



## MINUTES – SAOF MANAGEMENT COMMITTEE MEETING

<b>DATE</b>	19 <sup>th</sup> May 2012	<b>PRESENT</b>	<b>APOLOGIES</b>	<b>ABSENT</b>	<b>DISTRIBUTION</b>
<b>TIME</b>	9.00 – 12.40	Garry Morrison (GRM) Richard Lund (RL) Ake Fagereng (AF) via Skype			ALL
<b>LOCATION</b>	Cyberstream Office	Jeremy Green (JG) Nico van Hoepen (NvH) Val Brentano (VB)			
<b>CHAIRPERSON</b>	GRM				
<b>MINUTES By</b>	VB				
<b>NEXT MEETING</b>					

ITEM	DISCUSSION	DECISION	WHO	WHEN
1) Confirmation of Previous Minutes		The previous minutes were agreed to and accepted		
2) Matters arising from previous minutes	<ul style="list-style-type: none"> <li>Annual Calendar - A start has been made on Google calendars.</li> <li>SARS / NGO registration</li> <li>PO Box – need NGO registration docs to register in SAOF name</li> </ul>	<p>If an address other than your @orienteering.co.za address is to be used this is to be given to VB</p> <p>Ongoing</p>	<p>VB</p> <p>GRM, VB, NvH</p>	<p>ASAP</p> <p>ASAP</p>

ITEM	DISCUSSION	DECISION	WHO	WHEN
	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• Update for website on orienteering in KZN still needs to be finalised</li> <li>• The Coaching Committee needs to be reconstituted</li> <li>• Recent activity in Gauteng around the Google Maps O map locator and repository Lisa set up</li> <li>• Development trailer ownership &amp; insurance</li> <li>• Scouting SA possibilities</li> <li>• Changes to the Constitution need to be proposed (SGM, AGM, Big Five O club, SAOF to Employ people, etc.)</li> <li>• Website still has virus issues</li> <li>• Operations Manual documenting processes and procedures. Aus O website is a good source.</li> <li>• Google calendar</li> <li>• <a href="http://www.saorienteer.co.za">www.saorienteer.co.za</a> domain offline – site not secure &amp; continually hacked</li> </ul>	<p>A draft contract for VB has been made, this needs to be finalized.</p> <p>GRM is happy to drive this</p> <p>Need to pass info on to AF</p> <p>Change of ownership forms signed by JG are with VB. Trailer now with RL. Needs to be insured. Licence date to be given to GRM. Need copy of JG's ID for renewal</p> <p>Still in pipeline</p> <p>Initiate a review. Requests for changes to be sent to the Clubs for input</p> <p>Ask Lisa to clean up</p> <p>Generate list of required manuals</p> <p>Investigate setting up that you don't have to sign in</p> <p>Decision to secure or pull the plug still to be made</p>	<p>NvH</p> <p>VB</p> <p>GRM/AF</p> <p>GRM</p> <p>VB</p> <p>JG</p> <p>NvH</p> <p>VB</p> <p>NvH</p> <p>VB</p> <p>GRM</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>End June</p> <p>24 July</p> <p>ASAP</p>

ITEM	DISCUSSION	DECISION	WHO	WHEN
	<ul style="list-style-type: none"> <li>• NLDTF 2012 Application deadline</li> <li>• Level 1 First Aid Course</li>   <li>• Increase in Membership Fees &amp; Event Levies. MC to make decision on rates</li>   <li>• Schools League Emit Levy.</li> </ul>	<p>Opens 1<sup>st</sup> June closes 31 June 2012  AF working on the Cape course.  Need to arrange for a course in Gauteng.  Both to be costed &amp; budget allocated.</p> <p>It was agreed that the membership Fee would be increased and the Event levies would stay the same. Needs to be tabled at 2012 AGM</p> <p>A proposal needs to be made to organisers of the Gauteng Schools League</p>	<p>AF  VB</p> <p>NvH</p> <p>NvH/  GRM</p>	<p>24 July</p> <p>Oct</p>
<p>3) Presidents Report</p>	<ul style="list-style-type: none"> <li>• The 2 recent Grant Reports are up on Google Docs. Nice summaries of what we have been doing in the last few years</li> <li>• SASCOC Presidents Council meeting – a lot of what they are promoting is Good Governance.</li> <li>• 3 Themes –  Re-application for membership of SASCOC . Applications open 1 July 2012 and close 31March 2013. Haven't had to re-apply in the past. Apart from a questionnaire, there is an extensive list of supporting documents.  Continued Access to Funding. Access to funding will only be for projects aligned with the SRSA's National Sports Plan. Less money for international participation</li> </ul>			

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	<p>Constitutional Amendments. Intended to ensure good governance. Would like constitution to mirror theirs. Clause limiting President's term</p> <ul style="list-style-type: none"> <li>• SAOF Strategy 2012-2014. Need to have a short, medium and long term strategy</li> <li>• Need to look at increasing affiliation fees.</li> <li>• SA Coach Framework – Hilary and John (BOF) will come to SA in October and run a Level 2 Coaching Course, successful participants will be officially qualified UK Level 2 Coaches. These people will then be qualified to train Level 1 coaches locally.</li> </ul>	<p>Initiate a review</p> <p>Continue &amp; incorporate in strategy</p>	<p>GRM</p> <p>GRM</p>	<p>July</p> <p>Oct</p>
<p>4) VP Marketing Report</p>	<ul style="list-style-type: none"> <li>• Event attendance – fairly similar to 2011</li> <li>• Database is growing – will include all types of orienteering events</li> <li>• Delta Environmental Centre – simplified map. Holding courses and will give SAOF the statistics. Presentation given to Dr Perumal (Gauteng Life Orientation Co-ordinator) – need material for pupils files and an evaluation rubric.</li> <li>• City of Johannesburg – formal application been submitted to map Dorothy Nyembe park and hold orienteering events there for educational purposes</li> <li>• SASCOC's aim is that Provincial Sports</li> </ul>	<p>Lisa to be asked for input</p>	<p>RL</p> <p>RL</p>	

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	<p>Councils assist Clubs and Federations to access areas more easily</p> <ul style="list-style-type: none"> <li>Sponsorship – Phil Marsland (Group Chief Marketing officer at Virgin Active) who was visiting from the UK attended WCOG. He will introduce SAOF to the local Virgin Active marketing people. Potential for long term relationship. Possibility of getting Virgin Active to sponsor Schools League</li> </ul>	<p>Garry to forward various Sports Council details to Richard and Ake</p>	<p>GRM</p> <p>RL</p>	<p>ASAP</p>
<p>5) VP Technical Report</p>	<ul style="list-style-type: none"> <li>High Performance Plan and Selection Document needs to be reviewed after this years WOC, JWOC and Youth tour</li> <li>Development of materials – Lisa has been preparing more School O documentation</li> <li>Coaching Framework –Need to document what Level 1 and Level 2 Coaching covers. Will get access to all BOF coaching material</li> <li>Coaching is essential to reach the SAOF's long term goals, the training of coaches is therefore high priority</li> <li>Future SA Orienteering Champs – a roster of future SA Champs has been put together</li> </ul>		<p>AF</p>	

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	<p>as a guideline and will be circulated to the Clubs</p> <ul style="list-style-type: none"> <li>A proposal for incorporating SA Sprint Champs with the SA Champs was made.</li> </ul>	A draft proposal to be sent to the Clubs for feedback	AF AF	
6) VP Development Report	<ul style="list-style-type: none"> <li>Basically Lisa's report of the past month</li> <li>Documented suggestions for running a Schools League in the future</li> <li>Lisa planning a trip to Cape Town to show her "O in a box" – Box 1 (aimed for Primary Schools) and Box 2.</li> <li>Nic de Klerk, Ake Fagereng and Pieter Swanenvelder keen on O in a Box</li> <li>Teacher's Training Course – attendees to be given "O in a Box"</li> <li>Discussion regarding a free family/group entry to a Club Event after completion of a School Event – to try to get School League participants to attend a Club Event.</li> <li>Peter Hemer's trip to KZN – good and bad experiences. Growing his database in KZN. Disappointed with numbers who attended</li> <li>Expansion promotion – Facebook seems to work quite well.</li> <li>Expansion - Annual Event at Stanford Lake College with the hope that their</li> </ul>		RL/GRM	

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	Adventure Racing Club will take orienteering on			
7) VP Admin Report	<ul style="list-style-type: none"> <li>• PBO and SARS – Constitutional amendment is required.</li> <li>• Structure of an Affiliate needs to be amended in the Constitution</li> <li>• Proposed changes to the Constitution need to be circulated to Clubs by 24 July at the latest. Responses need to be received by the 24 August. Proposals for changes to be implemented this year and in the future need to be circulated.</li> <li>• The Risk Assessment needs to be published and accepted by all Clubs</li> <li>• A copy of the Public Liability Insurance Policy needs to be sent to Nico</li> <li>• Mapping Commission – Working documents need to be put together. Looking at what Federations in other countries use will be a great help</li> </ul>	Proposal needs to be put together and circulated to the Clubs prior to the AGM	<p>NvH</p> <p>NvH</p> <p>VB</p> <p>VB</p> <p>AF</p>	24 July
8) Administration Report	<ul style="list-style-type: none"> <li>• SRSA – Report and supporting documentation for 2011 Grant submitted</li> <li>• NLDTF – 2010 Application funds received. Report on 2009 funding submitted</li> <li>• SASCOC – Approval for participation at JWOC, WOC and World Cup received.</li> <li>• Club Payments – up to date</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Concern that names of some key orienteers not on Club membership lists of 31 March</li> <li>• SA Sports &amp; Arts Hall of Fame – want list of recipients of SA colours</li> <li>• Updated Coaches database sent to SASCOC</li> </ul>	<p>Check with SASCOC as previously they did not recognise them</p> <p>Send to Richard &amp; Ake</p>	<p>VB</p> <p>VB</p>	
9) Finances	<ul style="list-style-type: none"> <li>• SRSA &amp; NLDTF Grants – Did not spend all the funds in time frame</li> </ul>	<p>Check if money can still be spent</p>	<p>VB</p>	
10) Membership	<ul style="list-style-type: none"> <li>• SASCOC – NF’s required to reapply</li> <li>• Affiliation fees &amp; levies have been static for a long time! SAOF needs to move to a situation of greater self-sufficiency</li> <li>• Charge comparison of typical Gauteng Events being done by Richard</li> </ul>	<p>Submit required documentation</p> <p>One proposal is to keep event fees low, i.e. levies &amp; EMIT hire. So need to increase affiliation fees.</p> <p>Send to Nico &amp; Ake</p>	<p>VB/GRM</p> <p>NVH / GRM</p> <p>RL</p>	<p>Jan 2013</p> <p>24 July</p>
11) Constitution Changes	<ul style="list-style-type: none"> <li>• SASCOC would like NF’s constitution to reflect their own. Not sensible for us in short term. We need to have a transition plan to deal with changes required in the longer term</li> <li>• 2012 AGM Proposals <ul style="list-style-type: none"> <li>○ SARS Requirements</li> <li>○ Employing people</li> <li>○ Big 5 O / Affiliate membership</li> <li>○ Club constitutions require a clause</li> </ul> </li> </ul>	<p>Prepare documentation.</p> <p>Nico to draft proposals and circulate for finalisation by management committee. Final proposal to be sent to clubs</p>	<p>NvH</p> <p>NvH</p>	<p>24 July</p> <p>24 July</p>



ITEM	DISCUSSION	DECISION	WHO	WHEN
	regarding the distribution of assets on dissolution.			
12) Strategy & Plans	<ul style="list-style-type: none"> <li>• Needs re-looking at especially detailed plan</li> </ul>	Prepare for distribution at AGM	GRM	July
13) Expansion Officer	<ul style="list-style-type: none"> <li>• No responses to regional Development Officer received</li> <li>• Lisa's contract ends at the end of June</li> </ul>	Expansion plan continuation in the short-term only possible if we can use 2009 NLDTF money. Longer term require new SRSA or NLDTF		
14) General	<ul style="list-style-type: none"> <li>• DOC's full membership was approved</li> <li>• Battery failure on blocks and cards in Cape</li> </ul>	Communicate to DOC & community Need to send them to Joburg to be looked at	VB AF	ASAP