

MINUTES – SAOF MANAGEMENT COMMITTEE MEETING

DATE	17 th July 2011	PRESENT	APOLOGIES	ABSENT	DISTRIBUTION
TIME	09:00am -12.30pm	Garry Morrison (GM) Richard Lund (RL) Ake Fagereng (AF) – on Skype			ALL
LOCATION	Cyberstream				
CHAIRPERSON	Eugene Botha (EB)				
MINUTES By	Val Brentano (VB)				
NEXT MEETING	TBA				

ITEM	DISCUSSION	DECISION	WHO	WHEN
1) Matters arising	<ul style="list-style-type: none"> Proposed amendment to Eligibility to participate in Championship Events to be circulated so that it can be ratified at the AGM 		VB	
2) President's Report	<ul style="list-style-type: none"> Copy attached The Portfolio Reports become a form of manual and make it easier to hand on to successor Contract for Lisa's appointment as Project Manager was given to GM but needs to be modified. GM to modify and return to EB for correction. Performance criteria needs to be attached as an addendum. 		GM EB	

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	<ul style="list-style-type: none"> • Eugene to notify members of the orienteering community that he is not standing for re-election as President at the AGM this year 		EB	
3) Development Report	<ul style="list-style-type: none"> • Copy attached • Positive feedback from the Level 1 Mapping and Teacher's Training Courses – Chantal Helm has mapped Waterstone College. The school will hold courses there. • Durban O Club – Peter Hemer has offered to get this going. He needs to come back to Garry with a proposal. • RACO have members in Phalabora and Rustenburg – the possibility of opening a satellite club needs to be investigated • A club in Sabie is on the cards 		GM	
4) Marketing Report	<ul style="list-style-type: none"> • Copy attached • An article on orienteering in Africa has been submitted to Orienteering World – it has not yet been published. Richard to give Val a copy of the article to post on website • Richard has been approached by people in Kenya regarding us assisting them, but we don't have the resources 		RL, VB	

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	<ul style="list-style-type: none"> • Ian Bratt was approached by people in Zimbabwe • Contact needs to be made with Joburg Sports and Recreation Department. • Richard made contact with a lady from Vereeniging who wants to open a youth based camp area. There is a possibility of a permanent O course. A condition of us putting a permanent course there would be that she would keep records of numbers, demographics etc. • Eugene suggested a permanent course at Bush Trails. Garry re-mapped for the schools O camp. • The Soap Kidz attend various O events – demographics etc need to be collected. • Cyberstream has created a data base for Quickbooks 	<p>Garry to respond that we are unable to offer assistance.</p> <p>Richard to contact James Moloji</p> <p>Garry & Richard to align with SAOF expenses to year end (June 2011)</p>	<p>GM</p> <p>RL</p> <p>RL</p> <p>RL, GM</p>	<p>ASAP</p> <p>ASAP</p>
<p>5) Technical Report</p>	<ul style="list-style-type: none"> • Copy attached • The Selection Criteria needs to be looked at and updated, increasing the qualification standards for JWOC & WOC selection. • The LTPD document needs to be easy to understand • The Expansion plan has been built on the back of LTPD model. 	<p>New Selection Committee to review.</p> <p>Garry & Ake to prepare pamphlets for launch at SA champs</p>	<p>AF</p> <p>AF, GM</p>	

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	<ul style="list-style-type: none"> • People capable of making championship maps need to be identified. Forest around Stanford Lake College (Polokwane) or part-mapped areas around PMB to be considered for two strategic maps to be funded from SRSA monies. • Garry and Tania Wimberley will be attending the next SASCOG Coaching Framework meeting • SA Champs 2012 – Ake to approach Jeremy Green to see if AR Club are interested in hosting at either Pietermaritzburg or Stanford Lake College (Polokwane) 	Garry to feedback to Ake to for action	AF GM AF AF	
6) Administration Report	<ul style="list-style-type: none"> • Copy attached • Announcement to be made on web site that the Management Committee Minutes are available on the website • Minutes on website to be moved to Administration • WOC entries to be paid by SAOF on behalf of Nicholas, Jeremy and Michael and they are to re-imburse SAOF 		VB GM EB, VB	
7) General	<ul style="list-style-type: none"> • <u>Emit</u> – Eugene to instruct Glen Comins to start repairing the emit blocks 		EB	

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	<ul style="list-style-type: none"> • <u>Budget</u> <ul style="list-style-type: none"> ○ Richard and Garry to sit together and sort out. ○ Assessment of 2012 Budget needs to be prepared before the AGM • <u>Education & Training</u> – the HPC is offering courses in sports administration. The Vice-President Administration or the Administrator should go on a course • <u>SARS</u> – NPO's should be registered to comply with the tax laws. Eugene to find out what needs to be done to become a NPC. On SRSA application there is an NPO number for the SAOF. • <u>The Big Five</u> – Val needs to send an e-mail to SRSA to find out how we notify them of an upcoming international event. • <u>Financials</u> – The 2010/2011 financials need to be sent to Ken Robinson as soon as possible. • <u>SRSA Application</u> – The Service Level Agreement has been received and will be completed and returned to SRSA 	<p>The difficulty is identifying which course would actually be of value.</p> <p>EB to investigate</p>	<p>RL, GM</p> <p>EB</p> <p>VB</p> <p>RL VB</p> <p>VB</p>	