



MINUTES – SAOF MANAGEMENT COMMITTEE MEETING

DATE	4 th February 2012	PRESENT	APOLOGIES	ABSENT	DISTRIBUTION
TIME	9.00 – 12.40	Garry Morrison (GRM) Richard Lund (RL) Ake Fagereng (AF) via Skype			ALL
LOCATION	Cyberstream Office	Jeremy Green (JG) Nico van Hoepen (NvH) Val Brentano (VB)			
CHAIRPERSON	GRM				
MINUTES By	VB				
NEXT MEETING					

ITEM	DISCUSSION	DECISION	WHO	WHEN
1) Confirmation of Previous Minutes		The previous minutes were agreed to and accepted		
2) Matters arising from previous minutes	3) Annual Calendar - A start has been made on Google calendars. 5) SARS / NGO registration 7) PO Box – need NGO registration docs to register in SAOF name 8) Template RACO constitution for Sabie club –	If an address other than your @orienteering.co.za address is to be used this is to be given to VB Ongoing Encourage where possible	VB GRM, VB	ASAP June??

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	<p>news is that the club needs a “driver” other than Albert.</p> <p>9) Event Levy payments – Clubs need to ensure that correct amounts are paid.</p> <p>10) Contracts</p>	<p>Val will continue to monitor.</p> <p>A draft contract for VB has been made, this needs to be finalized.</p>	<p>VB</p> <p>NvH</p>	<p>Ongoing</p> <p>ASAP</p>
3) Presidents Report	<ul style="list-style-type: none"> We need to up our communication with our community 	<p>A news article summarising the meeting should be put on the website. This article will link to the meeting minutes. Link to this article must be sent to the club Chairs and also sent to rsaorienteers.</p> <p>The News and Announcement sections of the website need to be updated more regularly</p>	<p>GRM/ VB</p> <p>VB / All</p>	<p>Mid Feb</p> <p>Ongoing</p>
4) VP Marketing Report	<ul style="list-style-type: none"> Permanent Course at Delta Park has stalled. Di Beeton at the Envirocentre will be offering orienteering as part of their curriculum. Need to up use of our CRM system by MC members (Salesforce.com) All contacts to be put on central database (CRM System) SRSA Sports Indaba feedback. We need to try capitalise on promoting tourism, e.g. Big 5 O 	<p>Scheduled a meeting to roll out use of CRM.</p> <p>An e-mail needs to go out asking for contact details</p>	<p>RL</p> <p>RL</p>	<p>Soon</p> <p>ASAP</p>
5) VP Technical Report	<ul style="list-style-type: none"> The Willing, Ready & Able (WRA) document was submitted to SRSA. 	<p>Need a news article about where we need to go with Coaching & our progress with BOF.</p>	<p>GRM / AF</p>	<p>ASAP</p>

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	<ul style="list-style-type: none"> • A copy of the WRA assessment needs to be put onto the web page • Selection Policy documents have been updated. A measurable fitness requirement needs to be imposed on the National Senior & Junior Teams. • A news item on “WOC in the Future” needs to be put on the web site • Ideally SAOF Events/Camps etc should be published before provincial calendars are put together • Good feedback on the Big5 has been received. The WRE was successful in that SA now has 5 ranked male and 3 ranked female runners. • Permission has been received from the CEO of British Orienteering to get assistance from Hilary Farmer regarding Coaching certificate courses and teaching people how to teach. • GRM is going to Holland on business. Requested SAOF cover travel cost to the UK to meet with Hilary and discuss. • The Coaching Committee needs to be reconstituted • Capacity Building is required. Nic Mulder is overburdened with HP, Coach and mapping. Also need more IOF accredited 	<p>Link to the abovementioned article</p> <p>Communicate selections. Incorporate in 2013 docs</p> <p>High Performance to try plan further forward.</p> <p>SAOF to encourage this event.</p> <p>This avenue needs to be pursued with the aim of running some courses in SA. Need to plan into next SRSA application</p> <p>Approved</p> <p>GRM is happy to drive this</p> <p>Contact the IOF to hold a course in SA - SAOF can pay.</p>	<p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>GRM</p> <p>GRM</p> <p>GRM/AF</p> <p>AF</p>	<p>ASAP</p> <p>ASAP end Aug</p> <p>ASAP</p> <p>end Aug</p> <p>end April</p> <p>end March</p> <p>ASAP</p> <p>ASAP</p>

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	<p>event advisers.</p> <ul style="list-style-type: none"> • Need more decent quality local mappers to lift the burden off the few currently active. Investigate getting a Mapping Commission off the ground. • Recent activity in Gauteng around the Google Maps O map locator and repository Lisa set up. 	<p>A Framework needs to be set up</p> <p>The idea is good. Need to pass on info to AF to keep in the loop. See above re. Mapping Commission</p>	<p>NvH</p> <p>GRM</p>	<p>ASAP</p>
<p>6) VP Development Report</p>	<ul style="list-style-type: none"> • YOC is self-sustaining. Received high praise at LTPD. So need to encourage wider uptake. • Schools League involvement to learn how to Export schools O to other areas. Lisa has made a big impact. Will be interesting to monitor the Facebook page. • Improve communication on progress with the Expansion Plan. Consider a quarterly report/update as a news article on the website. • Peter Hemer (PH) to be asked for a proforma invoice, before the end of March, for his upcoming trip to Durban. • Development Trailer ownership & insurance (require founding documents?) 	<p>Discuss with Tania (architect to improve understanding)</p> <p>Document the Schools League to make it exportable</p> <p>Publish progress news articles</p> <p>PH to submit proforma invoice</p> <p>The Trailer to stay in JG's name until we have obtained NPO registration. Change of Ownership forms need to be signed by JG in case something happens to him. The signed forms are to be kept by Administration. JG to insure the trailer &</p>	<p>JG</p> <p>JG</p> <p>JG</p> <p>JG/PH</p> <p>JG</p>	<p>Soon</p> <p>end March</p> <p>end March</p> <p>mid March</p> <p>ASAP</p>

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	<ul style="list-style-type: none"> • Expansion Plan Review to prepare for 2012/2013 SRSA application. • Scouting SA possible Expansion avenue <ul style="list-style-type: none"> ○ Explore number of possible maps ○ Mapping badge requirements • 	<p>contents VB to explore moving to SAOF insurance.</p> <p>Arrange a meeting with Peter Hemer & Lisa de Speville (LdS)</p> <p>Definitely worth exploring</p> <p>Scouts to decide, e.g. put on an event with 20 controls</p>	<p>JG</p> <p>JG</p>	<p>End Feb</p>
<p>7) VP Admin Report</p>	<ul style="list-style-type: none"> • Changes to the Constitution need to be proposed (SGM, AGM, Big Five O club, SAOF to Employ people, etc.) • Website possibly getting messy. Would a sitemap help? Easier list of what's new? • Operations Manual documenting processes and procedures. Aus O website is a good source. • Measurement framework to ensure Impact of our efforts. 	<p>Initiate a review, requests for changes to be sent to the Clubs for input</p> <p>Ask Lisa</p> <p>Generate list of required manuals.</p> <p>Generate list of measurables for fleshing out</p>	<p>NvH</p> <p>VB</p> <p>NvH</p> <p>NvH/GR M</p>	<p>end June</p> <p>end April</p> <p>end April</p>
<p>8) Administration Report</p>	<ul style="list-style-type: none"> • Need to set up a Google docs shared folder structure to better organise all SAOF docs. • Need to setup an SAOF calendar visible to all with important dates & deadlines. • SRSA remainder of grant outstanding. Need to resend documentation. • NLDTF – documentation went missing. 	<p>Implement ASAP</p> <p>Implement ASAP</p> <p>Chase up.</p> <p>Chase up</p>	<p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p>	<p>ASAP</p> <p>end Feb</p> <p>ASAP</p> <p>ASAP</p>

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	<p>Resend.</p> <ul style="list-style-type: none"> Bank statements still going to Ian Bratt. Event Calendar – Sprint designation puts newcomers off!!! www.saorienteer.co.za domain offline – site not secure & continually hacked. IOF affiliation fee for 2012 	<p>Resolve with the bank.</p> <p>need to change Sprint to Short Course.</p> <p>Change CC – Cross Country</p> <p>Decide to secure or pull the plug</p> <p>Chase up invoice to pay by end March</p>	<p>VB</p> <p>VB</p> <p>GRM</p> <p>VB</p>	<p>ASAP</p> <p>ASAP</p> <p>Soon</p> <p>end Feb</p>
9) Finances	<ul style="list-style-type: none"> SRSA Grant <ul style="list-style-type: none"> Expansion Allocation R348 000; YTD spent R142 000 Mapping fund (i) R10 000 not allocated; (ii) Check R5000 for PenOC (iii) R40000 committed for Mokobulaan & SA Champs (Haenertsburg) (iv) EMIT allocation There is still quite a bit of money from SRSA to be spent before end March. GRM would rather have money unspent than spend it on stuff that is not needed & does not conform to our grant allocation. 	<p>Explore ways to spend – KZN?</p> <p>Check which allocation</p> <p>Get Nic M to send through invoices</p> <p>Confirm SRSA allocation amount</p> <p>Level 1 First Aid Course (GRM to pass on Kurt's details to Val. Service provider for PenOC)</p> <p>Tow bar for Lisa</p> <p>Overhead Projector</p> <p>Thumb Compasses (+/- 100)</p> <p>Kites & Punches</p> <p>Laptop</p> <p>Book IOF meeting flight & accommodation</p>	<p>JG</p> <p>GRM/VB</p> <p>AF</p> <p>VB</p> <p>GRM/VB</p> <p>AF</p> <p>JG</p> <p>JG</p> <p>GRM</p> <p>JG</p> <p>GRM</p> <p>GRM/VB</p>	<p>Ongoing</p> <p>ASAP</p> <p>mid March</p> <p>ASAP</p> <p>end March</p> <p>All ASAP</p>

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10) Approaching Deadlines	<ul style="list-style-type: none"> • SRSA – spend money by 31st March 2012 • SRSA – new application by end April 2012 • NLDTF – 2012 Application deadline 	<p>Need to submit report</p> <p>MC to get together to plan</p> <p>Confirm when new applications open</p>	<p>GRM/VB</p> <p>VB/All</p> <p>VB</p>	<p>31 March</p> <p>wk1 April</p>
11) New Club Constitutions	<ul style="list-style-type: none"> • Constitution received from Durban Orienteering Club (DOC) • Constitution from TUCSOC to be circulated electronically. • Create improved SAOF club constitution template. • Member levy needs to be paid by the new Clubs – R20 per member. • To become Full members at least 1 area must be mapped and 1 Event (there must be at least 1 timed course with official results) held 	<p>Constitution approved. Communicate to the new club.</p> <p>MC to read and approve.</p> <p>Merge best of TUCSOC & DOC constitution as SAOF template.</p>	<p>VB</p> <p>NvH</p> <p>NvH</p>	
12) General	<ul style="list-style-type: none"> • Ideally SAOF Events (e.g. coach courses etc.) should be published before club / provincial calendars are put together • Need to find a “pupil” to be coached by Nic during Haenertsburg mapping • Level 1 First Aid course – need to move to the situation where part of event organisation requires Level 1 first aid qualified person. Will also mean greater compliance with Safety in Sport & Recreation act 	<p>Whole MC needs to try work towards this.</p> <p>Investigate Brian Gardiner (AR)</p> <p>GRM to pass on contact details of possible service provider to VB. Need to communicate with clubs & select suitable date.</p>	<p>All</p> <p>GRM</p> <p>GRM</p>	

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	<ul style="list-style-type: none"> • Membership fees & event levies. MC need to make a decision on rates for 2013. • Schools League EMIT levy. Given that GSL is using EMIT. Need to consider EMIT levy to SAOF. • Club Accounting with SAOF – ROC paid SAOF the balance of EMIT levies (owed) and IOF EA costs (subsidised). These need to be reflected as separate transactions for transparency! 	<p>Complete in time for acceptance at 2012 AGM</p> <p>Make resolution for 2013.</p> <p>Need to communicate this to clubs. Need to ensure that all financial transactions are recorded otherwise it is difficult for us to track.</p>	<p>VB/NvH</p> <p>VB/NvH</p> <p>VB/ GRM</p>	