



MINUTES – SAOF MANAGEMENT COMMITTEE MEETING

DATE	13 th October 2013	PRESENT	APOLOGIES	ABSENT	DISTRIBUTION
TIME	9.00 – 13.30	Garry Morrison (GRM) Nicholas de Klerk (NdeK) Steve Mills (SM) Val Brentano (VB) Nico van Hoepen (NvH)		Richard Lund (RL)	ALL Club Chairs
LOCATION	Garry Morrison's House				
CHAIRPERSON	GRM				
MINUTES By	VB /GRM				
NEXT MEETING	late Jan 2014 (tbc)				

ITEM	DISCUSSION	DECISION	WHO	WHEN
1. Welcome, Attendance, Apologies	Special welcome to the SAOF MC to Steve Mills			
2. Approval of Agenda & Additions	Agenda approved MC Meeting dates to be confirmed once next year's calendars are available Informal meetings to be held on the 2 nd Wednesday of a month	Next meeting to be towards end Jan, early Feb 2014 Next meeting on 13 Nov 2013	VB	
3. Approval of Previous	Minutes of the 28 July 2013 approved.	Minutes need to be put onto the website	VB	ASAP

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Minutes				
4. Roles and Responsibilities	Review Gavin's updated doc.	Assignment of responsibilities agreed on. Steve to run with this – document needs to be passed onto him for another iteration	GRM	ASAP
5. AGM Feedback	Approval of Minutes AFS status	Item 6- update. Otherwise approved. Once updated to be put on website Duncan to be sent changes made as per discussion between GRM and Tania	VB VB	ASAP ASAP
6. Planning for 2014	<ul style="list-style-type: none"> • SRSA Project Responsibilities • Portfolio Plans – each VP to generate plan for the next year • Budget responsibility 	As per Business Plan submission Present at next informal meeting Each VP to be responsible for their budget. VB to send out expenses for allocation on a monthly basis	All All VB	13 Nov
7. Marketing				
7.1 Media	<ul style="list-style-type: none"> • Under Control Newsletter - Nice idea. Need market research to see how much it would be valued? 	Need a champion to take responsibility.	RL?	
7.2 Website	Updates	VP's to send articles to VB for posting on the website	All VB	
7.3 Statistics	<ul style="list-style-type: none"> • Membership Database Project (see Admin 8.2) 			

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7.4 Sponsorship				
8. Administration				
8.1 Records	Working with Google Drive - The workings of Google Drive were explained to SM. Discussion on migrating to new structure on Google Drive	NvH to circulate draft structure for review.	NvH	Jan 2014
8.2 Management Database	Project covered under SRSA 2013/2014 grant. - Need to generate a specification. - Needs a user-friendly front-end. - Could use our webhosting service as this comes with database facility (MySQL)	Need to discuss with RL, how to take this forward.	GRM	13 Nov 2014
8.3 Membership & Fees	<ul style="list-style-type: none"> • Big Five O Associate Membership application approved. Affiliation fee set at R100. • Levies and Emit hire for 2014 	Generate an official communication to Big Five O	VB	end Oct
		To remain unchanged for 2014 Generate an official Resolution and send communication to clubs for 2014	VB	13 Nov
8.4 Finances	<ul style="list-style-type: none"> • Approval System • Monthly Budget Statement • Preparation for Audit • Signatories 	Described process to SM		
		GRM to work with VB to get report format correct.	GRM	end Nov
		VB to send through to Auditor ASAP after year-end.	VB	July 2014
		NdK co-opted. VB to generate paperwork.	VB	mid Nov

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	<ul style="list-style-type: none"> Biz Connect 	GRM. RL and NdK to visit Branch. Something to move toward in the future.	GRM	
8.5 Grants Admin	SRSA Reports	SRSA Service Level Agreement to be sent to SM and to be uploaded onto Google Drive	VB	ASAP
8.6 General	<ul style="list-style-type: none"> Confirm Headquarters Confirm R 5000.00 for Full Office Trailer License Public Liability Insurance SAOF Letterhead 	94 King St, Berario (as in 2012/13) Agreed by all present Due end December Renewed with Fire Cover up to R 7 500 000. Copy of Policy to be sent to SM to check number of participants (per Event or for the year ?) Remove Honorary Members; include only current SAOF Management Committee	VB & SM VB	Jan 2014 Meeting ASAP
8.7 Constitution	Working Group - Gavin Venter prepared to carry on with this with the help of a working group. Ian Bratt has offered to help.	GRM to activate GV. SM to manage.	GRM & SM	
8.8 Governance	SARS Application NPO Application	SM to approach SARS anonymously to find out implications	SM	
8.9 Development	<ul style="list-style-type: none"> Mind Map – how to run a Federation Ops Manual – need to improve. Makes it easy for us and any future Management Committee members. 	GRM to forward to SM	GRM	ASAP

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	Contracts	Pass existing contracts (Val, Lisa, Peter) on to SM for review and update where necessary	GRM / VB	end Oct
9 Development				
9.1 YOC	Leila Venter is standing down from YOC. Clubs need to be responsible for YOC. A possibility is for SAOF to provide incentives to the Clubs to increase YOC numbers	Incorporate plans into greater Development Plan	NdK	13 Nov
9.2 Schools League	<ul style="list-style-type: none"> Need to make more self-sustaining. Need to encourage PenOC efforts in W.C. ROC proposal – Nico to run with, with a view to handover to NdK. 	Incorporate into greater 2013/2014 Development Plan	NdK	13 Nov
9.3 Participation	SAOF to sponsor people (mainly scholars) from Polokwane to attend the Big 5	Agreed. A budget of R 20 000.00 is available. GRM to discuss with Mary	GRM	End October
9.4 Training Courses	<ul style="list-style-type: none"> What is missing? May need to hold a course in Gauteng for Teachers again – Jan 2014 Club Starter Kit – GRM visiting Mphachue and Stanford Lake (26/27 Oct) for Development visit. 	<p>Needs to be included in Development Plan.</p> <p>Partnership with Coach Education pathway development – run by Tania Wimberley.</p> <p>Club Starter Kit to be delivered to Mary</p>	<p>NdK</p> <p>TW / GRM</p> <p>VB / GRM</p>	<p>13 Nov</p> <p>26 Oct</p>
10. Technical				

ITEM	DISCUSSION	DECISION	WHO	WHEN
10.1 Technical Committee	Review standards	NvH to set up a working Group (Include in Portfolio Plan)	NvH	13 Nov
10.2 Mapping Committee	<ul style="list-style-type: none"> Map Application <ul style="list-style-type: none"> Document process in Ops. Manual 	NvH to finalize approvals (Include in Portfolio Plan)	NvH	13 Nov
10.3 High Performance	<ul style="list-style-type: none"> Selection Committee High Performance Strategic Plan 2013-2017 is required. 	<p>VP Technical (NvH) to handle Selection Committee. VP Admin (SM) agreed to hand this responsibility to VP Technical.</p> <p>Include in Portfolio Plan</p>	NvH NvH	13 Nov
10.4 Coaching Commission	<ul style="list-style-type: none"> Reports through President Coach Education Framework Level 1 Teachers Training Course Accredited Coaches - Coaches who have passed the BOF Level 1 and Level 2 Coaches Courses to have their qualifications approved at SAOF level 	<p>Tania Wimberley running with this</p> <p>Linley de Beer (UJ) been contacted – seems keen to assist.</p> <p>Jan 2014. Need contacts at Schools – HOD Geography and Life Orientation</p> <p>Approved by Man. Comm.</p>	VB	
10.5 Events Committee	National Champs, Provincial Champs, WRE's – Need to move to a 5-year planning horizon.	Convene a Working Group to draft proposal based on Ake Fagereng's 2012 proposal.	NvH	
11 General	<ul style="list-style-type: none"> Big 5 - A more formal communication 	Send through communication to Big Five	GRM	ASAP

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	<p>between the Big 5 committee and the SAOF is required.</p> <ul style="list-style-type: none"> • Emit - It was agreed that the new Emit cards would be sold for R 300.00 each • Non-payment of money due to the SAOF • SASCOC SGM on 9th November – NvH to attend 	<p>O in this regard</p> <p>Generate an official resolution and communicate to clubs.</p> <p>SM to investigate</p> <p>Send through RSVP to SASCOC</p>	<p>VB</p> <p>SM</p> <p>VB</p>	<p>end Oct</p> <p>25 Oct</p>