



# Minutes of Moravian Committee Meeting at Eskdale, Forres

## Monday, 25<sup>th</sup> November 2024 at 7.00 pm



**Present:** Rob Parkinson - Chair; Andrew Campbell - Fixtures; Morag McLuckie - Coach; Peter McLuckie Membership; Fran Britain - Secretary; Karen Fraser - Finance; David Ritchie - Permissions

**Apologies:** none

1.	<p><b>Welcome</b> Rob welcomed everyone to the meeting</p>	Action by
2.	<p><b>Matters arising/outstanding from previous minutes</b></p> <p><b>27<sup>th</sup> June 2022</b> Item 10. Any other business - EOD at Events. <a href="#">Karen reported mobile phone has been purchased and confirmed arrangements for EOD entries.</a></p> <p><b>8<sup>th</sup> December 2022</b> - Item 5c. Event officials <a href="#">Rob plus Andrew and Karen to update the list of club event officials, including mentors and first aid trained members. Will post on the club webpages.</a></p> <p><b>5<sup>th</sup> July 2023</b> - Item 4b. Permanent Courses Update <a href="#">Quarry Wood permanent course now accessible online. Options for other permanent courses being considered by Rob and David.</a> - Item 4d. Club Equipment Shed. <a href="#">Will remain at Douglas Murray's for the near future.</a></p> <p><b>29<sup>th</sup> November 2023</b> - Item 3a. Chair's report - Club Development Plan/Constitution Review. <a href="#">Updated and adopted at the AGM in August 2024, both documents now posted on the club Governance webpage.</a> - Item 4a. Membership update. <a href="#">Agreed to suspend the 'BOGOFF' option at local events.</a> - Item 6. <a href="#">Burgie NNC event donation made.</a> - Item 8 Awards evening arrangements - see Item 7 below.</p> <p><b>7<sup>th</sup> March 2024</b> - Item 3 <a href="#">Morag reported that the June Coaching Day in Culbin was successful and emphasised the need to try and link Schools sessions to Club pre-event coaching where possible.</a> - Item 8e. <a href="#">Imke Henderson has agreed to take on the managing the Badge achievement awards. Morag and Fran will confirm SOA colour coded badge availability and Morag will compile a list of who has achieved what (juniors) prior to 11 Jan. Fran to source necessary badges from SOA office.</a></p>	<p>Rob/Andrew / Karen</p> <p>Rob/ David</p> <p>Morag/ Fran</p>
3	<p><b>Coaching update</b> <a href="#">Morag gave a verbal update on the coaching programme for the last few months, this focussed on pre-local event activities. Typical attendance was around 12-15 for each coaching activity. Plan to continue with the programme in 2025, 7-8 sessions, with an additional focus on shadowing activities. Requirements for PVG registration will be confirmed with advice sought from SOA/Nikki. It was also discussed that more needs to be done to highlight differences between courses depending on terrain. e.g. a Light Green at Gordon Castle is very different to a Light Green at Culbin. Those new to orienteering may not realise this difference. £1 will continue to be charged for coaching to cover map printing.</a></p>	Morag/ Fran
4	<p><b>Accounts update</b> <a href="#">Karen presented a summary of income and expenditure for recent events, and a financial position statement for 25<sup>th</sup> November (Annex A). The significant profit generated from the Scottish Relays was noted, and everyone was thanked for their efforts in making this event such a success. Andrew pointed out that not all the income for the NUL events was included in these accounts. Karen agreed to update. Completed after the meeting. Karen and Rob highlighted the importance of event officials for ALL levels of events being encouraged to put in expenses. Expenses forms sent out to the organiser after each event.</a></p>	Karen
5	<p><b>Fixtures and Permissions report</b></p> <p><b>a. Fixtures Programme 2024/25</b> <a href="#">Andrew presented updated programme for 2024/ 2025 (Annex B). David summarised proposed map updates to support the 2025 fixtures, as agreed with Jon Hollingdale and Steve Smirthwaite. David also carrying out some minor map updates. Details of Gordon Castle post-Christmas event confirmed after the meeting. Rob to remind Will Hall when events are so that where possible he can tie in schools' activities with local events.</a></p> <p><a href="#">Rob updated the committee on the allocation of key roles for Day 1 of the S6D 2025. It was noted that most of the roles have been filled by volunteers from our club: Peter McLuckie Planner,</a></p>	Rob

	<p>Finlay McLuckie Assistant Planner (tbc), Rob Parkinson Organiser, Elizabeth Furness Assistant Organiser, David Esson Controller</p> <p><b>b. SOL March '25 Lady Culbin</b> This will be a major event for the club and David summarised current plans. These include outsourcing key tasks such as car parking to free up club volunteers for event management tasks. David to investigate alternative cheaper First Aid cover - Andrew to supply contacts from Moray 6 Days. Entry fees were discussed, with Alvie SOL as a guide. Noting that FLS will likely charge for this event, a final decision to be made once charges are known.</p> <p><b>c. Event feedback</b> It was agreed that it would be good practice to post a short de-brief into the Dropbox after events, to include car parking capacity etc. Check that the post-event review form is available in the Club Dropbox</p>	<p>David/ Andrew</p> <p>Andrew/ David</p>
6	<p><b>Club &amp; Membership report</b></p> <p><b>a. Membership update</b> Peter reported that membership currently stands at 148, a considerable increase from less than 120 over the past year. Everyone was thanked for their efforts at various CATI and other events particularly Will Hall, our CDO. Peter to start encouraging members to renew for 2025 with BOF/SOA or SOA only as appropriate in the New Year.</p> <p><b>b. Club Development Officer update</b> Further to the above, Rob summarised the financial position for our CDO contract, noting that Will has funding for about a further three months. Rob and Karen have discussed a project extension with Will, who is keen to continue, with a focus on area hubs. The committee agreed a follow-on bid be submitted to the Orienteering Foundation for a 12-month extension, funded in part by a contribution of £2k from the club project account funds.</p>	<p>Peter</p> <p>Rob/ Karen</p>
7	<p><b>Chair's report</b></p> <p><b>a. SOA items</b> Rob reported on several SOA items that related directly to club activities, noting that there have been Safeguarding and Welfare updates, and that the club will be reviewing procedures in the New Year.</p> <p>There is also a need to discuss with SOA and review the COVID statements on club event pages</p> <p>Rob reported on the SOA networking day in September, which amongst other items included discussion of CDOs (with MOR held up as a successful example) and training courses for event officials. It was noted that a. Andrew has been encouraging individuals to attend the Event Safety Workshop. b. Karen recently attended an informative Planner's course run by Lynne Walker.</p> <p>SOA are considering affiliation with BMBO, and that the club will need to have a clear position regarding its relationship with BMBO, with the World Masters coming to the region in late Summer 2026.</p> <p>It was agreed to invite Louise Adams (SOA Development Officer) to a timed business item at the next committee meeting.</p> <p><b>b. Development Plan review schedule</b> The following key areas of the Development Plan were reviewed this year: Club Ethos, Club &amp; Membership, Performance, Coaching &amp; Athlete Development. The following areas are to be reviewed in 2025: Events, Finance and Club Management.</p> <p><b>c. Committee structure</b> Rob and Andrew reported that Ben Holmes has offered to take on the role of Equipment quartermaster. <i>Rob met with Ben two days after the meeting to discuss the role, including the need to update the inventory of equipment and post on the web.</i></p> <p><b>d. Club Annual Awards and Social evening</b> It was agreed that the Club Awards evening would be held in January at Rafford Village Hall. <i>After the meeting a date of 11<sup>th</sup> January was agreed, and the Oakenhead event moved to that date.</i> Andrew agreed to investigate wooden medals from Logie Timber.</p> <p>Rob will confirm booking of Rafford VH, collect in trophies and initiate plans for the evening</p>	<p>Rob/Liz C</p> <p>Andrew/Fran</p> <p>Fran</p> <p>Rob/Fran</p> <p>Rob</p> <p>Andrew</p> <p>Rob/All</p>
8	<p><b>Any Other Business</b></p> <p><b>a. Equipment update</b> Rob reported that a more portable Power Pack has been purchased and used successfully at the recent Altyre event. Discussions with Ian Welsh have confirmed the club's laptops running Windows 10 are fit for purpose for several years to come, as Sport Ident will continue to support.</p>	
9	<p><b>Date of next meeting</b> Fran to send out poll for date in late February. Venue: the McLuckies?</p>	<p>Fran</p>

# Annex A. Financial Summary 25<sup>th</sup> November 2024

## Event Expenditure - April 2024-Nov 2024

EVENT	Income			Expenses				Profit/Loss	
	Pre Entries	EOD	Total Income	SI Fees	Maps	Levies	Expenses		
Gordon Castle Apr 24	420.50	86.50	507.00	44.75	115.89	145.90	50.00	356.54	150.46
Burgie Arboretum May 24	281.50	52.50	334.00	30.23	99.04	103.90		233.17	100.83
Scottish Relay Champs May 24	5480.00	192.00	5672.00	321.86	438.38	716.05	618.36	2094.65	3577.35
NUL #3 Forres Jun 24	162.00	13.00	175.00	26.10	28.34	52.90		107.34	67.66
Culbin Jun 24	306.00	48.85	354.85	44.38	148.25	132.30		324.93	29.92
NUL #4 Elgin Jul 24	462.00	52.00	514.00	28.98	81.50	177.20		287.68	226.32
Brodie Castle Aug 24	306.50	106.50	413.00	40.50	76.20	143.25		259.95	153.05
Burghead SOUL Sep 24	1069.00		1069.00	77.84	191.93	181.00		450.77	618.23
Darnaway Oct 24	361.00		361.00	55.80	100.88	126.70	72.10	355.48	5.52
Fairyhills Nov 24	273.50	116.50	390.00	39.70	78.50	129.15		247.35	142.65

## Balance Sheet April 2024-March 2025

Current Account	£	Expenditure	£
<b>Income</b>			
Event Income	10,150.50	SI Entries Charges	746.27
Map Sales etc	0.00	Map printing	1,286.14
Kit Sales	450.00	Mapping	191.93
Coaching	53.50	Levies	1,914.40
Inter Areas 2024	3,730.74	Equipment & Kit purchase	1,129.94
Junior Funds	226.85	Publicity	75.00
Miscellaneous	14.20	Event Expenses	852.06
	<u>14,625.79</u>	RDO	485.74
		Coaching Expenses	228.93
		Relay entries and JST	493.00
Opening balance as at 1st April 2024	6,511.91	Junior Grants	350.00
Surplus/Deficit for the year	5,458.05	CPD	547.50
<b>Closing Balance as at 25 November 2024</b>	<b><u>11,969.96</u></b>	BOF payments	90.00
		Miscellaneous	376.83
		Inter A/C transfer	400.00
			<u>9,167.74</u>

Project Account	£	Assets at 25th November 2024	£
Opening balance 1 April 2024	9,612.68	Current Account	11,969.96
Transfers from Current A/C	400.00	Project Account	6,642.48
Grants received	0.00	Cash float	100.00
	<u>400.00</u>	Cash to bank	116.50
			<u><u>18,828.94</u></u>
CDO	2,554.00		
Mapping	750.00		
Maps	66.20		
	<u>3,370.20</u>		
Surplus/Deficit for the year	-2,970.20		
<b>Closing balance as at 25th November 2024</b>	<b><u>6,642.48</u></b>		

## Annex B. Event Programme and Permissions 2024/25

Event Calendar for 2024									
Event	Location	Planner	Organiser	Mentor/ Controller	Organiser Contact Details	Permissions	Requested	Granted	BOF
Wed 31 <sup>st</sup> January	NNC # 5 - Carsehill	Anna Howard	Nikki Howard	Rob Parkinson	<a href="mailto:littleblervie@icloud.com">littleblervie@icloud.com</a>	Ardgye – Mrs McInnes Knock of Alves – Mr Petrie Carsehill – Moray Estates	Y Y Y	Y Y Y	Y
Wed 21 <sup>st</sup> February	NNC # 2 – Burgie Arboretum	Michael Bishenden	Andrew Campbell	Rob Parkinson	<a href="mailto:andrewandlizcampbell@outlook.com">andrewandlizcampbell@outlook.com</a>	Hamish	Y	Y	Y
Sun 25 <sup>th</sup> February	Lossie Forest East	Peter McLuckie	Liz Campbell	Andrew Campbell	<a href="mailto:andrewandlizcampbell@outlook.com">andrewandlizcampbell@outlook.com</a>	FLS Mr Ed Tenant - Parking	Y Y	Y Y	Y
Sat 9 <sup>th</sup> March	Aberlour	Donald Grassie	Ken Anderson	Rob Parkinson	<a href="mailto:andersk20k@gmail.com">andersk20k@gmail.com</a>	Moray Council	Y	Y	Y
Sun 28 <sup>th</sup> April	Gordon Castle	Donald Grassie	Dougie Condy	Andrew Campbell	<a href="mailto:dougiecondy@btinternet.com">dougiecondy@btinternet.com</a>	Gordon Castle Estate	Y	Y	Y
Sat 11 <sup>th</sup> May	Burgie Arboretum	Bill Young	Elizabeth Furness	Steve Smirthwaite	<a href="mailto:ejf@briach.net">ejf@briach.net</a>	Hamish	Y	Y	Y
Sun 26 <sup>th</sup> May	Scottish Relay Championships - Roseisle	Eddie Harwood	Andrew Campbell	Colin Eades	<a href="mailto:andrewandlizcampbell@outlook.com">andrewandlizcampbell@outlook.com</a>	FLS	Y	Y	Y
Sat 15 <sup>th</sup> June	Culbin	Nikki Howard	Karen Fraser	David Ritchie	<a href="mailto:jp_kf@mac.com">jp_kf@mac.com</a>	FLS	Y	Y	Y
Wed 19 <sup>th</sup> June	Urban League – Forres Centre	Michael Bishenden	Andrew Campbell	Peter McLuckie	<a href="mailto:andrewandlizcampbell@outlook.com">andrewandlizcampbell@outlook.com</a>	Moray Council	Y	Y	Y
Wed 3 <sup>rd</sup> July	Urban League –Elgin Centre	Andrew Campbell	Laurie Parmenter	Andrew Campbell	<a href="mailto:laurieparmenter@btinternet.com">laurieparmenter@btinternet.com</a>	Moray Council	Y	Y	Y
Sun 25 <sup>th</sup> August	Brodie Castle and AGM	Scarlett Britain	Fran Britain	Andrew Campbell	<a href="mailto:frances@the-britains.com">frances@the-britains.com</a>	Brodie Castle Estate	Y	Y	Y
Sun 22 <sup>nd</sup> September	SOUL 7 - Burghead	Finlay and Kate McLuckie	Peter McLuckie	Eddie Harwood	<a href="mailto:pamcluckie@yahoo.co.uk">pamcluckie@yahoo.co.uk</a>	Moray Council	Y	Y	Y
Sat 19 <sup>th</sup> October	Darnaway North	Rob Parkinson	David Ritchie	Paul Furness	<a href="mailto:drhoneyhowe@gmail.com">drhoneyhowe@gmail.com</a>	Moray Estates	Y	Y	Y
Wed 30 <sup>th</sup> October	Knockomie Night Sprint - Forres	Steve Smirthwaite	Steve Smirthwaite	Andrew Campbell	<a href="mailto:Mormtbo@mor.scot">Mormtbo@mor.scot</a>	Moray Council	Y	Y	Y
Sun 24 <sup>th</sup> November	Altyre – Fairy Wood	Karen Fraser	Ben Holmes Elizabeth Holmes	Andrew Campbell David Ritchie	<a href="mailto:wheatabeat@gmail.com">wheatabeat@gmail.com</a> <a href="mailto:embrocke100@gmail.com">embrocke100@gmail.com</a>	Altyre Estates	Y	Y	Y
Wed 4 December 2024	NNC #2 – Cluny Hill - Forres	Paul Furness	Elizabeth Furness	David Ritchie	<a href="mailto:Ejf@briach.net">Ejf@briach.net</a>	Moray Council	Y		Y
Saturday 28 <sup>th</sup> December 2024	Gordon Castle – Festive Fun Event	Donald Grassie			<a href="mailto:donalgrassie@gmail.com">donalgrassie@gmail.com</a>	Gordon Castle Estate			

Event Calendar for 2025									
Event	Location	Planner	Organiser	Mentor/ Controller	Organiser Contact Details	Permissions	Requested	Granted	BOF
Sat 18th January 2025	Lossiemouth Oakenhead					Moray Council Pitgaveny Estate			
Wed 29th January 2025	NNC # 5 – Quarry Wood	Finlay McLuckie				FLS			Y
Sun 16 <sup>th</sup> February 2025	Binn Hill, Lossie Forest					Innes Estate (Ed Tenant)	Y	Y	Y
Sun 23 <sup>rd</sup> March 2025	SOL 1 - Lady Culbin	Jon Hollingdale	David Ritchie	Lynne Walker		FLS	Y	Y	Y
Sat 26 <sup>th</sup> April	Knock of Alves/ Aldroughty					Knock of Alves - Mr Petrie Aldroughty -Sch Agriculture			
Sun 11 <sup>th</sup> May	Dufftown					Moray Council			
Wed 18 <sup>th</sup> June	Urban League – Fochabers					Moray Council			
Sat 21st June	Lossie Forest					FLS			
Wed 2nd July	Urban League – Kinloss Barracks or Forres Roysvale Park					39 Eng Regt or Moray Council			
Sun 27 Jul 2025 (to 1 Aug 2025)	S6Ds – Day 1 – Glen Feardar	Peter McLuckie	Rob Parkinson Elizabeth Furness	David Esson	<a href="mailto:Riparkinson16@gmail.com">Riparkinson16@gmail.com</a> <a href="mailto:Ejf@briach.net">Ejf@briach.net</a>	S6D Company	-	-	Y
Sat 23 <sup>rd</sup> Aug 2025	Findhorn – AGM & Club Champs					Findhorn Community Council			
Sun 7 <sup>th</sup> Sep 2025	Darnaway Central					Moray Estates			
Sat 11 <sup>th</sup> Oct 2025	Roseisle West	Andrew Campbell				FLS			
Sun 23rd Nov 2025	Newtyle					FLS			
Wed 3 Dec 2025	NNC – Forres Golf Club					Forres Golf Club			