and then put any proposed amendments to members. A meeting would be arranged for the review. **Action Rob**
- d. Moravian Junior Grant Policy. Four applications for the Junior Grant Policy had been received for 2023 by the 30 June deadline. Rob, Karen and a third committee member would consider later in August. **Action Rob/Karen.**

4. Club & Membership (Rob)

- a. Membership update. Rob summarised member numbers, referring to the summary presented at the Wider Committee meeting on 24 June. It was noted that the Club now has the same number of members as 2022. Further, it was noted that the SOA membership system (using SI Entries) does not allow notification when new members join. Morag asked if it is possible to access SOA membership list. **Action Rob link forwarded to Morag post-meeting. Reply from SOA indicates that the current system will not allow notification when new members join.**
- b. Permanent Courses Update (Andrew/Rob). Emma, Morag and Rob had confirmed that new orienteering posts had been positioned in Quarry Wood, but they still required numbering and painting. Andrew agreed to seek a further update on progress from FLS. **Action Andrew.** 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/Karen). Rob and Karen updated the committee on Will's activities. They advised that several events (e.g Elgin Family Day, Keith Community Treasure Hunt) had been planned for July leading up to the S6Ds. It was agreed to hold a meeting with Karen, Andrew and Rob in late August to review Will's plans for the Autumn. **Action Rob**
- d. Club Equipment Shed. Rafford VH committee agreed to allow the Club to store kit in the shed at the rear of the hall. This space would require some maintenance to make it fully suitable. Rob agreed to thank Nikki Howard for investigating Darnaway and to inform Lesley. **Action Rob.**

5. Fixtures and Permissions (Andrew).

- a. Fixtures Programme update for 2023. Andrew presented the updated list of fixtures for the coming months (see Annex A) and noted that Emma had received permissions from landowners to hold the remaining events. The committee thanked Andrew and Emma for the work done to secure this programme of events. It was noted that the inaugural A4 Design & Print Urban series was a real success. The profit from the series would be split 50:50 with INVOC. Andrew agreed to forward Karen the series' financial breakdown for payment of monies. **Action Andrew.** Andrew informed the Committee that he would be holding a 'wash up' meeting with INVOC to decide on a future series next spring/summer. **Action Andrew.** Andrew would also investigate the provision of an event safety workshop for the Autumn. **Action Andrew**
- b. Computers. Andrew informed the committee that Ian and Paul considered that there was a need to replace two of the club's ageing laptops. The committee agreed to the replacement in the coming months, at an approximate cost of £400-£600 per laptop. Andrew would inform Ian and Paul of the Committee's decision. **Action Andrew.**
- c. Gordonstoun. Andrew reported that Gordonstoun School had purchased an SI training kit and had requested copyrighted map files of Quarry Wood and Roseisle for their use. Following discussion, concerns were raised regarding access and landowner permission, and a unanimous agreement was not reached for Gordonstoun to have access to the map files. Andrew would inform Gordonstoun of the decision. **Action Andrew**
- d. SOA Fixtures 2024. Andrew briefed on the SOA request for Clubs to consider hosting major events next year and beyond. He presented a proposal based on existing Club commitments/capacity for Committee consideration. Post Meeting Note. Andrew emailed his proposal to the Committee post meeting and following feedback received responded to the SOA request on 25 July.
- e. Event feedback. It was agreed to upload the mentor role description document onto the Club's website. **Action Rob.** It was also agreed that Event feedback would become a standing item on the committee agenda under 'Fixtures'. **Action Rob**

6. Accounts (Karen)

Karen presented a summary of accounts April 22- March 23 and April 23 to date (see Annex B). The Club continues to be in a healthy financial position. Grant contributions from Berryburn and the Orienteering Foundation have been received. It was noted that local events tend to make around £50-£100 surplus. The committee thanked Karen for presenting a clear set of accounts.

7. Coaching update

A review of the coaching activities for Autumn 22 - Summer 23 were presented by Morag (see Annex C). The committee thanked Morag, Karen and all the coaching volunteers for their efforts in the delivery of this coaching programme. It was noted that the event run by Hilary Quick on 25 June was very well received, and the committee supported the suggestion that this style of coaching event be repeated in the Autumn. Morag noted that due to work and other commitments, the regular pre-local event coaching sessions will not re-start until January. However, Morag would discuss targeted school activities for the Autumn with Emma, Karen and Will. **Action Morag.** See also Item 3a under Chair's report (above) regarding coaching information on the club's webpages.

8. Any Other Business

- a. Darnaway Regional Event. Details for the Regional Event at Darnaway in September were discussed by Morag (Event Organiser) and the committee.
- b. Arrangements for the AGM. It was agreed that the agenda of the AGM would be the same as the 2022 agenda. Rob agreed to include the agenda in 11 July newsletter. **Action Rob**. Rob to check with David that arrangements for hire of the Club Room were in place. **Action Rob**
- c. SOA Dispatches. It was agreed that future SOA Dispatches emails would be circulated to the wider committee. **Action Rob** (*completed 6/7/23*)

9. DTNM (Rob).

It was agreed that the next committee meeting would be held in November, preferably on a Wednesday or Thursday afternoon. **Action Rob**.

Annex A

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	Ejan Smith, Kaisa Oikarinen	Liz Campbell	Rob Parkinson	andrewandlzcampbell@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 5 th February	Gordonstoun	Michael Bishenden	Andrew Campbell	Steve Smirthwaite	andrewandlzcampbell@outlook.com	Gordonstoun	Y	Y	Y
Sat 11 th March	Altyre South	Rob Parkinson	Ken Anderson	David Ritchie	Ken.anderson11@btinternet.com	Altyre Estates	Y	Y	Y
Sat 15 th April	Dufftown	Donald Grassie	Peter McLuckie	Andrew Campbell	Pamcluckie@yahoo.co.uk	Moray Council	Y	Y	Y
Sat 20 th May	Findhorn	Bill Young	Laurie Parmenter	Andrew Campbell	Laurieparmenter@btinternet.com	Findhorn Dunes Trust	Y	Y	Y
Wed 7 th June A4 Design & Print Urban Series #1	Forres – Pilmuir, Thorhill and Knockspole	Colin Hall	Andrew Campbell	Andrew Campbell	andrewandlzcampbell@outlook.com	Moray Council	Y	Y	Y
Sat 24 th June	Lossiemouth	Scarlett Britain	Roo Hornby	Rob Parkinson	Roo.hornby@btinternet.com	Pitgaveny Estate	Y	Y	Y
Wed 28 th June A4 Design & Print Urban Series #4	Elgin South	Finlay McLuckie	David Ritchie	David Ritchie	drhoneyhowe@gmail.com	Moray Council	Y	Y	Y
July-August 30 th July-4 th August	Scottish Six Days	-	-	-	-	-	-	-	-
Sat 19 th August - AGM and Retro-O	Altyre – Office Wood and Fairy Hills	David Ritchie	David Ritchie	-	drhoneyhowe@gmail.com	Altyre Estates	Y	Y	Y
Sat 9 th September	Darnaway East - Regional	Peter McLuckie	Morag McLuckie	-	moragmcluckie@yahoo.co.uk	Moray Estates	Y	Y	Y
Sat 21 st October..	Roseisle North	Kate McLuckie	Finlay McLuckie	-	finlaymcluckie@gmail.com	FLS	Y	Y	Y
Sat 25 th November..	Culbin East	Karen Fraser	-	-	-	FLS	Y	Y	Y

Annex B

Balance sheet April 22 - March 23

Balance Sheet April 2022-March 2023

Current Account		Expenditure	
Income	£		£
Event Income	3,903.70	Map printing	815.66
Map Sales etc	0.00	Mapping	5,275.00
Kit Sales	404.00	Levies	810.00
Coaching	0.00	Equipment & Kit purchase	1,665.82
Grants	1,500.00	Publicity	50.00
Miscellaneous	36.00	Event Expenses	545.73
	<u>5,843.70</u>	RDO	0.00
		Coaching Expenses	0.00
Opening balance as at 1st April 2022	11,326.62	Relay entries and JST	1,139.00
Surplus/Deficit for the year	-7,317.68	CPD	458.00
Closing Balance as at 31st March 2023	<u>4,008.94</u>	BOF payments	104.00
		Miscellaneous	198.17
		Inter A/C transfer	<u>2,100.00</u>
			13,161.38

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
	<u>8,310.17</u>
Expenditure	0.00
Closing balance 31st March 2023	<u>8,310.17</u>

Assets at 31st March 2023	
	£
Current Account	4,008.94
Project Account	8,310.17
Cash	<u>100.00</u>
	<u>12,419.11</u>

Balance sheet April 23 - July 23

Balance Sheet April 2023-July 2023

Current Account		Expenditure	
Income	£		£
Event Income	1,374.84	Map printing	299.40
Map Sales etc	0.00	Mapping	1,600.00
Kit Sales	0.00	Levies	330.00
Coaching	40.50	Equipment & Kit purchase	609.75
Grants	5,275.00	Publicity	0.00
Miscellaneous	148.10	Event Expenses	81.50
	<u>6,838.44</u>	RDO	20.80
		Coaching Expenses	60.00
Opening balance as at 1st April 2023	4,008.94	Relay entries and JST	271.38
Surplus/Deficit for the year	3,247.85	CPD	0.00
Closing Balance as at 5th July 2023	<u>7,256.79</u>	BOF payments	0.00
		Miscellaneous	117.76
		Inter A/C transfer	<u>200.00</u>
			3,590.59

Project Account	
	£
Opening balance 1 April 2023	8,310.17
Transfers from Current A/C	200.00
Interest	0.00
Grants received	788.00
	<u>9,308.17</u>
Expenditure	1,158.24
Closing balance 5th July 2023	<u>8,139.93</u>

Assets at 5th July 2023	
	£
Current Account	7,256.79
Project Account	8,139.93
Cash	<u>100.00</u>
	<u>15,496.72</u>

Annex C

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 Yls = Scarlett Britain, Sophie Howard & Finlay McLuckie Helpers = Anna Howard, Peter McLuckie	Quarry Wood, Elgin
5 th February 2023 18 participants	Sprint map compared to forest map symbols Line exercise - recognising control features Orientating map with Maze <i>Basic use of compass</i> L1 Coaches = Morag McLuckie, Ian Addis, Nikki	Gordonstoun, Duffus

	Howard & Karen Fraser L3 Coach = Elizabeth Furness Yls = Scarlett Britain, Sophie Howard, Kate McLuckie & Finlay McLuckie Helpers = Anna Howard, Peter McLuckie	
11 th March 2023 11 participants	Star Exercise <i>Control descriptions</i> Musical Cones – organised by young leaders 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	Altyre South
15 th April 2023 14 participants	Contours, contour features Maze L1 Coach = Karen Fraser, Morag McLuckie Yls = Michael Bishenden, Kate McLuckie & Finlay McLuckie	Dufftown
20 th May 2023 19 participants	Contours review Control pick course (planned by Michael B) L1 Coach = Morag McLuckie, Karen Fraser & Nikki Howard Yls = Michael Bishenden, Sophie Howard, Ellie Darlow (RR), Kate McLuckie & Finlay McLuckie Helpers = Anna Howard, Peter McLuckie	Findhorn
25 th June 2023 18 participants	Moravian Club Coaching Session for all BASICS coaching for TD2 Relocation course, No Paths course and “Drop & Run” activities for TD3-TD5 L3 Coach = Hilary Quick, BASOC L1 Coach = Morag McLuckie, Karen Fraser & Nikki Howard Yls = Michael Bishenden, Kate McLuckie & Finlay McLuckie Helpers = Rob Parkinson	Oakenhead, Lossiemouth