



MINUTES – SAOF MANAGEMENT COMMITTEE MEETING

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| DATE | 25 th November 2012 | PRESENT | APOLOGIES | ABSENT | DISTRIBUTION |
| TIME | 9.00 – 13.00 | Garry Morrison (GRM) Nicholas de Klerk (NdeK) | Richard Lund (RL) | | ALL Club Chairs |
| LOCATION | Cyberstream Office | Nico van Hoepen (NvH) | | | |
| CHAIRPERSON | GRM | Gavin Venter (GV) Val Brentano (VB) | | | |
| MINUTES By | VB /GRM | | | | |
| NEXT MEETING | Jan 2013 | | | | |

| ITEM | DISCUSSION | DECISION | WHO | WHEN |
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| 1. Actions from AGM | <ul style="list-style-type: none"> Minutes of the AGM – edits supplied by GRM Constitution needs to be updated with amendments approved at AGM. GRM to supply GV and VB with MS Word version of constitution SA Sprint and Champs review – committee to be formed. Coach Commission – informed all of status of recent SA Coach Framework launch and future activity. Tania Wimberley has agreed to drive coach commission. | <p>Publish (website & clubs) Update for approval and publication</p> <p>Need to action this.</p> <p>GRM to stay involved.</p> | <p>VB</p> <p>GV</p> <p>MC</p> <p>GRM</p> | <p>ASAP</p> <p>Jan 2013 meeting</p> <p>Jan 2013 meeting</p> <p>ongoing</p> |
| 2. Roles & | What is published on the website needs to be | Need to include clear description in SAOF | All | Jan 2013 |

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| Responsibilities | reviewed with clearer description. Discussion halted in favour of other matters. | Operations Manual. | | meeting |
| 3. Man. Comm. Activity calendar | Brief discussion on Activity Calendar that aims to illustrate at a glance various important dates for all the dimensions of SAOF activity | Pass on electronic version of calendar to VB for population. Populate activity calendar | GRM VB | ASAP Jan 2013 meeting |
| 4. SA Coach Framework (SACF) | <p>GRM and Tania Wimberley attended the pre-launch meeting on 16 Nov. Orienteering is a “Lead Federation” due to good compliance with various SASCOC indicators and engagement with both LTPD and SACF.</p> <p>One-on-one meeting with SACF Implementation Team and SAOF is due to occur in Feb 2013. Discussion to revolve around the pace at which SAOF can move forward with the process.</p> <p>A Provincial Coach Commission has been established.</p> | <p>Coach Commission needs stronger activation. Tania has agreed to be involved. GRM to remain involved.</p> <p>Need to figure out how to interface with this in Gauteng and Western Cape.</p> | GRM | Ongoing. |
| 5. Activity Plan from AGM | Review the various activities and descriptions presented to the AGM. | | | |
| 5.1 Constitutional Review | <p>Review and consider additions. Need to prioritise and action.</p> <p>In addition to items mentioned, consider updating:</p> <ul style="list-style-type: none"> • definitions to include Rogaine. • Selection committee prominence | Present update at next meeting. | GV | Jan 2013 meeting |

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| 5.2 Governance | <p>Need to improve our Policies and Systems.</p> <p>Consider Aus O guidelines for email communications.</p> <p>Need to assign individual responsibilities for activities in Activity Plan document.</p> | GRM to circulate. | All GRM | ASAP |
| 5.3 Strategic Conference | <p>GRM's rationale behind this is to try achieve greater community buy-in & engagement to help with the work of the Federation. It is difficult to find a suitable time.</p> <p>There was a suggestion to incorporate into the SA Champs weekend, along with e.g. a coach conference, etc.</p> | Make proposal | GRM | Jan 2013 meeting |
| 5.4 HP Strategic Review | Nico is responsible. Policy review is underway. | Need a short-term fix, followed by a longer-term solution to roles & responsibilities | NvH | Jan 2013 meeting |
| 5.5 IOF Opportunity | SAOF MC members without family commitments & who haven't previously attended to look into possibility of attending O-Ringen Academy. SAOF can partially fund through NLDTF Grant | Nico and Nick to look into and make a decision. | NvH; NdK | Jan 2013 meeting |
| 6. Big Five O | Reference to "Big Five Orienteering Club" on WRE application. There was discomfort using "Club". Happy to submit forms without "Club" | Submit WRE applications to IOF | GRM | ASAP |
| 7. Spending | <p>Review of the various allocations on SRSA and NLDTF grants that require urgent spending.</p> <ul style="list-style-type: none"> Need to get financial report to end of October to enable NLDFT grant report!!! | <ul style="list-style-type: none"> Upgrade to most recent version of Quickbooks. VB & RL to get together to ensure common start point from audited | VB VB/RL | ASAP ASAP |

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| | | financials | | |
| 7.1 OCAD licences | NLDTF 2011: R13 000 – Agreement to spend on as many OCAD 11 Starter as possible. To be distributed to smaller & new clubs | Obtain a quote for licences within the budget. | NvH | ASAP |
| 7.2 Banking | Gavin to replace Jeremy as 3 rd signatory. Postal invoices still going to Ian Bratt despite numerous attempts to fix. Can get everything electronically anyway. | VB to arrange docs and get Jeremy to sign at Xmas event. Cancel postal statements. | VB VB | 1 Dec ASAP |
| 7.3 Club Kits | NLDTF 2011: R20 000 with specific line-items. Tuks-OC have applied for such a kit & this has been approved. Others could be distributed, e.g. Ephraim in Polokwane. | Order and assemble 4x kits as per NLDTF breakdown. | VB | Jan 2013 meeting |
| 7.4 Development Trailer | In Jeremy's name – up for renewal (Jan 2013). Jeremy in USA for 4 years so consider transferring. | For now keep in Jeremy's name. Obtain renewal form and renew license with copy of Jeremy's ID | GRM | Jan 2013 meeting |
| 7.5 Strategic Maps | SRSA & NLDTF. <ul style="list-style-type: none"> • Applications received for: <ul style="list-style-type: none"> (1) Stanford Lake (School map to ISSOM std & conversion + extension of forest map to MTBO std) (2) Big Five O maps • Map(s) SA Champs 2013 in western Cape. • KZN mapper required (Hilton College) • Why are RACO not applying? | Approved. SAOF needs to sign agreements Need to chase up PenOC to submit proposal. NdK to chase them up. Use Big 5 application as template. Need to source mapping ASAP. Encourage them to apply | NvH / GRM NdK / NvH NvH All | Jan 2013 meeting Jan 2013 meeting Jan 2013 |

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| 7.6 HP Budget | SRSA (Training Camp) and NLDTF (HP). | Confirm budgets with HP manager. NLDTF spend as per Nic's budget. SRSA money must be spent by end March! | NvH | Jan 2013 meeting |
| 7.7 EMIT Purchase | <ul style="list-style-type: none"> • Long discussion on a proposal out of Big 5 Organising team to transition to SI system. <p>Without a detailed assessment (financial, logistical, timing) of the implications of transitioning to the SI system, we are not in a position to make any far-reaching decisions. (SRSA R78k)</p> <ul style="list-style-type: none"> • Discussion about the possibility that the SAOF relinquishes "ownership" of the EMIT systems – requiring clubs & regions to take all responsibility for maintenance, replacement & insurance, etc. | <p>EMIT cards to be purchased with funds. To be used for western Cape replenishment, schools league & Big Five O.</p> <p>Get quotes & order</p> <p>No decision other than to engage with clubs on the idea and gauge feedback. Keep on agenda for further discussion.</p> | <p>VB/NvH</p> <p>All</p> | <p>ASAP</p> <p>Jan 2013 meeting</p> |