



MINUTES – SAOF MANAGEMENT COMMITTEE MEETING

DATE	3 rd February 2013	PRESENT	APOLOGIES	ABSENT	DISTRIBUTION
TIME	9.00 – 13.00	Garry Morrison (GRM) Nicholas de Klerk (NdeK)			ALL Club Chairs
LOCATION	Cyberstream Office	Nico van Hoepen (NvH)			
CHAIRPERSON	GRM	Gavin Venter (GV)			
MINUTES By	VB /GRM	Val Brentano (VB)			
NEXT MEETING	5 May 2013	Richard Lund (RL)			

ITEM	DISCUSSION	DECISION	WHO	WHEN
1. Welcome, Attendance, Apologies	All present			
2. Approval of Agenda & Additions	Approved			
3. Approval of Previous Minutes	Approved			

ITEM	DISCUSSION	DECISION	WHO	WHEN
3.1 AGM Actions	<ul style="list-style-type: none"> Constitution updates - GV SA Sprint and Champs review – committee to be formed. Coach Commission – see SA Coach Framework 	<p>Ongoing</p> <p>Keep on Agenda – need to action</p> <p>– see own Agenda Item</p>	GV	Mid March
3.2 AGM Activity Plan	<ul style="list-style-type: none"> Constitutional Review Governance Strategic Conference – GRM to make a proposal HP Strategic Review – (see Agenda Item) IOF Opportunity –NdK & NvH to consider O-Ringen Academy 	<p>– see own Agenda Item</p> <p>– see own Agenda Item</p> <p>- See under General</p> <p>– see own Agenda Item</p> <p>NdK to consider for next year. NvH is keen. Need to look at logistics and cost</p>	NvH, GRM, VB	ASAP
4. Roles & Responsibilities	Review of Aus O Document – went through document in detail, highlighting tasks of relevance to SAOF & mapping to management committee	Pursue to logical conclusion to generate SAOF roles & responsibilities document.	GV / GRM	Mid March
5. Finances	<ul style="list-style-type: none"> Management (incl. Signatories) & Expenditure Allocations <p>Need to make the sub-allocations clearer</p> <ul style="list-style-type: none"> Current Financial Position SRSA 2012/2013 Grant – VB presented detailed breakdown. Will be underspent on Expansion 	<p>Val to drive signatory updates. GV to replace JJ Green</p> <p>Investigate online overseas payment</p> <p>Include sub-project levels in Quickbooks</p> <p>Include statement of own funds in future reports.</p> <p>Need to push to spend in areas like & EMIT, Maps, Expansion</p>	<p>VB</p> <p>VB</p> <p>GV / VB</p> <p>VB</p> <p>GRM/ VB</p>	<p>ASAP</p> <p>ASAP</p> <p>Mid March</p> <p>5 May</p> <p>31 March</p>

ITEM	DISCUSSION	DECISION	WHO	WHEN
	<ul style="list-style-type: none"> • Lottery Grants: <ul style="list-style-type: none"> ○ Pr. 32302 – final report submitted by GRM & VB at end 2012; ○ Pr. 46720 – 2nd report submitted by GRM & VB at end 2012. Next report due after end Feb. 	Although grant period is until end April 2013, experience is that it is easy to carry over unspent funds. Prioritise SRSA expenditure over this.		
6. Funding	<ul style="list-style-type: none"> • Lottery 2012 (did not apply) - Struggling to spend current grants • Lottery 2013 - Greater flexibility to employ people. Rural development focus. • SRSA 2013/14 - No applications yet – we were expecting something in November. Likely will be late! Frustrating. 	<p>Need to look into when applications open.</p> <p>Set-up wider meeting as per last year to put together proposal.</p>	<p>VB/ GRM</p> <p>GRM/ VB</p>	<p>Upon notification</p>
6. Spending	<ul style="list-style-type: none"> • Lottery Pr. 46720 <ul style="list-style-type: none"> ○ Expansion Plan <ul style="list-style-type: none"> ▪ Club Kits ○ Strategic Maps ○ Long Term Coach Development ○ E-timing Cards ○ Mapper/Technical Official Development <ul style="list-style-type: none"> ▪ OCAD Licenses - as many Intro licenses as possible 	<p>Complete the purchase & distribute to Tuks-OC. Get a publicity picture</p> <p>Create a list of options & potential mappers.</p> <p>Spend SRSA money in this area first.</p> <p>Together with SRSA – move ASAP</p> <p>Distribute to DOC, Tuks-OC, E. Chuene?</p>	<p>VB</p> <p>NvH</p> <p>GRM</p> <p>VB</p> <p>NvH/ VB</p>	<p>End Feb</p> <p>End March</p> <p>End March</p> <p>End March</p> <p>End March</p>

ITEM	DISCUSSION	DECISION	WHO	WHEN
	<ul style="list-style-type: none"> ▪ IOF Event Advisers Course - Complete ○ High Performance – HP Manager in control 			End April
	<ul style="list-style-type: none"> • SRSA 2012/2013 <ul style="list-style-type: none"> ○ Expansion Plan – review plan & action feasible activities ○ Strategic Maps ○ Long Term Coach Development ○ E-timing Cards ○ High Performance <ul style="list-style-type: none"> ▪ International Training Camp – Coach appointment? 	<p>Lisa – goolge maps – get info from Richard.</p> <p>Create a list of options & potential mappers.</p> <p>Level 2 Assessor visit – pay flights</p> <p>Purchase 100-120 cards ASAP. Top up with Lottery Grant</p> <p>Push for announcement of Coach Flight booking and payment ASAP</p>	<p>GRM</p> <p>NvH</p> <p>GRM</p> <p>VB / NvH</p> <p>NvH</p> <p>VB</p>	<p>ASAP</p> <p>ASAP</p> <p>End March</p> <p>End March</p> <p>ASAP</p> <p>ASAP</p>
7. Administration	<ul style="list-style-type: none"> • Development Trailer • SAOF Activity Calendar • Constitutional Review • Governance <ul style="list-style-type: none"> ○ SARS / NGO Application • Safety at Events / Liability – would be useful to see Running club example for comparison. Clarify difference between participant cover and our cover. 	<p>Make available on GoogleDrive</p> <p>Keep on agenda. Below is priority</p> <p>Update constitution as per AGM. Prepare and submit application</p> <p>Obtain Randburg Runner agreement for comparison</p>	<p>VB</p> <p>GV</p> <p>GV / VB</p> <p>VB</p>	<p>ASAP</p> <p>End March</p> <p>ASAP</p>
8. Development	<ul style="list-style-type: none"> • Expansion Plan 			

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	<ul style="list-style-type: none"> ○ National <ul style="list-style-type: none"> ▪ Eastern Cape – Lisa outsourced LO presentation to Jan Heenop (AR contact) ▪ Limpopo – Explore getting cheap laptop to Ephraim Chuene, OCAD license & pay for existing maps ▪ Mpumalanga – Explore Sappi relationship via ROC ○ KZN – need to have an update meeting with Peter Hemer. ○ Military Skills Team – GRM progressing with coaching with help from NvH. ● Support for Club Formation <ul style="list-style-type: none"> ○ Brits – email to NdK. He has responded. ○ Military Skills Team - Exploring club formation 	<p>Lisa to explore more fully this option</p> <p>Cost laptop. Draft Map Funding application process</p> <p>Richard to contact Nic Mulder for initial discussion</p> <p>Probably time to have a Development / Expansion plan meeting</p> <p>Continue under Expansion effort</p> <p>Continue to engage and find what works for them.</p> <p>Pursue during coach sessions</p>	<p>GRM / LdS</p> <p>NdK NdK</p> <p>RL</p> <p>GRM/ NdK</p> <p>GRM</p> <p>NdK</p> <p>GRM</p>	<p>End March</p> <p>End March End March</p> <p>End March</p> <p>March</p> <p>Monthly</p> <p>Ongoing</p> <p>Ongoing</p>
9. Technical	<ul style="list-style-type: none"> ● High Performance <ul style="list-style-type: none"> ○ HP Strategic Review – challenging times in HP & Selection Committee. Require clearer structure and documentation of Roles and Responsibilities ● Mapping – Level 1 course given x2. Possibly look at a 3rd in Cape Town? ● Event Advising – 2 IOF EAs in Gauteng and 2 in Western Cape. Successful course. 	<p>Conduct review</p> <p>Lisa is generating “how to guides” based on experiences</p>	<p>NvH</p> <p>NvH/ LdS</p>	<p>End June</p> <p>End March</p>

ITEM	DISCUSSION	DECISION	WHO	WHEN
	<ul style="list-style-type: none"> Coaching (see SA Coach Framework) 			
10. Marketing	<ul style="list-style-type: none"> Big Five O permission (SASCOC / SRSA) – fill section of form obtained by VB. Big Five Committee need to constitute first 	Ball back in Big Five O court – Keep tabs	NvH/ VB	End April
11. SA Coach Framework	<ul style="list-style-type: none"> Status – Expecting an implementation meeting in Feb. Coaching Commission – Tania has conveying willingness to be chair. Members: GRM, Tania, Nic, Sarah, Ake, Glen T L2 Coaches – 8 coaches trained. Carrying out experiential coaching session. Due for final assessment end Aug / begin Sept. L1 Coaching Course – possibility of a course by Level 2 assessor 	After implementation meeting, coach commission will need to meet to chart the way forward.	GRM GRM GRM GRM	End Feb March End Aug ASAP
12. General	<ul style="list-style-type: none"> Setting of Meeting dates SASCOC Membership Reapplication Membership Criteria & Fees Big Five O Inviting others to SAOF M/C Meetings – Development / Expansion; High Performance (stepping stone to Strategic Conference) Portfolio Plans & Reports TuksOC Map Funding request. 	<p>Dates set ...</p> <p>Submitted on time. Well done.</p> <p>Generate a draft document for discussion</p> <p>Agreement. Start with Lisa (Expansion) and Nic (HP)</p> <p>First require finalisation of duties document</p> <p>Approved.</p>	NdK VB/ GRM All	mid Feb next meet

ITEM	DISCUSSION	DECISION	WHO	WHEN
	<ul style="list-style-type: none"> <li data-bbox="450 225 1178 368">Schools League printing costs. – Operate printing on a commercial basis. There is a danger of taking on too much responsibility, especially if we experience printer problems. 	<p data-bbox="1200 169 1749 204">Draft Map Funding application process</p> <p data-bbox="1200 225 1608 260">R3 per A4 colour copy (map)</p> <p data-bbox="1200 292 1823 363">Need to determine clear stance on use of SAOF printer.</p>	<p data-bbox="1845 169 1912 204">NdK</p> <p data-bbox="1845 225 1890 260">VB</p> <p data-bbox="1845 328 1890 363">GV</p>	<p data-bbox="2000 169 2157 204">End March</p> <p data-bbox="2000 328 2112 400">next meeting</p>